

Sample Military Occupational Classifications

- 1C251 - Combat Control Journeyman (Air Force)
- 11B - Infantryman (Army)
- 8011 - Basic Marine with Enlistment Guarantee (Marines)
- 9920 - Construction Basic Veteran (Navy)

This packet is designed for men and women in Infantry leaving the military and entering into civilian occupations. It identifies and describes the current military occupation, and profiles five related civilian occupations that share many of the same skill requirements. These five related occupations are examples and individuals may have skills and interests that would qualify them for many other jobs.

These profiles can be used to:

- Prepare for resume writing and job interviews.
- Help make training decisions.
- Explore new career options in occupations that require many of the same skills.

Each Occupation Profile contains the following information:

- Profile of current military occupation, with Top 7 important Duties and Top 3 pertinent Knowledges, Skills, Abilities, and Work Activities.
- Profiles of the most closely related civilian occupations identified, with Top 5 important Tasks; Top 3 pertinent Knowledges, Skills, Abilities, and Work Activities; Labor Market Information; Education and Training Requirements; and Job Listings in your area.

Each information packet is designed to answer questions like "how much can I expect to earn on this job?" and "what's the outlook for this type of work in the next ten years?"

Labor Market Information Division
Workforce Services Branch
Employment Development Department



Infantry, cont.

Description

Operate weapons and equipment in ground combat operations. Supervise, lead, or serve as a member of an infantry activity that employs individual small arms weapons or heavy anti-armor crew served weapons, either vehicle or dismounted in support of offensive and defensive combat operations. Duties include evaluating terrain and recording topographical information; assessing need for and directing supporting fire; and placing explosives and performing minesweeping activities on land.

Important Duties

- Carry out activities during drills and live combat as a member of a fire team.
- Perform in hand-to-hand combat.
- Aid in the mobilization of troops, vehicles, and weaponry.
- Assist in reconnaissance missions.
- Work with two-way radios and signal equipment.
- Learn to use, maintain and store different kinds of combat weaponry (rifles, machine guns, anti-tank mines, etc.).
- Processes prisoners of war and captured documents.

Important Knowledge, Skills, Abilities, and Work Activities

| Knowledge | Skills |
|----------------------------|--|
| Foreign Language | Critical Thinking |
| Education and Training | Judgment and Decision Making |
| Public Safety and Security | Coordination |
| Abilities | Work Activities |
| Far Vision | Analyzing Data or Information |
| Flexibility of Closure | Identifying Objects, Actions, and Events |
| Oral Comprehension | Performing General Physical Activities |

Source: Occupational Information Network ([O*NET](#))

Bus Drivers, School or Special Client

Description

Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

Sample Job Titles

School Bus Driver, School Bus Driver/Teacher Assistant, Special Education Bus Driver

Important Tasks

- Follow safety rules as students board and exit buses or cross streets near bus stops.
- Comply with traffic regulations to operate vehicles in a safe and courteous manner.
- Maintain order among pupils during trips to ensure safety.
- Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.
- Escort small children across roads and highways.

Job Fit

The job of School or Special Client Bus Driver may appeal to those who enjoy working independently outdoors, driving, and working with children or special clients. This occupation involves practical, hands-on problems and solutions and working with details.

Education and Training Requirements

Typical Education Level: High school diploma or the equivalent and moderate-term on-the-job training. This is an occupation in which workers can develop skills needed to attain competency after a period of between 1 and 12 months of combined on-the-job experience and informal training.

Certification: California requires that School and Special Client Bus Drivers have a class "A" or "B" driver license with a "P" passenger endorsement and a First Aid Certificate. Link to America's Career InfoNet Certification Finder at www.careerinfonet.org and type in the keywords "bus driver" to find more certification programs related to this occupation.

Bus Drivers, School or Special Client, cont.

2013 Median Wages

| | Hourly | Annual |
|--------------------------------------|---------|----------|
| California | \$16.00 | \$33,290 |
| Oakland-Fremont-Hayward | \$17.08 | \$35,532 |
| Redding | \$9.50 | \$19,767 |
| Sacramento-Arden Arcade-Roseville | \$16.14 | \$33,554 |
| San Francisco-San Mateo-Redwood City | \$21.02 | \$43,725 |
| San Jose-Sunnyvale-Santa Clara | \$17.33 | \$36,048 |

Source: [Occupational Employment Statistics Survey 2013 1st Q](#)

Projections of Employment - California Long-Term

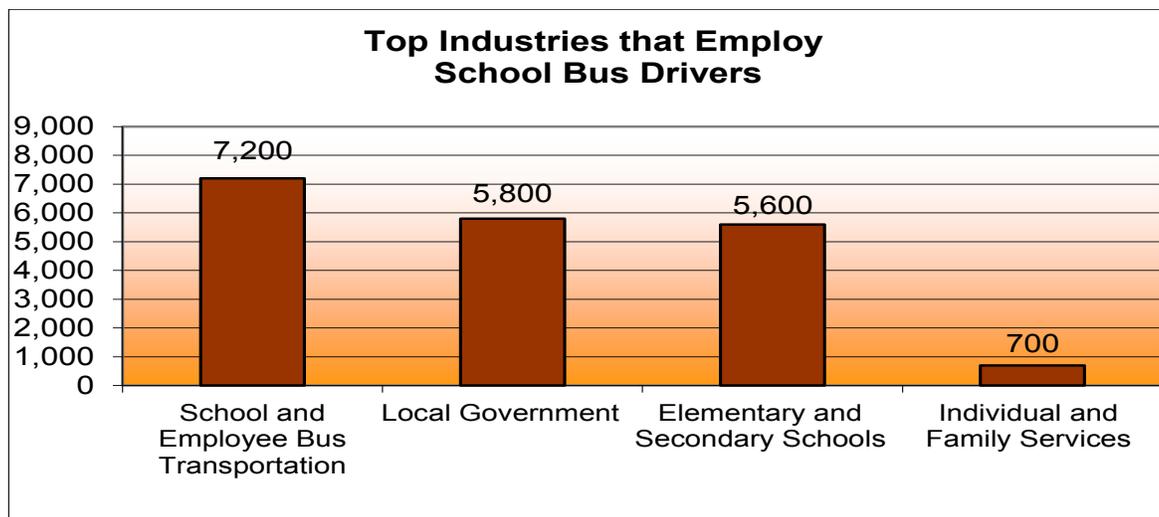
| Est. # of Workers (2010-2020) | | Numeric Change | Percent Change | Average Annual Job Openings |
|----------------------------------|--------|-------------------|-------------------|--------------------------------|
| 25,500 | 28,400 | 2,900 | 11.4 | 780 |

