

### 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](http://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

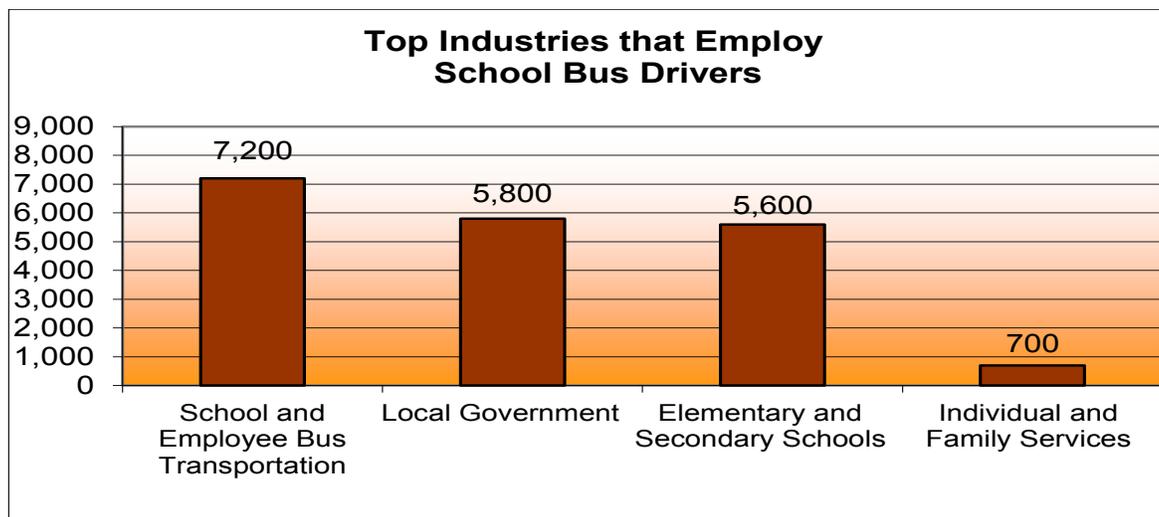
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
25,500	28,400	2,900	11.4	780

### 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](#)

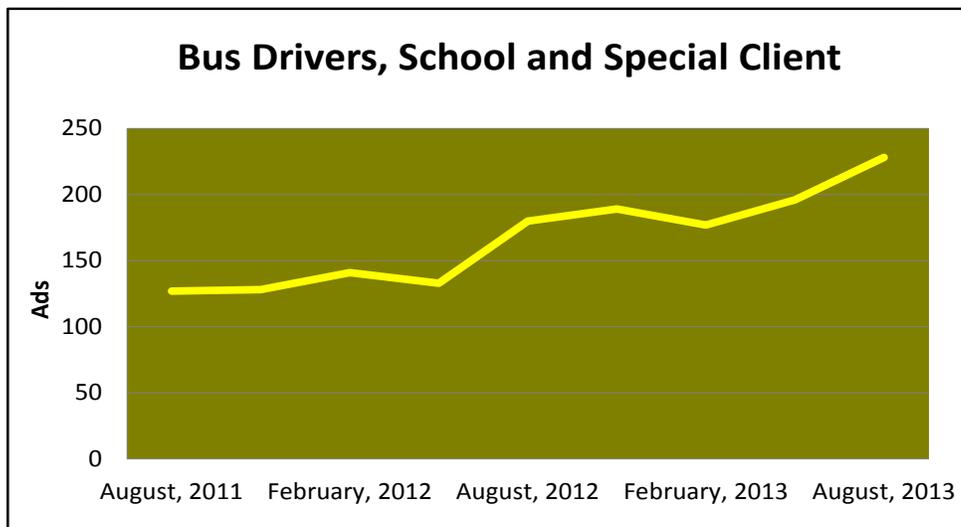
## Bus Drivers, School or Special Client, cont.

### 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"> <li>• Santa Clara</li> <li>• Stanislaus</li> </ul>	<ul style="list-style-type: none"> <li>• Central Refrigerated</li> <li>• Hughson Unified School Dist</li> </ul>
August 2013	252	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• Central Refrigerated</li> <li>• Oroville City Elementary</li> </ul>
September 2013	210	<ul style="list-style-type: none"> <li>• Santa Clara</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• Central Refrigerated</li> <li>• Oroville City Elementary</li> </ul>

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](http://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

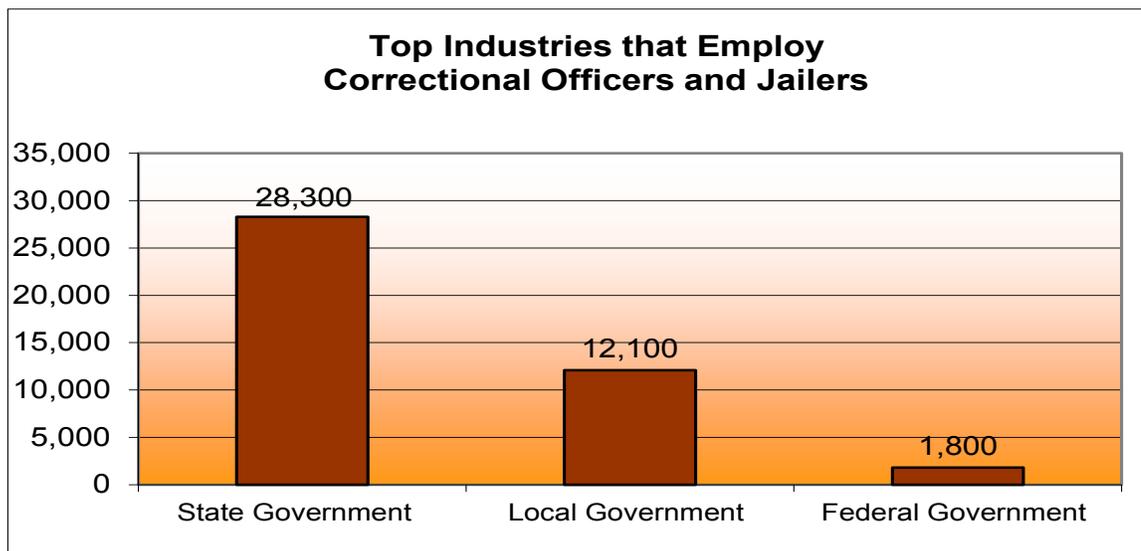
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
42,700	43,300	600	1.4	820

### 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](#)

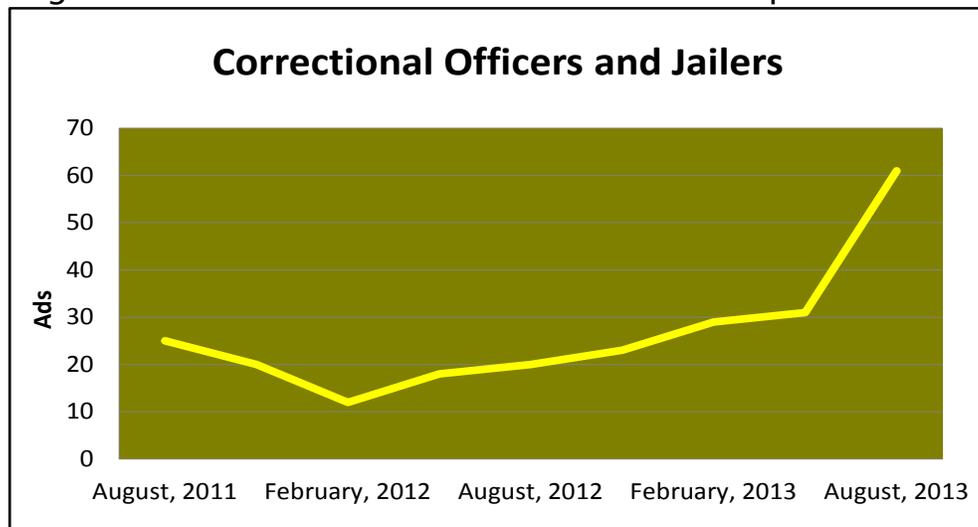
## Correctional Officers and Jailers, cont.

### 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"> <li>• Lassen</li> <li>• Del Norte</li> </ul>	<ul style="list-style-type: none"> <li>• State of California</li> <li>• Supplemental Health Care</li> </ul>
August 2013	59	<ul style="list-style-type: none"> <li>• Lassen</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• GLEMPIRIS, INC.</li> <li>• State of California</li> </ul>
September 2013	54	<ul style="list-style-type: none"> <li>• Monterey</li> <li>• Del Norte</li> </ul>	<ul style="list-style-type: none"> <li>• GLEMPIRIS, INC.</li> <li>• State of California</li> </ul>

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](http://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

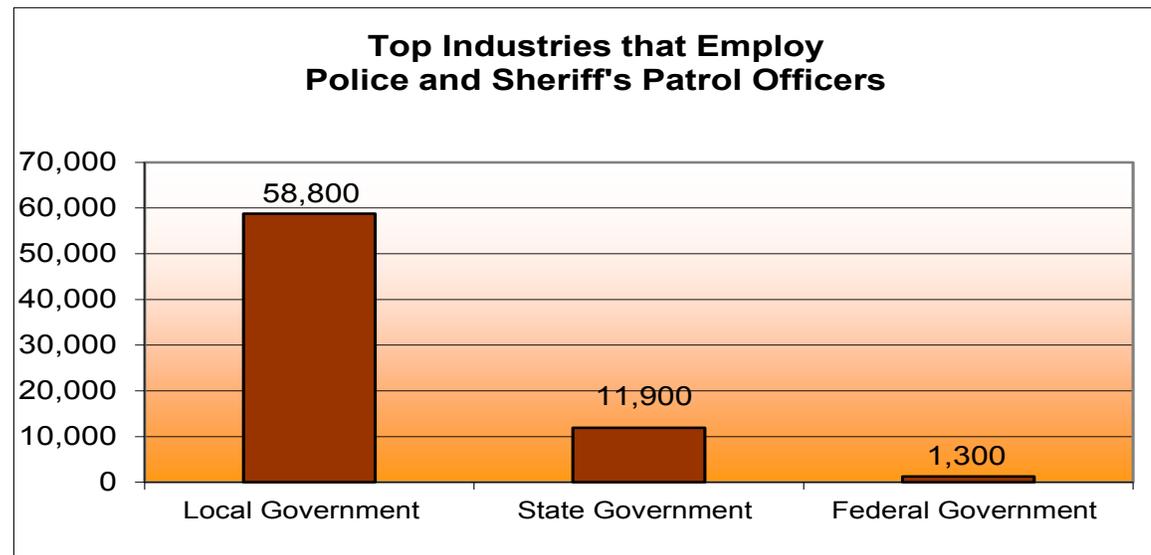
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
73,100	78,300	5,200	7.1	2,670

### 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](#)

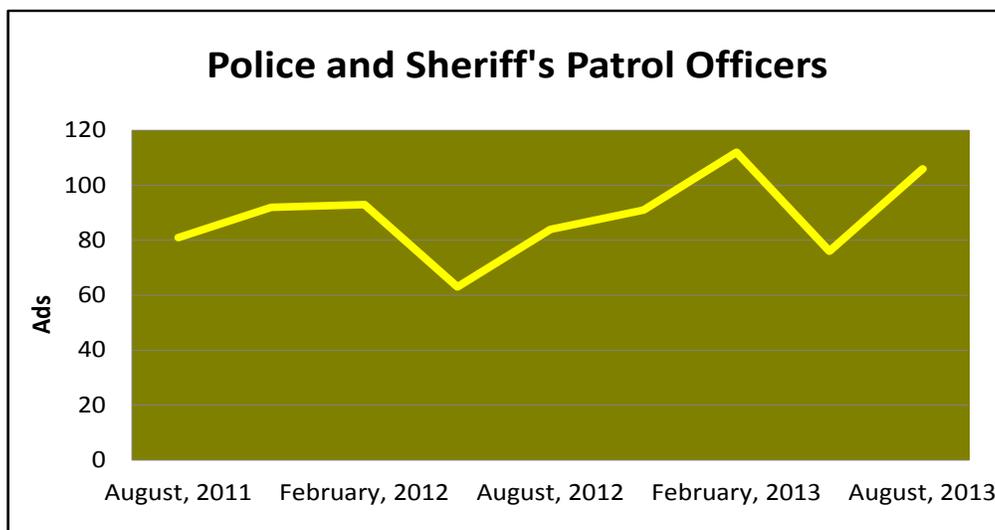
## Police and Sheriff's Patrol Officers, cont.

### 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"> <li>San Francisco</li> <li>Alameda</li> </ul>	<ul style="list-style-type: none"> <li>County of Sonoma</li> <li>Army National Guard</li> </ul>
August 2013	110	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Stanislaus</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Customs &amp; Border Protection</li> <li>U.S. Army</li> </ul>
September 2013	93	<ul style="list-style-type: none"> <li>Sacramento</li> <li>Contra Costa</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Army</li> <li>Army National Guard</li> </ul>

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](http://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

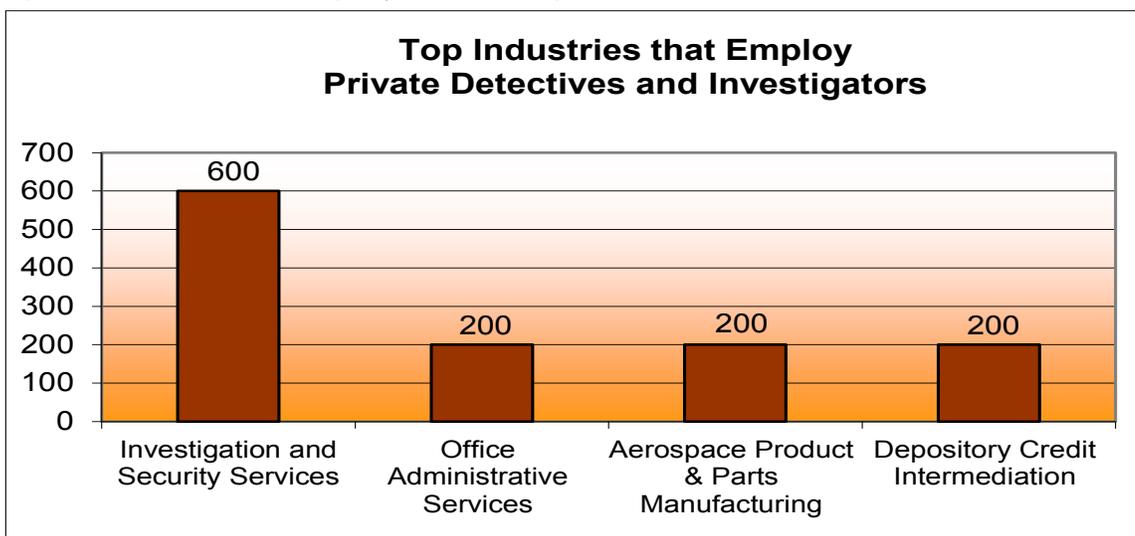
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
2,700	3,100	400	14.8	100

### 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](#)

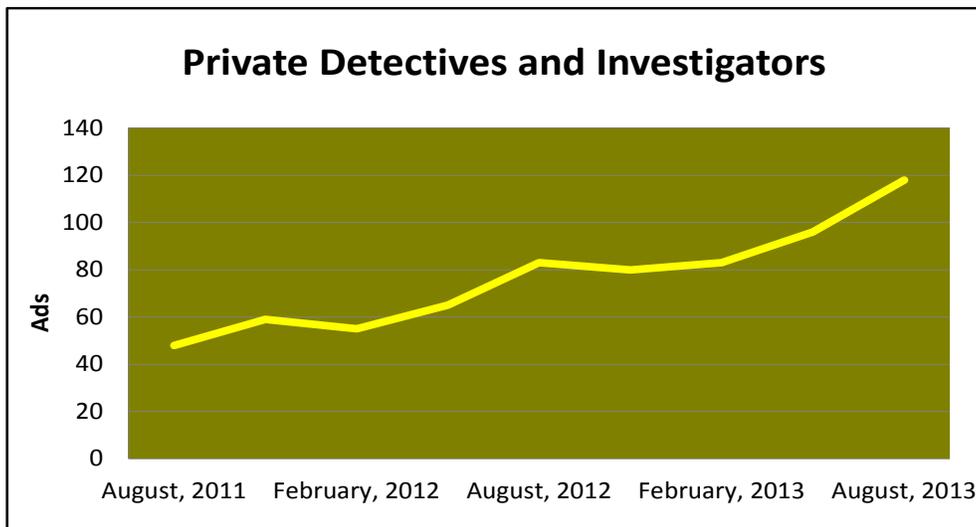
## Private Detectives and Investigators, cont.

### 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"> <li>• Santa Clara</li> <li>• San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>• Macy's</li> <li>• Safeway Companies</li> </ul>
August 2013	129	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• Macy's</li> <li>• CACI</li> </ul>
September 2013	133	<ul style="list-style-type: none"> <li>• Santa Clara</li> <li>• San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>• Macy's</li> <li>• CACI</li> </ul>

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](http://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

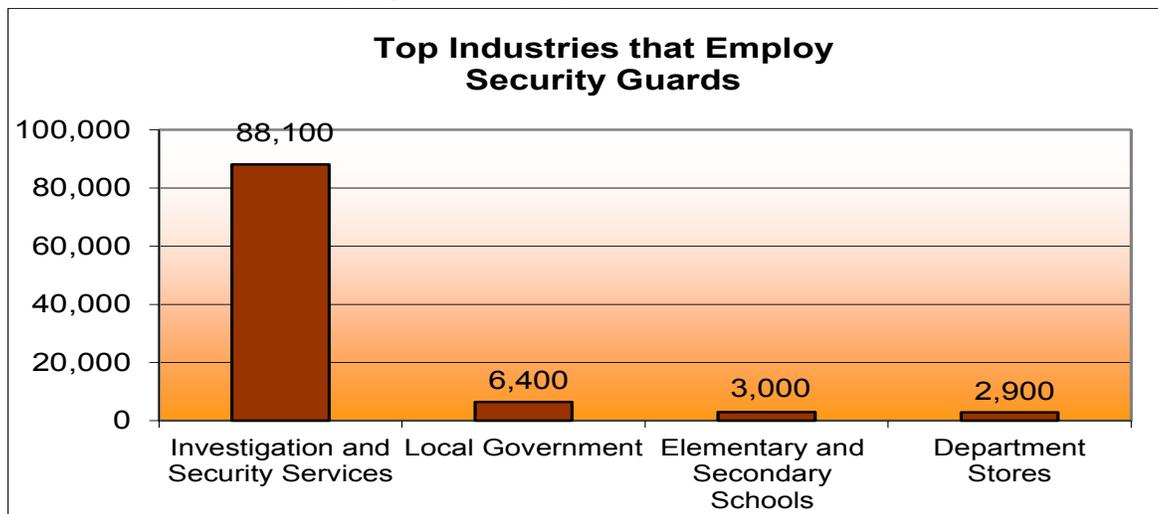
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
134,400	159,500	25,100	18.7	4,640

### 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](#)

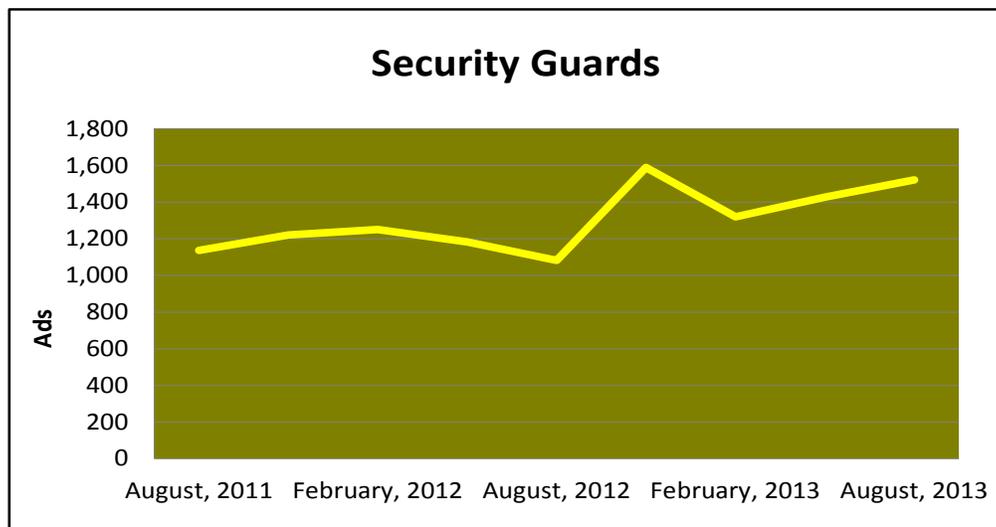
## Security Guards, cont.

