

### Sample Military Occupational Classifications

76A - Supplyman (Army)

0441 - Logistics/Combat Service Support (CSS) Specialist (Marines)

LS - Logistics Specialist (Navy)

This packet is designed for men and women in Logistics 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:

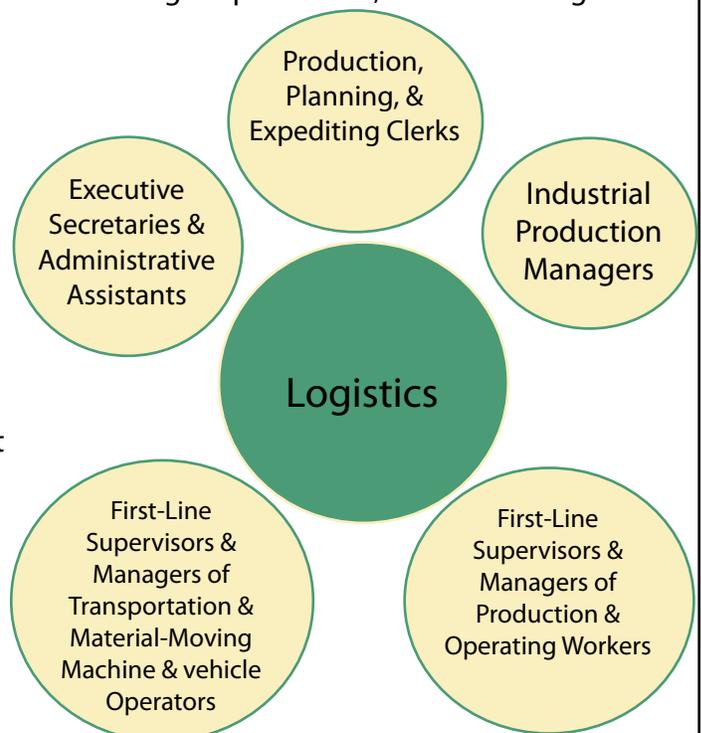
- Prepare for resume writing and job interviews.
- Help make training decisions.
- Explore new career options in occupations that require many of the same skills.

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



## Logistics, cont.

### Description

Perform administrative duties, compute combat service support requirements, compile and maintain logistics/CSS data, and coordinate all basic CSS functions in support of the logistics/CSS portion of operations. Develop and implement technical project management tools such as plans, schedules, and responsibility and compliance matrices.

### Important Duties

- Protect and control proprietary materials.
- Direct operation activities, establishing task priorities, scheduling and tracking work assignments, providing guidance, and ensuring the availability of resources.
- Apply logistics modeling techniques to address issues such as operational process improvement and facility design or layout.
- Evaluate effectiveness of current or future logistical processes.
- Conduct logistics studies and analyses, such as time studies, zero-base analyses, rate analyses, network analyses, flow-path analyses, and supply chain analyses.
- Determine logistics support requirements, such as facility details, staffing needs, and safety or maintenance plans.
- Maintain databases of logistics information.

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

Knowledge	Skills
English Language	Critical Thinking
Customer and Personal Service	Active Listening
Computers and Electronics	Complex Problem Solving
Abilities	Work Activities
Deductive Reasoning	Interacting With Computers
Inductive Reasoning	Communicating with Persons Outside Organization
Oral Expression	Communicating with Supervisors, Peers, or Subordinates

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

## Executive Secretaries and Administrative Assistants

### Description

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

### Sample Job Titles

Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate

### Important Tasks

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Attend meetings to record minutes.
- Greet visitors and determine whether they should be given access to specific individuals.

### Job Fit

The job of Executive Secretary and Administrative Assistant would appeal to someone who is organized, has good interpersonal skills, and who can adapt quickly to change. People who can work independently, think quickly, and be discreet with their employer's information might like this type of work.

### Education and Training Requirements

Typical Education Level: High school diploma or the equivalent and one to five years of related work experience.