Projections of Employment - California Short-Term

| Est. # of Workers (2012-2014) | | Numeric Change | Percent Change | Average Annual Job Openings |
|----------------------------------|--------|-------------------|-------------------|--------------------------------|
| 24,500 | 25,100 | 600 | 2.4 | 760 |

Source: [EDD/LMID Projections of Employment by Occupation](#)

Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

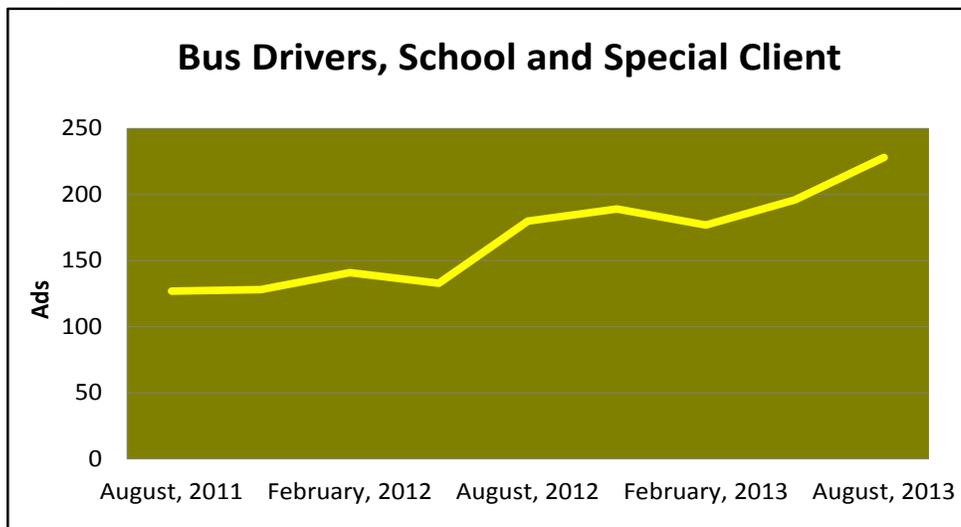
Bus Drivers, School or Special Client, cont.

Recent Job Openings for this Occupation

| Month | Total Job Listings | Top Counties Reported | Sample of Employers |
|----------------|--------------------|---|---|
| July 2013 | 224 | <ul style="list-style-type: none"> • Santa Clara • Stanislaus | <ul style="list-style-type: none"> • Central Refrigerated • Hughson Unified School Dist |
| August 2013 | 252 | <ul style="list-style-type: none"> • San Francisco • Sacramento | <ul style="list-style-type: none"> • Central Refrigerated • Oroville City Elementary |
| September 2013 | 210 | <ul style="list-style-type: none"> • Santa Clara • Sacramento | <ul style="list-style-type: none"> • Central Refrigerated • Oroville City Elementary |

Source: [The Conference Board Help Wanted Online™ \(HWOL\) data series - Hiring Demand Dashboard](#)

Regional 2-Year Online Job Ad Trend for this Occupation



Source: [The Conference Board Help Wanted Online™ \(HWOL\) data series - Hiring Demand Dashboard](#)

Regional Supply and Demand for this Occupation

| | |
|--|---------|
| Estimated Candidate Supply | 8,300 |
| Employers Hiring | 99 |
| # of Employers Who Have Hired in the Past Four Years | 441 |
| Average Posting Period | 41 days |

Source: [WANTED Analytics: Date accessed 9/30/13](#)

Bus Drivers, School or Special Client, cont.

Important Knowledge, Skills, Abilities, and Work Activities

| Knowledge | Description |
|--|--|
| Transportation | Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits. |
| Public Safety and Security | Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. |
| English Language | Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. |
| Skill | Description |
| Operation and Control | Controlling operations of equipment or systems. |
| Social Perceptiveness | Being aware of others' reactions and understanding why they react as they do. |
| Active Listening | Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. |
| Ability | Description |
| Depth Perception | The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object. |
| Far Vision | The ability to see details at a distance. |
| Problem Sensitivity | The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. |
| Work Activity | Description |
| Inspecting Equipment, Structures, or Material | Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. |
| Operating Vehicles, Mechanized Devices, or Equipment | Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft. |
| Identifying Objects, Actions, and Events | Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. |

Source: Occupational Information Network ([O*NET](#))

Correctional Officers and Jailers

Description

Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point.