### 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"> <li>• Santa Clara</li> <li>• San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>• AlliedBarton Security</li> <li>• Universal Protection Service</li> </ul>
August 2013	1598	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• AlliedBarton Security</li> <li>• Universal Protection Service</li> </ul>
September 2013	1527	<ul style="list-style-type: none"> <li>• Santa Clara</li> <li>• Alameda</li> </ul>	<ul style="list-style-type: none"> <li>• AlliedBarton Security</li> <li>• Universal Protection Service</li> </ul>

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](#))

### Military Occupational Classification

88M - Motor Transport Operator (Army)

2T151 - Vehicle Operations Journeyman (Air Force)

3533 - Logistics Vehicle System Operator (Marines)

LS - Logistics Specialist (Navy)

This packet is designed for men and women in Transportation 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.

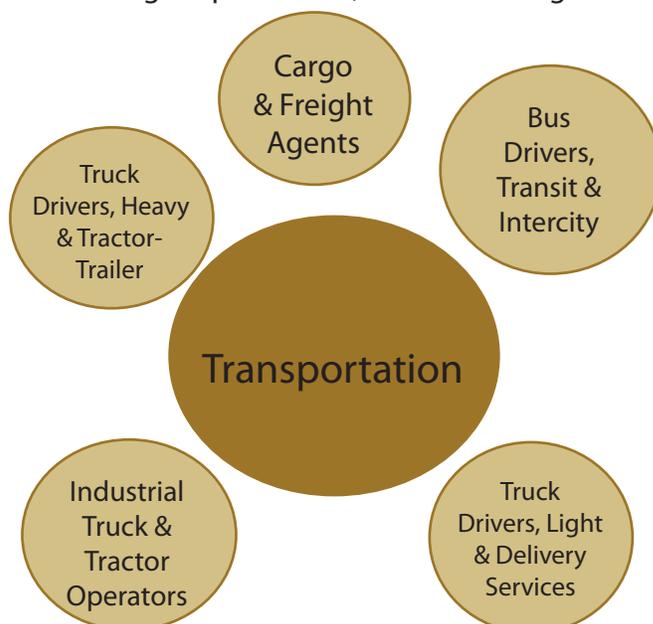
Each Occupation Profile contains the following information:

- 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

**LaborMarketInfo**  
[www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)



## Transportation, cont.

### Description

Supervise or operate wheel vehicles to transport personnel and cargo. Perform and manage vehicle operations functions and activities, including dispatching, operating, and servicing motor vehicles such as general and special purpose, base maintenance, and material handling vehicles. Issue driver's licenses, and conduct analyses. Plan, organize, and direct vehicle transportation to support operational missions.

### Important Duties

- Operate vehicles and equipment over varied terrain and roadways.
- Operate automated information, communication, and navigation systems that are mounted on vehicles.
- Manage the safety of loading and unloading personnel during transport.
- Oversee the unloading and loading of cargo on vehicles and trailers.
- Secure cargo during inclement weather, and protects it from pilferage.
- Operate material handling equipment (MHE), as required.
- Use mounted and dismounted land navigation techniques.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Skills
Transportation	Operation and Control
Customer and Personal Service	Active Listening
Public Safety and Security	Operation Monitoring
Abilities	Work Activities
Multilimb Coordination	Operating Vehicles, Mechanized Devices, or Equipment
Far Vision	Getting Information
Control Precision	Handling and Moving Objects

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

## Bus Drivers, Transit and Intercity

### Description

Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.

### Sample Job Titles

Bus Driver, Bus Operator, Motor Coach Operator, Motor Coach Driver, Transit Bus Driver, Transit Coach Operator, Transit Operator, Charter Driver, Driver

### Important Tasks

- Drive vehicles over specified routes or to specified destinations according to time schedules, complying with traffic regulations to ensure that passengers have a smooth and safe ride.
- Park vehicles at loading areas so that passengers can board.
- Advise passengers to be seated and orderly while on vehicles.
- Inspect vehicles, and check gas, oil, and water levels prior to departure.
- Assist passengers, such as elderly or disabled individuals, on and off bus, ensure they are seated properly, help carry baggage, and answer questions about bus schedules or routes.

### Job Fit

The job of Bus Driver may appeal to those who enjoy occupations involving practical, hands-on problems and solutions, and do not involve a lot of paperwork. This occupation also involves helping or providing service to others.

### 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 those Transit and Intercity Bus Drivers who drive vehicles that carry more than ten passengers to have a valid class "B" driver license. Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "bus driver" to find more certification programs related to this occupation.

## Bus Drivers, Transit and Intercity, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$20.61	\$42,871
San Francisco-San Mateo-Redwood City	\$25.69	\$53,429
Oakland-Fremont-Hayward	\$24.29	\$50,511
Sacramento-Arden Arcade-Roseville	\$24.96	\$51,917

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

### Projections of Employment - California Long-Term

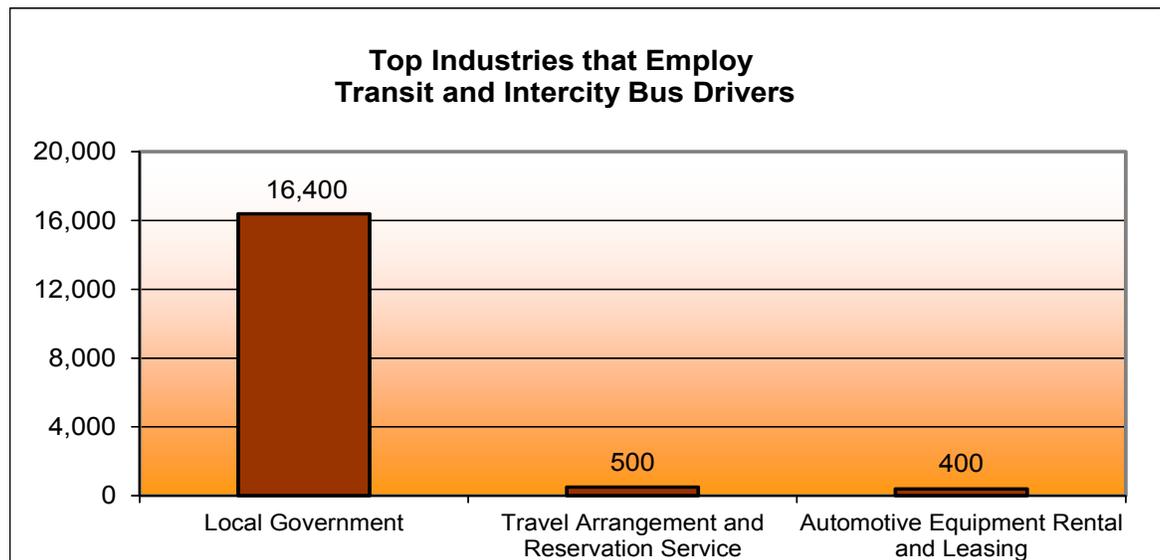
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
26,600	30,400	3,800	14.3	890

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
26,700	27,300	600	2.2	730

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

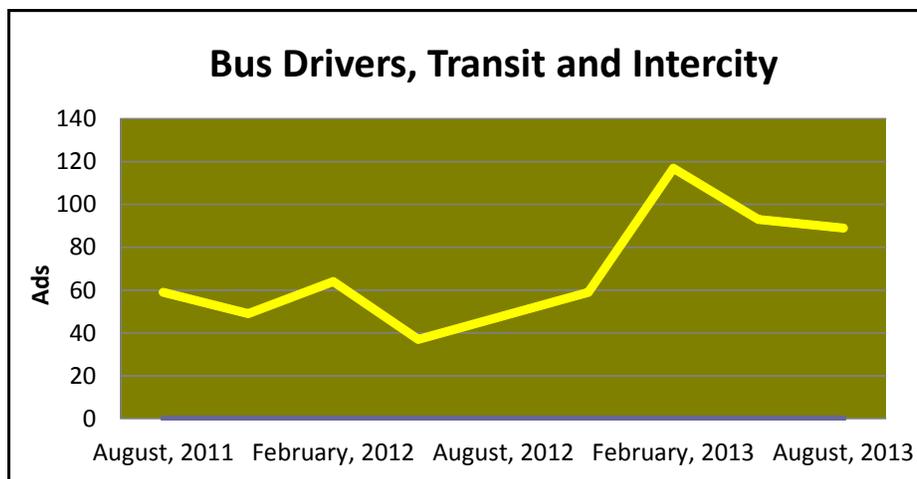
## Bus Drivers, Transit and Intercity, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	103	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Marin</li> </ul>	<ul style="list-style-type: none"> <li>• MV Transit</li> <li>• MV Transportation</li> </ul>
August 2013	79	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Sonoma</li> </ul>	<ul style="list-style-type: none"> <li>• Veolia Transportation, Inc.</li> <li>• MV Transportation</li> </ul>
September 2013	77	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• Veolia Transportation, Inc.</li> <li>• MV Transportation</li> </ul>

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	8,500
Employers Hiring	21
# of Employers Who Have Hired in the Past Four Years	167
Average Posting Period	41 days

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

## Bus Drivers, Transit and Intercity, 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.
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
Operation and Control	Controlling operations of equipment or systems.
Operation Monitoring	Watching gauges, dials, or other indicators to make sure a machine is working properly.
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
Far Vision	The ability to see details at a distance.
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Multilimb Coordination	The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
Work Activity	Description
Operating Vehicles, Mechanized Devices, or Equipment	Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
Inspecting Equipment, Structures, or Material	Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

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

## Cargo and Freight Agents

### Description

Expedite and route movement of incoming and outgoing cargo and freight shipments in airline, train, and trucking terminals, and shipping docks. Take orders from customers and arrange pickup of freight and cargo for delivery to loading platform.

### Sample Job Titles

Dispatcher, Logistics Service Representative, Drop Shipment Clerk, Load Planner, Documentation Clerk, Freight Broker, Intermodal Dispatcher, Logistics Coordinator

### Important Tasks

- Negotiate and arrange transport of goods with shipping or freight companies.
- Notify consignees, passengers, or customers of the arrival of freight or baggage, and arrange for delivery.
- Advise clients on transportation and payment methods.
- Prepare manifests showing baggage, mail, and freight weights, and number of passengers on airplanes, and transmit data to destinations.
- Determine method of shipment and prepare bills of lading, invoices, and other shipping documents.

### Job Fit

The job of Cargo and Freight Agent may appeal to those who enjoy following set procedures and routines as well as working with data and details more than with ideas. This occupation involves starting up and carrying out projects.

### 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: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "cargo agent" to find certification programs related to this occupation.

## Cargo and Freight Agents, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$20.43	\$42,479
San Francisco-San Mateo-Redwood City	\$22.76	\$47,336
Oakland-Fremont-Hayward	\$27.00	\$56,164
San Jose-Sunnyvale-Santa Clara	\$21.62	\$44,970
Sacramento-Arden Arcade-Roseville	\$17.22	\$35,827

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

### Projections of Employment - California Long-Term

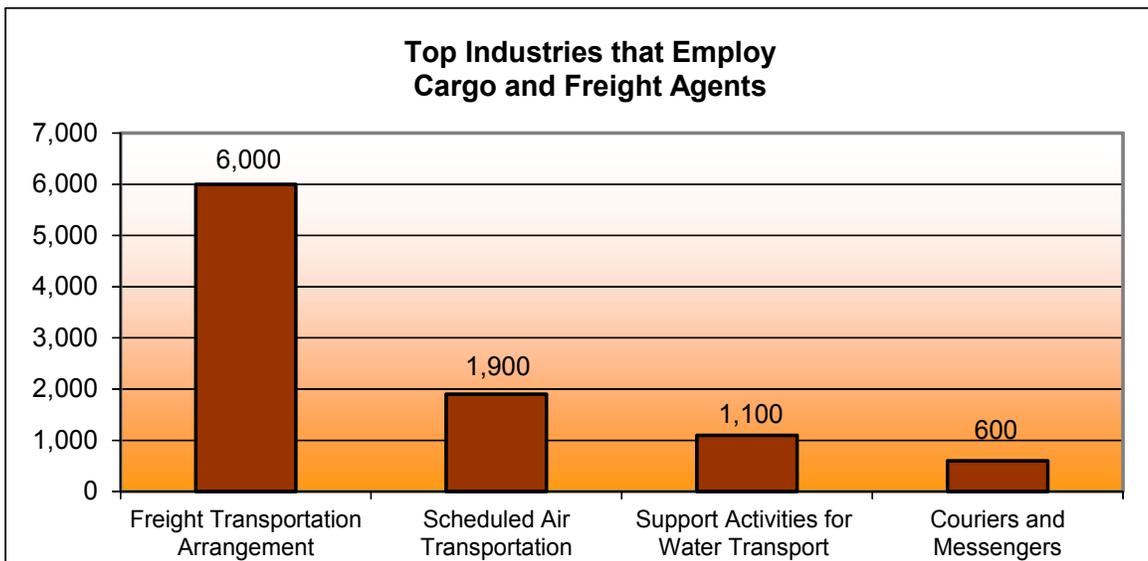
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
11,400	14,100	2,700	23.7	560

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
12,100	12,500	400	3.3	490

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

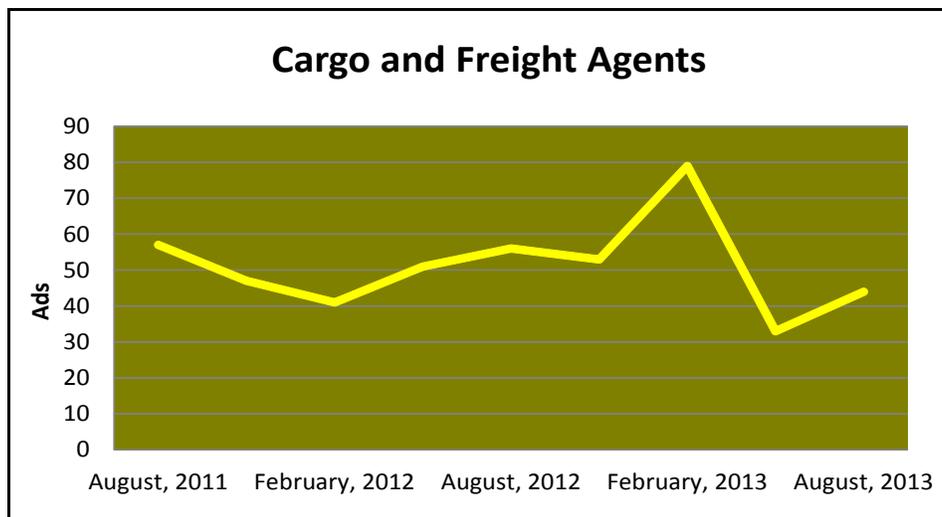
## Cargo and Freight Agents, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	44	<ul style="list-style-type: none"> <li>San Francisco</li> <li>San Mateo</li> </ul>	<ul style="list-style-type: none"> <li>Interstate Logistics Systems</li> <li>Talmo &amp; Associates</li> </ul>
August 2013	52	<ul style="list-style-type: none"> <li>San Francisco</li> <li>San Mateo</li> </ul>	<ul style="list-style-type: none"> <li>Brock, LLC</li> <li>Interstate Logistics Systems</li> </ul>
September 2013	45	<ul style="list-style-type: none"> <li>San Mateo</li> <li>San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>Brock, LLC</li> <li>Interstate Logistics Systems</li> </ul>

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	2,100
Employers Hiring	16
# of Employers Who Have Hired in the Past Four Years	140
Average Posting Period	54 days

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

## Cargo and Freight Agents, 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.
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.
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
Speaking	Talking to others to convey information effectively.
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.
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.
Written Comprehension	The ability to read and understand information and ideas presented in writing.
Work Activity	Description
Making Decisions and Solving Problems	Analyzing information and evaluating results to choose the best solution and solve problems.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

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

## Industrial Truck and Tractor Operators

### Description

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

### Sample Job Titles

Forklift Operator, Material Handler, Fork Lift Operator, Truck Driver, Fork Truck Driver, Lift Truck Operator, Forklift Driver, Fork Lift Technician, Spotter Driver, Fork Lift Driver

### Important Tasks

- Inspect product load for accuracy, and safely move it around the warehouse or facility to ensure timely and complete delivery.
- Move controls to drive gasoline- or electric-powered trucks, cars, or tractors and transport materials between loading, processing, and storage areas.
- Move levers and controls that operate lifting devices, such as forklifts, lift beams and swivel-hooks, hoists, and elevating platforms, to load, unload, transport, and stack material.
- Position lifting devices under, over, or around loaded pallets, skids, and boxes, and secure material or products for transport to designated areas.
- Manually or mechanically load or unload materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles.

### Job Fit

The job of Industrial Truck and Tractor Operator may appeal to those enjoy activities that include practical, hands-on problems and solutions. It may appeal to those who enjoy working independently with tools and machinery.

### Education and Training Requirements

Typical Education Level: Less than a high school diploma, less than one year of work experience, 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: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "industrial truck" to find certification programs related to this occupation.