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

## Executive Secretaries and Administrative Assistants, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$26.33	\$54,764
Fresno MSA	\$20.91	\$43,488
Riverside-San Bernardino-Ontario MSA	\$23.02	\$47,880
San Diego-Carlsbad-San Marcos MSA	\$24.64	\$51,263
Santa Ana-Anaheim-Irvine MD	\$27.01	\$56,182

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

### Projections of Employment - California Long-Term

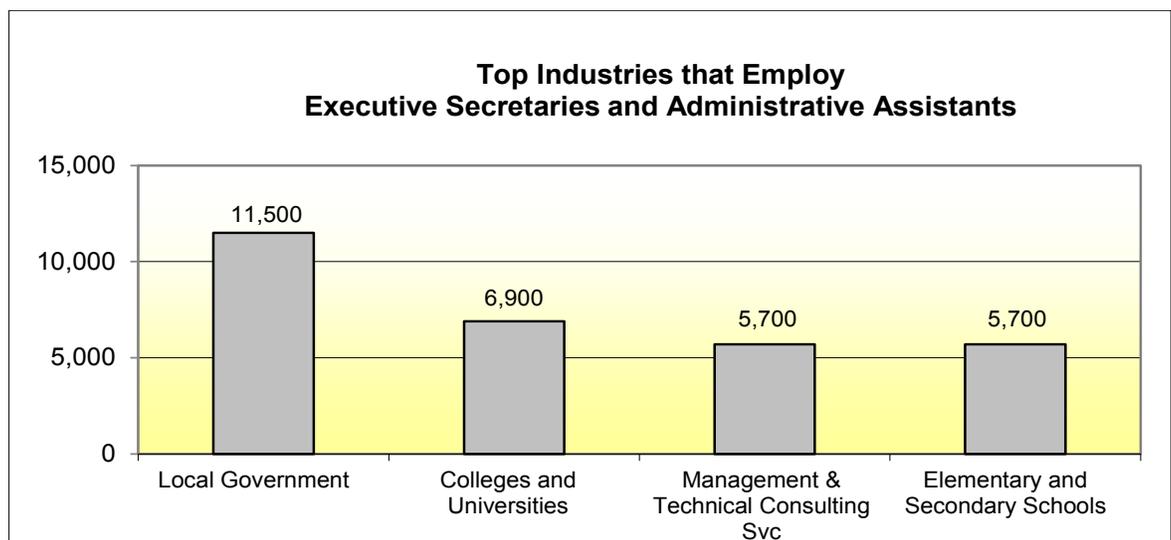
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
144,600	165,200	20,600	14.2	4,000

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
150,000	157,500	7,500	5.0	5,760

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

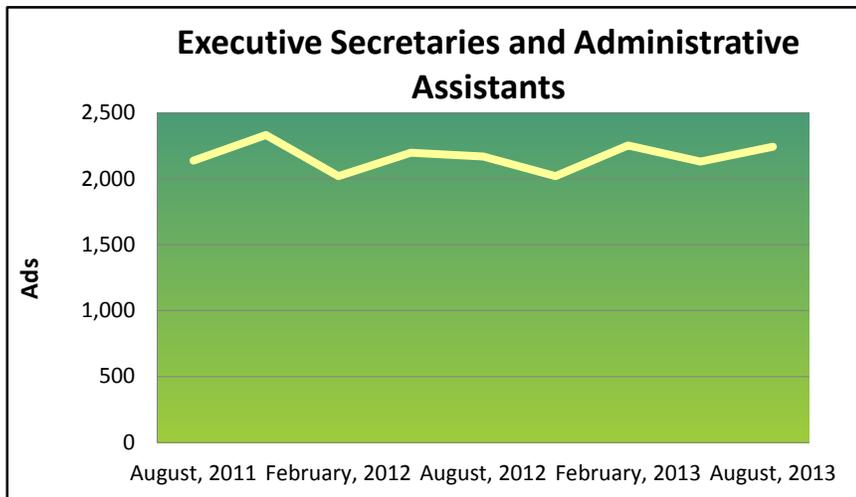
## Executive Secretaries and Administrative Assistants, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	2,207	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Office Team A</li> <li>• Appleone</li> </ul>
August 2013	2,236	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Office Team A</li> <li>• Appleone</li> </ul>
September 2013	2,149	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Appleone</li> <li>• Office Team A</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	94,000
Employers Hiring	417
# of Employers Who Have Hired in the Past Four Years	5,179
Average Posting Period	37 days

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

## Executive Secretaries and Administrative Assistants, 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.
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.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Speaking	Talking to others to convey information effectively.
Ability	Description
Written Comprehension	The ability to read and understand information and ideas presented in writing.
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.
Work Activity	Description
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Performing Administrative Activities	Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

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

## First-Line Supervisors/Managers of Production and Operating Workers

### Description

Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.