Sample Job Titles

Correctional Officer, Corrections Officer (CO), Detention Deputy, Detention Officer

Important Tasks

- Conduct head counts to ensure that each prisoner is present.
- Monitor conduct of prisoners in housing unit, or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence.
- Inspect conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure security and help prevent escapes.
- Record information, such as prisoner identification, charges, and incidences of inmate disturbance, and keep daily logs of prisoner activities.
- Search prisoners and vehicles and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs.

Job Fit

The job of Correctional Officer will appeal to you if you have integrity and a realistic and social nature. Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. Social occupations involve communicating, teaching, and working with people.

Education and Training Requirements

Typical Education Level: High school diploma or the equivalent and moderate-term on-the-job training. This is an occupation in which workers can develop skills needed to attain competency after a period of between 1 and 12 months of combined on-the-job experience and informal training.

Certification: California requires Correctional Officers and Jailers to pass the Peace Officer Psychological Evaluation and Physical Abilities Test. Link to America's Career InfoNet Certification Finder at www.careerinfonet.org and type in the keywords "correctional officer" to find more certification programs related to this occupation.

Correctional Officers and Jailers, cont.

2013 Median Wages

| | Hourly | Annual |
|--------------------------------------|---------|----------|
| California | \$35.09 | \$72,992 |
| Oakland | \$32.16 | \$66,902 |
| Sacramento-Arden Arcade-Roseville | \$36.11 | \$75,106 |
| San Francisco-San Mateo-Redwood City | \$37.13 | \$77,236 |
| San Jose-Sunnyvale-Santa Clara | \$25.74 | \$53,536 |

Source: [Occupational Employment Statistics Survey 2013 1st Q](#)

Projections of Employment - California Long-Term

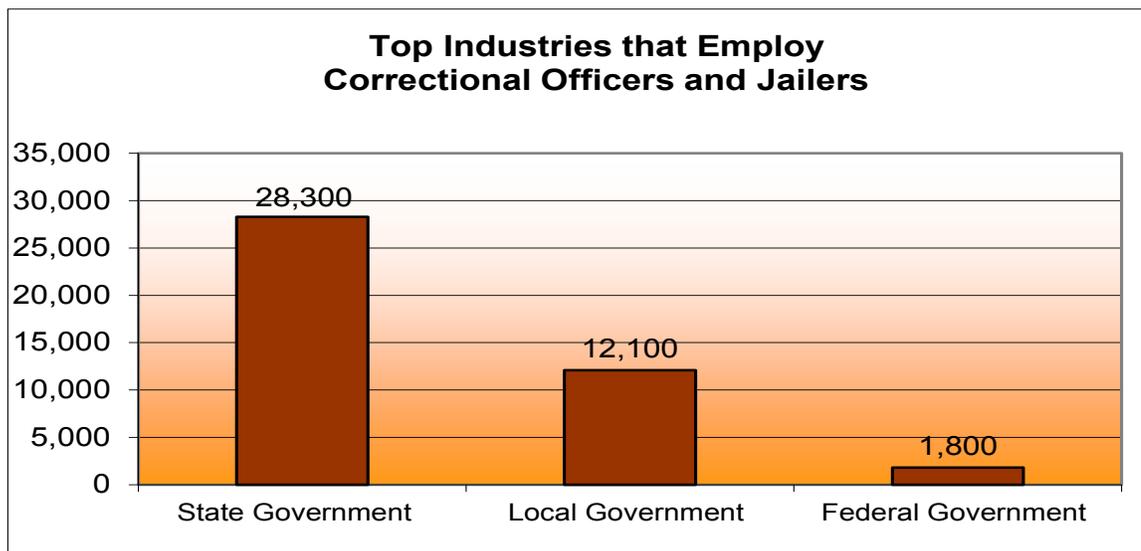
| Est. # of Workers (2010-2020) | | Numeric Change | Percent Change | Average Annual Job Openings |
|-------------------------------|--------|----------------|----------------|-----------------------------|
| 42,700 | 43,300 | 600 | 1.4 | 820 |

Projections of Employment - California Short-Term

| Est. # of Workers (2012-2014) | | Numeric Change | Percent Change | Average Annual Job Openings |
|-------------------------------|--------|----------------|----------------|-----------------------------|
| 41,000 | 40,700 | -300 | -0.7 | 640 |

Source: [EDD/LMID Projections of Employment by Occupation](#)

Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

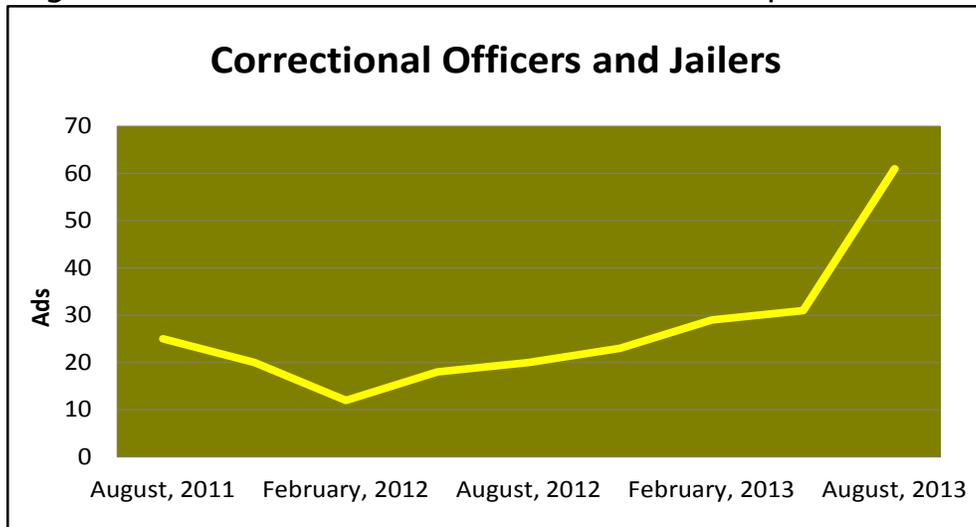
Correctional Officers and Jailers, cont.