## Industrial Truck and Tractor Operators, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$16.50	\$34,321
San Francisco-San Mateo-Redwood City	\$19.13	\$39,776
Oakland-Fremont-Hayward	\$20.26	\$42,124
San Jose-Sunnyvale-Santa Clara	\$18.01	\$37,455
Sacramento-Arden Arcade-Roseville	\$17.09	\$35,545
Redding	\$20.29	\$42,202

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

### Projections of Employment - California Long-Term

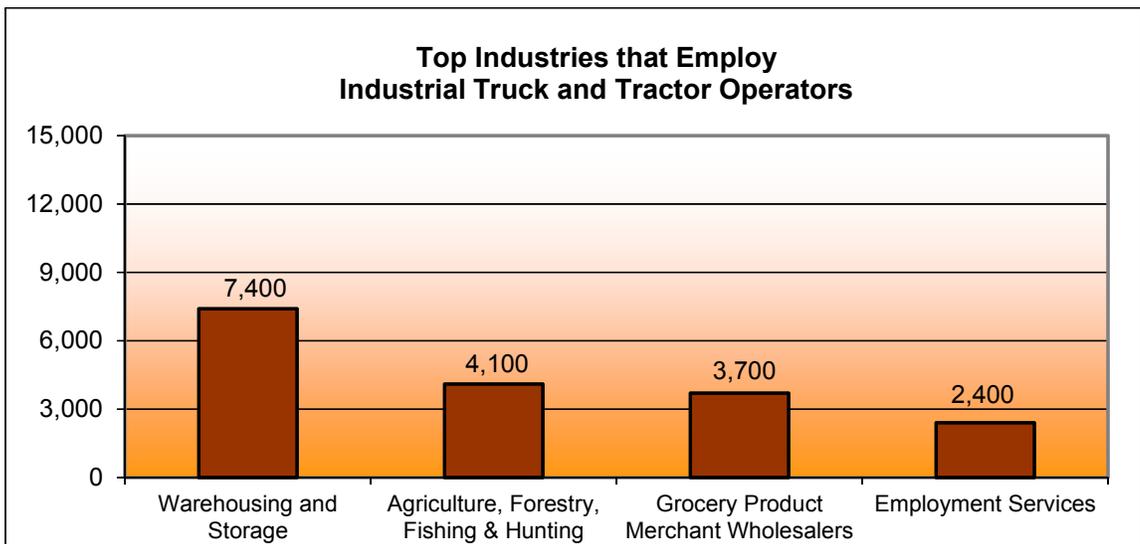
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
59,100	68,100	9,000	15.2	2,570

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
63,500	66,000	2,500	3.9	2,960

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

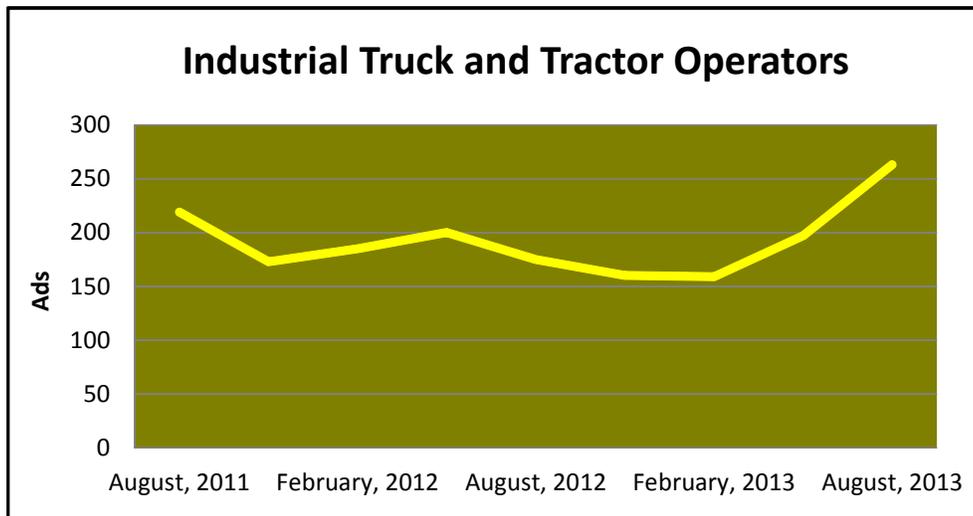
## Industrial Truck and Tractor Operators, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	249	<ul style="list-style-type: none"> <li>• Alameda</li> <li>• San Joaquin</li> </ul>	<ul style="list-style-type: none"> <li>• Randstad</li> <li>• Lowe's</li> </ul>
August 2013	260	<ul style="list-style-type: none"> <li>• San Joaquin</li> <li>• San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>• Randstad</li> <li>• Lowe's</li> </ul>
September 2013	231	<ul style="list-style-type: none"> <li>• San Joaquin</li> <li>• Alameda</li> </ul>	<ul style="list-style-type: none"> <li>• Randstad</li> <li>• Aerotek</li> </ul>

*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	22,000
Employers Hiring	39
# of Employers Who Have Hired in the Past Four Years	416
Average Posting Period	37 days

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

## Industrial Truck and Tractor Operators, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Production and Processing	Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
Mathematics	Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
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
Operation and Control	Controlling operations of equipment or systems.
Operation Monitoring	Watching gauges, dials, or other indicators to make sure a machine is working properly.
Coordination	Adjusting actions in relation to others' actions.
Ability	Description
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Multilimb Coordination	The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
Response Orientation	The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
Work Activity	Description
Operating Vehicles, Mechanized Devices, or Equipment	Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
Handling and Moving Objects	Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.

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

## Truck Drivers, Heavy and Tractor-Trailer

### Description

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.

### Sample Job Titles

Truck Driver, Driver, Over the Road Driver (OTR Driver), Line Haul Driver, Delivery Driver, Owner Operator, Road Driver, Semi Truck Driver, City Driver, Feeder Driver

### Important Tasks

- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Collect delivery instructions from appropriate sources, verifying instructions and routes.
- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.

### Job Fit

The job of Heavy and Tractor-Trailer Truck Driver may appeal to those who enjoy working independently outdoors, driving, and working closely with others. 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, one to five years of work experience, 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 Truck Drivers, Heavy and Tractor-Trailer to have a valid class "A" driver license. Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "truck driver" to find more certification programs related to this occupation.

## Truck Drivers, Heavy and Tractor-Trailer, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$19.91	\$41,423
San Francisco-San Mateo-Redwood City	\$23.00	\$47,854
Oakland-Fremont-Hayward	\$20.92	\$43,501
San Jose-Sunnyvale-Santa Clara	\$21.54	\$44,792
Sacramento-Arden Arcade-Roseville	\$20.02	\$41,649
Redding	\$19.28	\$40,098

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

### Projections of Employment - California Long-Term

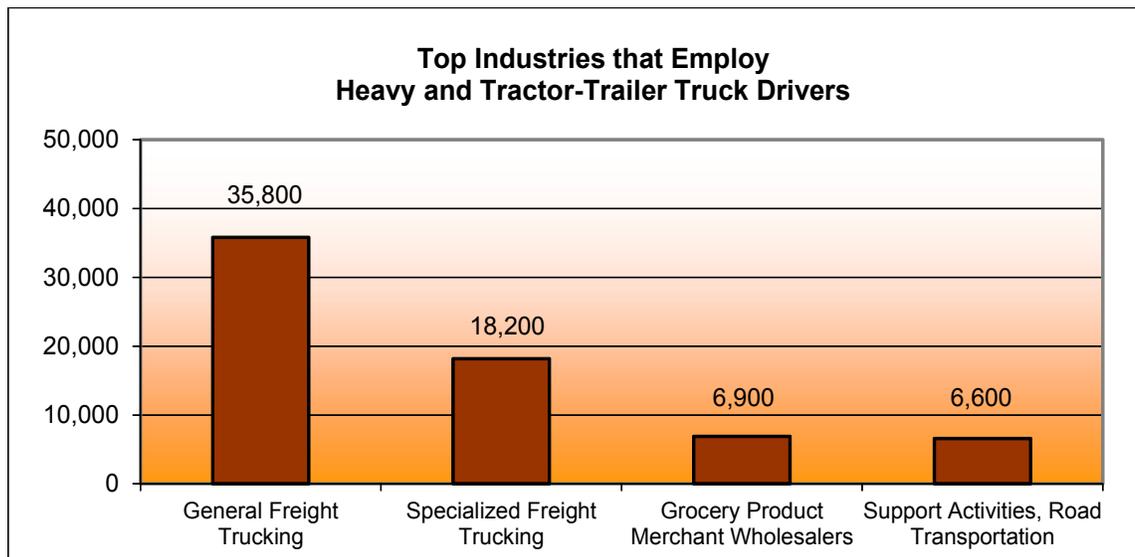
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
128,900	154,300	25,400	19.7	5,100

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
137,600	143,800	6,200	4.5	5,630

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

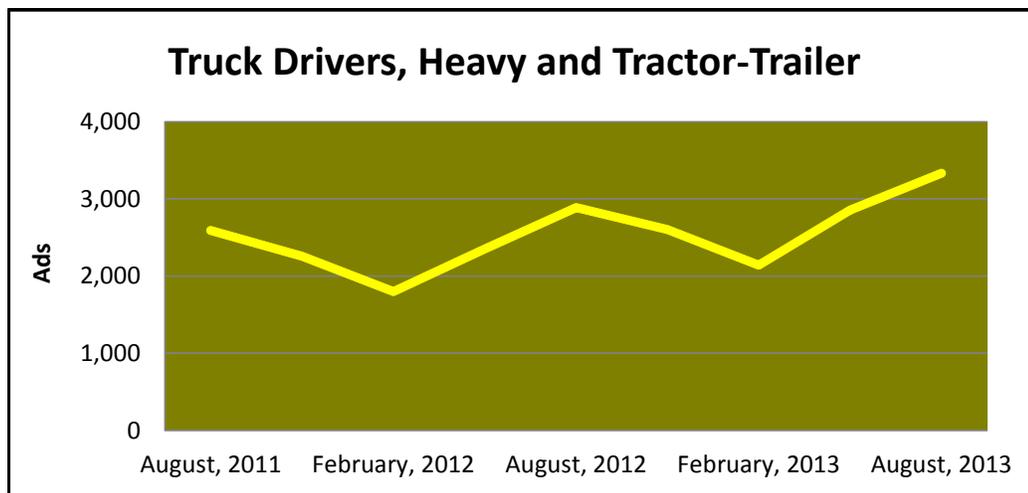
## Truck Drivers, Heavy and Tractor-Trailer, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	3,355	<ul style="list-style-type: none"> <li>San Joaquin</li> <li>Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>CR England, Inc.</li> <li>Earl Henderson Trucking</li> </ul>
August 2013	3,399	<ul style="list-style-type: none"> <li>San Joaquin</li> <li>San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>C.R. England, Inc.</li> <li>CDL Link</li> </ul>
September 2013	3,313	<ul style="list-style-type: none"> <li>San Joaquin</li> <li>Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>C.R. England, Inc.</li> <li>CDL Link</li> </ul>

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	45,000
Employers Hiring	342
# of Employers Who Have Hired in the Past Four Years	1,851
Average Posting Period	57 days

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

## Truck Drivers, Heavy and Tractor-Trailer, 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.
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
Skill	Description
Operation and Control	Controlling operations of equipment or systems.
Operation Monitoring	Watching gauges, dials, or other indicators to make sure a machine is working properly.
Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.
Ability	Description
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Far Vision	The ability to see details at a distance.
Multilimb Coordination	The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
Work Activity	Description
Operating Vehicles, Mechanized Devices, or Equipment	Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
Inspecting Equipment, Structures, or Material	Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.

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

## Truck Drivers, Light and Delivery Services

### Description

Drive a light vehicle, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload vehicle.

### Sample Job Titles

Truck Driver, Delivery Driver, Driver, Package Car Driver, Package Delivery Driver, Service Provider, Bulk Delivery Driver, Route Driver, Run Driver, Utility Driver

### Important Tasks

- Obey traffic laws and follow established traffic and transportation procedures.
- Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.
- Report any mechanical problems encountered with vehicles.
- Present bills and receipts and collect payments for goods delivered or loaded.
- Load and unload trucks, vans, or automobiles.

### Job Fit

The job of Light or Delivery Service Truck Driver will appeal to those who like to work independently and outdoors, provide service to others, work with details, and perform physical activities. This occupation satisfies those with realistic interests. Realistic occupations frequently involve practical, hands-on problems and solutions.

### Education and Training Requirements

Typical Education Level: A 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: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "truck driver" to find certification programs related to this occupation.

## Truck Drivers, Light and Delivery Services, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$14.77	\$30,726
San Francisco-San Mateo-Redwood City	\$15.79	\$32,852
Oakland-Fremont-Hayward	\$16.22	\$33,731
San Jose-Sunnyvale-Santa Clara	\$15.00	\$31,187
Sacramento-Arden Arcade-Roseville	\$16.32	\$33,954
Redding	\$15.58	\$32,404

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

### Projections of Employment - California Long-Term

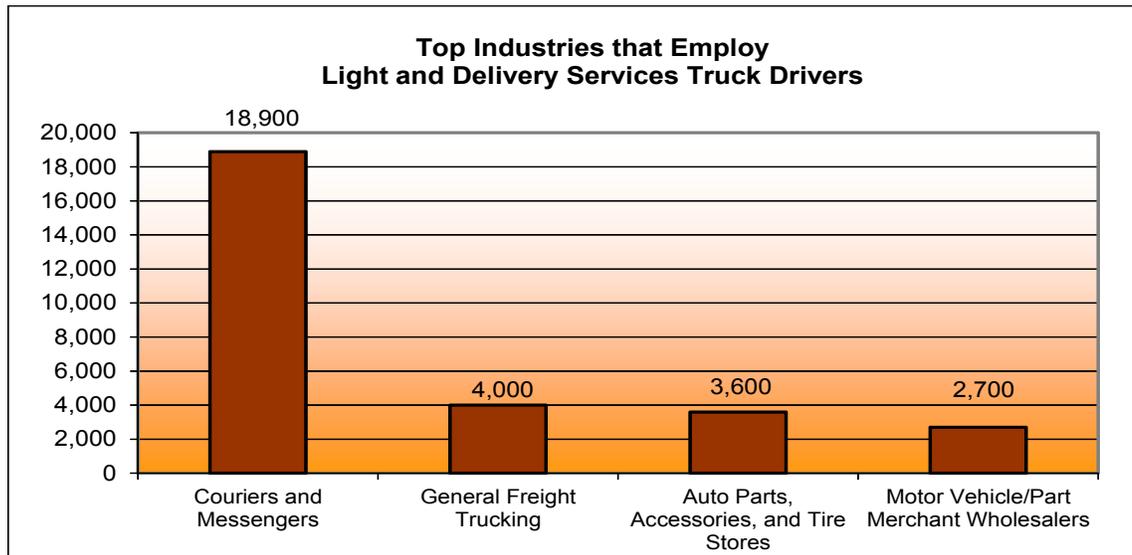
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
98,300	111,500	13,200	13.4	3,280

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
101,800	105,300	3,500	3.4	3,640

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

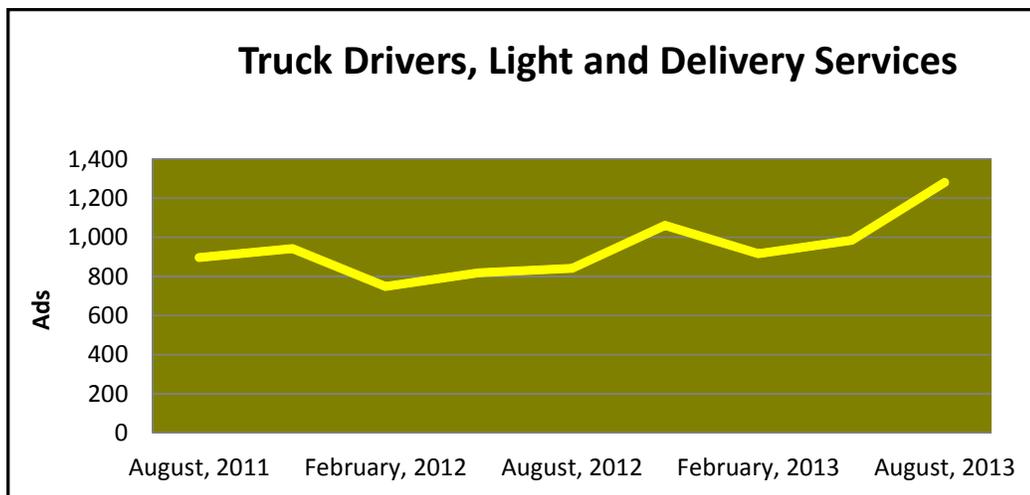
## Truck Drivers, Light and Delivery Services, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	1,316	<ul style="list-style-type: none"> <li>Alameda</li> <li>San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>Quest Diagnostics</li> <li>Safeway Companies</li> </ul>
August 2013	1,262	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Alameda</li> </ul>	<ul style="list-style-type: none"> <li>Quest Diagnostics</li> <li>Airgas Inc.</li> </ul>
September 2013	1,264	<ul style="list-style-type: none"> <li>Alameda</li> <li>San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>Airgas Inc.</li> <li>Quest Diagnostics</li> </ul>

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

### Regional 2-Year 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	33,000
Employers Hiring	196
# of Employers Who Have Hired in the Past Four Years	1,363
Average Posting Period	42 days

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

## Truck Drivers, Light and Delivery Services, 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.
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.
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.
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
Multilimb Coordination	The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
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
Operating Vehicles, Mechanized Devices, or Equipment	Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.
Handling and Moving Objects	Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

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

### Sample Military Occupational Classifications

- 35051 - Personnel Journeyman (Air Force)
- 75B - Personnel Administration Specialist (Army)
- 381 - Personnelman (Coast Guard)
- 0121 - Personnel Clerk (Marines)
- 2699 - Personnel Specialist Basic (Navy)

This packet is designed for men and women in Administration 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



**LaborMarketInfo**  
[www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)



## Administration, cont.

### Description

Perform personnel, clerical, and administrative duties including utilizing manual and automated information systems to prepare documents; typing and filing; maintain personnel and service records and publications; and input, audit, and retrieve pay and personnel information.

### Important Duties

- Insure individual service records are correct, and make any necessary entries and edits to records.
- Perform audits of service records and feedback reports from systems.
- Type various personnel and pay related forms and documents.
- Research proper requirements for unit diary entries.
- Complete individual bond and allotment requests.
- Prepare and maintain correspondence files and directives.
- Function as the office manager.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Skills
Clerical	Active Listening
Personnel and Human Resources	Speaking
Administration and Management	Reading Comprehension
Abilities	Work Activities
Written Comprehension	Performing Administrative Activities
Oral Expression	Interacting With Computers
Oral Comprehension	Communicating with Supervisors, Peers, or Subordinates

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

## Billing and Posting Clerks and Machine Operators

### Description

Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.

### Sample Job Titles

Data Processor, Statement Clerk, Accounts Payable Clerk, Billing Coordinator

### Important Tasks

- Verify accuracy of billing data and revise any errors.
- Operate typing, adding, calculating, or billing machines.
- Encode and cancel checks, using bank machines.
- Take orders for imprinted checks.
- Compare previously prepared bank statements with canceled checks and reconcile discrepancies.