### Sample Job Titles

Production Supervisor, Manufacturing Supervisor, Team Leader, Shift Supervisor, Production Manager, Supervisor, Assembly Supervisor, Plant Manager, Department Manager, Molding Supervisor

### Important Tasks

- Enforce safety and sanitation regulations.
- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabricators.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Plan and establish work schedules, assignments, and production sequences to meet production goals.
- Inspect materials, products, or equipment to detect defects or malfunctions.

### Job Fit

The job of First-Line Supervisor/Manager of Production and Operating Workers would appeal to someone who likes starting up and carrying out projects. People who enjoy work activities that include practical, hands-on problems and solutions might like this type of work.

### Education and Training Requirements

Typical Education Level: Postsecondary non-degree award and one to five years of related work experience.

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

## First-Line Supervisors/Managers of Production and Operating Workers, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$26.37	\$54,853
Fresno MSA	\$23.40	\$48,660
Riverside-San Bernardino-Ontario MSA	\$22.96	\$47,749
San Diego-Carlsbad-San Marcos MSA	\$27.61	\$57,420
Santa Ana-Anaheim-Irvine MD	\$27.34	\$56,859

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

### Projections of Employment - California Long-Term

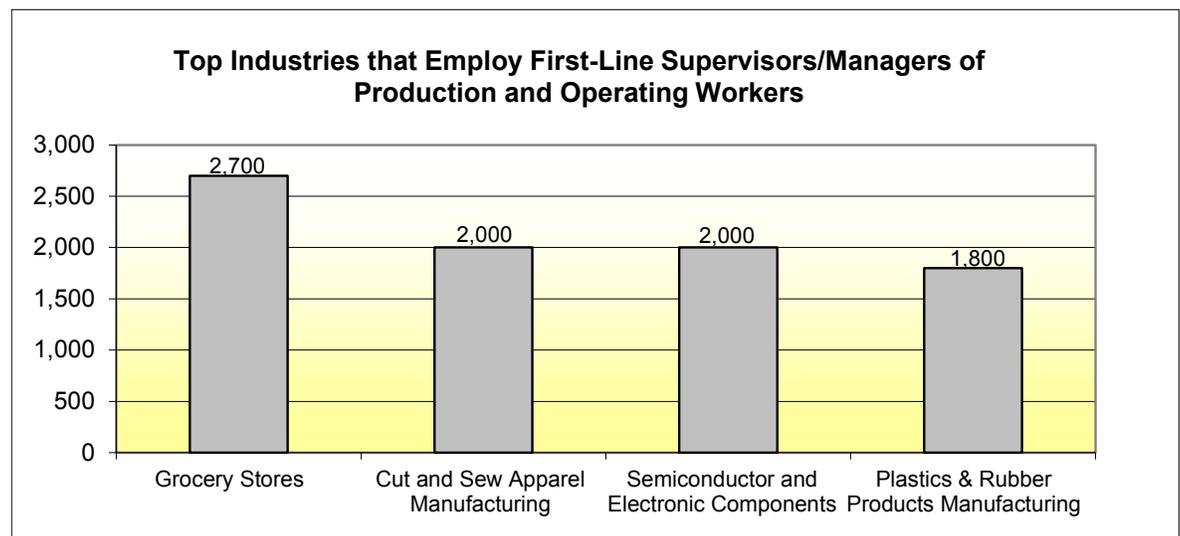
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
52,700	54,500	1,800	3.4	870

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
54,300	55,300	1,000	1.8	1,190

