

### 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:

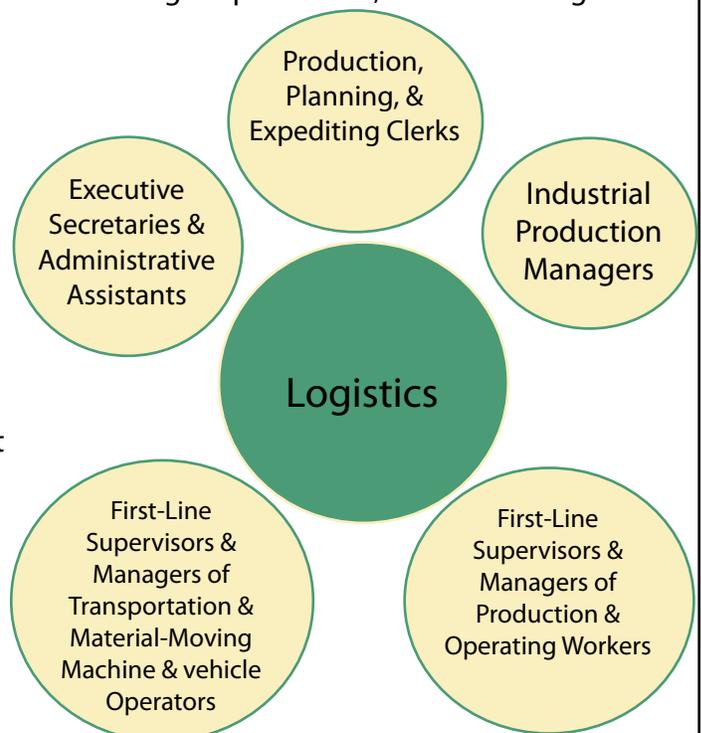
- Prepare for resume writing and job interviews.
- Help make training decisions.
- Explore new career options in occupations that require many of the same skills.

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

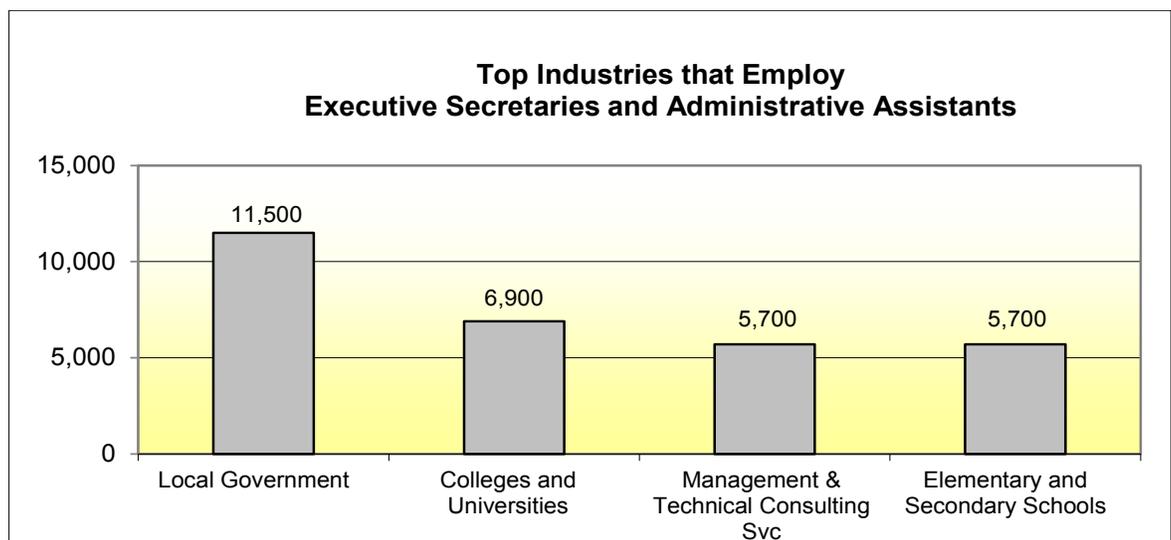
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
144,600	165,200	20,600	14.2	4,000

### 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](#)

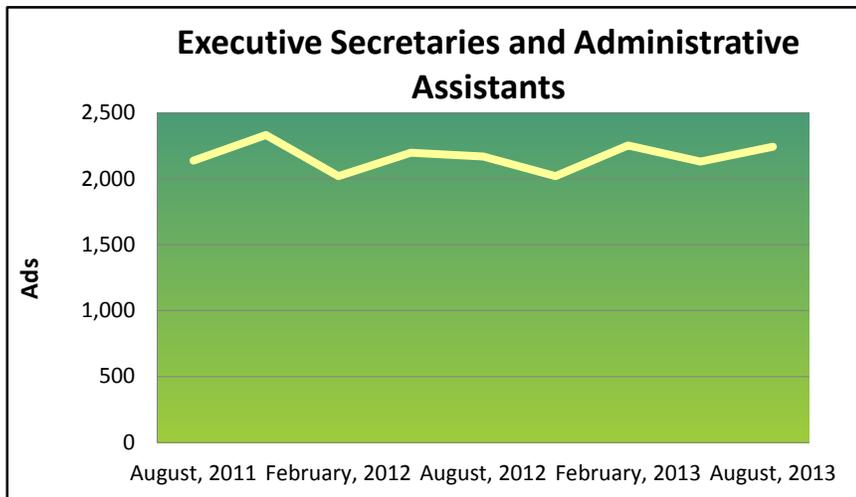
## Executive Secretaries and Administrative Assistants, cont.

### 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

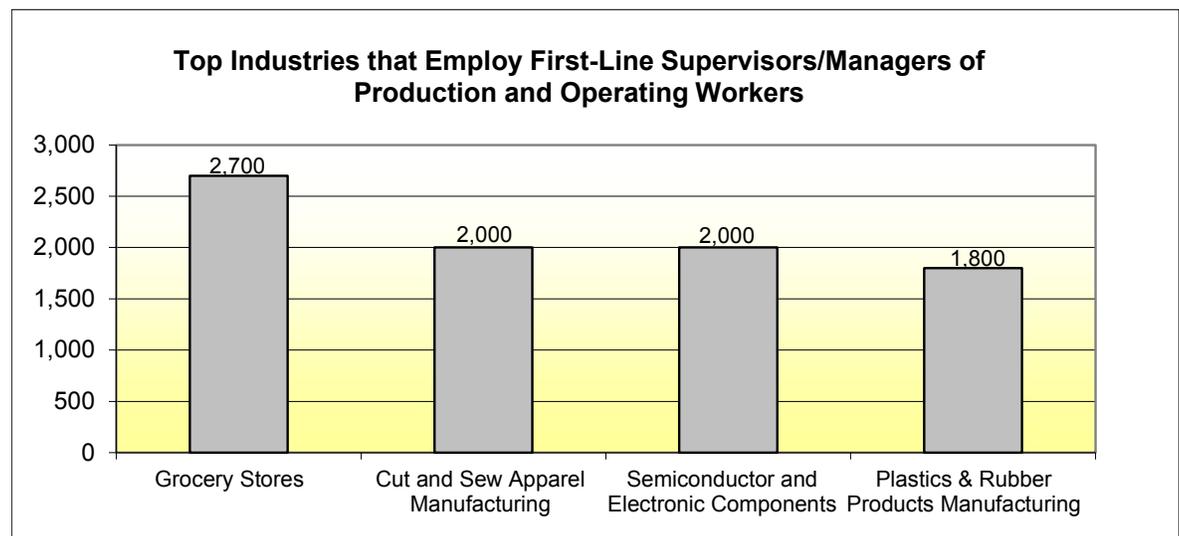
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
52,700	54,500	1,800	3.4	870

### 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](#)

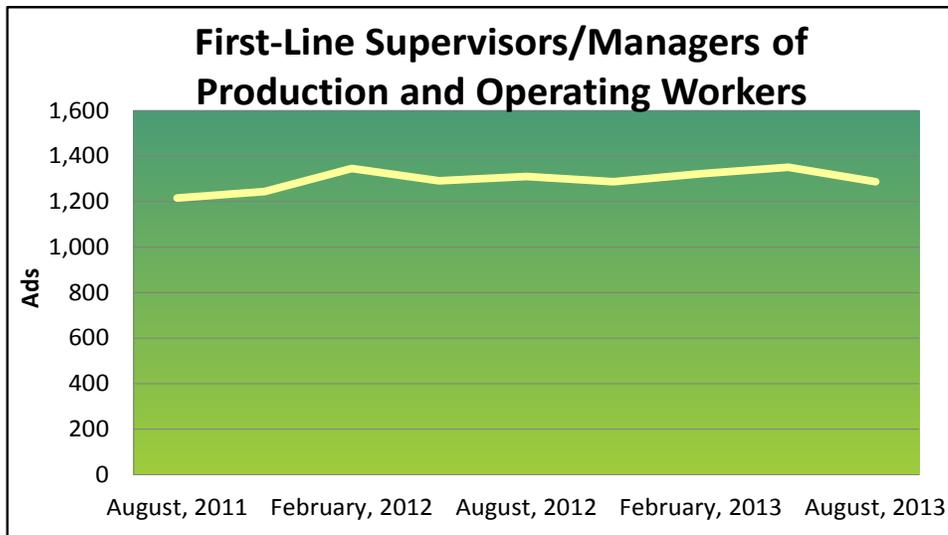
## First-Line Supervisors/Managers of Production and Operating Workers, cont.

### 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

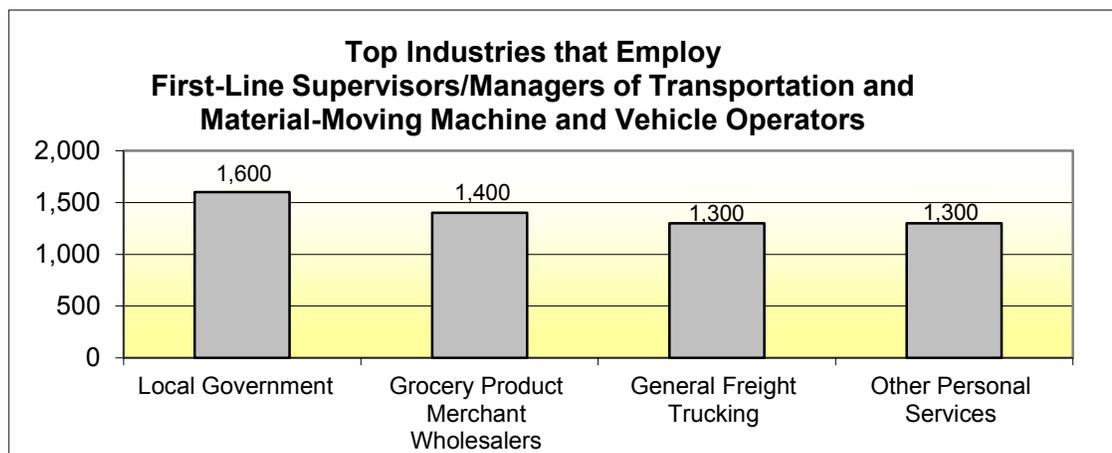
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
20,700	24,100	3,400	16.4	770

### 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](#)

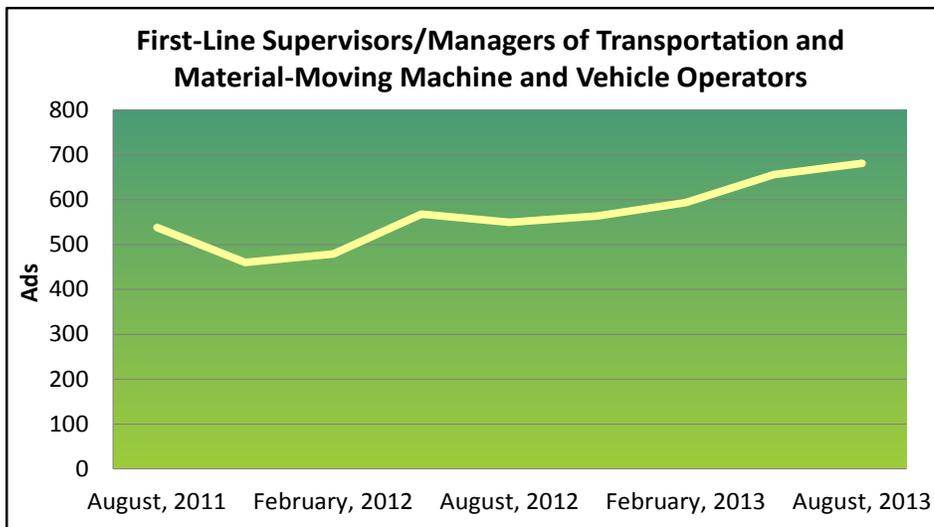
## First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators, cont.