### Job Fit

The job of Billing and Posting Clerk and Machine Operator may appeal to those who enjoy following set procedures and routines as well as working with data and details more than with ideas. This occupation involves starting up projects.

### 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: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keyword "billing" to find certification programs related to this occupation.

## Billing and Posting Clerks and Machine Operators, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$17.77	\$36,956
San Francisco-San Mateo-Redwood City	\$21.31	\$44,319
Oakland-Fremont-Hayward	\$21.41	\$44,525
San Jose-Sunnyvale-Santa Clara	\$22.80	\$47,428
Sacramento-Arden Arcade-Roseville	\$17.41	\$36,227
Redding	\$16.64	\$34,624

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

### Projections of Employment - California Long-Term

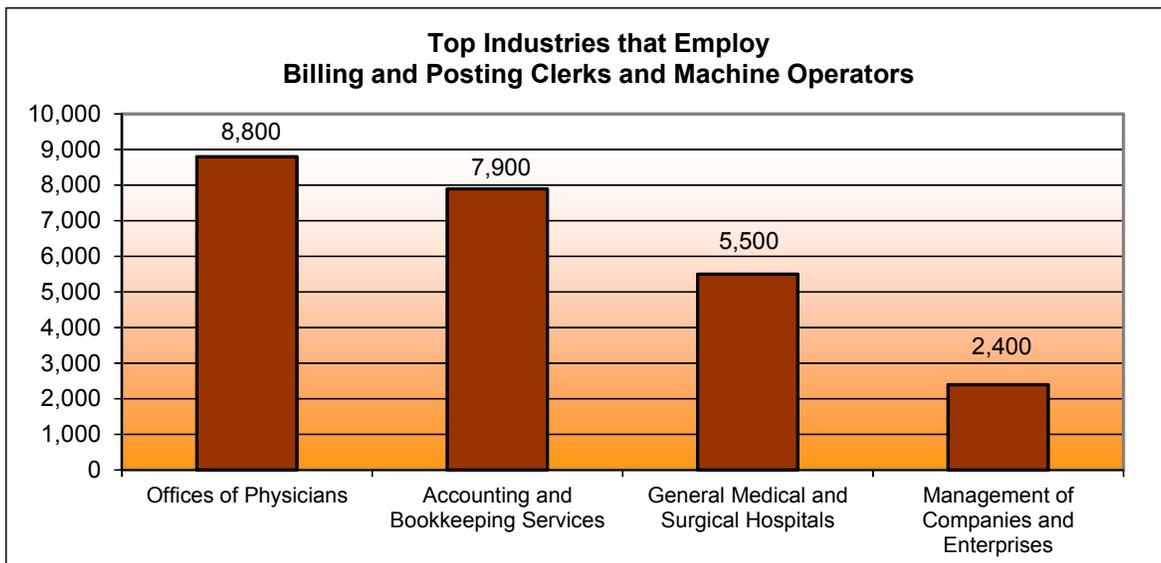
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
58,600	68,400	9,800	16.7	2,000

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
61,000	64,000	3,000	4.9	2,440

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

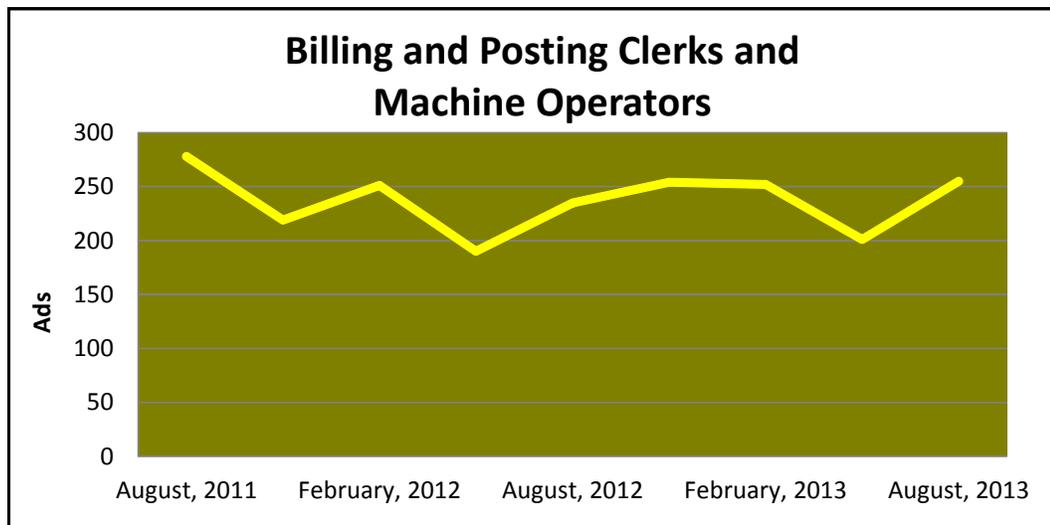
## Billing and Posting Clerks and Machine Operators, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	268	<ul style="list-style-type: none"> <li>• Sacramento</li> <li>• San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>• Accountemps</li> <li>• Sutter Health</li> </ul>
August 2013	246	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• Accountemps</li> <li>• OfficeTeam</li> </ul>
September 2013	217	<ul style="list-style-type: none"> <li>• Alameda</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• Accountemps</li> <li>• OfficeTeam</li> </ul>

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	19,000
Employers Hiring	42
# of Employers Who Have Hired in the Past Four Years	494
Average Posting Period	40 days

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

## Billing and Posting Clerks and Machine Operators, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Mathematics	Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
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.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
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.
Speech Clarity	The ability to speak clearly so others can understand you.
Work Activity	Description
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.

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

## Eligibility Interviewers, Government Programs

### Description

Determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing.

### Sample Job Titles

Workforce Services Representative (WSR), Eligibility Specialist, Career Consultant, Work Force Advisor, Business Employment Specialist, Client Services Representative

### Important Tasks

- Answer applicants' questions about benefits and claim procedures.
- Interview benefits recipients at specified intervals to certify their eligibility for continuing benefits.
- Interpret and explain information such as eligibility requirements, application details, payment methods, and applicants' legal rights.
- Initiate procedures to grant, modify, deny, or terminate assistance, or refer applicants to other agencies for assistance.
- Compile, record, and evaluate personal and financial data in order to verify completeness and accuracy, and to determine eligibility status.

### Job Fit

The job of Eligibility Interviewer may appeal to those who enjoy working with people. This occupation involves following set procedures and routines as well as working with data and details more than with ideas.

### Education and Training Requirements

**Typical Education Level:** Associate degree 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:** Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keyword "eligibility" to find certification programs related to this occupation.

## Eligibility Interviewers, Government Programs, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$21.12	\$43,945
Sacramento-Arden Arcade-Roseville	\$23.93	\$49,773

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

### Projections of Employment - California Long-Term

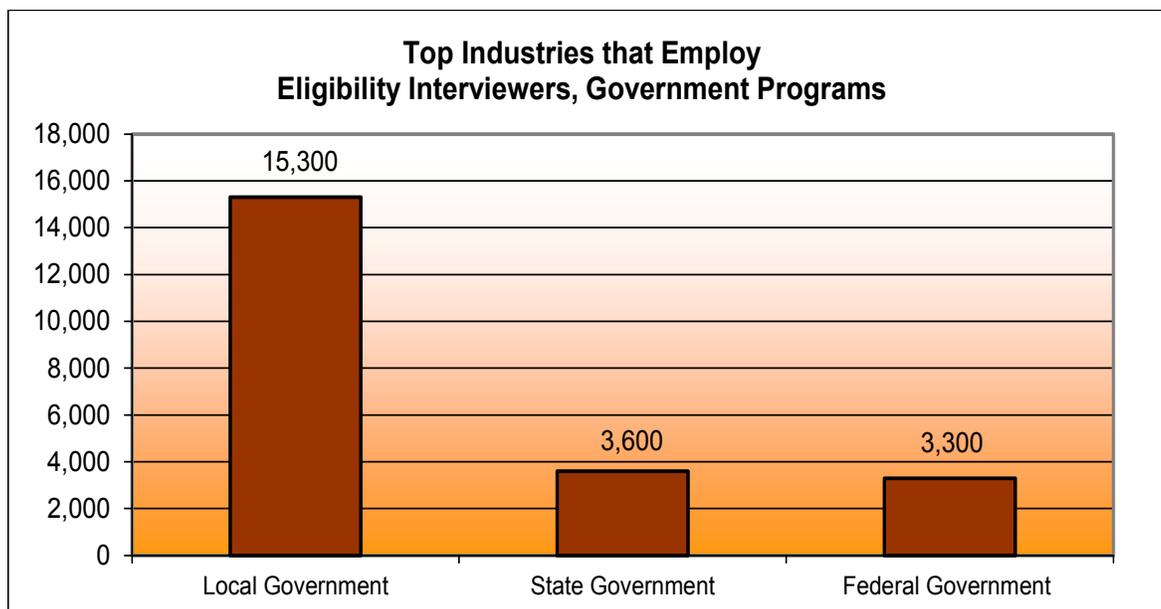
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
22,300	23,300	1,000	4.5	700

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
21,500	21,200	-300	-1.4	550

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

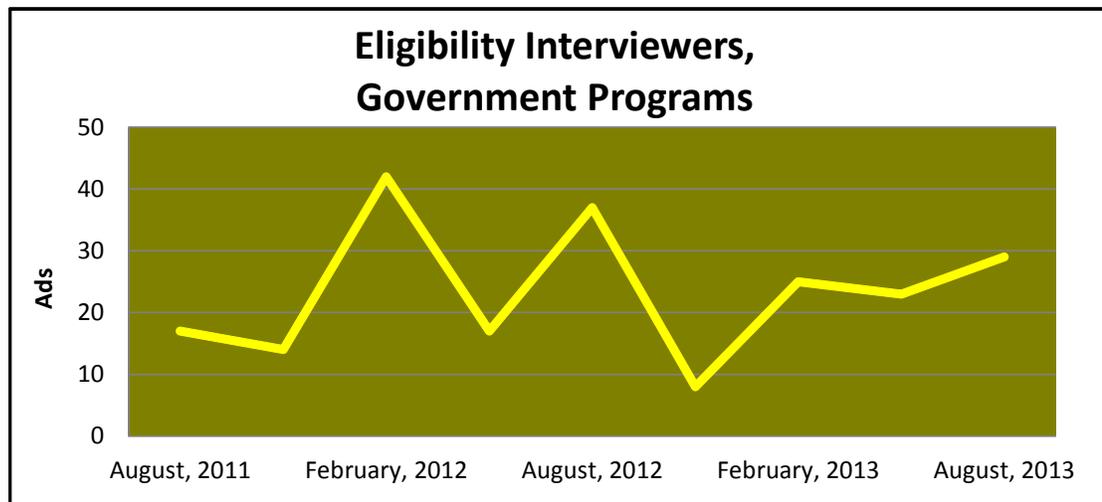
## Eligibility Interviewers, Government Programs, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	27	<ul style="list-style-type: none"> <li>• Sonoma</li> <li>• San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>• Merit System Service</li> <li>• Westat</li> </ul>
August 2013	27	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Tehama</li> </ul>	<ul style="list-style-type: none"> <li>• Merrit System Service</li> <li>• Health Advocates</li> </ul>
September 2013	11	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Tehama</li> </ul>	<ul style="list-style-type: none"> <li>• Merit System Service</li> <li>• Health Advocates</li> </ul>

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	3,100
Employers Hiring	9
# of Employers Who Have Hired in the Past Four Years	82
Average Posting Period	36 days

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

## Eligibility Interviewers, Government Programs, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
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.
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Law and Government	Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
Skill	Description
Speaking	Talking to others to convey information effectively.
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.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Ability	Description
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.
Written Comprehension	The ability to read and understand information and ideas presented in writing.
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.
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Organizing, Planning, and Prioritizing Work	Developing specific goals and plans to prioritize, organize, and accomplish your work.

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

## Human Resources Specialists

### Description

Interview job applicants in employment office and refer them to prospective employers for consideration. Search application files, notify selected applicants of job openings, and refer qualified applicants to prospective employers.

### Sample Job Titles

Personnel Coordinator, Employment Representative, Employment Service Specialist, Staffing Coordinator, Workforce Development Officer

### Important Tasks

- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Analyze employment-related data and prepare required reports.
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Conduct reference or background checks on job applicants.
- Confer with management to develop or implement personnel policies or procedures.

### Job Fit

The job of Human Resources Specialist may appeal to those who enjoy working with people. This occupation involves following set procedures and routines as well as working with data and details more than with ideas.

### Education and Training Requirements

Typical Education Level: Bachelor's degree.

Certification: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "human resources" to find certification programs related to this occupation.

## Human Resources Specialists, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$31.34	\$65,179
San Francisco-San Mateo-Redwood City	\$35.32	\$73,461
Oakland-Fremont-Hayward	\$34.03	\$70,775
San Jose-Sunnyvale-Santa Clara	\$37.64	\$78,300
Sacramento-Arden Arcade-Roseville	\$29.21	\$60,744
Redding	\$21.91	\$45,582

*Source: Occupational Employment Statistics Survey 2013 1st Q*

*Note: This occupation was affected by occupational coding changes. Wages shown reflect Employment, Recruitment, and Placement Specialists, SOC 13-1071.*

### Projections of Employment - California Long-Term

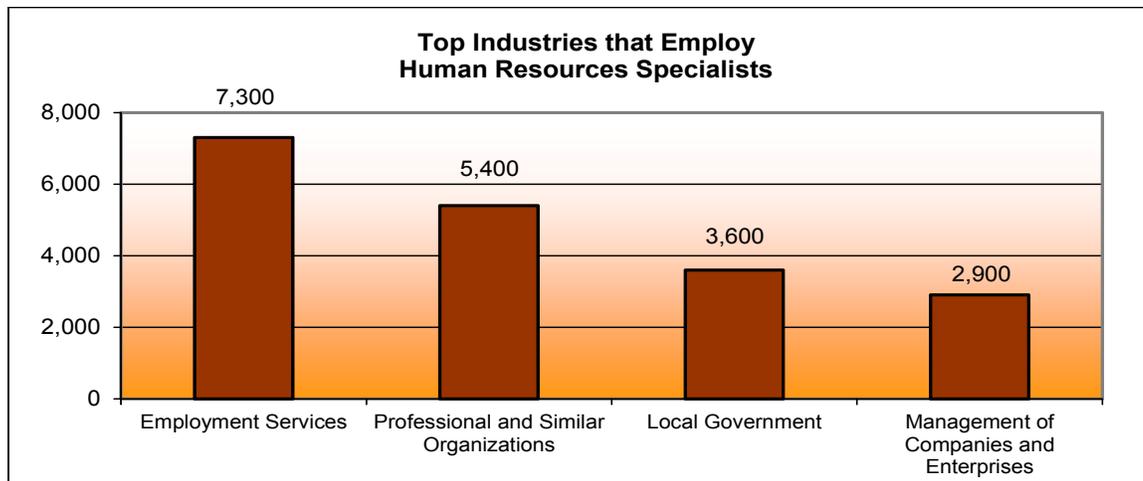
Est. # of Workers (2010-2020)	Numeric Change	Percent Change	Average Annual Job Openings	
47,600	58,700	11,100	23.3	1,910

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)	Numeric Change	Percent Change	Average Annual Job Openings	
50,100	52,700	2,600	5.2	2,010

*Source: EDD/LMID Projections of Employment by Occupation*

### Top Industries that Employ this Occupation



*Source: CA Staffing Patterns*

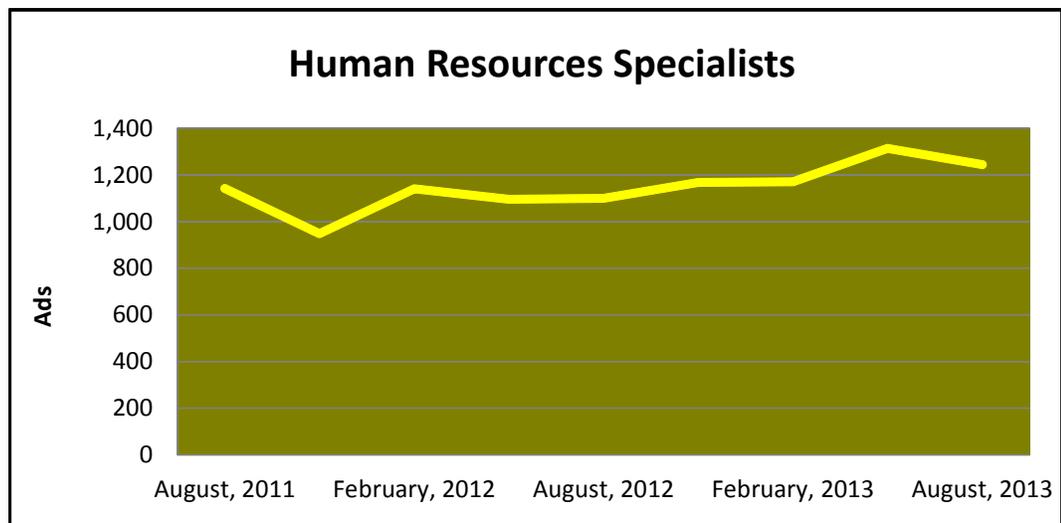
## Human Resources Specialists, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	1,314	<ul style="list-style-type: none"> <li>• Santa Clara</li> <li>• San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>• Adecco</li> <li>• Robert Half International</li> </ul>
August 2013	1,387	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• Adecco</li> <li>• Kelly Services</li> </ul>
September 2013	1,321	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• Adecco</li> <li>• Kelly Services</li> </ul>

*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	N/A
Employers Hiring	338
# of Employers Who Have Hired in the Past Four Years	2,620
Average Posting Period	40 days

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

## Human Resources Specialists, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Personnel and Human Resources	Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
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.
Skill	Description
Speaking	Talking to others to convey information effectively.
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.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
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.
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.
Establishing and Maintaining Interpersonal Relationships	Developing constructive and cooperative working relationships with others, and maintaining them over time.

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

## Office Clerks, General

### Description

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures.

### Sample Job Titles

Clerk, Office Manager, Receptionist, Secretary, Office Assistant, Office Clerk

### Important Tasks

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answer telephones, direct calls, and take messages.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.

### Job Fit

The job of Office Clerk will appeal to those who enjoy working with people and performing duties that are organized, clearly defined, and require accuracy and attention to detail. This occupation involves following set procedures and routines where the lines of authority are clear.

### 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: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "office clerk" to find certification programs related to this occupation.