Recent Job Openings for this Occupation

| Month | Total Job Listings | Top Counties Reported | Sample of Employers |
|----------------|--------------------|---|---|
| July 2013 | 45 | <ul style="list-style-type: none"> Lassen Del Norte | <ul style="list-style-type: none"> State of California Supplemental Health Care |
| August 2013 | 59 | <ul style="list-style-type: none"> Lassen Sacramento | <ul style="list-style-type: none"> GLEMPIRIS, INC. State of California |
| September 2013 | 54 | <ul style="list-style-type: none"> Monterey Del Norte | <ul style="list-style-type: none"> GLEMPIRIS, INC. State of California |

Source: [The Conference Board Help Wanted Online™ \(HWOL\) data series - Hiring Demand Dashboard](#)

Regional 2-Year Online Job Ad Trend for this Occupation



Source: [The Conference Board Help Wanted Online™ \(HWOL\) data series - Hiring Demand Dashboard](#)

Regional Supply and Demand for this Occupation

| | |
|--|---------|
| Estimated Candidate Supply | 2,900 |
| Employers Hiring | 12 |
| # of Employers Who Have Hired in the Past Four Years | 79 |
| Average Posting Period | 60 days |

Source: [WANTED Analytics: Date accessed 9/30/13](#)

Correctional Officers and Jailers, cont.

Important Knowledge, Skills, Abilities, and Work Activities

| Knowledge | Description |
|--|--|
| Public Safety and Security | Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. |
| Law and Government | Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. |
| Psychology | Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders. |
| Skill | Description |
| Active Listening | Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. |
| Social Perceptiveness | Being aware of others' reactions and understanding why they react as they do. |
| Speaking | Talking to others to convey information effectively. |
| Ability | Description |
| Oral Comprehension | The ability to listen to and understand information and ideas presented through spoken words and sentences. |
| Problem Sensitivity | The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. |
| Speech Clarity | The ability to speak clearly so others can understand you. |
| Work Activity | Description |
| Getting Information | Observing, receiving, and otherwise obtaining information from all relevant sources. |
| Communicating with Supervisors, Peers, or Subordinates | Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. |
| Identifying Objects, Actions, and Events | Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. |

Source: Occupational Information Network ([O*NET](#))

Police and Sheriff's Patrol Officers

Description

Maintain order and protect life and property by enforcing local, tribal, State, or Federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

Sample Job Titles

Deputy Sheriff, Police Officer, Patrolman, State Trooper, Canine Deputy (K-9 Deputy)

Important Tasks

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Drive vehicles or patrol specific areas to detect law violators, issue citations, and make arrests.
- Investigate illegal or suspicious activities.

Job Fit

The job of Police and Sheriff's Patrol Officer will appeal to those who enjoy activities that involve working with, communicating with, and teaching people, as well as activities that include practical, hands-on problems and solutions. The Police and Sheriff's Patrol Officer occupation satisfies those with social and realistic interests.

Education and Training Requirements

Typical Education Level: High school diploma or the equivalent and moderate-term on-the-job training. This is an occupation in which workers can develop skills needed to attain competency after a period of between 1 and 12 months of combined on-the-job experience and informal training.

Certification: California requires Police and Sheriff's Patrol Officers to have a Basic Certificate on Peace Officer Standards and Training (POST). Link to America's Career InfoNet Certification Finder at www.careerinfonet.org and type in the keywords "police officer" to find more certification programs related to this occupation.

Police and Sheriff's Patrol Officers, cont.

2013 Median Wages

| | Hourly | Annual |
|--------------------------------------|---------|----------|
| California | \$41.59 | \$86,509 |
| Oakland-Fremont-Hayward | \$45.70 | \$95,041 |
| Sacramento-Arden Arcade-Roseville | \$40.14 | \$83,498 |
| San Francisco-San Mateo-Redwood City | \$47.54 | \$98,878 |
| San Jose-Sunnyvale-Santa Clara | \$45.67 | \$94,989 |

Source: [Occupational Employment Statistics Survey 2013 1st Q](#)

Projections of Employment - California Long-Term

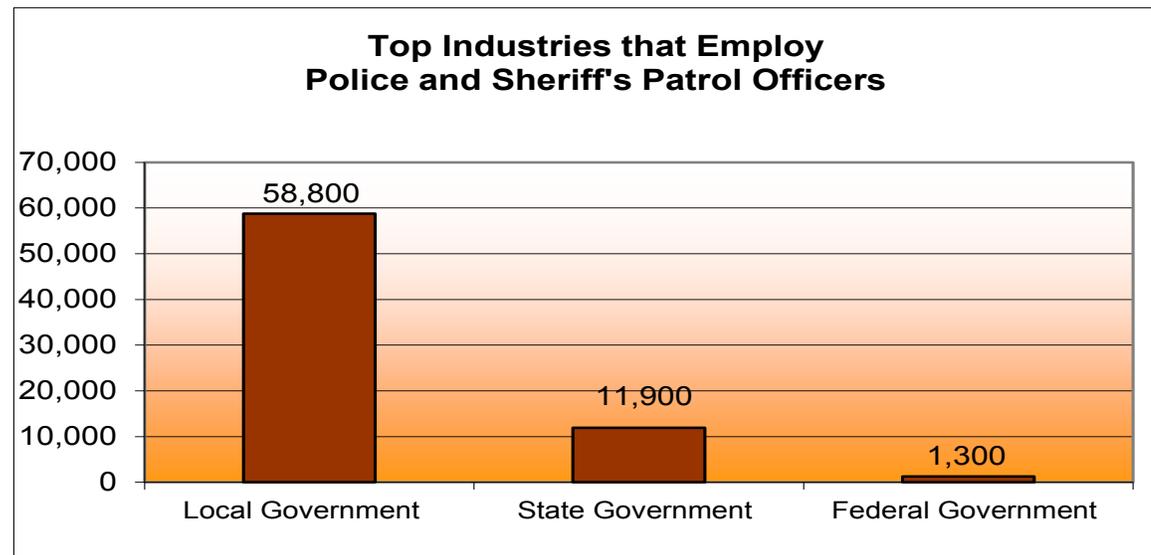
| Est. # of Workers (2010-2020) | | Numeric Change | Percent Change | Average Annual Job Openings |
|-------------------------------|--------|----------------|----------------|-----------------------------|
| 73,100 | 78,300 | 5,200 | 7.1 | 2,670 |