### 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

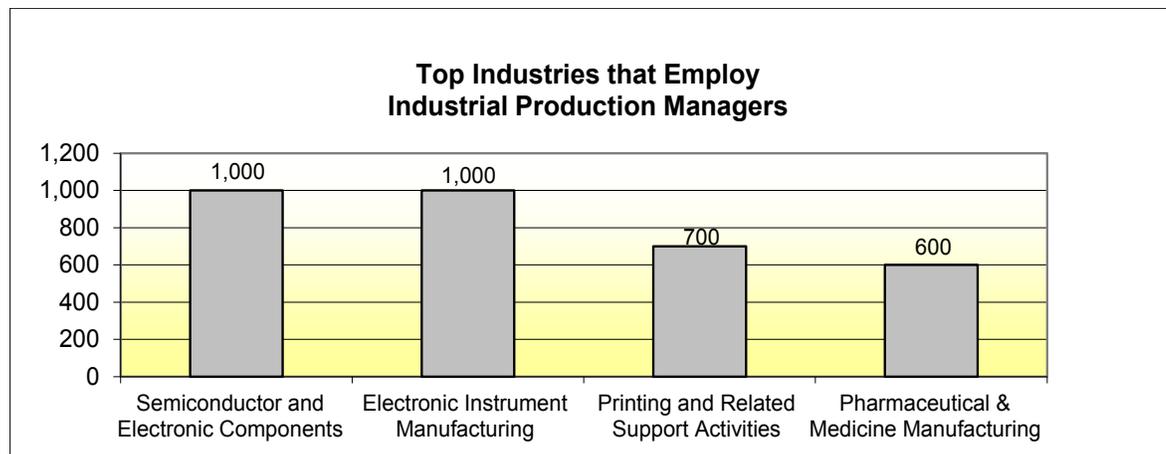
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
17,800	19,600	1,800	10.1	590

### 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](#)

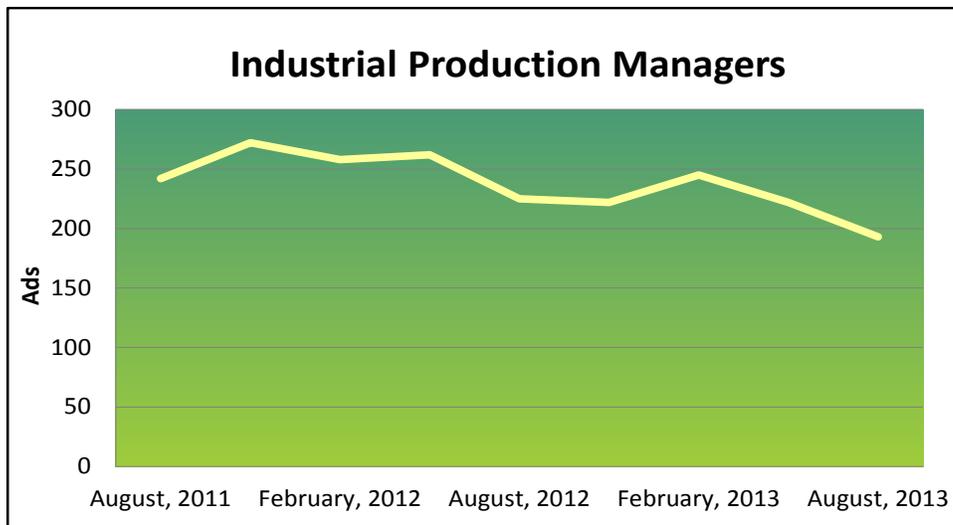
## Industrial Production Managers, cont.

### 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

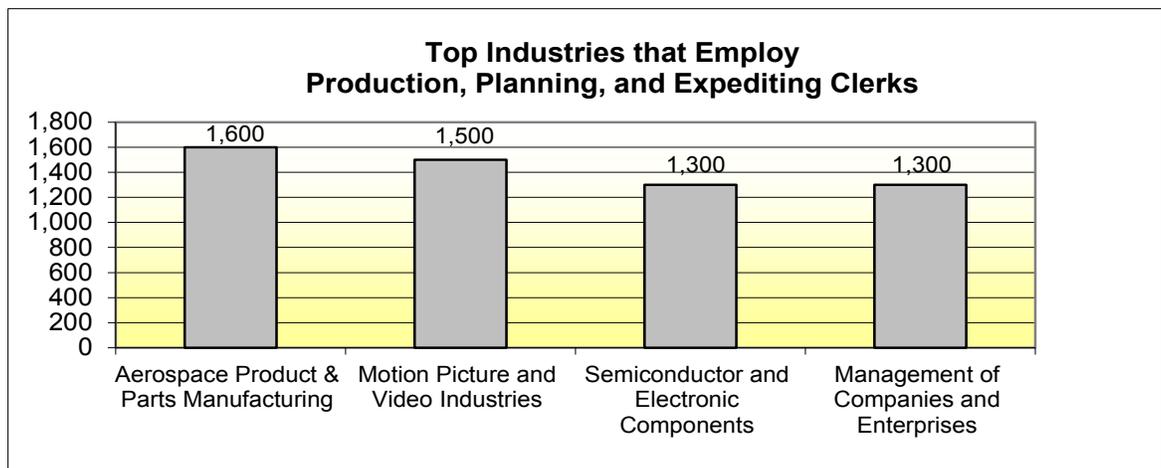
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
38,600	42,300	3,700	9.6	1,390

### 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](#)

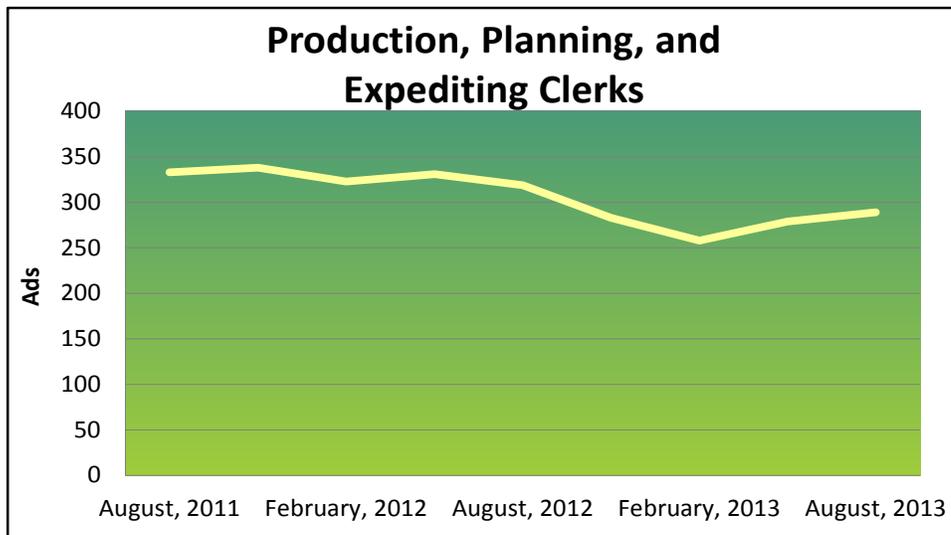
## Production, Planning, and Expediting Clerks, cont.

### 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](#))

### Sample Military Occupational Classifications

- 11130 - Defensive Aerial Gunner (Air Force)
- 11B - Infantryman (Army)
- 0311 - Rifleman (Marines)

This packet is designed for men and women in Rifleman positions 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:

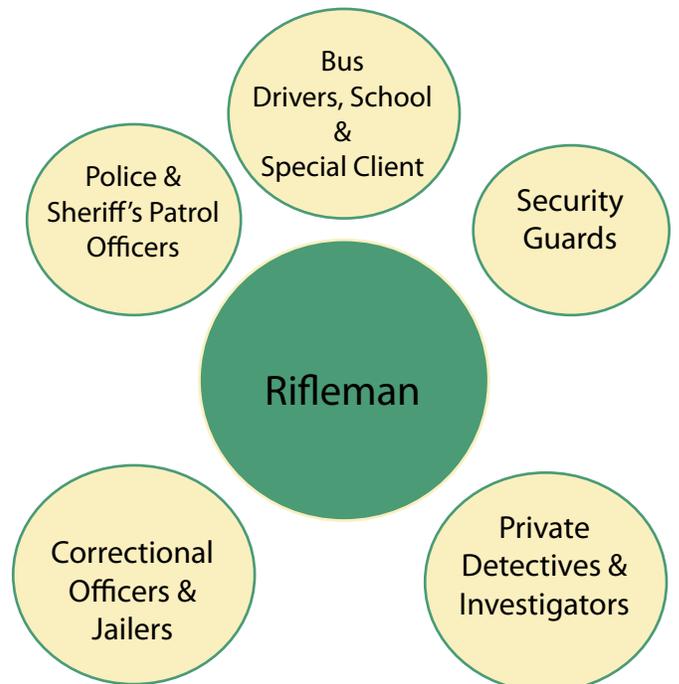
- Prepare for resume writing and job interviews.
- Help make training decisions.
- Explore new career options in occupations that require many of the same skills.

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



## Rifleman, 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.
- Process 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 and 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 and Special Client, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$16.00	\$33,290
Fresno MSA	\$13.94	\$28,997
Riverside-San Bernardino-Ontario MSA	\$16.15	\$33,574
San Diego-Carlsbad-San Marcos MSA	\$19.17	\$39,877
Santa Ana-Anaheim-Irvine MD	\$17.18	\$35,751

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

### Projections of Employment - California Long-Term

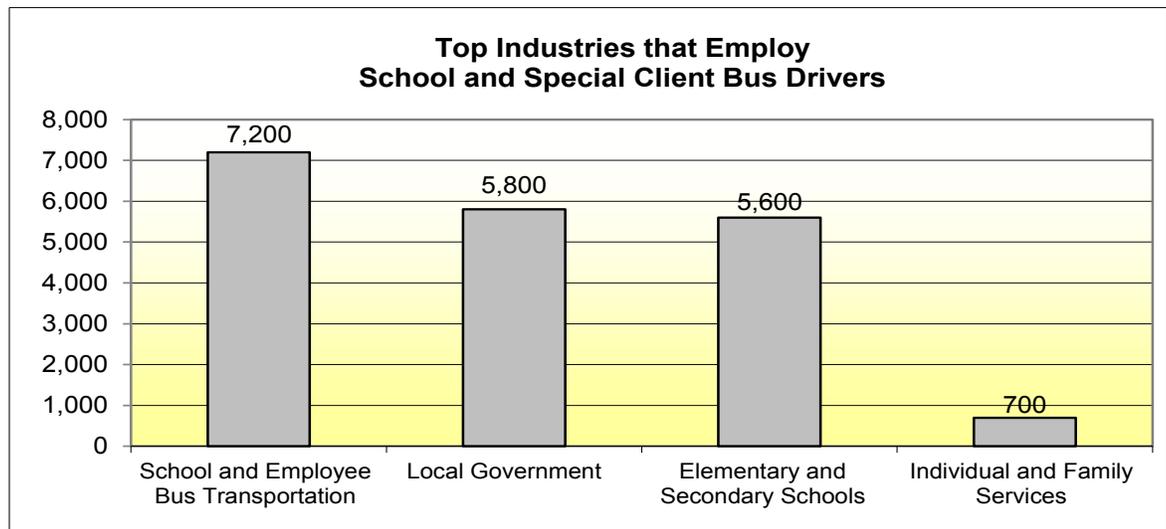
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
25,500	28,400	2,900	11.4	780