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

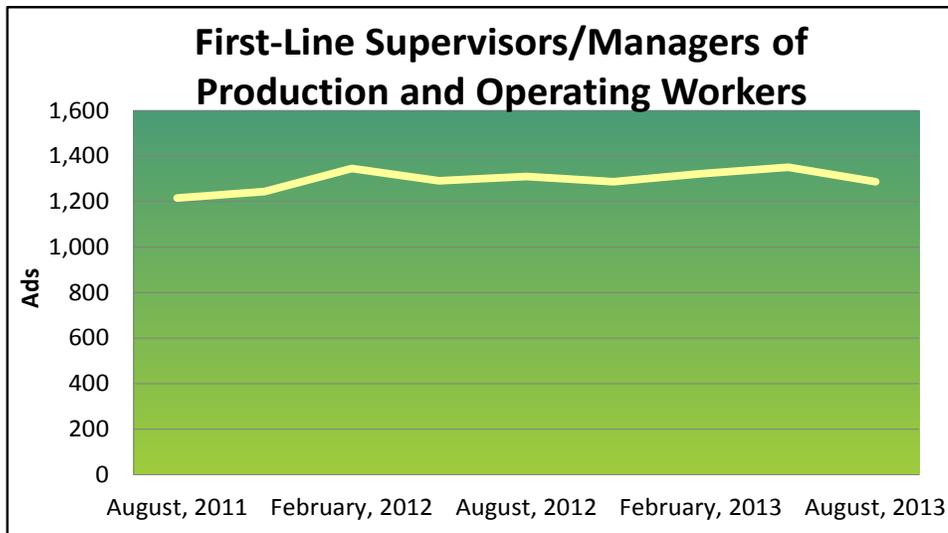
## First-Line Supervisors/Managers of Production and Operating Workers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	1405	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• CVS Caremark</li> <li>• Nestle</li> </ul>
August 2013	1348	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• CVS Caremark</li> <li>• Aerotek</li> </ul>
September 2013	1317	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Kelly Services</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	41,000
Employers Hiring	419
# of Employers Who Have Hired in the Past Four Years	3,091
Average Posting Period	43 days

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

## First-Line Supervisors/Managers of Production and Operating Workers, 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.
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
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.
Coordination	Adjusting actions in relation to others' actions.
Ability	Description
Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.
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.
Work Activity	Description
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Monitor Processes, Materials, or Surroundings	Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
Organizing, Planning, and Prioritizing Work	Developing specific goals and plans to prioritize, organize, and accomplish your work.

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

## First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators

### Description

Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.

### Sample Job Titles

Driver Manager, Fleet Manager, Trainmaster, Terminal Manager, Dock Operations Manager, Dock Supervisor, On Car Supervisor, Street Supervisor, Transportation Street Supervisor, Yardmaster

### Important Tasks

- Enforce safety rules and regulations.
- Plan work assignments and equipment allocations to meet transportation, operations, or production goals.
- Confer with customers, supervisors, contractors, and other personnel to exchange information and to resolve problems.
- Direct workers in transportation or related services, such as pumping, moving, storing, and loading or unloading of materials or people.
- Resolve worker problems or collaborate with employees to assist in problem resolution.

### Job Fit

The job of First-Line Supervisor/Manager of Transportation and Material-Moving Machine and Vehicle Operators would appeal to someone who likes starting up and carrying out projects. People who enjoy working with data and details more than with ideas might like this type of work.

### Education and Training Requirements

Typical Education Level: High school diploma or the equivalent and one to five years of related work experience.

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

## First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$27.90	\$58,026
Fresno MSA	\$24.12	\$50,170
Riverside-San Bernardino-Ontario MSA	\$24.72	\$51,424
San Diego-Carlsbad-San Marcos MSA	\$29.77	\$61,924
Santa Ana-Anaheim-Irvine MD	\$29.52	\$61,402

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

### Projections of Employment - California Long-Term

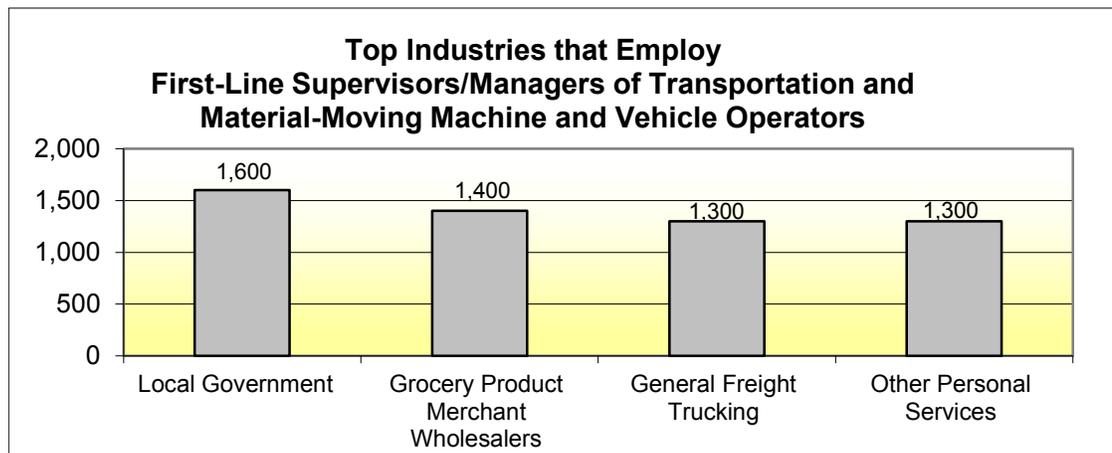
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
20,700	24,100	3,400	16.4	770