Projections of Employment - California Short-Term

| Est. # of Workers (2012-2014) | | Numeric Change | Percent Change | Average Annual Job Openings |
|-------------------------------|--------|----------------|----------------|-----------------------------|
| 70,600 | 70,000 | -600 | -0.8 | 1,960 |

Source: [EDD/LMID Projections of Employment by Occupation](#)

Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

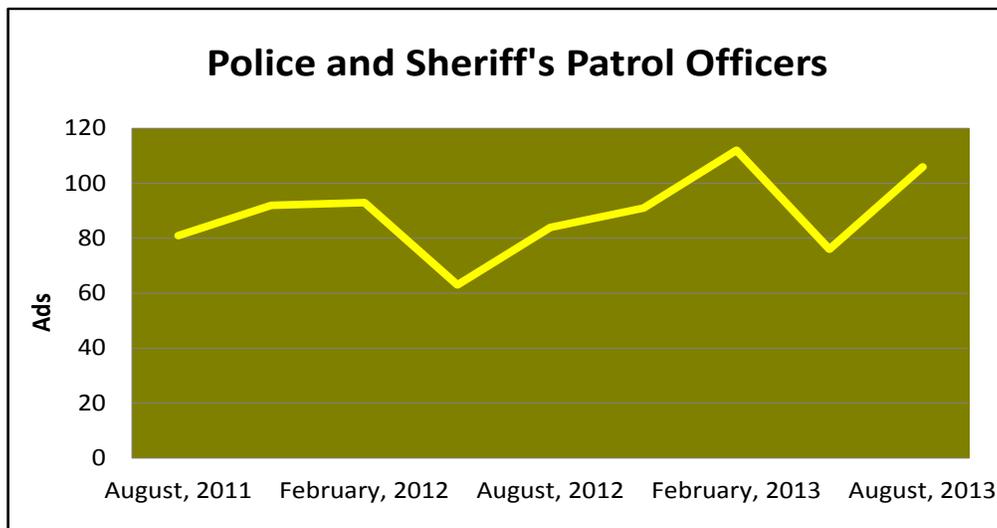
Police and Sheriff's Patrol Officers, cont.

Recent Job Openings for this Occupation

| Month | Total Job Listings | Top Counties Reported | Sample of Employers |
|----------------|--------------------|---|---|
| July 2013 | 70 | <ul style="list-style-type: none"> San Francisco Alameda | <ul style="list-style-type: none"> County of Sonoma Army National Guard |
| August 2013 | 110 | <ul style="list-style-type: none"> San Francisco Stanislaus | <ul style="list-style-type: none"> U.S. Customs & Border Protection U.S. Army |
| September 2013 | 93 | <ul style="list-style-type: none"> Sacramento Contra Costa | <ul style="list-style-type: none"> U.S. Army Army National Guard |

Source: [The Conference Board Help Wanted Online™ \(HWOL\) data series - Hiring Demand Dashboard](#)

Regional 2-Year Online Job Ad Trend for this Occupation



Source: [The Conference Board Help Wanted Online™ \(HWOL\) data series - Hiring Demand Dashboard](#)

Regional Supply and Demand for this Occupation

| | |
|--|---------|
| Estimated Candidate Supply | 9,300 |
| Employers Hiring | 59 |
| # of Employers Who Have Hired in the Past Four Years | 368 |
| Average Posting Period | 46 days |

Source: [WANTED Analytics: Date accessed 9/30/13](#)

Police and Sheriff's Patrol Officers, cont.

Important Knowledge, Skills, Abilities, and Work Activities

| Knowledge | Description |
|--|--|
| Public Safety and Security | Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. |
| Law and Government | Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. |
| English Language | Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. |
| Skill | Description |
| Active Listening | Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. |
| Critical Thinking | Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. |
| Speaking | Talking to others to convey information effectively. |
| Ability | Description |
| Problem Sensitivity | The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. |
| Oral Expression | The ability to communicate information and ideas in speaking so others will understand. |
| Oral Comprehension | The ability to listen to and understand information and ideas presented through spoken words and sentences. |
| Work Activity | Description |
| Performing for or Working Directly with the Public | Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests. |
| Getting Information | Observing, receiving, and otherwise obtaining information from all relevant sources. |
| Operating Vehicles, Mechanized Devices, or Equipment | Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft. |

Source: Occupational Information Network ([O*NET](#))

Private Detectives and Investigators

Description

Gather, analyze, compile and report information regarding individuals or organizations to clients, or detect occurrences of unlawful acts or infractions of rules in private establishment.