### 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](#)

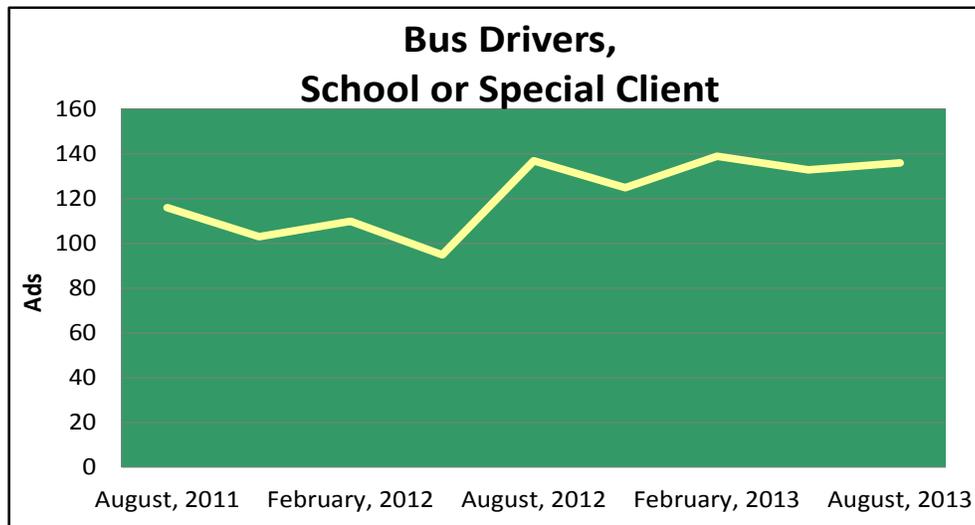
## Bus Drivers, School and Special Client, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	141	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Central Refrigerated</li> <li>Moreno Valley Unified</li> </ul>
August 2013	149	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Central Refrigerated</li> <li>Moreno Valley Unified</li> </ul>
September 2013	157	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Central Refrigerated</li> <li>Borrego Springs Unified</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	63
# of Employers Who Have Hired in the Past Four Years	328
Average Posting Period	40 days

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

## Bus Drivers, School and 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 have passed 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
Fresno MSA	\$33.14	\$68,920

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

### Projections of Employment - California Long-Term

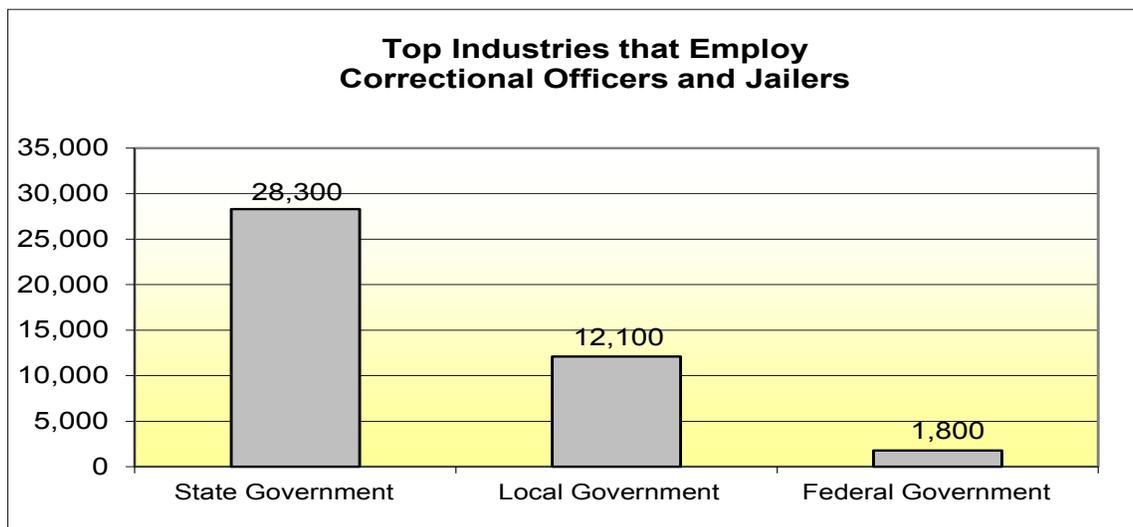
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
42,700	43,300	600	1.4	820

### 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 Reporting	Sample of Employers
July 2013	58	<ul style="list-style-type: none"> <li>• Kern</li> <li>• Kings</li> </ul>	<ul style="list-style-type: none"> <li>• GLEMPIRIS, INC.</li> <li>• State of California</li> </ul>
August 2013	84	<ul style="list-style-type: none"> <li>• Kern</li> <li>• Kings</li> </ul>	<ul style="list-style-type: none"> <li>• GLEMPIRIS, INC.</li> <li>• State of California</li> </ul>
September 2013	65	<ul style="list-style-type: none"> <li>• Kern</li> <li>• Kings</li> </ul>	<ul style="list-style-type: none"> <li>• GLEMPIRIS, INC.</li> <li>• Joydamas Healthcare 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	12,000
Employers Hiring	12
# of Employers Who Have Hired in the Past Four Years	86
Average Posting Period	45 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.
- 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
Fresno MSA	\$31.38	\$65,271
Riverside-San Bernardino-Ontario MSA	\$40.27	\$83,770
Santa Ana-Anaheim-Irvine MD	\$42.66	\$88,735

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

### Projections of Employment - California Long-Term

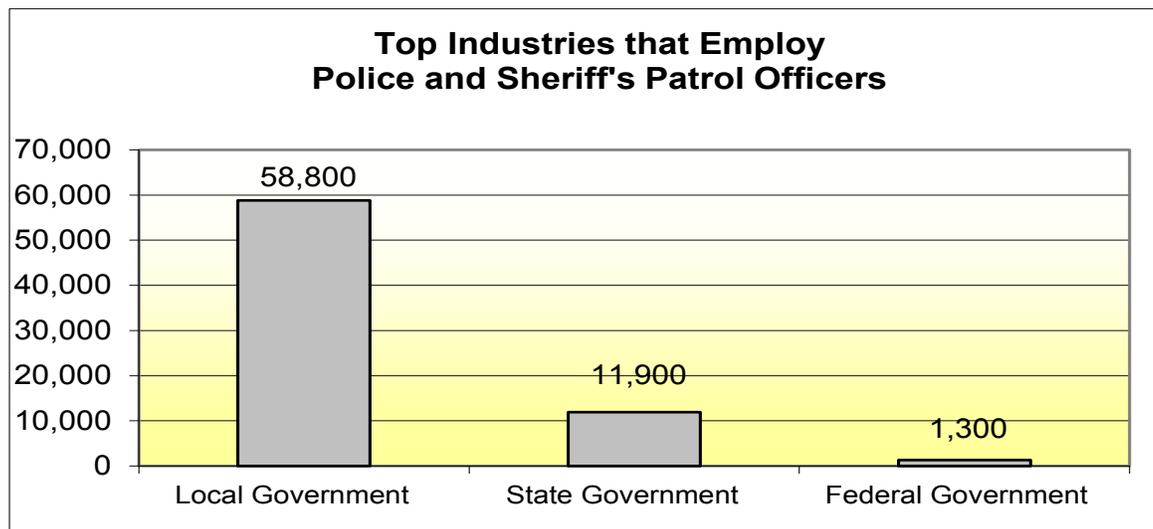
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
73,100	78,300	5,200	7.1	2,670

### 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](#)

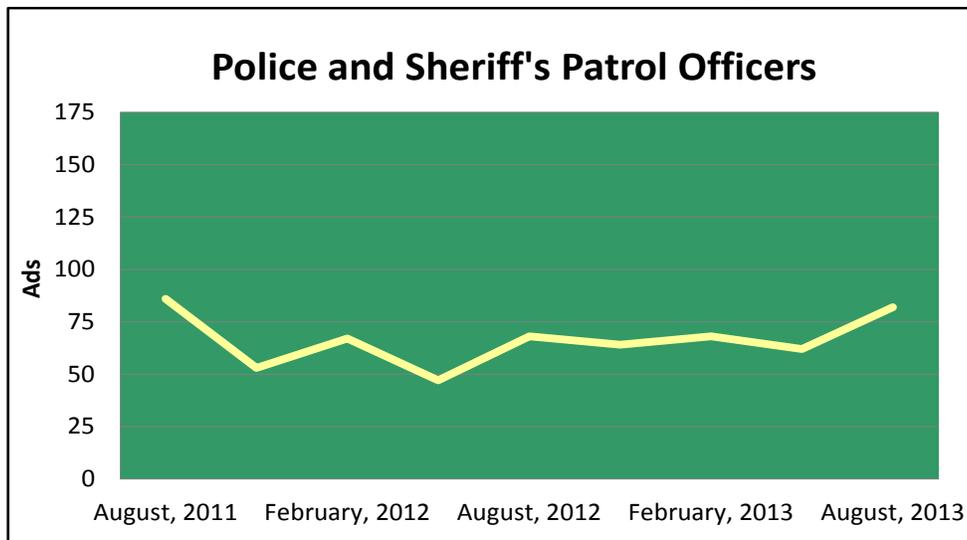
## Police and Sheriff's Patrol Officers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	63	<ul style="list-style-type: none"> <li>San Diego</li> <li>San Bernardino</li> </ul>	<ul style="list-style-type: none"> <li>County of San Diego</li> <li>U.S. Marine Corp</li> </ul>
August 2013	93	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Customs &amp; Border Protection</li> <li>Customs And Border Protection</li> </ul>
September 2013	88	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>County of San Diego</li> <li>U.S. Army</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	42,000
Employers Hiring	47
# of Employers Who Have Hired in the Past Four Years	293
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.

### 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 many 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
Fresno	\$44.11	\$91,747
Riverside-San Bernardino-Ontario MSA	\$31.86	\$66,271
San Diego-Carlsbad-San Marcos MSA	\$36.74	\$76,408

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

### Projections of Employment - California Long-Term

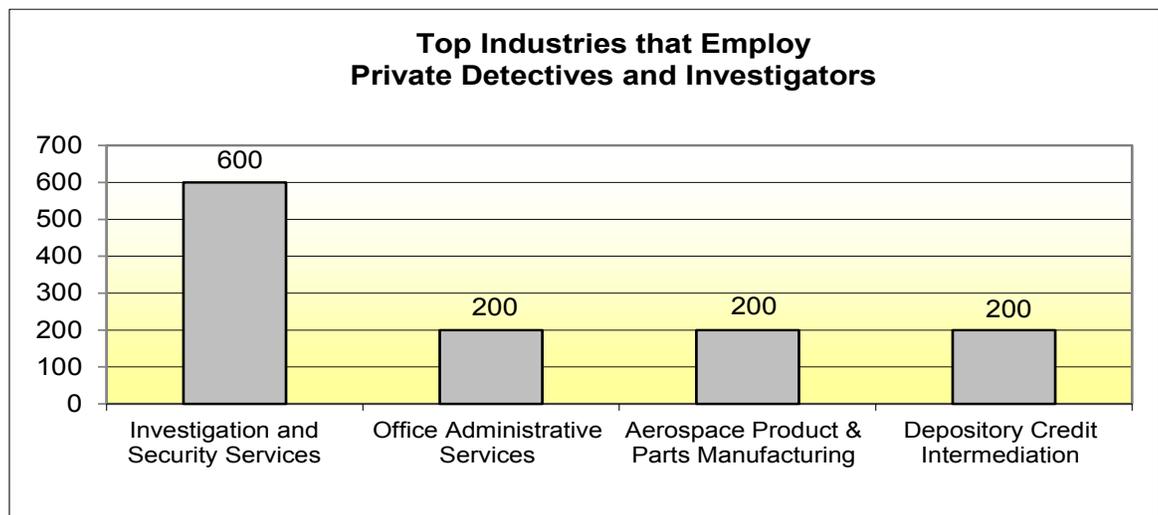
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
2,700	3,100	400	14.8	100