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
21,700	22,400	700	3.2	760

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

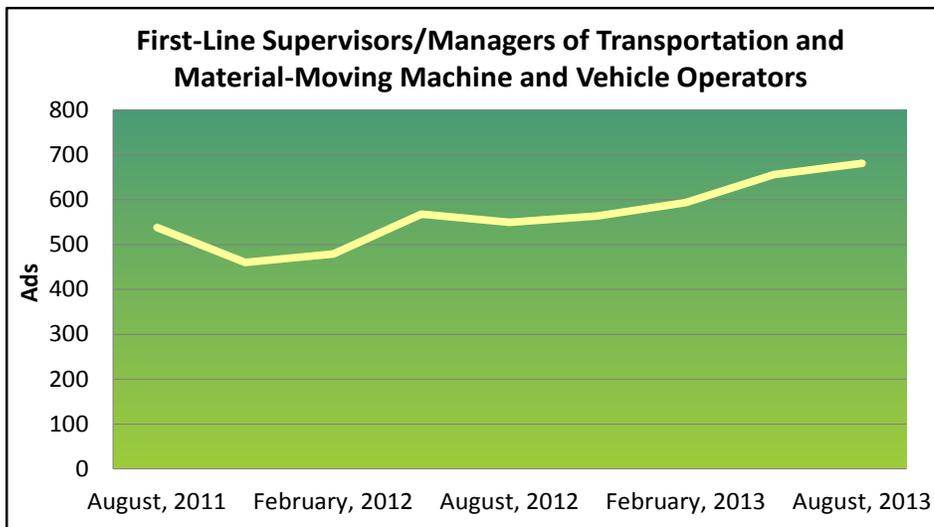
## First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	700	<ul style="list-style-type: none"> <li>San Bernardino</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Harbor Freight Tools</li> <li>Carquest Corporation</li> </ul>
August 2013	690	<ul style="list-style-type: none"> <li>San Bernardino</li> <li>San Diego</li> </ul>	<ul style="list-style-type: none"> <li>Home Depot</li> <li>Ryder</li> </ul>
September 2013	631	<ul style="list-style-type: none"> <li>San Bernardino</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>CRST</li> <li>Home Depot</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	16,000
Employers Hiring	214
# of Employers Who Have Hired in the Four Years	1,798
Average Posting Period	42 days

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

## First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators, 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.
Management of Personnel Resources	Motivating, developing, and directing people as they work, identifying the best people for the job.
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.
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
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
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 Production Managers

### Description

Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

### Sample Job Titles

Production Manager, Production Supervisor, Plant Manager, Manufacturing Manager, General Production Manager, Production Control Manager, Production Supervisor, Supervisor, Manufacturing Coordinator, Area Plant Manager

### Important Tasks

- Direct and coordinate production, processing, distribution, and marketing activities of industrial organization.
- Review processing schedules and production orders to make decisions concerning inventory requirements, staffing requirements, work procedures, and duty assignments, considering budgetary limitations and time constraints.
- Review operations and confer with technical or administrative staff to resolve production or processing problems.
- Develop and implement production tracking and quality control systems, analyzing production, quality control, maintenance, and other operational reports, to detect production problems.
- Hire, train, evaluate, and discharge staff, and resolve personnel grievances.

### Job Fit

The job of Industrial Production Manager may appeal to those who enjoy activities that include practical, hands-on problems and solutions, and working with tools and machinery. The job may also appeal to those who enjoy searching for facts and figuring out problems.

### Education and Training Requirements

Typical Education Level: Bachelor's degree and one to five years of related work experience.