Sample Job Titles

Loss Prevention Officer, Loss Prevention Detective, Asset Protection Detective

Important Tasks

- Write reports or case summaries to document investigations.
- Search computer databases, credit reports, public records, tax or legal filings, or other resources to locate persons or to compile information for investigations.
- Obtain and analyze information on suspects, crimes, or disturbances to solve cases, to identify criminal activity, or to gather information for court cases.
- Conduct background investigations of individuals, such as pre-employment checks, to obtain information about an individual's character, financial status or personal history.
- Conduct private investigations on a paid basis.

Job Fit

The job of Private Detective and Investigator may appeal to those who enjoy starting up and carrying out projects, working with data and details, and taking risks. This occupation can involve leading people and making decisions.

Education and Training Requirements

Typical Education Level: Some college, one to five years of work experience in a related occupation, and moderate-term on-the-job training. This is an occupation in which workers can develop skills needed to attain competency after a period of between 1 and 12 months of combined on-the-job experience and informal training.

Certification: California requires Private Detectives and Investigators to carry an Exposed Firearm Permit and Private Investigator license. Link to America's Career InfoNet Certification Finder at www.careerinfonet.org and type in the keywords "private detective" to find more certification programs related to this occupation.

Private Detectives and Investigators, cont.

2013 Median Wages

| | Hourly | Annual |
|--------------------------------------|---------|----------|
| California | \$23.31 | \$48,472 |
| Oakland-Fremont-Hayward | \$28.65 | \$59,597 |
| Sacramento-Arden Arcade-Roseville | \$21.66 | \$45,059 |
| San Francisco-San Mateo-Redwood City | \$35.10 | \$73,001 |
| San Jose-Sunnyvale-Santa Clara | \$38.78 | \$80,666 |

Source: [Occupational Employment Statistics Survey 2013 1st Q](#)

Projections of Employment - California Long-Term

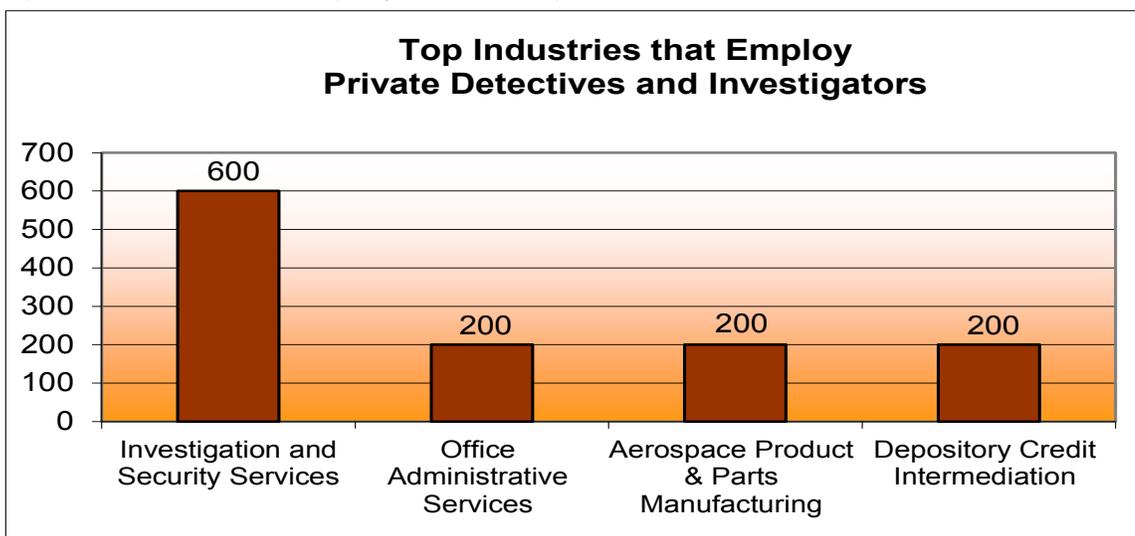
| Est. # of Workers (2010-2020) | | Numeric Change | Percent Change | Average Annual Job Openings |
|-------------------------------|-------|----------------|----------------|-----------------------------|
| 2,700 | 3,100 | 400 | 14.8 | 100 |

Projections of Employment - California Short-Term

| Est. # of Workers (2012-2014) | | Numeric Change | Percent Change | Average Annual Job Openings |
|-------------------------------|-------|----------------|----------------|-----------------------------|
| 2,800 | 2,800 | 0 | 0.0 | 90 |

Source: [EDD/LMID Projections of Employment by Occupation](#)

Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

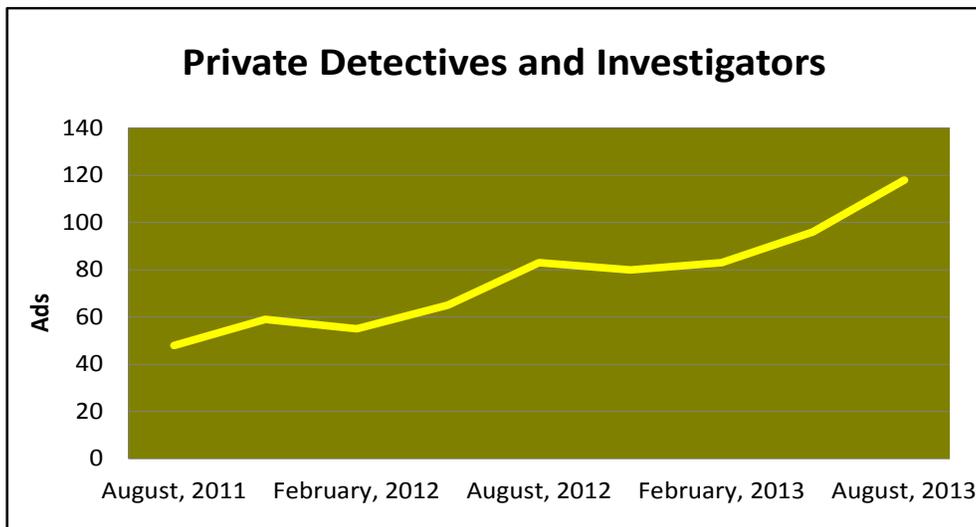
Private Detectives and Investigators, cont.