### 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](#)

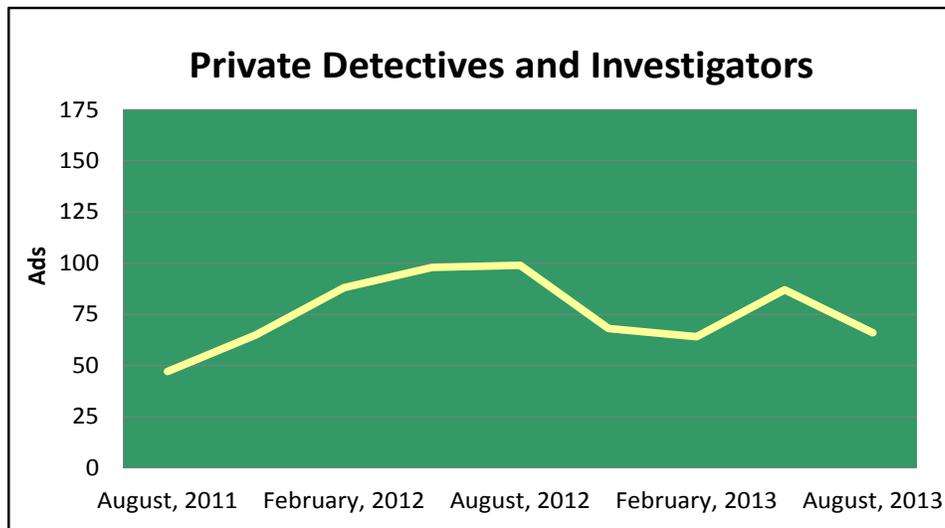
## Private Detectives and Investigators, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	57	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Macy's</li> <li>• Nordstrom</li> </ul>
August 2013	75	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Macy's</li> <li>• U.S. Navy</li> </ul>
September 2013	66	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</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	1,600
Employers Hiring	14
# of Employers Who Have Hired in the Past Four Years	136
Average Posting Period	44 days

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

## 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	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	Talking to others to convey information effectively.
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 many 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
Fresno MSA	\$9.15	\$19,024
Riverside-San Bernardino-Ontario MSA	\$10.43	\$21,696
San Diego-Carlsbad-San Marcos MSA	\$11.72	\$24,385
Santa Ana-Anaheim-Irvine MD	\$13.23	\$27,511

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

### Projections of Employment - California Long-Term

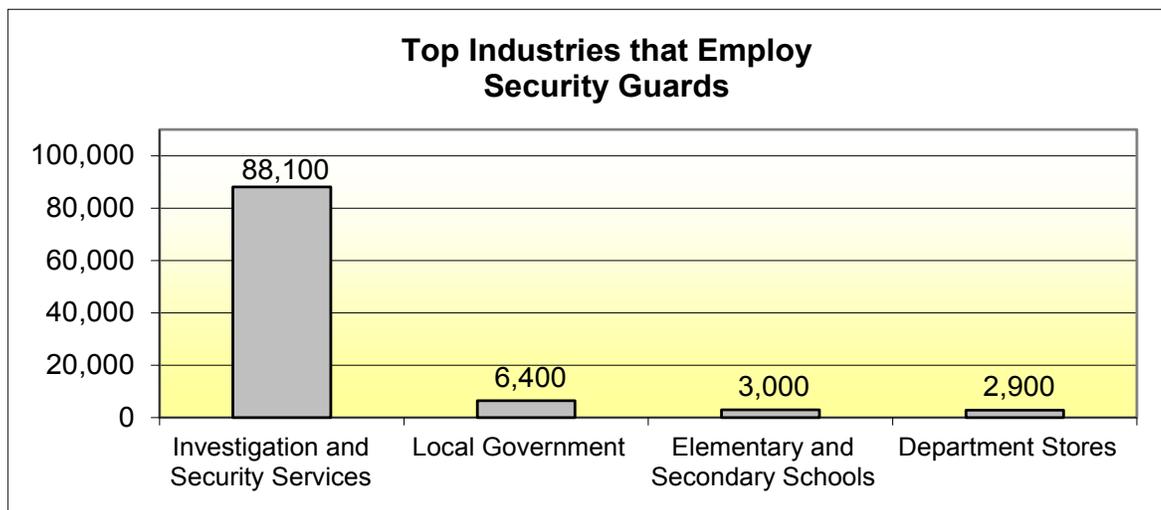
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
134,400	159,500	25,100	18.7	4,640

### 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 Reporting	Sample of Employers
July 2013	1380	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Universal Protection Service</li> <li>AlliedBarton Security</li> </ul>
August 2013	1398	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Universal Protection Service</li> <li>AlliedBarton Security</li> </ul>
September 2013	1235	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</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	104,000
Employers Hiring	150
# of Employers Who Have Hired in the Past Four Years	1,108
Average Posting Period	46 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.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.
Monitor Processes, Materials, or Surroundings	Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

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

### Sample Military Occupational Classifications

- 251A - Information Systems Technician (Army)
- 275 - Information Systems Technician (Coast Guard)
- IT - Information Systems Technician (Navy)

This packet is designed for men and women in Information Technology 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:

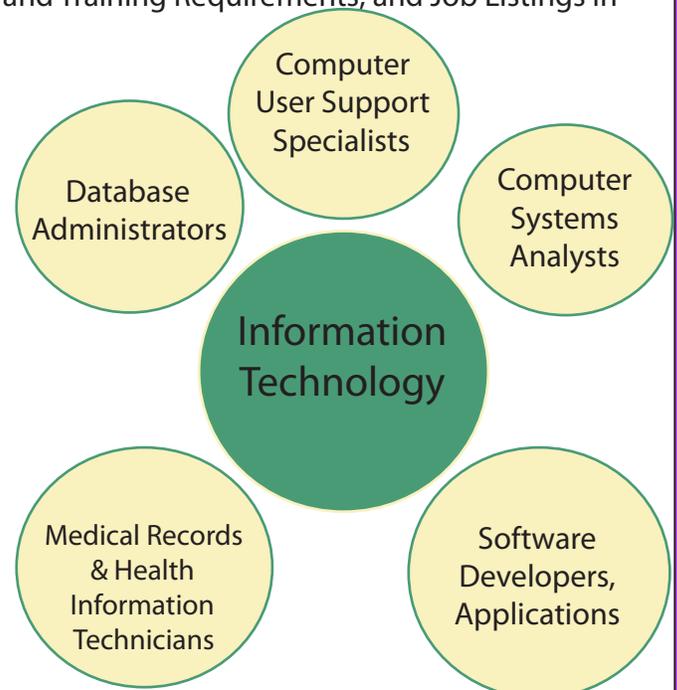
- Profile of current military occupation, with Top 7 important Duties and Top 3 pertinent Knowledges, Skills, Abilities, and Work Activities.
- Profiles of the most closely related civilian occupations identified, with Top 5 important Tasks; Top 3 pertinent Knowledges, Skills, Abilities, and Work Activities;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



## Information Technology, cont.

### Description

Direct and coordinate production activities of electronic data processing element or unit, including functional or machine design applications, programming, or operation of automatic data processing (ADP) equipment; analyze, plan, and manage the development, test, evaluation, and modification of automatic data processing systems; plan and coordinate activities of data processing personnel engaged in programming and debugging programs; establish work standards; supervise coding and machine processing of data; develop training programs; interpret policies, purposes, and goals of ADP activity for subordinates; participate in decisions regarding personnel staffing, allocation of ADP resources, and equipment acquisition.

### Important Duties

- Manage personnel and information system assets associated with Automation Battlefield Computer Systems (ABCS), Automated Information Systems (AIS), and Internet Protocol (IP) Local Area Networks (LANs)
- Develop software installation plans.
- Plan and develop Information Systems Life Cycle Management.
- Conduct systems analysis, design, development, implementation, and acceptance testing.
- Create and implement Information Assurance Plans.
- Design and implement ABCS/AIS LANs into tactical environments.
- Performs systems administration and LAN administration of tactical ABCS/AIS.

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

Knowledge	Skills
Computers and Electronics	Programming
English Language	Critical Thinking
Customer and Personal Service	Complex Problem Solving
Abilities	Work Activities
Information Ordering	Interacting With Computers
Written Comprehension	Making Decisions and Solving Problems
Oral Comprehension	Processing Information

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

## Computer Systems Analysts

### Description

Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

### Sample Job Titles

Systems Analyst, Programmer Analyst, Business Systems Analyst, Computer Systems Analyst, Computer Systems Consultant, Computer Analyst, Information Systems Analyst (ISA), Applications Analyst, Business Analyst, Systems Engineer

### Important Tasks

- Expand or modify system to serve new purposes or improve work flow.
- Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems.
- Develop, document and revise system design procedures, test procedures, and quality standards.
- Provide staff and users with assistance solving computer related problems, such as malfunctions and program problems.
- Review and analyze computer printouts and performance indicators to locate code problems, and correct errors by correcting codes.

### Job Fit

The job of Computer Systems Analyst will appeal to those who enjoy activities that involve working with ideas and that require an extensive amount of thinking. The Computer Systems Analyst occupation satisfies those with investigative interests. Investigative occupations involve searching for facts and figuring out problems.

### 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 "computer analyst" to find certification programs related to this occupation.

## Computer Systems Analysts, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$41.82	\$86,987
Fresno MSA	\$34.88	\$72,540
Riverside-San Bernardino-Ontario MSA	\$36.38	\$75,663
San Diego-Carlsbad-San Marcos MSA	\$39.86	\$82,893
Santa Ana-Anaheim-Irvine MD	\$41.59	\$86,512

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

### Projections of Employment - California Long-Term

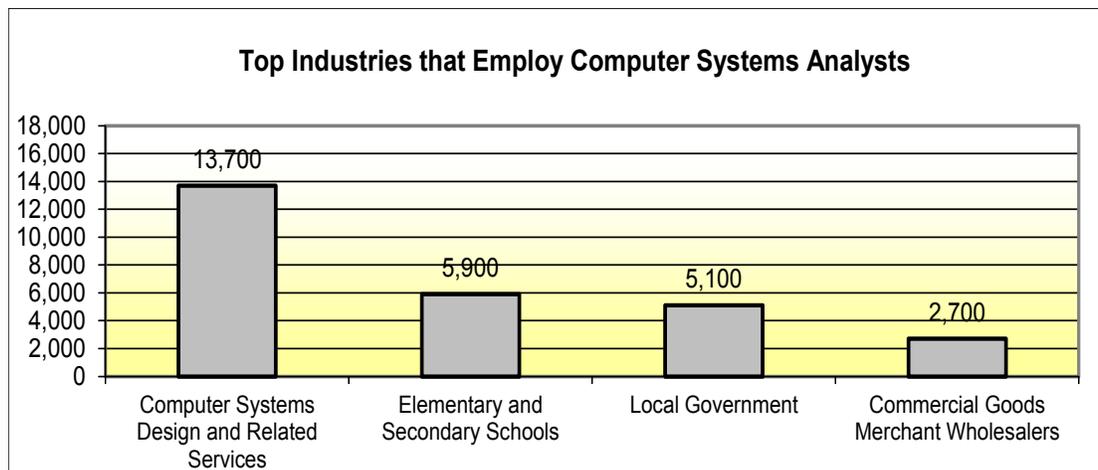
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
61,200	72,100	10,900	17.8	2,250

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
64,800	68,200	3,400	5.2	2,790

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

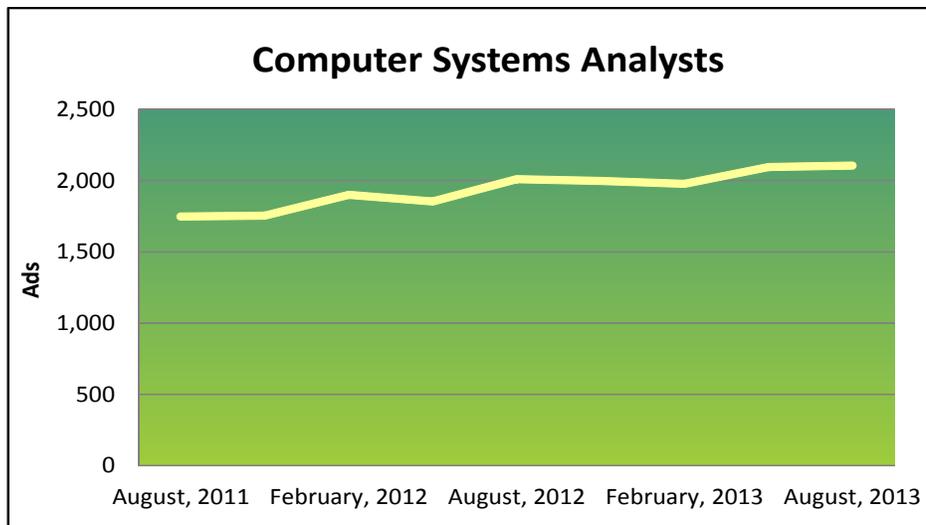
## Computer Systems Analysts, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	1,889	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Qualcomm</li> <li>• United Health Group</li> </ul>
August 2013	2,005	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Qualcomm</li> <li>• Kforce Professional Staffing, Inc.</li> </ul>
September 2013	1,884	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• United Health Group</li> <li>• Qualcomm</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	27,000
Employers Hiring	499
# of Employers Who Have Hired in the Past Four Years	4,026
Average Posting Period	45 days

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

## Computer Systems Analysts, cont.

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

Knowledge	Description
Computers and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
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
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.
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Ability	Description
Information Ordering	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
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
Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Making Decisions and Solving Problems	Analyzing information and evaluating results to choose the best solution and solve problems.
Processing Information	Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

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

## Computer User Support Specialists

### Description

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

### Sample Job Titles

Information Technology Specialist (IT Specialist), Support Specialist, Computer Technician, Technical Support Specialist, Help Desk Analyst

### Important Tasks

- Oversee the daily performance of computer systems.
- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Enter commands and observe system functioning to verify correct operations and detect errors.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.