## Office Clerks, General, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$14.63	\$30,424
San Francisco-San Mateo-Redwood City	\$16.55	\$34,435
Oakland-Fremont-Hayward	\$17.29	\$35,975
San Jose-Sunnyvale-Santa Clara	\$17.95	\$37,351
Sacramento-Arden Arcade-Roseville	\$15.69	\$32,632
Redding	\$12.08	\$25,129

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

### Projections of Employment - California Long-Term

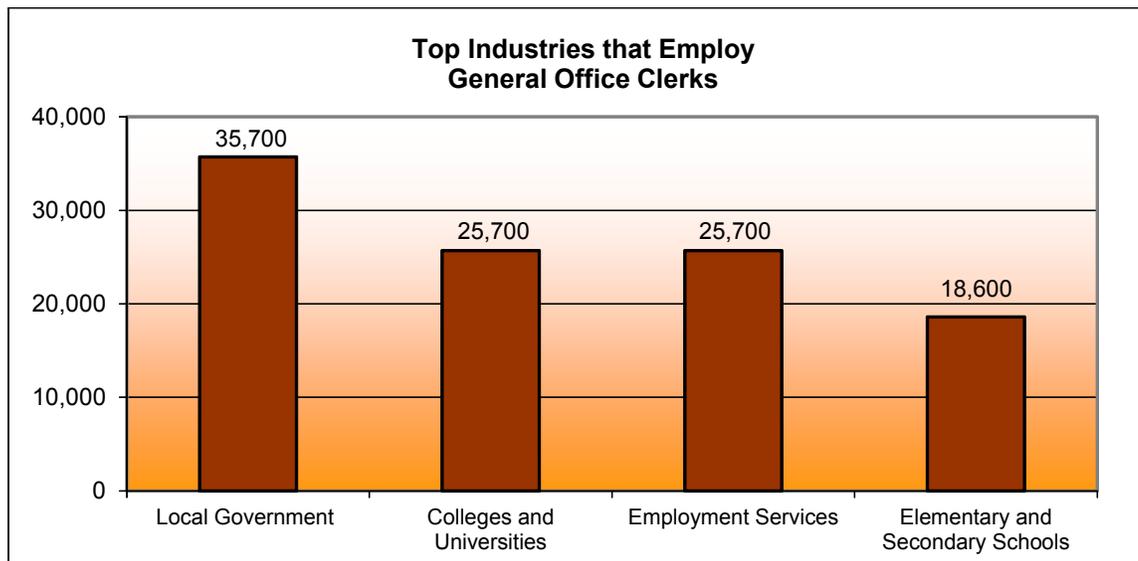
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
326,700	378,200	51,500	15.8	10,940

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
335,100	349,400	14,300	4.3	12,830

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

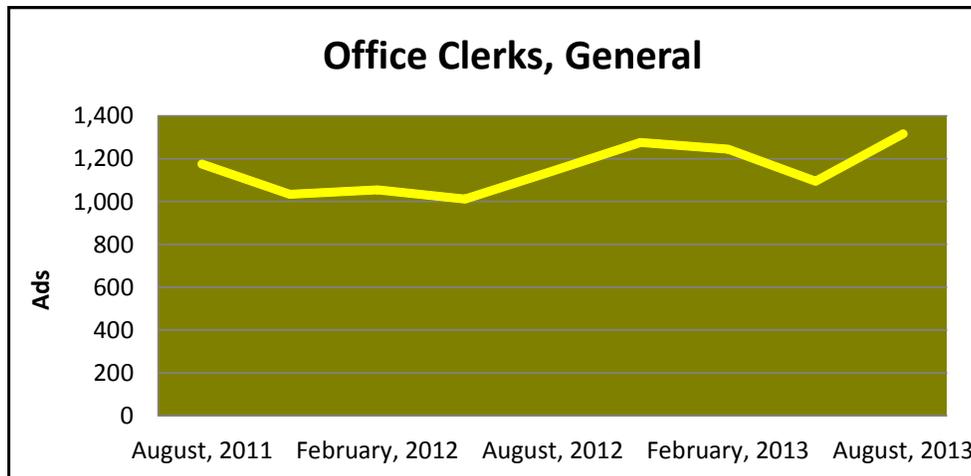
## Office Clerks, General, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	1,247	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Alameda</li> </ul>	<ul style="list-style-type: none"> <li>OfficeTeam</li> <li>State of California</li> </ul>
August 2013	1,290	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>OfficeTeam</li> <li>State of California</li> </ul>
September 2013	1,191	<ul style="list-style-type: none"> <li>Alameda</li> <li>Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>OfficeTeam</li> <li>State of California</li> </ul>

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	108,000
Employers Hiring	255
# of Employers Who Have Hired in the Past Four Years	3,044
Average Posting Period	35 days

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

## Office Clerks, General, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
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.
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.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
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.
Speech Clarity	The ability to speak clearly so others can understand you.
Work Activity	Description
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

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

## Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

### Description

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

### Sample Job Titles

Secretary, Administrative Assistant, Administrative Secretary, Office Assistant, Clerk Typist, Office Manager, Administrative Technician, Department Secretary

### Important Tasks

- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Locate and attach appropriate files to incoming correspondence requiring replies.

### Job Fit

This occupation will appeal to those who like following set procedures and routines. The job of Secretary and Administrative Assistant will satisfy those with conventional interests which can include working with data and details more than with ideas, such as using correct spelling and grammar. An ability to work well with people and be flexible is very helpful in this occupation.

### Education and Training Requirements

Typical Education Level: A 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: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "secretary" to find certification programs related to this occupation.

## Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

### 2013 Median Wages

	Hourly	Annual
California	\$17.99	\$37,416
San Francisco-San Mateo-Redwood City	\$21.20	\$44,091
Oakland-Fremont-Hayward	\$20.62	\$42,887
San Jose-Sunnyvale-Santa Clara	\$19.87	\$41,334
Sacramento-Arden Arcade-Roseville	\$17.53	\$36,453
Redding	\$15.55	\$32,338

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

### Projections of Employment - California Long-Term

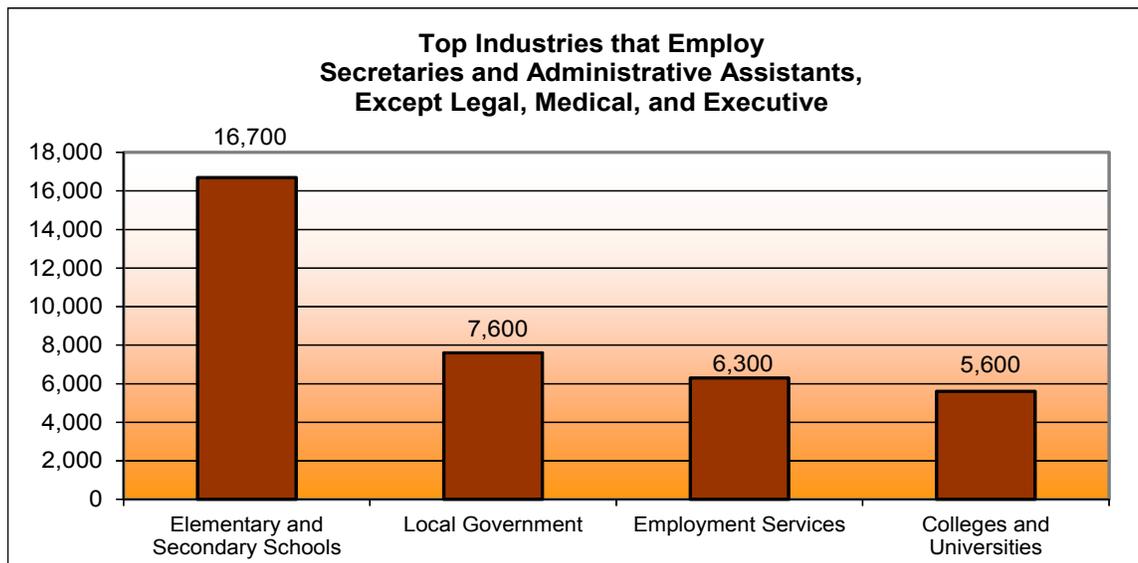
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
168,700	177,900	9,200	5.5	3,170

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
173,900	182,200	8,300	4.8	6,470

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

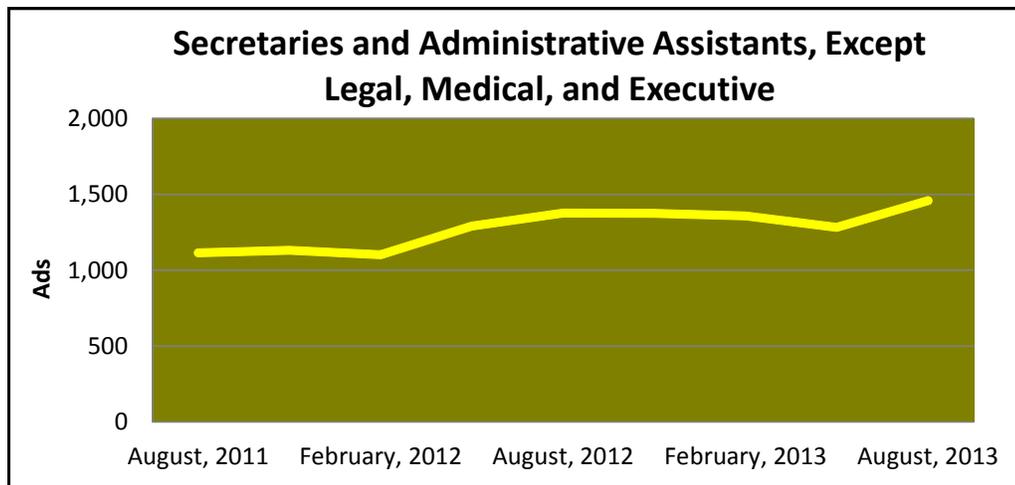
## Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	1,401	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>OfficeTeam</li> <li>Appleone</li> </ul>
August 2013	1,466	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>OfficeTeam</li> <li>H&amp;R Block</li> </ul>
September 2013	1,223	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>OfficeTeam</li> <li>Appleone</li> </ul>

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	57,000
Employers Hiring	257
# of Employers Who Have Hired in the Past Four Years	3,451
Average Posting Period	34 days

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

## Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
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.
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
Speaking	Talking to others to convey information effectively.
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.
Time Management	Managing one's own time and the time of others.
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.
Written Comprehension	The ability to read and understand information and ideas presented in writing.
Work Activity	Description
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Performing Administrative Activities	Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

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

### Sample Military Occupational Classifications

90270 - Medical Service Specialist (Air Force)

91A - Medical Specialist (Army)

HM - Hospital Corpsman (Navy)

This packet is designed for men and women in Medical 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:

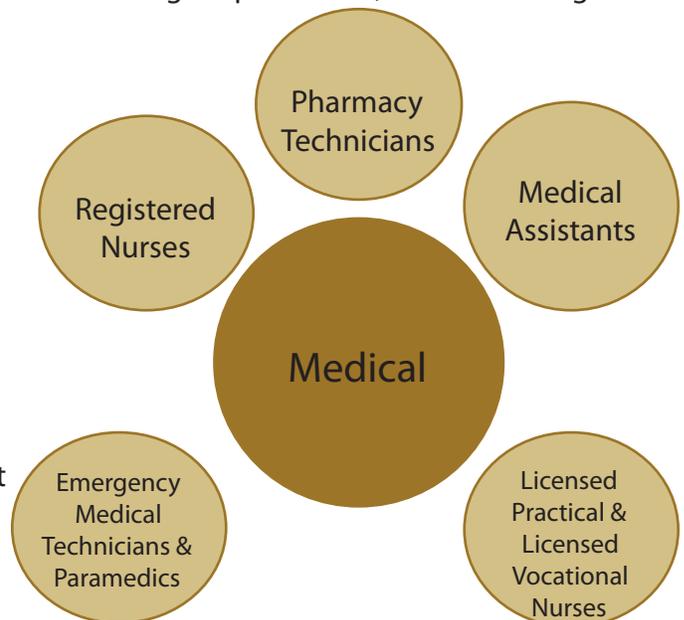
- Profile of current military occupation, with Top 7 important Duties and Top 3 pertinent Knowledges, Skills, Abilities, and Work Activities.
- Profiles of the most closely related civilian occupations identified, with Top 5 important Tasks; Top 3 pertinent Knowledges, Skills, Abilities, and Work Activities; 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



**LaborMarketInfo**  
[www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)



## Medical, cont.

### Description

Perform duties as an assistant in the treatment and prevention of injury and disease by providing first aid and adhering to the environmental health standards. Assist in physical examination, and perform general laboratory, pharmacy and other patient support services. Help transport the sick and injured and be prepared to assist in the prevention and treatment of chemical, biological and radiological (CBR) casualties and other contingencies.

### Important Duties

- Assist in prevention and treatment of disease and injuries.
- Assist health care professionals in providing medical care to military personnel and their families.
- Function as clinical or specialty technicians, medical administrative personnel and health care providers at medical treatment facilities.
- Render emergency medical treatment to include initial treatment in a combat environment.
- Fill prescription and administer immunizations.
- Instruct various military personnel in first aid, self aid and personal hygiene procedures.
- Transport and care for the sick and injured.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Skills
Medicine and Dentistry	Active Listening
Customer and Personal Service	Critical Thinking
Psychology	Social Perceptiveness
Abilities	Work Activities
Oral Comprehension	Assisting and Caring for Others
Problem Sensitivity	Documenting/Recording Information
Speech Clarity	Getting Information

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

## Emergency Medical Technicians and Paramedics

### Description

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

### Sample Job Titles

Fire Fighter First Responder, First Responder, Flight Paramedic, Emergency Medical Technician - Basic (EMT - B), Firefighter/Paramedic

### Important Tasks

- Administer first aid treatment or life support care to sick or injured persons in prehospital settings.
- Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management, or heart monitoring during ambulance ride.
- Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs or treatment.
- Immobilize patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.
- Maintain vehicles and medical and communication equipment and replenish first aid equipment and supplies.

### Job Fit

The job of Emergency Medical Technician and Paramedic may appeal to those who enjoy assisting others and promoting learning and personal development. This occupation also may appeal to those who like communicating with people and working in a friendly non-competitive environment.

### Education and Training Requirements

Typical Education Level: Postsecondary non-degree award.

Certification: California requires Emergency Medical Technicians and Paramedics to have an Emergency Medical Tech and Advanced EMT Certificate. Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keyword "paramedic" to find more certification programs related to this occupation.

## Emergency Medical Technicians and Paramedics, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$14.03	\$29,179
San Francisco-San Mateo-Redwood City	\$26.34	\$54,791
Oakland-Fremont-Hayward	\$13.54	\$28,168
San Jose-Sunnyvale-Santa Clara	NA	NA
Sacramento-Arden Arcade-Roseville	\$20.58	\$42,807

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

### Projections of Employment - California Long-Term

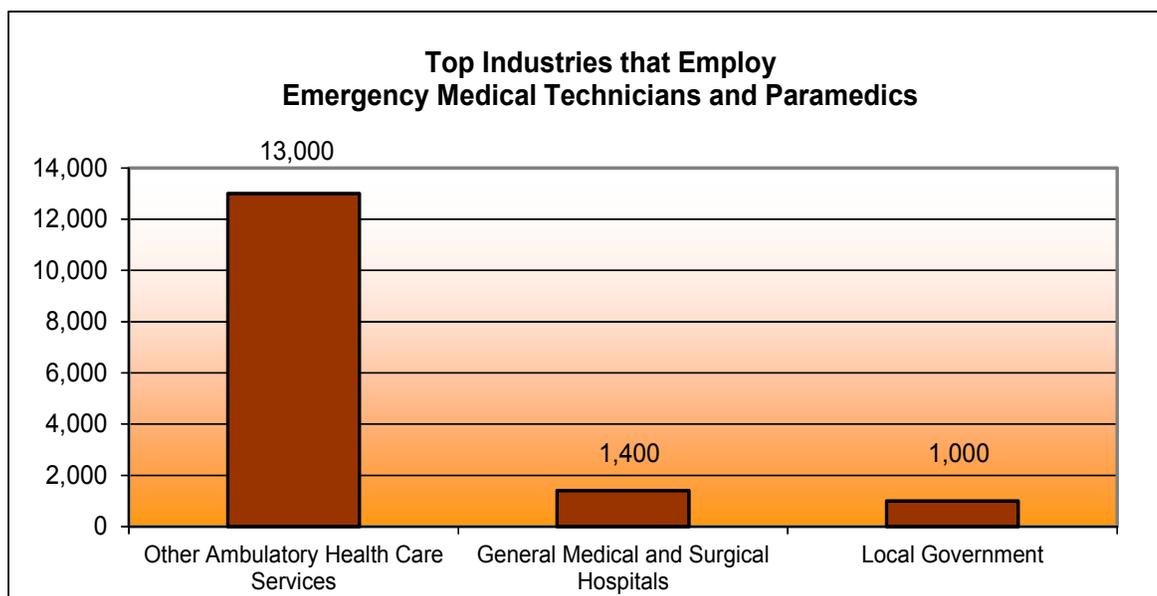
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
15,900	22,600	6,700	42.1	990

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
16,600	17,300	700	4.2	620

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

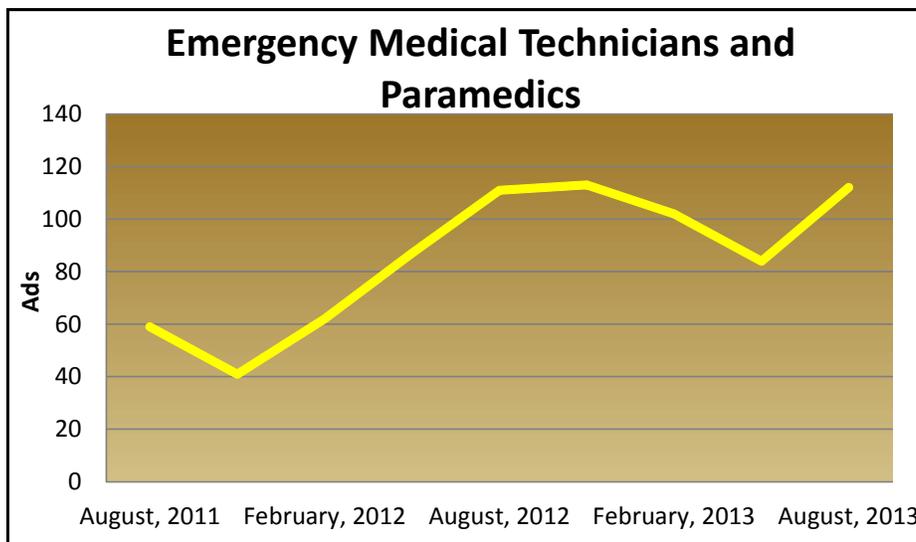
## Emergency Medical Technicians and Paramedics, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	105	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Stanislaus</li> </ul>	<ul style="list-style-type: none"> <li>American Medical Response</li> <li>Atlas Lift Tech</li> </ul>
August 2013	112	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>American Medical Response</li> <li>Dignity Health</li> </ul>
September 2013	98	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Shasta</li> </ul>	<ul style="list-style-type: none"> <li>American Medical Response</li> <li>Dignity Health</li> </ul>

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	4,600
Employers Hiring	31
# of Employers Who Have Hired in the Past Four Years	216
Average Posting Period	47 days

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

## Emergency Medical Technicians and Paramedics, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Medicine and Dentistry	Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
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.
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
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Service Orientation	Actively looking for ways to help people.
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
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
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
Assisting and Caring for Others	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
Making Decisions and Solving Problems	Analyzing information and evaluating results to choose the best solution and solve problems.