Recent Job Openings for this Occupation

| Month | Total Job Listings | Top Counties Reported | Sample of Employers |
|----------------|--------------------|--|---|
| July 2013 | 119 | <ul style="list-style-type: none"> • Santa Clara • San Francisco | <ul style="list-style-type: none"> • Macy's • Safeway Companies |
| August 2013 | 129 | <ul style="list-style-type: none"> • San Francisco • Santa Clara | <ul style="list-style-type: none"> • Macy's • CACI |
| September 2013 | 133 | <ul style="list-style-type: none"> • Santa Clara • San Francisco | <ul style="list-style-type: none"> • Macy's • CACI |

Source: [The Conference Board Help Wanted Online™ \(HWOL\) data series - Hiring Demand Dashboard](#)

Regional 2-Year Online Job Ad Trend for this Occupation



Source: [The Conference Board Help Wanted Online™\(HWOL\) data series - Hiring Demand Dashboard](#)

Regional Supply and Demand for this Occupation

| | |
|--|---------|
| Estimated Candidate Supply | 400 |
| Employers Hiring | 24 |
| # of Employers Who Have Hired in the Past Four Years | 156 |
| Average Posting Period | 48 days |

Source: [WANTED Analytics: Date accessed 10/8/13](#)

Private Detectives and Investigators, cont.

Important Knowledge, Skills, Abilities, and Work Activities

| Knowledge | Description |
|---------------------------------------|---|
| English Language | Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. |
| Customer and Personal Service | Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. |
| Law and Government | Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. |
| Skill | Description |
| Active Listening | Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. |
| Critical Thinking | Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. |
| Speaking | Talking to others to convey information effectively. |
| Ability | Description |
| Oral Comprehension | The ability to listen to and understand information and ideas presented through spoken words and sentences. |
| Oral Expression | The ability to communicate information and ideas in speaking so others will understand. |
| Deductive Reasoning | The ability to apply general rules to specific problems to produce answers that make sense. |
| Work Activity | Description |
| Documenting/Recording Information | Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. |
| Getting Information | Observing, receiving, and otherwise obtaining information from all relevant sources. |
| Making Decisions and Solving Problems | Analyzing information and evaluating results to choose the best solution and solve problems. |

Source: Occupational Information Network ([O*NET](#))

Security Guards

Description

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.

Sample Job Titles

Security Officer, Safety and Security Officer, Security Agent, Campus Security Officer

Important Tasks

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Answer alarms and investigate disturbances.
- Circulate among visitors, patrons, or employees to preserve order and protect property.

Job Fit

The job of Security Guard will appeal to you if you have a social and enterprising nature. Social occupations involve working, communicating, and teaching people. Enterprising jobs involve starting up and carrying out projects. They can involve leading people and making decisions.

Education and Training Requirements

Typical Education Level: High school diploma or the equivalent and short-term on-the-job training. This is an occupation in which workers can develop skills needed to attain competency after a period of one month or less of combined on-the-job experience and informal training.

Certification: California requires Security Guards to be registered with the Bureau of Security and Investigative Services. Link to America's Career InfoNet Certification Finder at www.careerinfonet.org and type in the keywords "security guard" to find more certification programs related to this occupation.

Security Guards, cont.

2013 Median Wages

| | Hourly | Annual |
|--------------------------------------|---------|----------|
| California | \$11.74 | \$24,414 |
| Oakland-Fremont-Hayward | \$14.47 | \$30,112 |
| Redding | \$12.75 | \$26,515 |
| Sacramento-Arden Arcade-Roseville | \$11.34 | \$23,583 |
| San Francisco-San Mateo-Redwood City | \$14.71 | \$30,592 |
| San Jose-Sunnyvale-Santa Clara | \$15.07 | \$31,344 |

Source: [Occupational Employment Statistics Survey 2013 1st Q](#)