### Job Fit

The job of Computer User Support Specialist may appeal to those who enjoy activities that involve working with ideas and require an extensive amount of thinking. This occupation involves searching for facts and figuring out problems.

### Education and Training Requirements

Typical Education Level: Associate degree. Occupations that require the completion of at least two years of full-time academic study beyond high school.

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

## Computer User Support Specialists, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$25.63	\$53,306
Fresno MSA	\$21.14	\$43,987
Riverside-San Bernardino-Ontario MSA	\$23.05	\$47,952
San Diego-Carlsbad-San Marcos MSA	\$22.17	\$46,101
Santa Ana-Anaheim-Irvine MD	\$26.64	\$55,408

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

*Note: This occupations was affected by occupational coding changes. Wages shown reflect Computer Support Specialists, SOC 15-1151.*

### Projections of Employment - California Long-Term

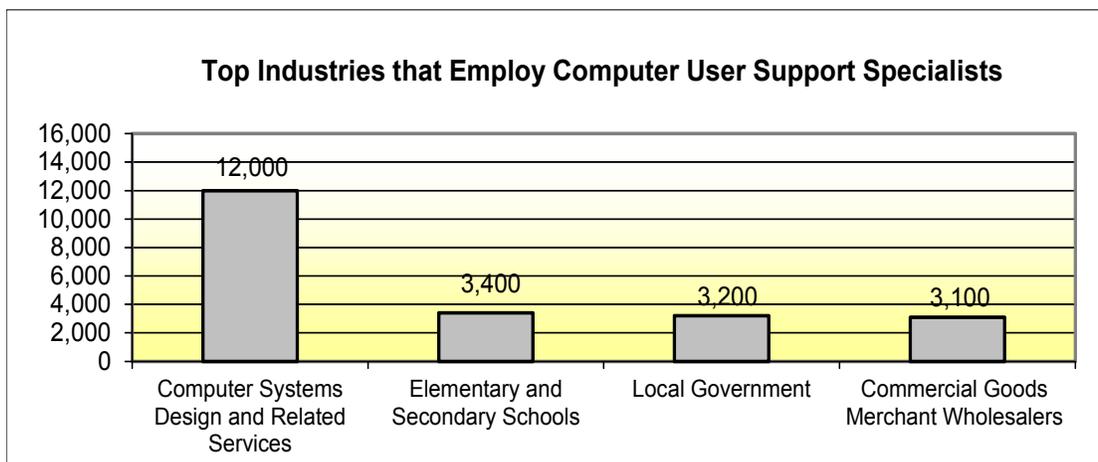
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
69,500	82,400	12,900	18.6	3,120

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
73,500	77,500	4,000	5.4	3,830

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

### Top Industries that Employ this Occupation



*Source: CA Staffing Patterns*

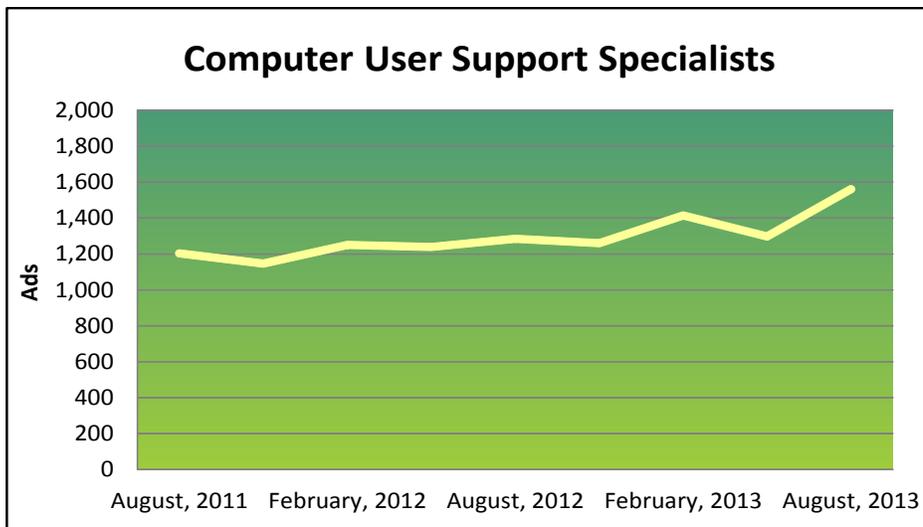
## Computer User Support Specialists, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	2,177	<ul style="list-style-type: none"> <li>• San Diego</li> <li>• Orange</li> </ul>	<ul style="list-style-type: none"> <li>• JC Penney</li> <li>• Kforce Professional Staffing, Inc.</li> </ul>
August 2013	2,182	<ul style="list-style-type: none"> <li>• San Diego</li> <li>• Orange</li> </ul>	<ul style="list-style-type: none"> <li>• Smartsources</li> <li>• JC Penney</li> </ul>
September 2013	2,066	<ul style="list-style-type: none"> <li>• San Diego</li> <li>• Orange</li> </ul>	<ul style="list-style-type: none"> <li>• SAIC</li> <li>• SERCO Inc.</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	35,000
Employers Hiring	545
# of Employers Who Have Hired in the Past Four Years	4,425
Average Posting Period	41 days

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

## Computer User Support Specialists, cont.

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

Knowledge	Description
Computers and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
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.
Speaking	Talking to others to convey information effectively.
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.
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.
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](#))

## Database Administrators

### Description

Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

### Sample Job Titles

Database Analyst, Database Administration Manager, Database Coordinator, Database Programmer, Information Systems Manager, Management Information Systems Director

### Important Tasks

- Test programs or databases, correct errors and make necessary modifications.
- Modify existing databases and database management systems or direct programmers and analysts to make changes.
- Plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.
- Work as part of a project team to coordinate database development and determine project scope and limitations.
- Write and code logical and physical database descriptions and specify identifiers of database to management system or direct others in coding descriptions.

### Job Fit

The job of Database Administrator may appeal to those who enjoy activities that involve working with ideas and that require an extensive amount of thinking. The Database Administration occupation satisfies those with investigative interests. Investigative occupations involve 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 "database administrator" to find certification programs related to this occupation.

## Database Administrators, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$40.84	\$84,951
Fresno MSA	\$28.12	\$58,486
Riverside-San Bernardino-Ontario MSA	\$37.11	\$77,185
San Diego-Carlsbad-San Marcos MSA	\$40.90	\$85,079
Santa Ana-Anaheim-Irvine MD	\$39.90	\$82,982

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

### Projections of Employment - California Long-Term

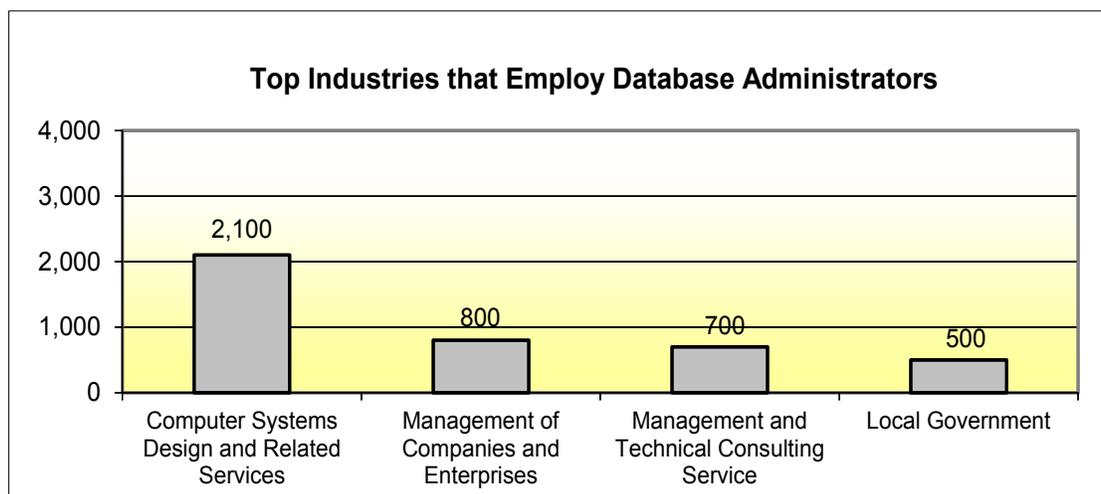
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
11,200	14,800	3,600	32.1	550

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
12,000	12,700	700	5.8	560

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

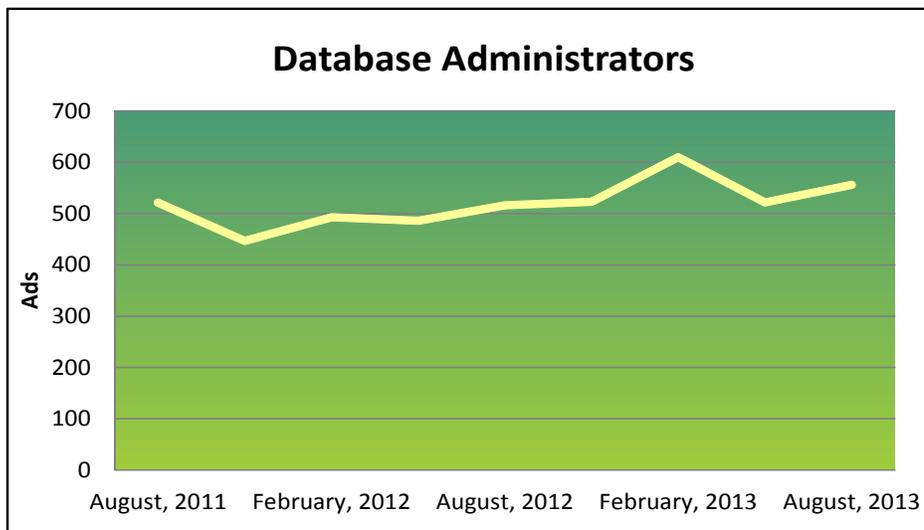
## Database Administrators, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	559	<ul style="list-style-type: none"> <li>• San Diego</li> <li>• Orange</li> </ul>	<ul style="list-style-type: none"> <li>• Robert Half International</li> <li>• Kforce Professional Staffing, Inc.</li> </ul>
August 2013	590	<ul style="list-style-type: none"> <li>• San Diego</li> <li>• Orange</li> </ul>	<ul style="list-style-type: none"> <li>• Kforce Professional Staffing, Inc.</li> <li>• Robert Half International</li> </ul>
September 2013	549	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• TEKsystems</li> <li>• Kforce Professional Staffing, Inc.</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	5,800
Employers Hiring	169
# of Employers Who Have Hired in the Past Four Years	1,976
Average Posting Period	39 days

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

## Database Administrators, cont.

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

Knowledge	Description
Computers and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
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
Complex Problem Solving	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
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.
Information Ordering	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.
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.
Analyzing Data or Information	Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Source: Occupational Information Network (O\*NET)

## Medical Records and Health Information Technicians

### Description

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

### Sample Job Titles

Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, File Clerk, Medical Records Coordinator, Medical Records Analyst

### Important Tasks

- Protect the security of medical records to ensure that confidentiality is maintained.
- Review records for completeness, accuracy and compliance with regulations.
- Retrieve patient medical records for physicians, technicians, or other medical personnel.
- Release information to persons and agencies according to regulations.
- Plan, develop, maintain and operate a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information.