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

## Licensed Practical and Licensed Vocational Nurses

### Description

Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

### Sample Job Titles

Charge Nurse, Clinic Nurse, Office Nurse, Private Duty Nurse, Triage Licensed Practical Nurse (TRIAGE LPN), Pediatric Licensed Practical Nurse (PEDIATRIC LPN)

### Important Tasks

- Administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts.
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
- Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.
- Sterilize equipment and supplies, using germicides, sterilizer, or autoclave.
- Answer patients' calls and determine how to assist them.

### Job Fit

The job of Licensed Practical and Licensed Vocational Nurse will appeal to those who enjoy activities that involve assisting others. This occupation satisfies those with social interests. Social occupations involve working with, communicating with, and teaching people as well as helping or providing service to others.

### Education and Training Requirements

Typical Education Level: Postsecondary non-degree award.

Certification: California requires Licensed Nurses to have a Vocational Nurse License issued by the Bureau of Vocational Nursing and Psychiatric Technicians. Link to America's Career InfoNet at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "licensed nurse" to find more certification programs related to this occupation.

## Licensed Practical and Licensed Vocational Nurses, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$24.93	\$51,844
San Francisco-San Mateo-Redwood City	\$29.20	\$60,732
Oakland-Fremont-Hayward	\$28.60	\$59,481
San Jose-Sunnyvale-Santa Clara	\$27.99	\$58,213
Sacramento-Arden Arcade-Roseville	\$26.29	\$54,687
Redding	\$23.64	\$49,164

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

### Projections of Employment - California Long-Term

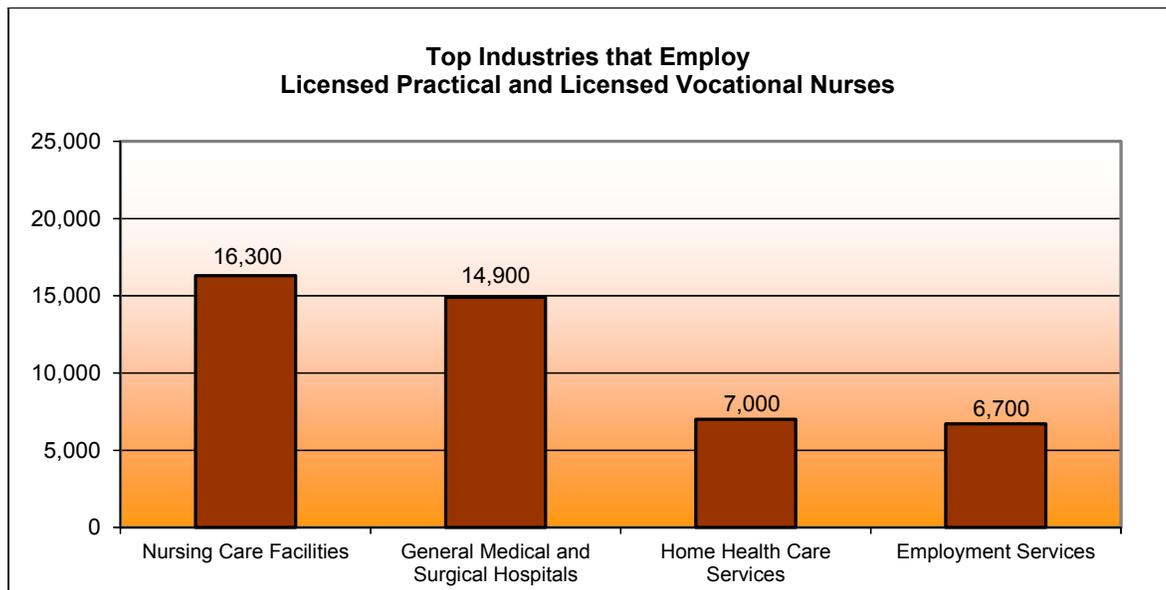
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
64,500	79,000	14,500	22.5	3,170

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
67,700	70,800	3,100	4.6	3,310

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

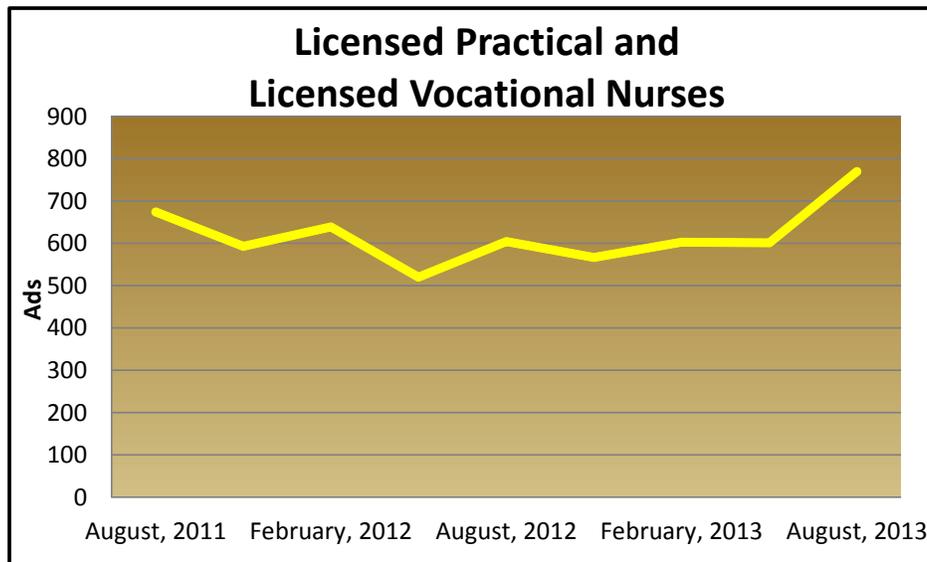
## Licensed Practical and Licensed Vocational Nurses, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	814	<ul style="list-style-type: none"> <li>• Contra Costa</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• Sutter Health</li> <li>• Maxim Home Healthcare</li> </ul>
August 2013	801	<ul style="list-style-type: none"> <li>• Sacramento</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• Maxim Home Healthcare</li> <li>• Sutter Health</li> </ul>
September 2013	868	<ul style="list-style-type: none"> <li>• Sacramento</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• Maxim Home Healthcare</li> <li>• Sutter Health</li> </ul>

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	21,000
Employers Hiring	123
# of Employers Who Have Hired in the Past Four Years	755
Average Posting Period	51 days

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

## Licensed Practical and Licensed Vocational Nurses, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Medicine and Dentistry	Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
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.
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.
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
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
Assisting and Caring for Others	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
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.

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

## Medical Assistants

### Description

Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

### Sample Job Titles

Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant

### Important Tasks

- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Authorize drug refills and provide prescription information to pharmacies.
- Clean and sterilize instruments and dispose of contaminated supplies.

### Job Fit

Medical Assistants frequently show social, conventional, and realistic traits. Social occupations frequently involve working with, communication with, and teaching people. These occupations often involve helping or providing service to others.

### 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: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "medical assistant" to find certification programs related to this occupation.

## Medical Assistants, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$15.79	\$32,836
San Francisco-San Mateo-Redwood City	\$19.92	\$41,438
Oakland-Fremont-Hayward	\$17.50	\$36,389
San Jose-Sunnyvale-Santa Clara	\$18.31	\$38,090
Sacramento-Arden Arcade-Roseville	\$16.88	\$35,114
Redding	\$13.97	\$29,050

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

### Projections of Employment - California Long-Term

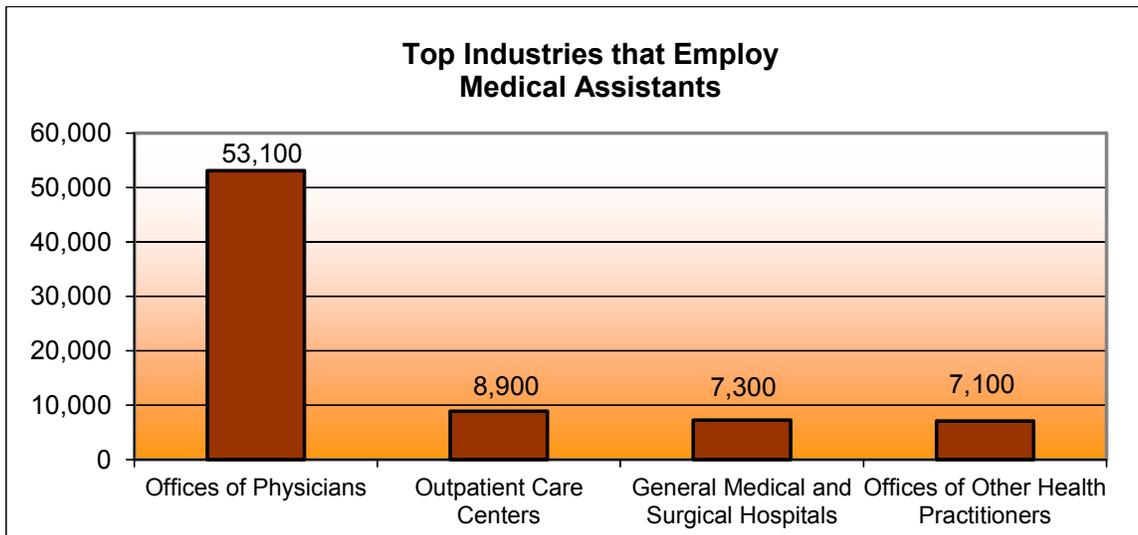
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
80,900	99,000	18,100	22.4	3,050

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
85,700	90,700	5,000	5.8	3,700

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

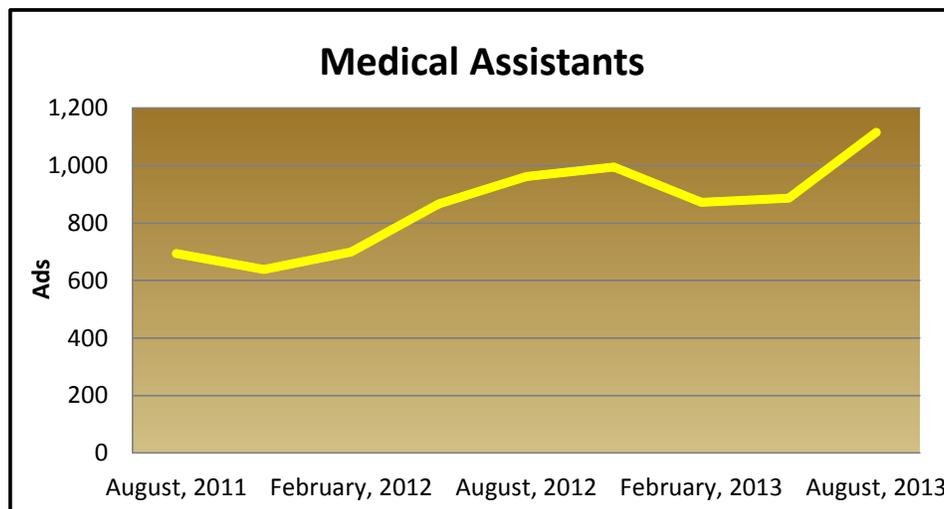
## Medical Assistants, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	1,165	<ul style="list-style-type: none"> <li>• Sacramento</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• Quest Diagnostics</li> <li>• Sutter Health</li> </ul>
August 2013	1,136	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• Sutter Health</li> <li>• Quest Diagnostic</li> </ul>
September 2013	1,035	<ul style="list-style-type: none"> <li>• Sacramento</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• Sutter Health</li> <li>• Quest Diagnostics</li> </ul>

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	28,000
Employers Hiring	121
# of Employers Who Have Hired in the Past Four Years	866
Average Posting Period	45 days

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

## Medical Assistants, 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.
Medicine and Dentistry	Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
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.
Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
Ability	Description
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.
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
Documenting/ Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
Assisting and Caring for Others	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

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

## Pharmacy Technicians

### Description

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

### Sample Job Titles

Certified Pharmacy Technician (CPhT), IV Certified Pharmacy Technician, Pharmaceutical Care Associate

### Important Tasks

- Receive written prescription or refill requests and verify that information is complete and accurate.
- Establish or maintain patient profiles, including lists of medications taken by individual patients.
- Maintain proper storage and security conditions for drugs.
- Answer telephones, responding to questions or requests.
- Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels.

### Job Fit

The job of Pharmacy Technician will appeal to those who enjoy working with people and performing duties that are organized, clearly defined, and require accuracy and attention to detail. This occupation satisfies those with conventional interests. Conventional occupations frequently involve following set procedures and routines where the lines of authority are clear.

### 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: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "pharmacy technician" to find certification programs related to this occupation.

## Pharmacy Technicians, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$18.51	\$38,500
San Francisco-San Mateo-Redwood City	\$20.53	\$42,705
Oakland-Fremont-Hayward	\$21.50	\$44,718
San Jose-Sunnyvale-Santa Clara	\$23.35	\$48,575
Sacramento-Arden Arcade-Roseville	\$18.15	\$37,763
Redding	\$18.58	\$38,646

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

### Projections of Employment - California Long-Term

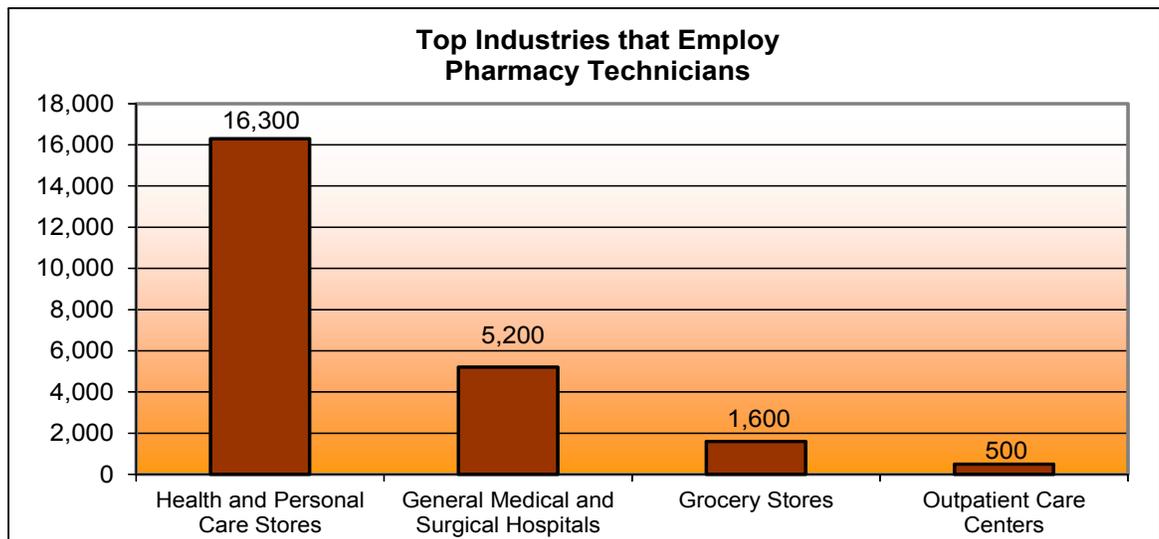
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
29,000	38,600	9,600	33.1	1,460

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
29,700	30,800	1,100	3.7	990

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

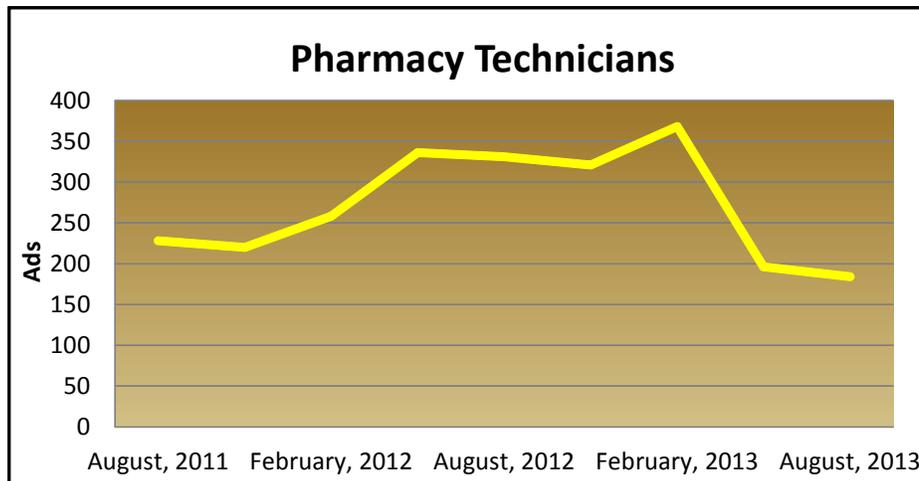
## Pharmacy Technicians, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	352	<ul style="list-style-type: none"> <li>• Sacramento</li> <li>• Alameda</li> </ul>	<ul style="list-style-type: none"> <li>• CVS Caremark</li> <li>• Sutter Health</li> </ul>
August 2013	375	<ul style="list-style-type: none"> <li>• Sacramento</li> <li>• Alameda</li> </ul>	<ul style="list-style-type: none"> <li>• CVS Caremark</li> <li>• Kaiser Permanente</li> </ul>
September 2013	225	<ul style="list-style-type: none"> <li>• Sacramento</li> <li>• Alameda</li> </ul>	<ul style="list-style-type: none"> <li>• CVS Caremark</li> <li>• Smart Rhino Labs</li> </ul>

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	10,000
Employers Hiring	75
# of Employers Who Have Hired in the Past Four Years	448
Average Posting Period	51 days

Source: [WANTED Analytics](#): Date accessed 10/7/13

## Pharmacy Technicians, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
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.
Mathematics	Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
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.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Speaking	Talking to others to convey information effectively.
Ability	Description
Near Vision	The ability to see details at close range (within a few feet of the observer).
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Written Comprehension	The ability to read and understand information and ideas presented in writing.
Work Activity	Description
Processing Information	Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

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

## Registered Nurses

### Description

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management.

### Sample Job Titles

Staff RN (Staff Registered Nurse), Staff Nurse, Charge Nurse, Operating Room Registered Nurse (OR RN), Oncology RN (Oncology Registered Nurse), Relief Charge Nurse

### Important Tasks

- Monitor, record, and report symptoms or changes in patients' conditions.
- Maintain accurate, detailed reports and records.
- Record patients' medical information and vital signs.
- Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.
- Modify patient treatment plans as indicated by patients' responses and conditions.

### Job Fit

The job of Registered Nurse will appeal to you if you enjoy activities that involve assisting others and promoting learning and personal development. This occupation satisfies those with social interests. Social occupations involve teaching, offering advice, helping, and being of service to people.

### Education and Training Requirements

Typical Education Level: Associate degree.