Projections of Employment - California Long-Term

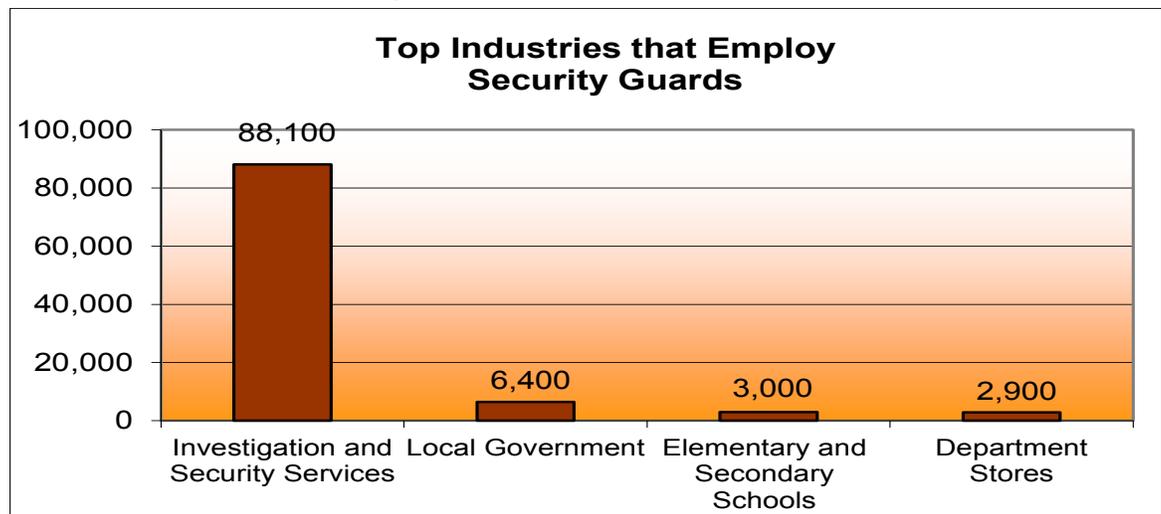
| Est. # of Workers (2010-2020) | | Numeric Change | Percent Change | Average Annual Job Openings |
|-------------------------------|---------|----------------|----------------|-----------------------------|
| 134,400 | 159,500 | 25,100 | 18.7 | 4,640 |

Projections of Employment - California Short-Term

| Est. # of Workers (2012-2014) | | Numeric Change | Percent Change | Average Annual Job Openings |
|-------------------------------|---------|----------------|----------------|-----------------------------|
| 142,100 | 147,500 | 5,400 | 3.8 | 4,820 |

Source: [EDD/LMID Projections of Employment by Occupation](#)

Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

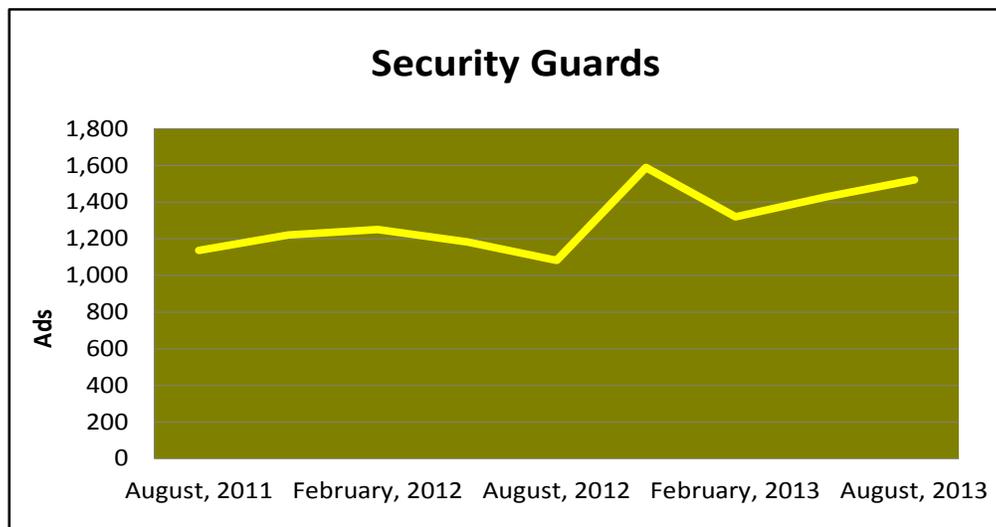
Security Guards, cont.

Recent Job Openings for this Occupation

| Month | Total Job Listings | Top Counties Reported | Sample of Employers |
|----------------|--------------------|--|---|
| July 2013 | 1493 | <ul style="list-style-type: none"> • Santa Clara • San Francisco | <ul style="list-style-type: none"> • AlliedBarton Security • Universal Protection Service |
| August 2013 | 1598 | <ul style="list-style-type: none"> • San Francisco • Santa Clara | <ul style="list-style-type: none"> • AlliedBarton Security • Universal Protection Service |
| September 2013 | 1527 | <ul style="list-style-type: none"> • Santa Clara • Alameda | <ul style="list-style-type: none"> • AlliedBarton Security • Universal Protection Service |

Source: [The Conference Board Help Wanted Online™ \(HWOL\) data series - Hiring Demand Dashboard](#)

Regional 2-Year Online Job Ad Trend for this Occupation



Source: [The Conference Board Help Wanted Online™ \(HWOL\) data series - Hiring Demand Dashboard](#)

Regional Supply and Demand for this Occupation

| | |
|--|---------|
| Estimated Candidate Supply | 41,000 |
| Employers Hiring | 135 |
| # of Employers Who Have Hired in the Past Four Years | 889 |
| Average Posting Period | 41 days |

Source: [WANTED Analytics: Date accessed 9/30/13](#)

Security Guards, cont.

Important Knowledge, Skills, Abilities, and Work Activities

| Knowledge | Description |
|--|--|
| Public Safety and Security | Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. |
| Administration and Management | Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. |
| Customer and Personal Service | Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. |
| Skill | Description |
| Active Listening | Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. |
| Speaking | Talking to others to convey information effectively. |
| Critical Thinking | Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. |
| Ability | Description |
| Problem Sensitivity | The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. |
| Far Vision | The ability to see details at a distance. |
| Oral Comprehension | The ability to listen to and understand information and ideas presented through spoken words and sentences. |
| Work Activity | Description |
| Communicating with Supervisors, Peers, or Subordinates | Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. |
| Monitor Processes, Materials, or Surroundings | Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems. |
| Getting Information | Observing, receiving, and otherwise obtaining information from all relevant sources. |

Source: Occupational Information Network ([O*NET](#))