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

## Industrial Production Managers, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$46.57	\$96,865
Fresno MSA	\$35.47	\$73,778
Riverside-San Bernardino-Ontario MSA	\$42.09	\$87,538
San Diego-Carlsbad-San Marcos MSA	\$44.79	\$93,146
Santa Ana-Anaheim-Irvine MD	\$46.06	\$95,792

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

### Projections of Employment - California Long-Term

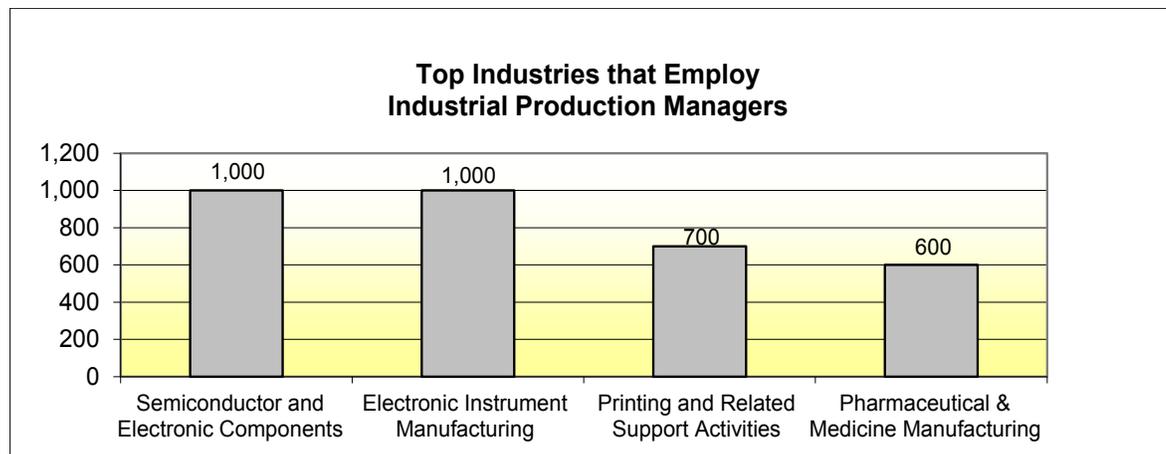
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
17,800	19,600	1,800	10.1	590

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
18,300	18,600	300	1.6	520

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

## Industrial Production Managers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	136	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• The Albrecht Group</li> <li>• Nestle</li> </ul>
August 2013	138	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• The Albrecht Group</li> <li>• Eaton Corporation</li> </ul>
September 2013	187	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Appleone</li> <li>• Eaton Corporation</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	12,000
Employers Hiring	97
# of Employers Who Have Hired in the Past Four Years	1,148
Average Posting Period	43 days

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

## Industrial Production Managers, 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.
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
Mathematics	Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
Skill	Description
Coordination	Adjusting actions in relation to others' actions.
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
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.
Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.
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	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.
Coordinating the Work and Activities of Others	Getting members of a group to work together to accomplish tasks.

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

## Production, Planning, and Expediting Clerks

### Description

Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule.

### Sample Job Titles

Production Scheduler, Planner, Production Planner, Production Manager, Production Controller, Production Planning Manager, Scheduler, Master Scheduler, Production Control Coordinator, Production Supervisor

### Important Tasks

- Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.
- Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material priorities.
- Confer with department supervisors and other personnel to assess progress and discuss needed changes.
- Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, and engineering.
- Confer with establishment personnel, vendors, or customers to coordinate production or shipping activities and to resolve complaints or eliminate delays.

### Job Fit

The job of Production, Planning, and Expediting Clerk may appeal to those with conventional interests who like to follow set procedures and routines. There is usually a clear line of authority to follow and involves working more with data and details than ideas.

### 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 "production clerk" to find certification programs related to this occupation.