Certification: California requires Registered Nurses to have a license issued by the State Board of Registered Nursing (BRN). Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "registered nurse" to find more certification programs related to this occupation.

## Registered Nurses, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$44.48	\$92,516
San Francisco-San Mateo-Redwood City	\$58.57	\$121,824
Oakland-Fremont-Hayward	\$57.95	\$120,544
San Jose-Sunnyvale-Santa Clara	\$63.40	\$131,881
Sacramento-Arden Arcade-Roseville	\$54.10	\$112,521
Redding	\$36.07	\$75,011

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

Note: This occupation was affected by occupational coding changes. Wages shown reflect Registered Nurses, SOC 29-1141.

### Projections of Employment - California Long-Term

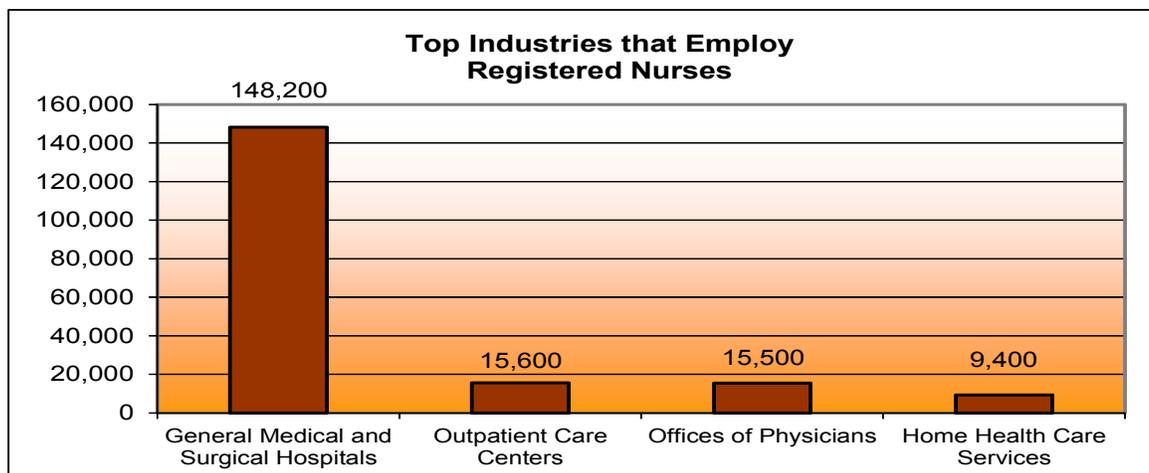
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
251,800	306,100	54,300	21.6	9,980

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
257,500	265,200	7,700	3.0	7,770

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

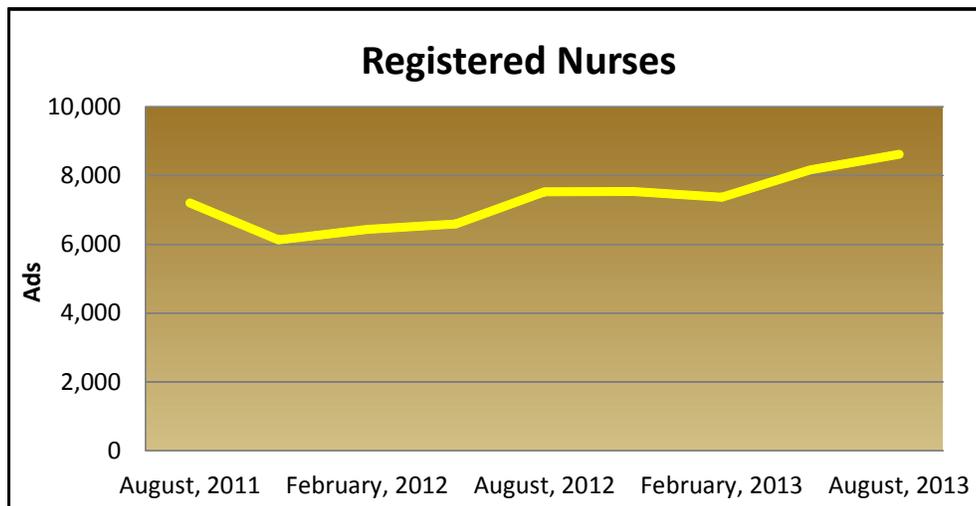
## Registered Nurses, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	9,027	<ul style="list-style-type: none"> <li>• Santa Clara</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• Sutter Health</li> <li>• Dignity Health</li> </ul>
August 2013	9,434	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• Truststaff</li> <li>• Sutter Health</li> </ul>
September 2013	8,197	<ul style="list-style-type: none"> <li>• Sacramento</li> <li>• Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>• Truststaff</li> <li>• Sutter Health</li> </ul>

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	88,000
Employers Hiring	418
# of Employers Who Have Hired in the Past Four Years	2,378
Average Posting Period	53 days

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

## Registered Nurses, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Medicine and Dentistry	Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
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.
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
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.
Coordination	Adjusting actions in relation to others' actions.
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.
Inductive Reasoning	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Work Activity	Description
Assisting and Caring for Others	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

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

### Sample Military Occupational Classifications

- 2A655 - Aircraft Hydraulic Systems Journeyman (Air Force)
- 67A - General Aircraft Repairer (Army)
- 525 - Aviation Maintenance Technician (Coast Guard)
- 6062 - Aircraft Safety Equipment Mechanic (Marines)
- AMH - Aviation Structural Mechanic, Hydraulic (Navy)

This packet is designed for men and women in Aircraft Maintenance 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.

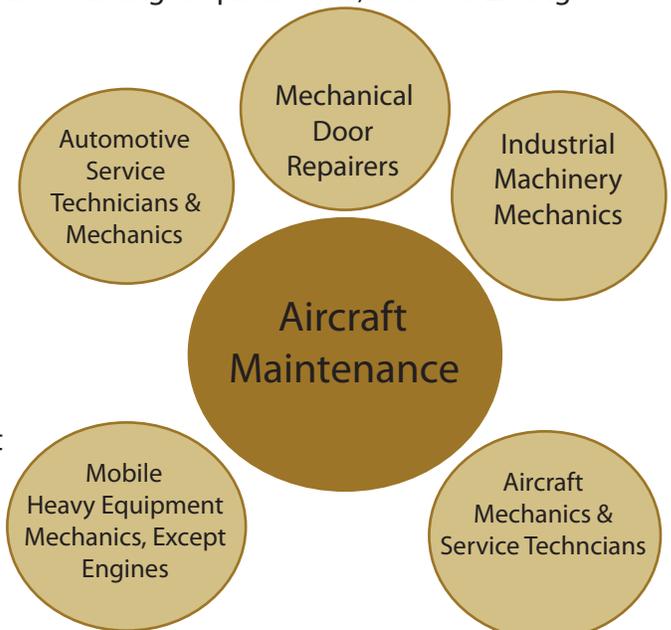
Each Occupation Profile contains the following information:

- 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

**LaborMarketInfo**  
[www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)



## Aircraft Maintenance, cont.

### Description

Perform aviation intermediate maintenance (AVIM) on rotary and fixed wing aircraft to include airframe, systems, subsystems and components. Troubleshoot, remove, repair, overhaul, inspect, adjust, install, and test aircraft hydraulic and IFR systems and components, including support equipment (SE). Perform ground handling and servicing of aircraft and conduct routine aircraft inspections and aviation administrative duties.

### Important Duties

- Inspect and service aircraft engines, auxiliary power units, propellers, and rotor systems, power train systems and associated airframe and system specific electrical components.
- Maintain, troubleshoot, and repair power train systems and associated airframe and systems specific electrical components.
- Inspect, maintain, and repair aircraft intermediate level hydraulic/pneumatic system components.
- Maintain repair logs, documenting all preventive and corrective aircraft maintenance.
- Conduct routine and special inspections as required by regulations.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Skills
Mechanical	Troubleshooting
Engineering and Technology	Equipment Maintenance
Computers and Electronics	Repairing
Abilities	Work Activities
Finger Dexterity	Repairing and Maintaining Mechanical Equipment
Control Precision	Inspecting Equipment, Structures, or Material
Problem Sensitivity	Evaluating Information to Determine Compliance with Standards

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

## Aircraft Mechanics and Service Technicians

### Description

Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems.

### Sample Job Titles

Aircraft Maintenance Technician, Aircraft Technician, Aircraft Maintenance Director, Aircraft Maintenance Supervisor, Aircraft Restorer, Helicopter Mechanic

### Important Tasks

- Read and interpret maintenance manuals, service bulletins, and other specifications to determine the feasibility and method of repairing or replacing malfunctioning or damaged components.
- Inspect completed work to certify that maintenance meets standards and that aircraft are ready for operation.
- Maintain repair logs, documenting all preventive and corrective aircraft maintenance.
- Conduct routine and special inspections as required by regulations.
- Examine and inspect aircraft components, including landing gear, hydraulic systems, and deicers to locate cracks, breaks, leaks, or other problems.

### Job Fit

The job of Aircraft Mechanic and Service Technician may appeal to those who enjoy following set procedures and routines. This occupation involves practical, hands-on problems and solutions and working with details.

### Education and Training Requirements

Typical Education Level: Postsecondary non-degree award.

Certification: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "aircraft mechanic" to find certification programs related to this occupation.

## Aircraft Mechanics and Service Technicians, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$29.51	\$61,390
Oakland-Fremont-Hayward	\$29.99	\$62,372
San Jose-Sunnyvale-Santa Clara	\$31.02	\$64,536
Sacramento-Arden Arcade-Roseville	\$27.78	\$57,787
Redding	\$22.71	\$47,236

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

### Projections of Employment - California Long-Term

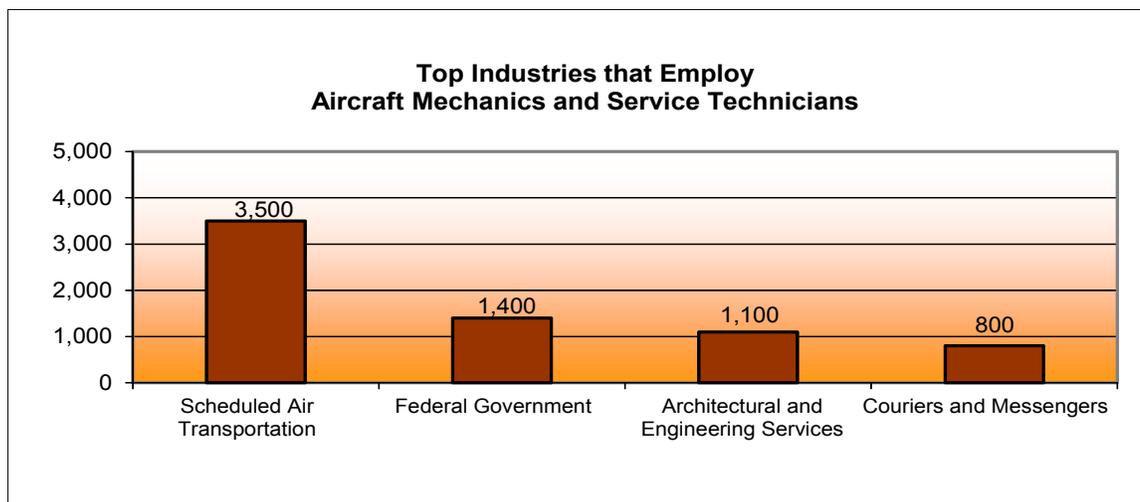
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
12,000	12,700	700	5.8	430

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
12,600	13,000	400	3.2	550

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

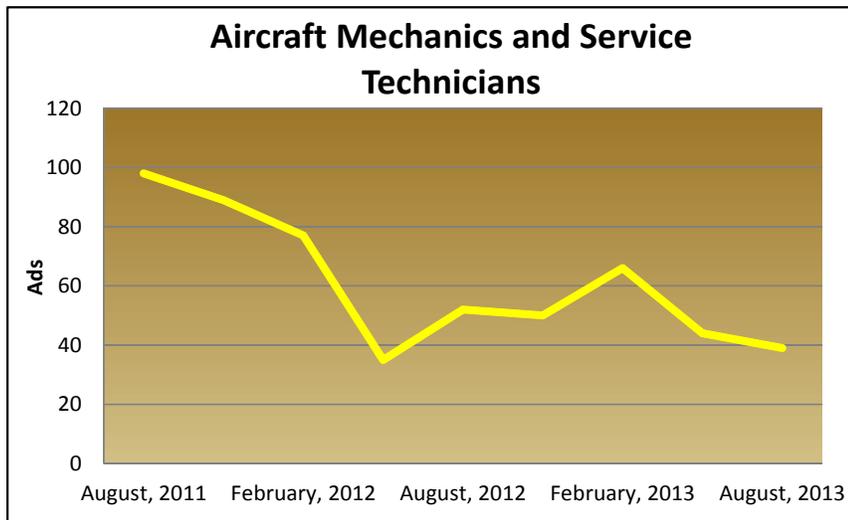
## Aircraft Mechanics and Service Technicians, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	39	<ul style="list-style-type: none"> <li>• Alameda</li> <li>• San Joaquin</li> </ul>	<ul style="list-style-type: none"> <li>• Aerotek</li> <li>• Army National Guard</li> </ul>
August 2013	39	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>• Aerotek</li> <li>• Belcan</li> </ul>
September 2013	36	<ul style="list-style-type: none"> <li>• San Francisco</li> <li>• Alameda</li> </ul>	<ul style="list-style-type: none"> <li>• Army National Guard</li> <li>• Belcan</li> </ul>

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	3,700
Employers Hiring	15
# of Employers Who Have Hired in the Past Four Years	107
Average Posting Period	48 days

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

## Aircraft Mechanics and Service Technicians, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
Design	Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
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
Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
Repairing	Repairing machines or systems using the needed tools.
Troubleshooting	Determining causes of operating errors and deciding what to do about it.
Ability	Description
Finger Dexterity	The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
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
Repairing and Maintaining Mechanical Equipment	Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
Inspecting Equipment, Structures, or Material	Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.

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

## Automotive Service Technicians and Mechanics

### Description

Repair automobiles, trucks, buses, and other vehicles. Master mechanics repair virtually any part on the vehicle or specialize in the transmission system.

### Sample Job Titles

Automotive Technician, Mechanic, Automotive Service Technician, Auto Technician, Shop Foreman, Certified ASE Master, Trim Technician, Alignment Specialist

### Important Tasks

- Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices.
- Examine vehicles, compile estimates of repair costs, and secure customers' approval to perform repairs.
- Repair, overhaul, or adjust automobile brake systems.
- Troubleshoot fuel, ignition, and emissions control systems, using electronic testing equipment.

### Job Fit

The job of Automotive Service Technician and Mechanic may appeal to those who enjoy activities that involve practical, hands-on problems and solutions. Automotive Technicians occupations satisfy those with realistic interests. Realistic occupations involve technical or mechanical activities.

### Education and Training Requirements

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

Certification: California requires Automotive Service Technicians to be licensed if they specialize as Brake/Lamp Adjusters or Smog Check Technicians. Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "automotive technician" to find more certification programs related to this occupation.

## Automotive Service Technicians and Mechanics, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$20.11	\$41,835
San Francisco-San Mateo-Redwood City	\$23.45	\$48,774
Oakland-Fremont-Hayward	\$23.97	\$49,844
San Jose-Sunnyvale-Santa Clara	\$23.65	\$49,196
Sacramento-Arden Arcade-Roseville	\$23.46	\$48,795
Redding	\$20.71	\$43,083

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

### Projections of Employment - California Long-Term

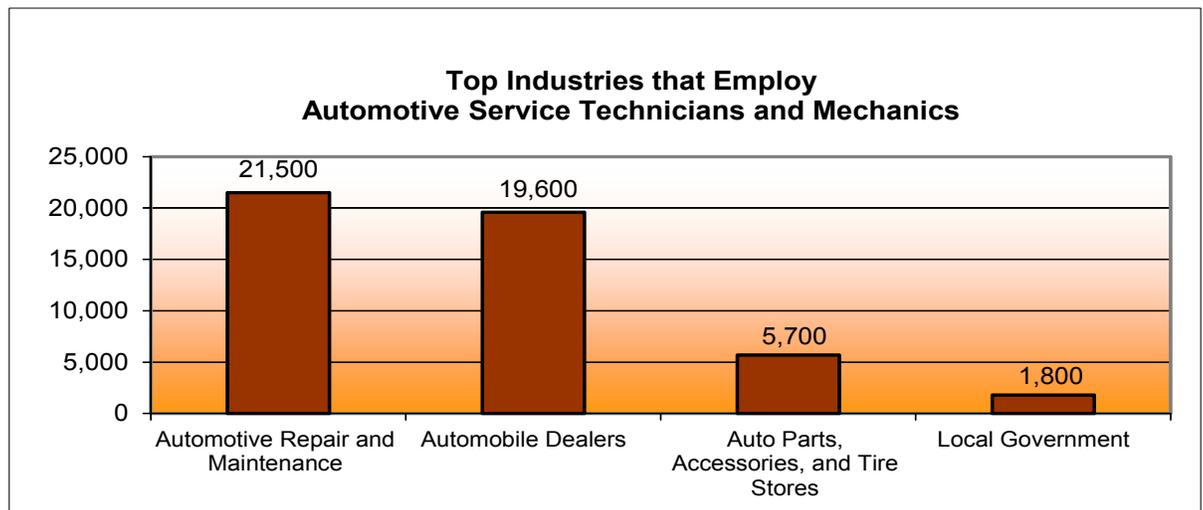
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
67,000	80,400	13,400	20.0	3,070

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
71,200	74,200	3,000	4.2	3,340

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

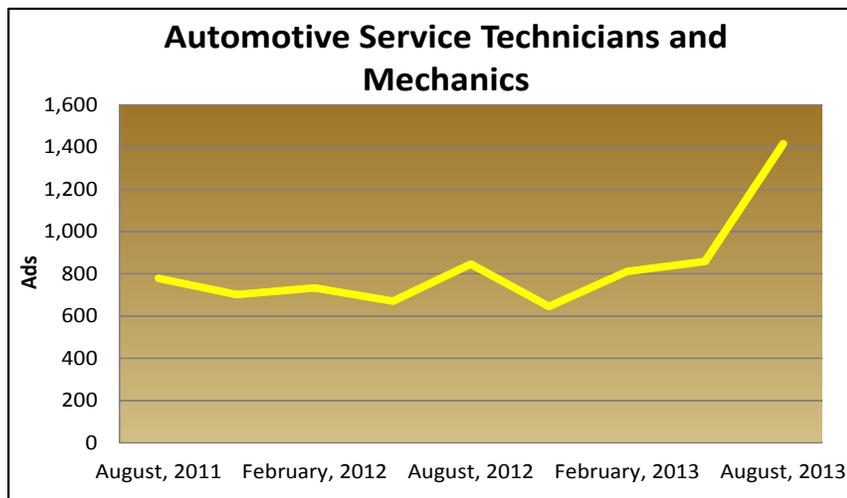
## Automotive Service Technicians and Mechanics, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	1538	<ul style="list-style-type: none"> <li>Contra Costa</li> <li>Alameda</li> </ul>	<ul style="list-style-type: none"> <li>Bridgestone</li> <li>Wheel Works</li> </ul>
August 2013	1316	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>Bridgestone</li> <li>Firestone Complete Auto Care</li> </ul>
September 2013	1191	<ul style="list-style-type: none"> <li>Contra Costa</li> <li>Santa Clara</li> </ul>	<ul style="list-style-type: none"> <li>Wheel Works</li> <li>Firestone Complete Auto Care</li> </ul>

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	22,000
Employers Hiring	108
# of Employers Who Have Hired in the Past Four Years	1,016
Average Posting Period	48 days

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

## Automotive Service Technicians and Mechanics, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
Engineering and Technology	Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
Computers and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Skill	Description
Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
Repairing	Repairing machines or systems using the needed tools.
Troubleshooting	Determining causes of operating errors and deciding what to do about it.
Ability	Description
Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Finger Dexterity	The ability to read and understand information and ideas presented in writing.
Work Activity	Description
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.
Making Decisions and Solving Problems	Analyzing information and evaluating results to choose the best solution and solve problems.