### Job Fit

The job of Medical Record and Health Information Technician may appeal to those who enjoy following set procedures and routines as well as accuracy and attention to detail. Service-oriented individuals who value working in a friendly non-competitive environment should enjoy this type of job.

### 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 "medical records technician" to find certification programs related to this occupation.

## Medical Records and Health Information Technicians, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$18.80	\$39,111
Fresno MSA	\$14.47	\$30,110
Riverside-San Bernardino-Ontario MSA	\$18.89	\$39,290
San Diego-Carlsbad-San Marcos MSA	\$18.79	\$39,097
Santa Ana-Anaheim-Irvine MD	\$19.83	\$41,234

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

### Projections of Employment - California Long-Term

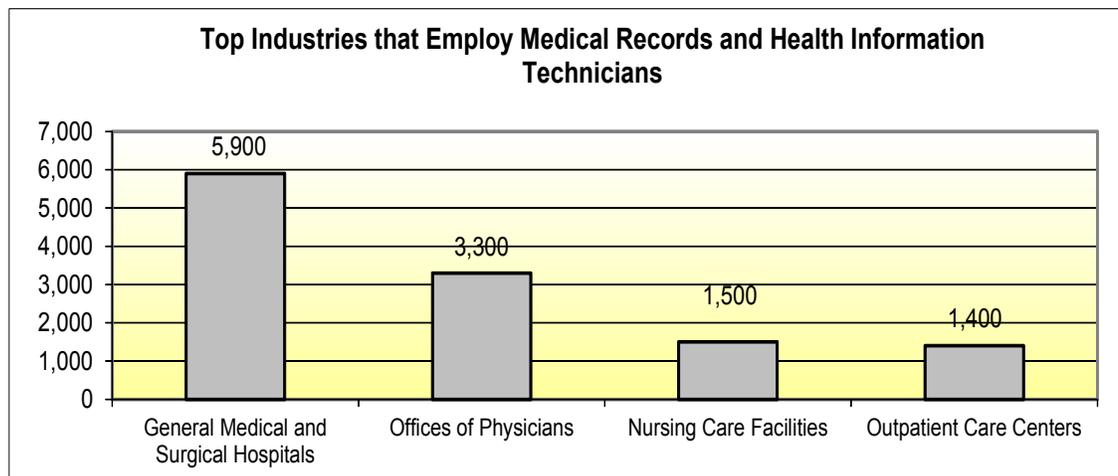
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
17,400	20,700	3,300	19.0	680

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
18,000	18,900	900	5.0	730

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

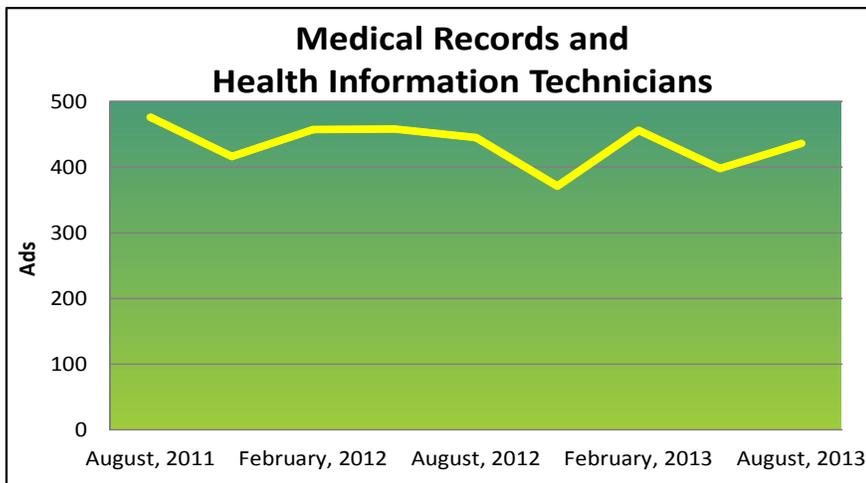
## Medical Records and Health Information Technicians, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	444	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• HRAA/HR AdminAssist</li> <li>• United Health Group</li> </ul>
August 2013	462	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• HRAA/HR AdminAssist</li> <li>• United Health Group</li> </ul>
September 2013	449	<ul style="list-style-type: none"> <li>• Orange</li> <li>• San Diego</li> </ul>	<ul style="list-style-type: none"> <li>• Precyse</li> <li>• United Health 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	12,000
Employers Hiring	116
# of Employers Who Have Hired in the Past Four Years	928
Average Posting Period	49 days

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

## Medical Records and Health Information Technicians, 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
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.
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.
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](#))

## Software Developers, Applications

### Description

Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.

### Sample Job Titles

Software Engineer, Application Integration Engineer, Programmer Analyst, Software Development Engineer, Computer Consultant, Software Architect

### Important Tasks

- Modify existing software to correct errors, allow it to adapt to new hardware, or to improve its performance.
- Develop and direct software system testing and validation procedures, programming, and documentation.
- Confer with systems analysts, engineers, programmers and others to design system and to obtain information on project limitations and capabilities, performance requirements and interfaces.
- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints.
- Design, develop and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design.

### Job Fit

The job of Applications Software Developer may appeal to those who enjoy activities that involve working with ideas and require an extensive amount of thinking. The Applications Software Developer occupation involves searching for facts and figuring out problems.

### 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 "application software engineer" to find certification programs related to this occupation.

## Software Developers, Applications, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$49.96	\$103,916
Fresno MSA	\$36.59	\$76,114
Riverside-San Bernardino-Ontario MSA	\$42.76	\$88,932
San Diego-Carlsbad-San Marcos MSA	\$47.38	\$98,548
Santa Ana-Anaheim-Irvine MD	\$48.45	\$100,774

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

### Projections of Employment - California Long-Term

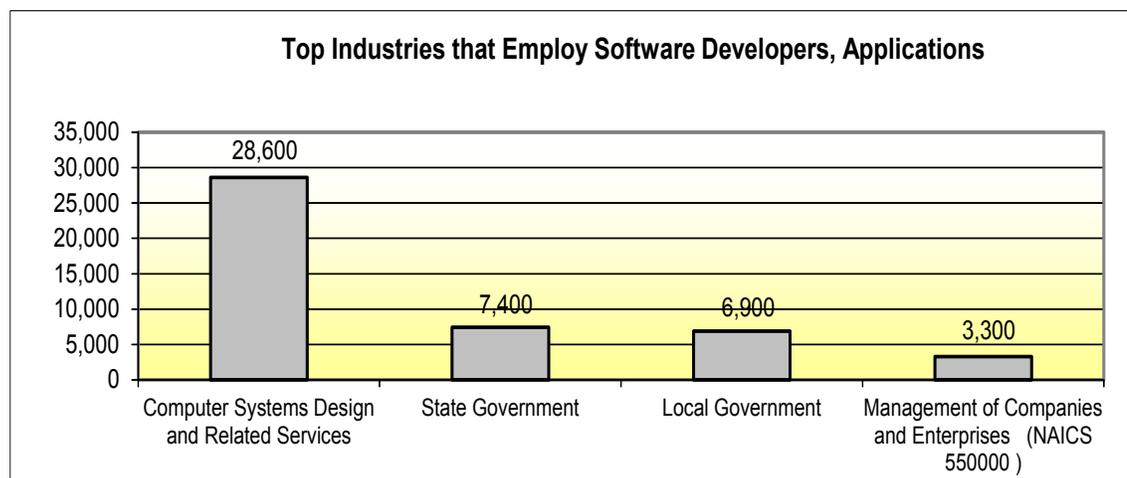
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
88,700	113,300	24,600	27.7	3,380

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
98,100	105,100	7,000	7.1	4,320

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

### Top Industries that Employ this Occupation



*Source: [CA Staffing Patterns](#)*

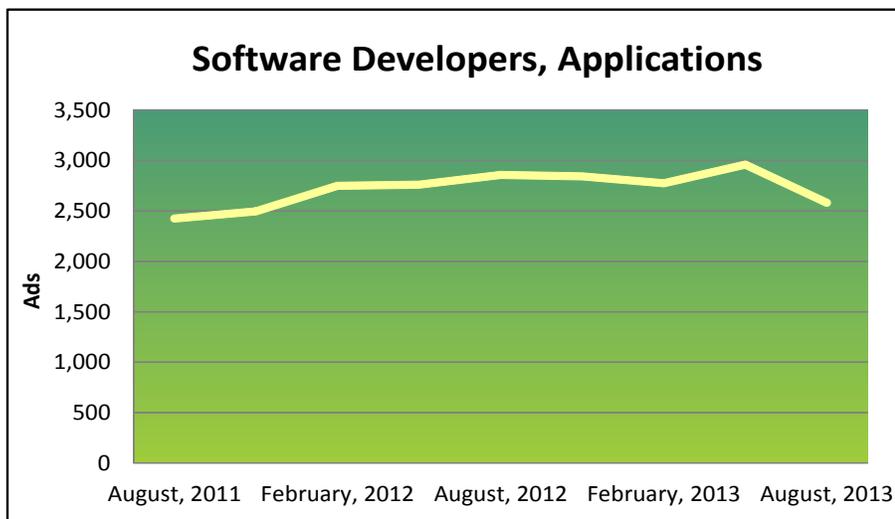
## Software Developers, Applications, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	2,688	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Qualcomm</li> <li>Kforce Professional Staffing, Inc.</li> </ul>
August 2013	2,651	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Qualcomm</li> <li>Kforce Professional Staffing, Inc.</li> </ul>
September 2013	2,619	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Qualcomm</li> <li>ViaSat</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	36,000
Employers Hiring	558
# of Employers Who Have Hired in the Past Four Years	4,201
Average Posting Period	48 days

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

## Software Developers, Applications, cont.

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

Knowledge	Description
Computers and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
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
Complex Problem Solving	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
Programming	Writing computer programs for various purposes.
Systems Analysis	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
Ability	Description
Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.
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).
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.
Thinking Creatively	Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
Making Decisions and Solving Problems	Analyzing information and evaluating results to choose the best solution and solve problems.

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

### Sample Military Occupational Classifications

3P051 – Security Forces Journeyman (Air Force)

31B – Military Police (Army)

5811 – Military Police (Marine)

This packet is designed for men and women in Military Police positions 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)



## Military Police, cont.

### Description

Provide support to the battlefield by conducting battlefield circulation control, area security, prisoner of war operations, civilian internee operations, law and order operations on the battlefield and support during peacetime, crime prevention programs and preservation of law and order.

### Important Duties

- Law enforcement patrolling by car, boat, bicycle, and on foot.
- Enforce traffic regulations and guarding entrances to military facilities.
- Interview witnesses, victims and suspects in the course of investigating crimes.
- Crime scene security and processing.
- Evidence and fingerprint collection.
- Arrest and charge criminal suspects.
- Testify in court.