## Production, Planning, and Expediting Clerks, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$23.45	\$48,762
Fresno MSA	\$18.71	\$38,922
Riverside-San Bernardino-Ontario MSA	\$18.57	\$38,626
San Diego-Carlsbad-San Marcos MSA	\$23.50	\$48,881
Santa Ana-Anaheim-Irvine MD	\$23.07	\$47,991

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

### Projections of Employment - California Long-Term

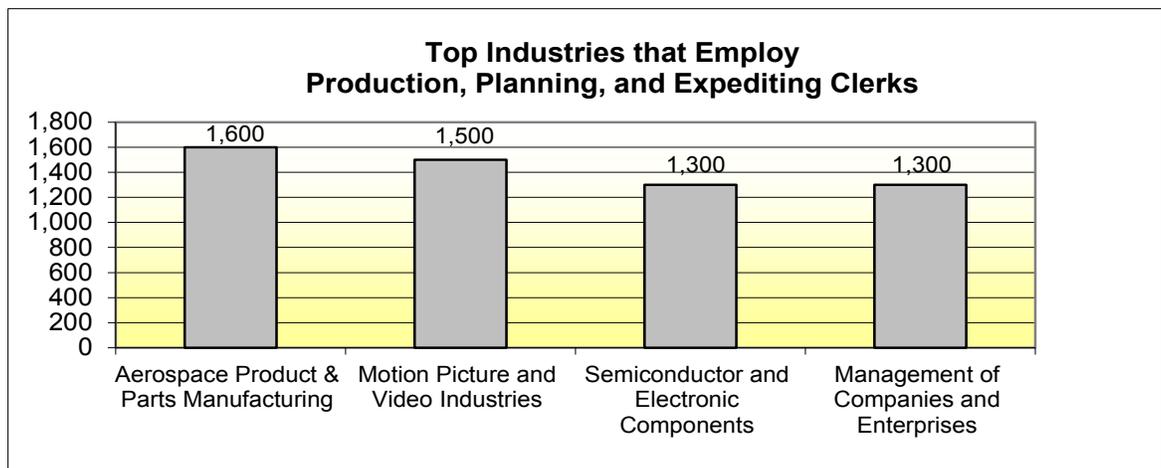
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
38,600	42,300	3,700	9.6	1,390

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
39,800	41,000	1,200	3.0	1,560

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

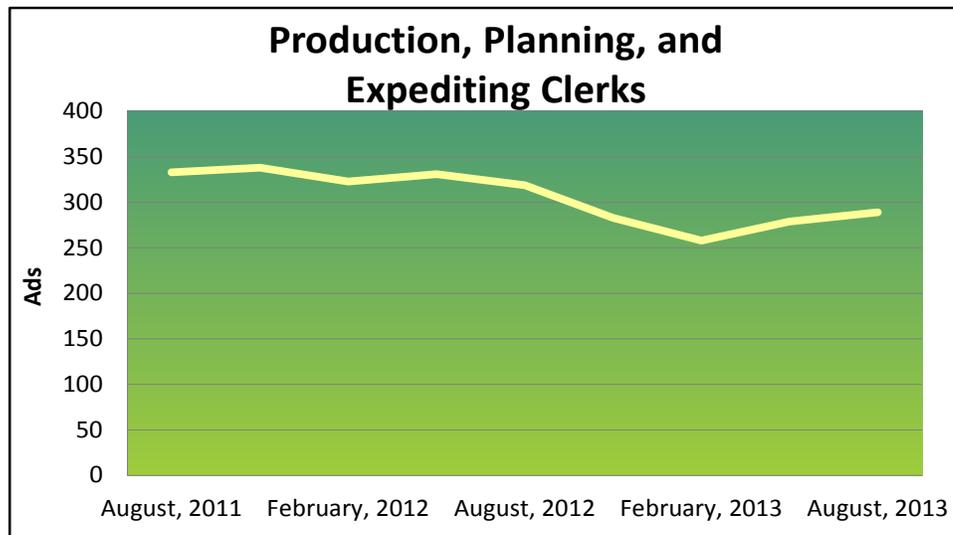
## Production, Planning, and Expediting Clerks, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	283	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Appleone</li> <li>• General Atomics</li> </ul>
August 2013	287	<ul style="list-style-type: none"> <li>• San Diego</li> <li>• Orange</li> </ul>	<ul style="list-style-type: none"> <li>• Kelly Services</li> <li>• General Atomics</li> </ul>
September 2013	251	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Kelly Services</li> <li>• Allergan</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	111
# of Employers Who Have Hired in the Past Four Years	1,145
Average Posting Period	40 days

*Source: WANTED Analytics: Date accessed 9/30/13*

## Production, Planning, and Expediting Clerks, 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.
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
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
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
Written Comprehension	The ability to read and understand information and ideas presented in writing.
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.
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.
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](#))