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

## Industrial Machinery Mechanics

### Description

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.

### Sample Job Titles

Maintenance Mechanic, Maintenance Technician, Mechanic, Engineering Technician, Master Mechanic, Industrial Machinery Mechanic, Machine Adjuster, Overhauler

### Important Tasks

- Disassemble machinery or equipment to remove parts and make repairs.
- Repair or replace broken or malfunctioning components of machinery or equipment.
- Repair or maintain the operating condition of industrial production or processing machinery or equipment.
- Examine parts for defects, such as breakage or excessive wear.
- Reassemble equipment after completion of inspections, testing, or repairs.

### Job Fit

The job of Industrial Machinery Mechanic may appeal to those who enjoy searching for facts and figuring out problems mentally. 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 long-term on-the-job training. This is an occupation in which workers can develop skills needed to attain competency after a period of 12 months or more of combined on-the-job experience and informal training.

Certification: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "industrial mechanic" to find certification programs related to this occupation.

## Industrial Machinery Mechanics, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$26.55	\$55,223
San Francisco-San Mateo-Redwood City	\$31.82	\$66,201
Oakland-Fremont-Hayward	\$32.17	\$66,905
San Jose-Sunnyvale-Santa Clara	\$25.62	\$53,294
Sacramento-Arden Arcade-Roseville	\$27.19	\$56,546
Redding	\$38.34	\$79,752

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

### Projections of Employment - California Long-Term

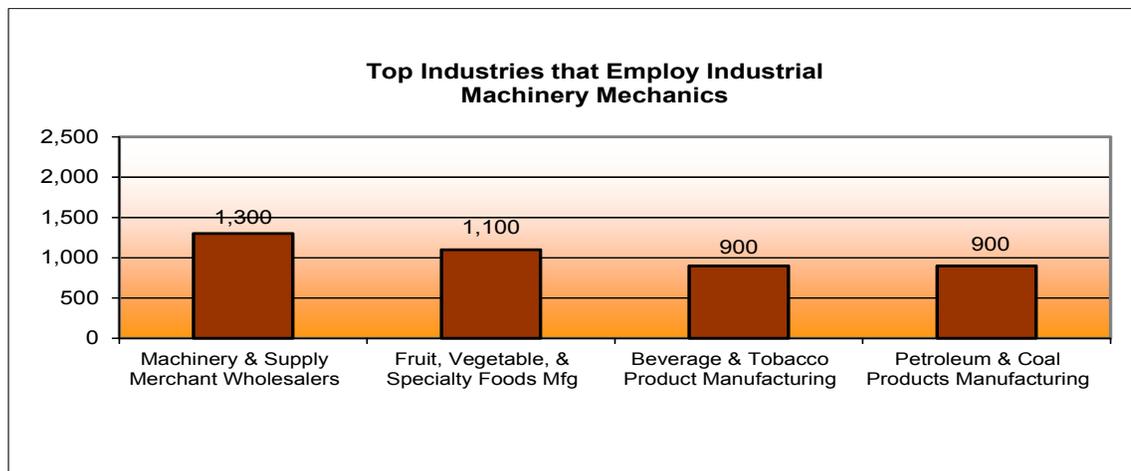
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
19,300	24,500	5,200	26.9	880

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
20,600	21,100	500	2.4	650

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

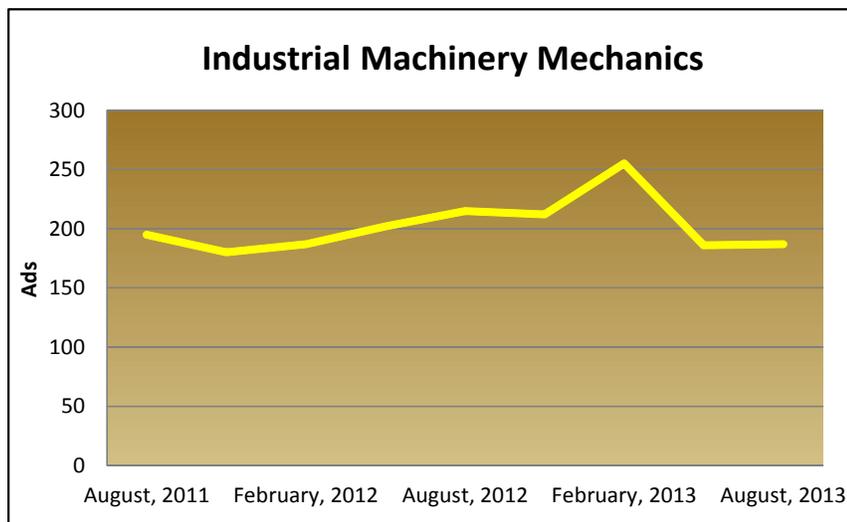
## Industrial Machinery Mechanics, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Regions Reported	Sample of Employers
July 2013	204	<ul style="list-style-type: none"> <li>Alameda</li> <li>San Joaquin</li> </ul>	<ul style="list-style-type: none"> <li>Con Agra</li> <li>Volt Information Sciences, Inc.</li> </ul>
August 2013	183	<ul style="list-style-type: none"> <li>San Joaquin</li> <li>Alameda</li> </ul>	<ul style="list-style-type: none"> <li>ConAgra</li> <li>Volt Information Sciences</li> </ul>
September 2013	162	<ul style="list-style-type: none"> <li>San Joaquin</li> <li>Alameda</li> </ul>	<ul style="list-style-type: none"> <li>ConAgra</li> <li>Aerotek</li> </ul>

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	6,500
Employers Hiring	48
# of Employers Who Have Hired in the Past Four Years	567
Average Posting Period	41 days

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

## Industrial Machinery Mechanics, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
Mathematics	Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
Engineering and Technology	Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
Skill	Description
Repairing	Repairing machines or systems using the needed tools.
Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
Operation Monitoring	Watching gauges, dials, or other indicators to make sure a machine is working properly.
Ability	Description
Reaction Time	The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Manual Dexterity	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
Work Activity	Description
Repairing and Maintaining Mechanical Equipment	Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
Inspecting Equipment, Structures, or Material	Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
Handling and Moving Objects	Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

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

## Mechanical Door Repairers

### Description

Install, service, or repair opening and closing mechanisms of automatic doors and hydraulic door closers. Includes garage door mechanics.

### Sample Job Titles

Door Installer, Service Technician, Garage Door Installer, Commercial Door Installer, Garage Door Technician, Installation Technician, Residential Door Installer

### Important Tasks

- Adjust doors to open or close with the correct amount of effort or make simple adjustments to electric openers.
- Wind large springs with upward motion of arm.
- Inspect job sites, assessing headroom, side room, or other conditions to determine appropriateness of door for a given location.
- Collect payment upon job completion.
- Complete required paperwork, such as work orders, according to services performed or required.

### Job Fit

The job of Mechanical Door Repairer may appeal to those who enjoy working independently outdoors with tools and machinery. 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: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "door repairer" to find certification programs related to this occupation.

## Mechanical Door Repairers, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$22.69	\$47,190
Oakland-Fremont-Hayward	\$26.20	\$54,482
San Jose-Sunnyvale-Santa Clara	\$23.59	\$49,080
San Francisco-San Mateo-Redwood City	\$18.33	\$38,134

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

### Projections of Employment - California Long-Term

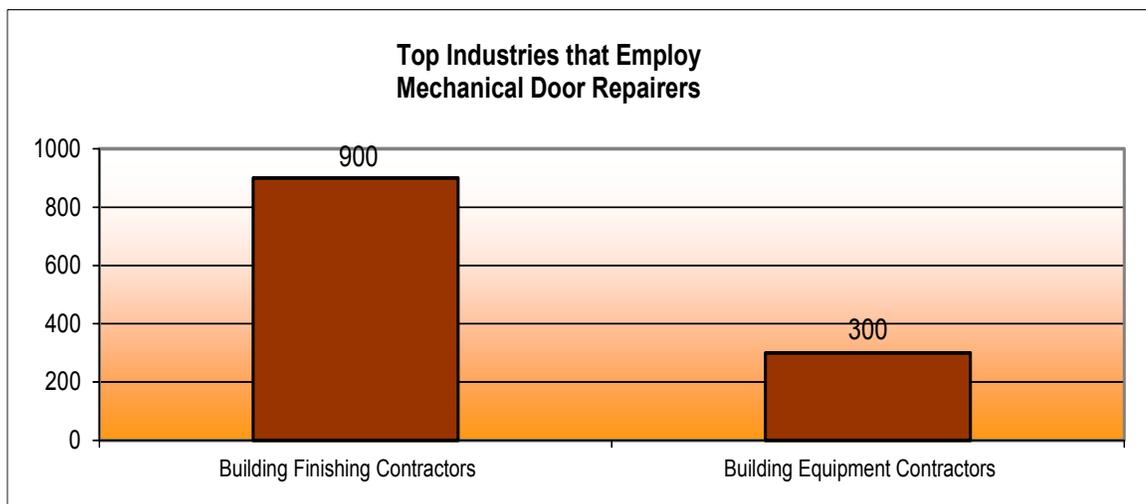
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
1,300	1,600	300	23.1	50

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
1,300	1,500	200	15.4	90

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

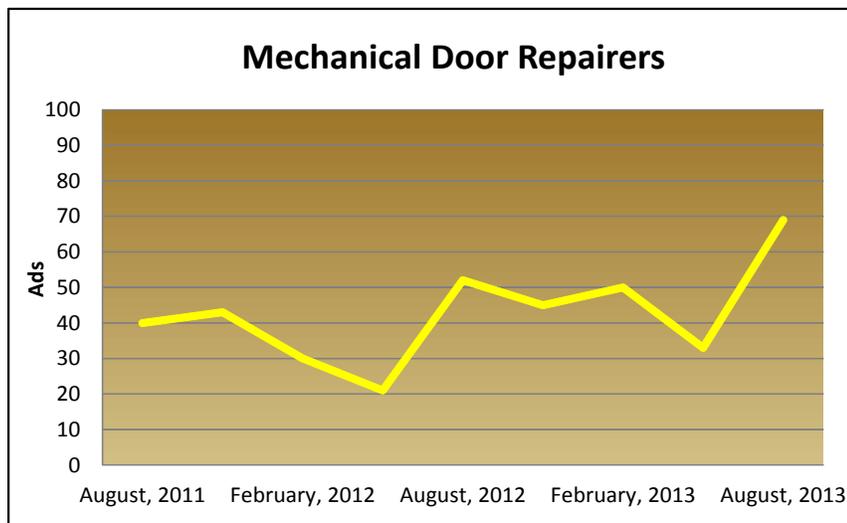
## Mechanical Door Repairers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reported	Sample of Employers
July 2013	76	<ul style="list-style-type: none"> <li>Alameda</li> <li>San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>Alcal Specialty Contracting, Inc.</li> <li>JKH Door Service Company</li> </ul>
August 2013	48	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>SHS Services Management</li> <li>Alcal Specialty Contracting, Inc.</li> </ul>
September 2013	44	<ul style="list-style-type: none"> <li>San Francisco</li> <li>Alameda</li> </ul>	<ul style="list-style-type: none"> <li>SHS Services Management</li> <li>Get2Work Staffing</li> </ul>

*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	100
Employers Hiring	1
# of Employers Who Have Hired in the Past Four Years	34
Average Posting Period	41 days

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

## Mechanical Door Repairers, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
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.
Building and Construction	Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
Skill	Description
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
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.
Installation	Installing equipment, machines, wiring, or programs to meet specifications.
Ability	Description
Manual Dexterity	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
Near Vision	The ability to see details at close range (within a few feet of the observer).
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
Performing General Physical Activities	Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
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](#))

## Mobile Heavy Equipment Mechanics, Except Engines

### Description

Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining.

### Sample Job Titles

Field Service Technician, Field Mechanic, Equipment Technician, Field Technician, Mobile Heavy Equipment Mechanic, Construction Equipment Mechanic

### Important Tasks

- Repair and replace damaged or worn parts.
- Dismantle and reassemble heavy equipment using hoists and hand tools.
- Operate and inspect machines or heavy equipment to diagnose defects.
- Test mechanical products and equipment after repair or assembly to ensure proper performance and compliance with manufacturers' specifications.
- Clean, lubricate, and perform other routine maintenance work on equipment and vehicles.

### Job Fit

The job of Mechanical Door Repairer may appeal to those who enjoy working independently outdoors with tools and machinery. This occupation involves following set procedures and routines.

### Education and Training Requirements

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

Certification: Link to America's Career InfoNet Certification Finder at [www.careerinfonet.org](http://www.careerinfonet.org) and type in the keywords "mobile equipment mechanic" to find certification programs related to this occupation.

## Mobile Heavy Equipment Mechanics, Except Engines, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$25.82	\$53,700
San Francisco-San Mateo-Redwood City	\$21.80	\$45,341
Oakland-Fremont-Hayward	\$30.88	\$64,231
San Jose-Sunnyvale-Santa Clara	\$29.20	\$60,726
Sacramento-Arden Arcade-Roseville	\$26.00	\$54,082
Redding	\$25.23	\$52,476

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

### Projections of Employment - California Long-Term

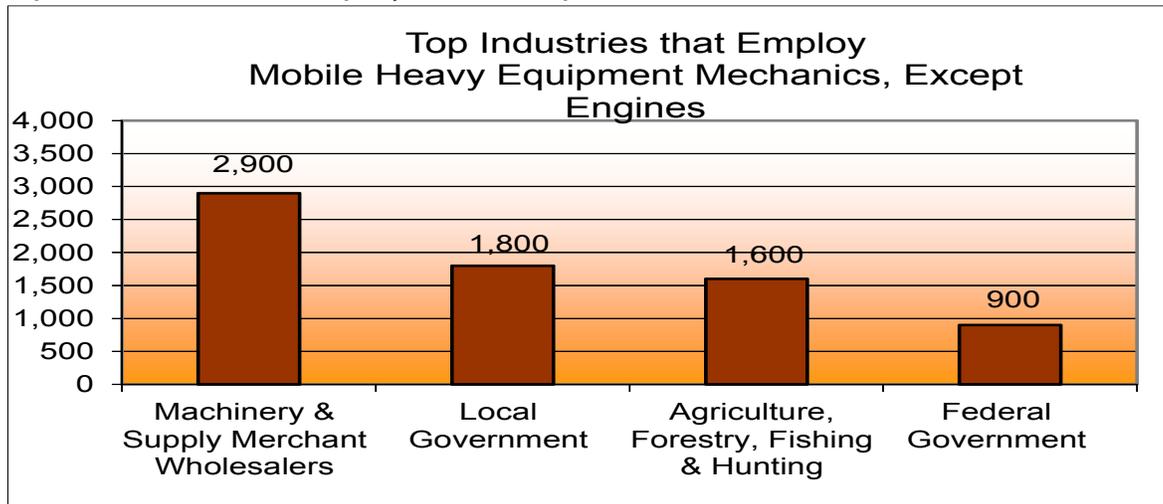
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
13,500	15,300	1,800	13.3	540

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
14,200	14,700	500	3.5	590

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

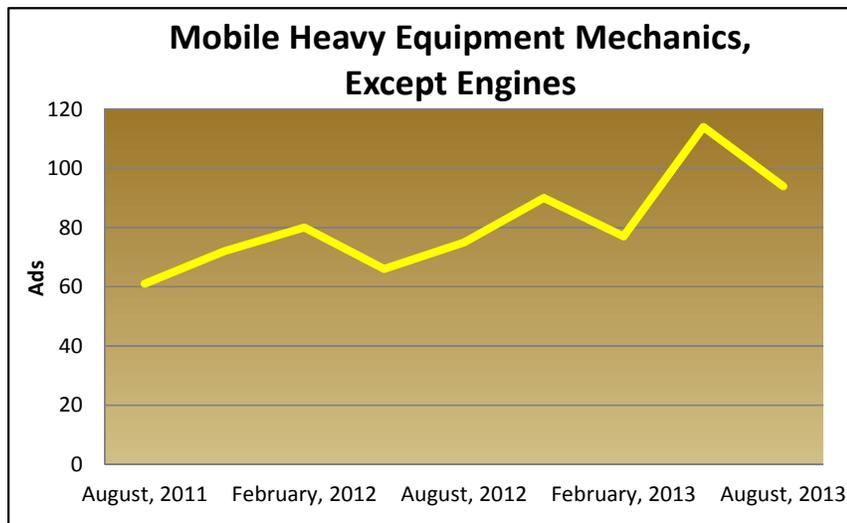
## Mobile Heavy Equipment Mechanics, Except Engines, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Regions Reported	Sample of Employers
July 2013	99	<ul style="list-style-type: none"> <li>Alameda</li> <li>Sacramento</li> </ul>	<ul style="list-style-type: none"> <li>Altec Industries</li> <li>Raymond Handling</li> </ul>
August 2013	88	<ul style="list-style-type: none"> <li>San Joaquin</li> <li>San Francisco</li> </ul>	<ul style="list-style-type: none"> <li>Raymond Handling</li> <li>Altec</li> </ul>
September 2013	99	<ul style="list-style-type: none"> <li>Alameda</li> <li>San Joaquin</li> </ul>	<ul style="list-style-type: none"> <li>Raymond Handling</li> <li>Sovereign Staffing Group</li> </ul>

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	3,800
Employers Hiring	25
# of Employers Who Have Hired in the Past Four Years	245
Average Posting Period	42 days

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

## Mobile Heavy Equipment Mechanics, Except Engines, cont.

### Important Knowledge, Skills, Abilities, and Work Activities

Knowledge	Description
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
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.
Computers and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Skill	Description
Troubleshooting	Determining causes of operating errors and deciding what to do about it.
Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
Repairing	Repairing machines or systems using the needed tools.
Ability	Description
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Manual Dexterity	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
Work Activity	Description
Repairing and Maintaining Mechanical Equipment	Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
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.

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