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

Knowledge	Skills
Public Safety and Security	Complex Problem Solving
Law and Government	Active Listening
Sociology and Anthropology	Critical Thinking
Abilities	Work Activities
Reaction Time	Getting Information
Dynamic Strength	Making Decisions and Solving Problems
Deductive Reasoning	Evaluating Information to Determine Compliance with Standards

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 10 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
Riverside-San Bernardino-Ontario MSA	\$20.02	\$41,639
San Diego-Carlsbad-San Marcos MSA	\$13.54	\$28,164
Santa Ana-Anaheim-Irvine MD	\$24.59	\$51,150

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

### Projections of Employment - California Long-Term

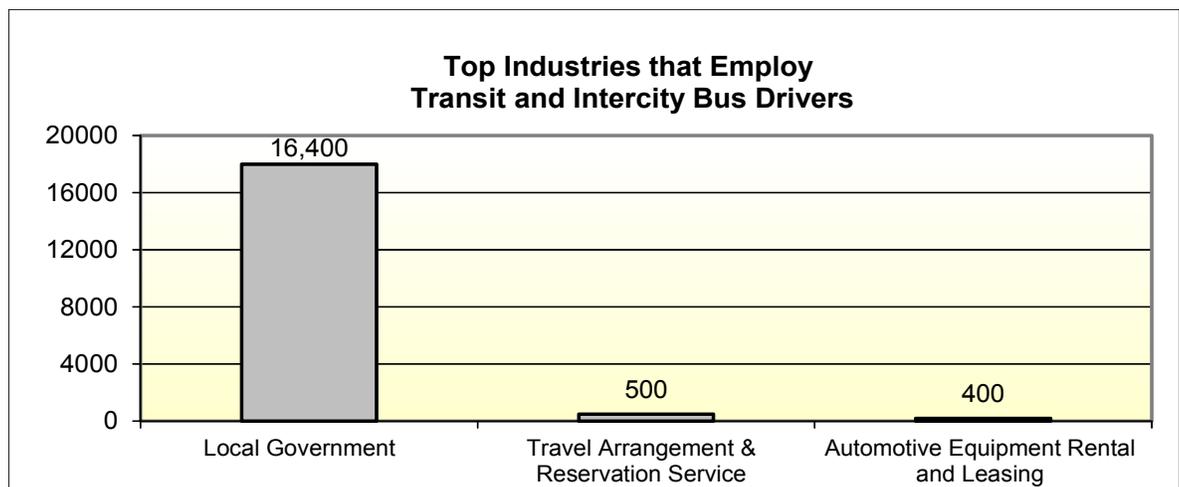
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
26,600	30,400	3,800	14.3	890

### 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](#)

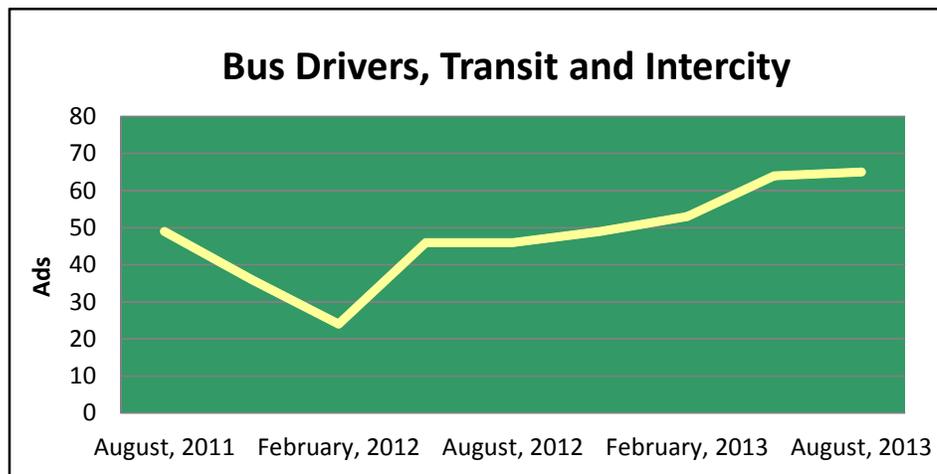
## Bus Drivers, Transit and Intercity, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	57	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>First Transit</li> <li>Veolia Transportation, Inc.</li> </ul>
August 2013	57	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>First Transit</li> <li>Veolia Transportation, Inc.</li> </ul>
September 2013	62	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Veolia Transportation, Inc.</li> <li>First Transit</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	17,000
Employers Hiring	25
# of Employers Who Have Hired in the Past Four Years	134
Average Posting Period	44 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](#))

## Construction Managers

### Description

Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

### Sample Job Titles

Project Manager, Construction Superintendent, Estimator, Concrete Foreman, Construction Area Manager, Construction Foreman

### Important Tasks

- Schedule the project in logical steps and budget time required to meet deadlines.
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Prepare and submit budget estimates and progress and cost tracking reports.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.

### Job Fit

This is a job that should appeal to those who like entrepreneurship, carrying out projects, leading people, and making decisions. The job may also be attractive to those who like working outside and enjoy work activities that include risk taking. Construction Managers should also have effective oral and written communications skills and time management skills.

### Education and Training Requirements

Typical Education Level: Associate degree and more than 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 "construction manager" to find more certification programs related to this occupation.

## Construction Managers, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$48.65	\$101,183
Fresno MSA	\$44.55	\$92,665
Riverside-San Bernardino-Ontario MSA	\$48.97	\$101,854
San Diego-Carlsbad-San Marcos MSA	\$47.16	\$98,092

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

### Projections of Employment - California Long-Term

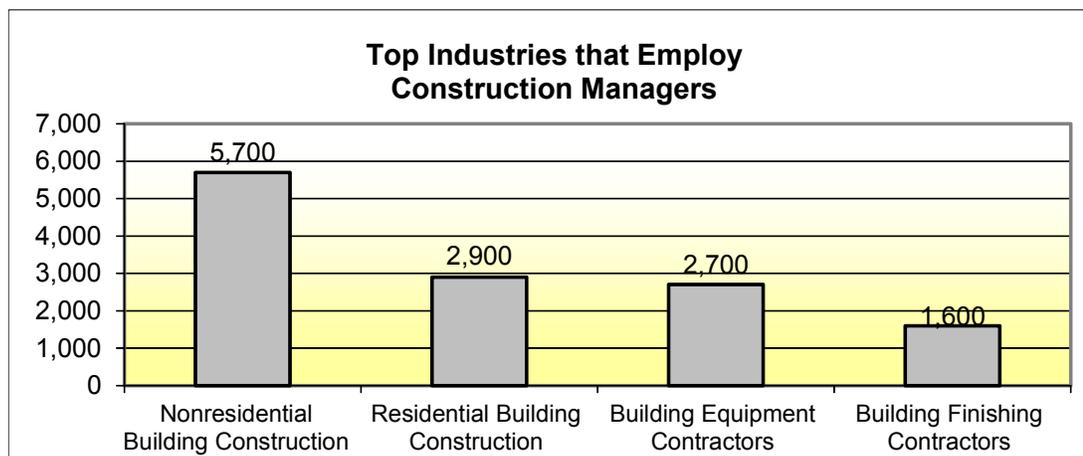
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
59,600	68,000	8,400	14.1	1,220

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
63,100	66,300	3,200	5.1	1,930

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

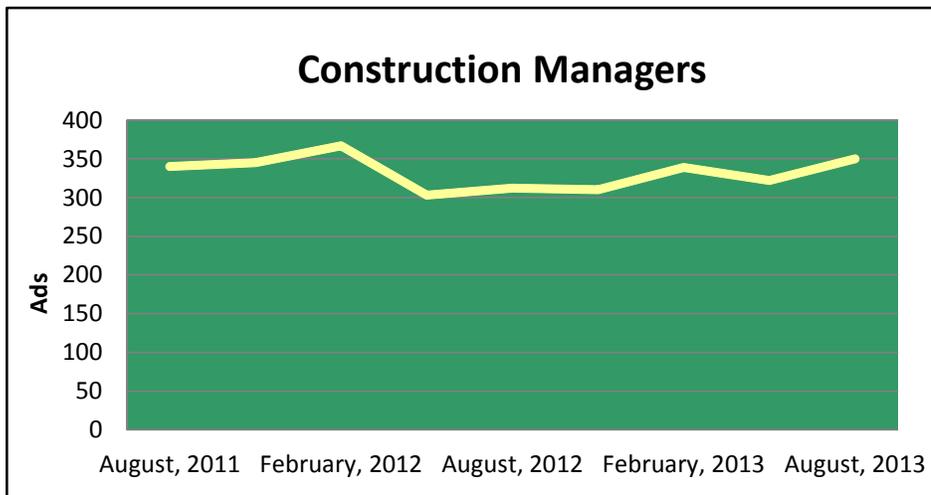
## Construction Managers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	362	<ul style="list-style-type: none"> <li>Orange</li> <li>San Diego</li> </ul>	<ul style="list-style-type: none"> <li>Black &amp; Veatch Corporation</li> <li>Ernst &amp; Young LLP</li> </ul>
August 2013	329	<ul style="list-style-type: none"> <li>Orange</li> <li>San Diego</li> </ul>	<ul style="list-style-type: none"> <li>Petco</li> <li>MasTec Advanced Technologies</li> </ul>
September 2013	344	<ul style="list-style-type: none"> <li>Orange</li> <li>San Diego</li> </ul>	<ul style="list-style-type: none"> <li>Recruit Arrow</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	15,000
Employers Hiring	143
# of Employers Who Have Hired in the Past Four Years	1,179
Average Posting Period	43 days

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

## Construction Managers, cont.

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

Knowledge	Description
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.
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
Time Management	Managing one's own time and the time of others.
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.
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.
Work Activity	Description
Making Decisions and Solving Problems	Analyzing information and evaluating results to choose the best solution and solve problems.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Scheduling Work and Activities	Scheduling events, programs, and activities, as well as the work of others.

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 have passed 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
Fresno MSA	\$33.14	\$68,920

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

### Projections of Employment - California Long-Term

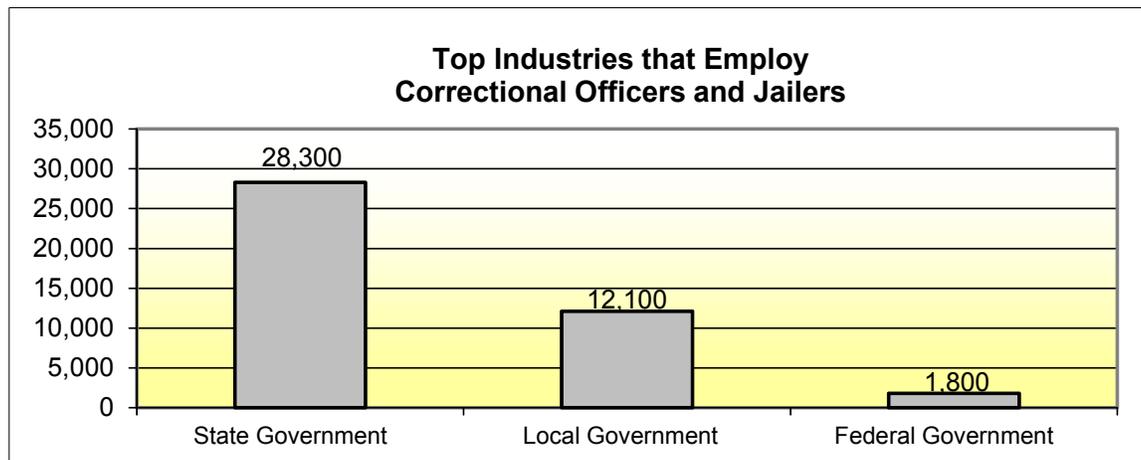
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
42,700	43,300	600	1.4	820

### 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](#)

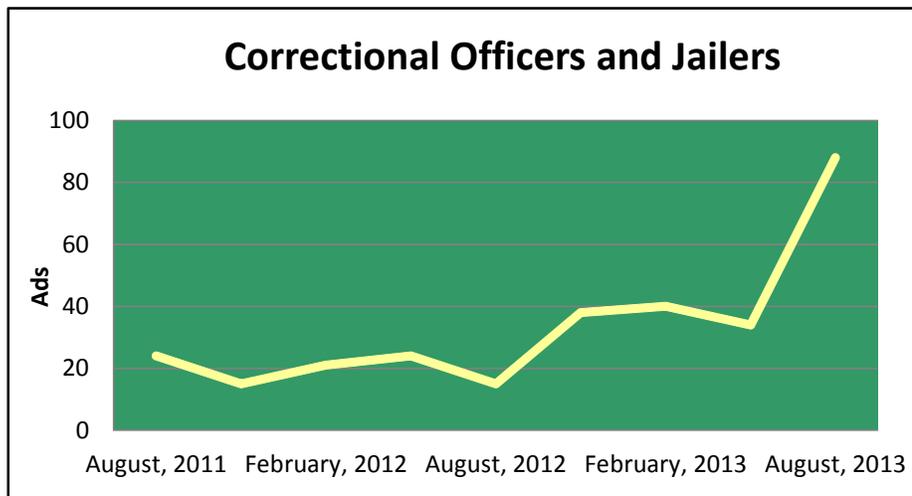
## Correctional Officers and Jailers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	58	<ul style="list-style-type: none"> <li>• Kern</li> <li>• Kings</li> </ul>	<ul style="list-style-type: none"> <li>• Glempiris, Inc.</li> <li>• State of California</li> </ul>
August 2013	84	<ul style="list-style-type: none"> <li>• Kern</li> <li>• Kings</li> </ul>	<ul style="list-style-type: none"> <li>• Glempiris, Inc.</li> <li>• State of California</li> </ul>
September 2013	65	<ul style="list-style-type: none"> <li>• Kern</li> <li>• Kings</li> </ul>	<ul style="list-style-type: none"> <li>• Glempiris, Inc.</li> <li>• Joydamas Healthcare 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	12,000
Employers Hiring	12
# of Employers Who Have Hired in the Past Four Years	86
Average Posting Period	45 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](#))

## Detectives and Criminal Investigators

### Description

Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes.

### Sample Job Titles

Fugitive Detective, Investigator, Police Detective, Crime Scene Technician, Special Agent, Customs and Border Protection Officer, FBI Special Agent

### Important Tasks

- Provide testimony as a witness in court.
- Secure deceased body and obtain evidence from it, preventing bystanders from tampering with it prior to medical examiner's arrival.
- Obtain and verify evidence by interviewing and observing suspects and witnesses or by analyzing records.
- Record evidence and documents, using equipment such as cameras and photocopy machines.
- Examine crime scenes to obtain clues and evidence, such as loose hairs, fibers, clothing, or weapons.

### Job Fit

The job of Detective and Criminal 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 many decisions.

### Education and Training Requirements

Typical Education Level: Work experience. Occupations that require skills obtained through work experience in a related occupation.

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

## Detectives and Criminal Investigators, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$46.76	\$97,260
Santa Ana-Anaheim-Irvine MD	\$47.35	\$98,473

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

### Projections of Employment - California Long-Term

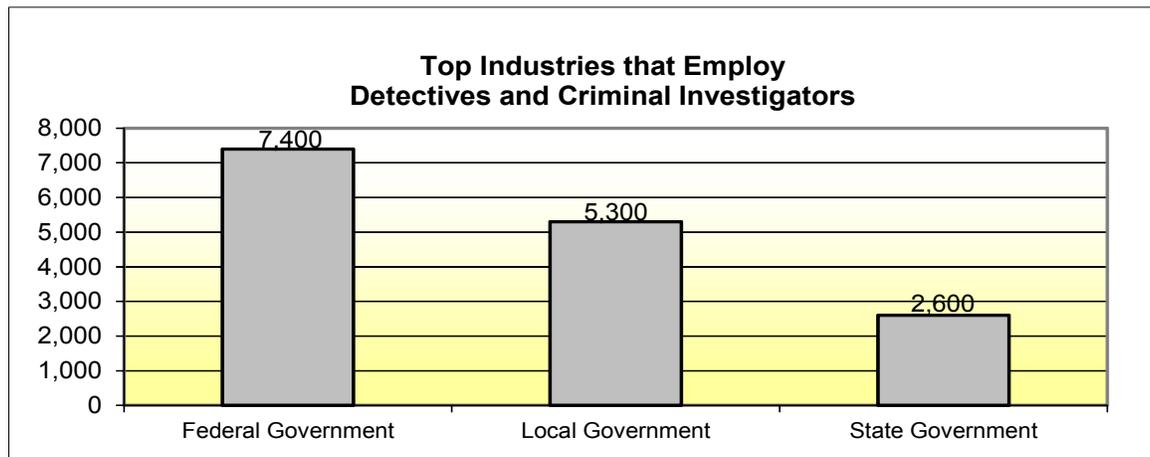
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
15,400	15,600	200	1.3	360

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
14,700	14,400	-300	-2.0	260

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

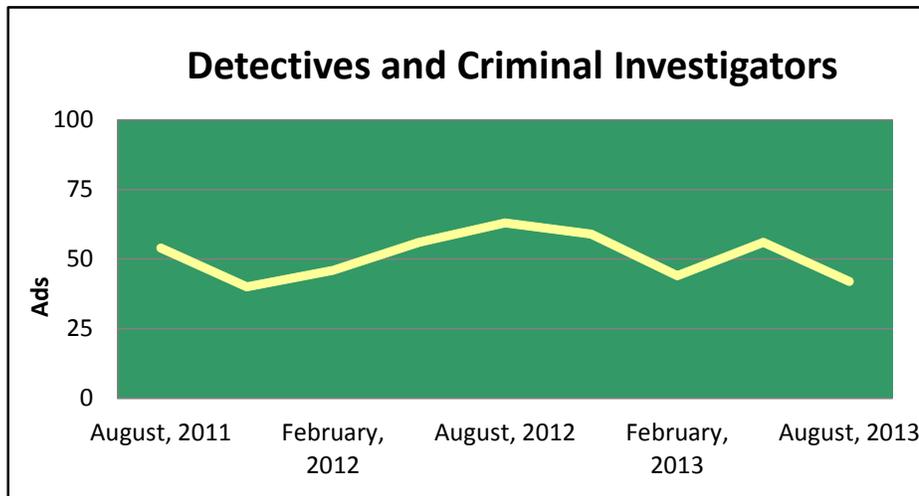
## Detectives and Criminal Investigators, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	47	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Army National Guard</li> <li>Altegrity</li> </ul>
August 2013	61	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Army National Guard</li> <li>Altegrity</li> </ul>
September 2013	50	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>TEKsystems</li> <li>Kforce Professional Staffing, Inc.</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	15
# of Employers Who Have Hired in the Past Four Years	217
Average Posting Period	39 days

Source: [WANTED Analytics](#): Date accessed 10/14/13

## Detectives and Criminal Investigators, cont.

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

Knowledge	Description
Law and Government	Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
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
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.
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
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.
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
Fresno MSA	\$31.38	\$65,271
Riverside-San Bernardino-Ontario MSA	\$40.27	\$83,770
Santa Ana-Anaheim-Irvine MD	\$42.66	\$88,735

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

## Projections of Employment - California Long-Term

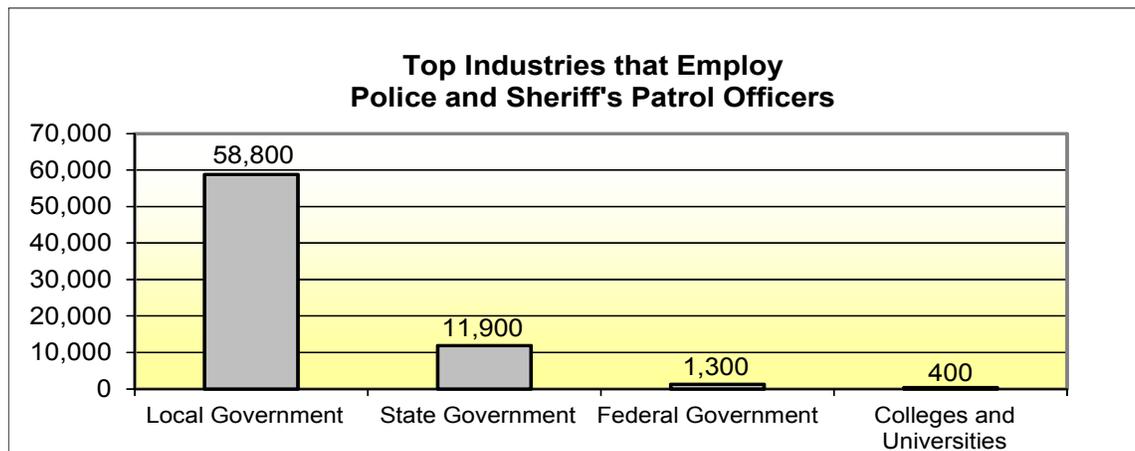
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
73,100	78,300	5,200	7.1	2,670

## 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](#)

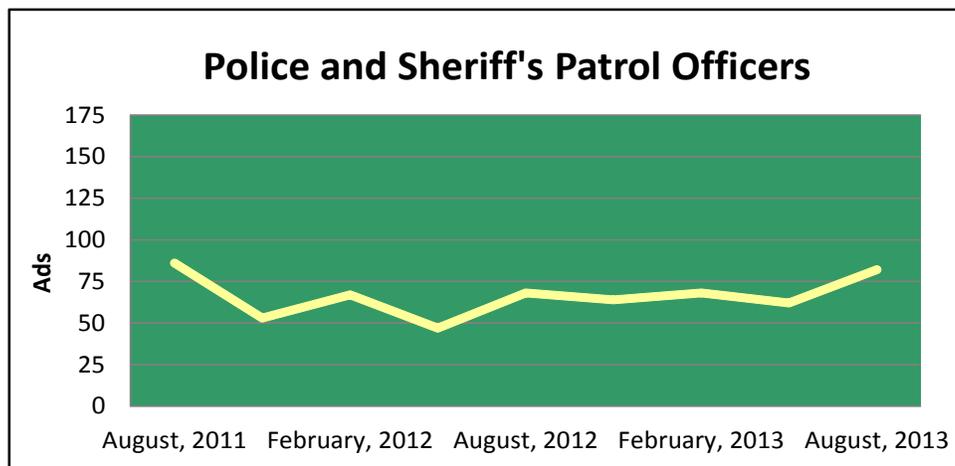
## Police and Sheriff's Patrol Officers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	63	<ul style="list-style-type: none"> <li>San Diego</li> <li>San Bernardino</li> </ul>	<ul style="list-style-type: none"> <li>County of San Diego</li> <li>U.S. Marine Corp.</li> </ul>
August 2013	93	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Customs &amp; Border Protection</li> <li>Customs &amp; Border Protection</li> </ul>
September 2013	88	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>County of San Diego</li> <li>US Army</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	42,000
Employers Hiring	47
# of Employers Who Have Hired in the Past Four Years	293
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](#))

### Sample Military Occupational Classifications

1A751 – Aerial Gunner Journeyman (Air Force)

0331 – Machine Gunner (Marines)

GMG – Gunner's Mate G (Navy)

This packet is designed for men and women in Machine Gunner positions 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:

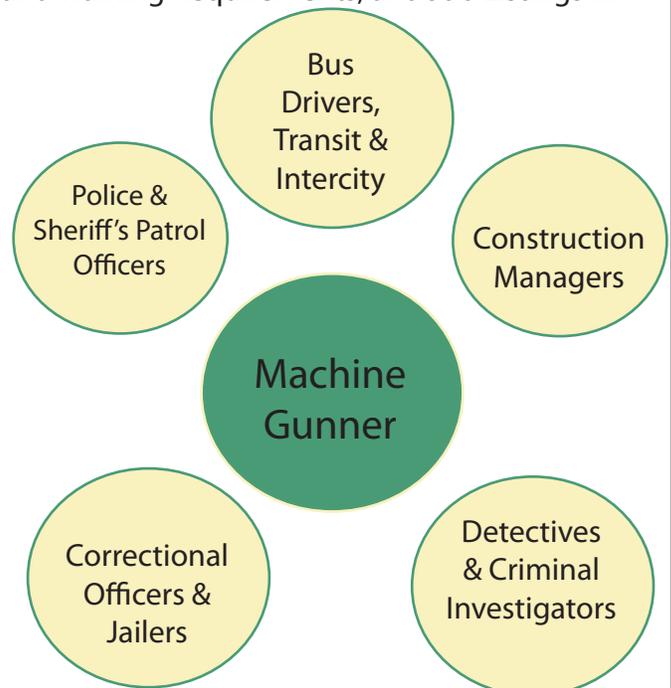
- Profile of current military occupation, with Top 9 important Duties and Top 3 pertinent Knowledges, Skills, Abilities, and Work Activities.
- Profiles of the most closely related civilian occupations identified, with Top 5 important Tasks; Top 3 pertinent Knowledges, Skills, Abilities, and Work Activities; 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)



## Machine Gunner, cont.

### Description

Responsible for the tactical employment of the 7.62mm medium machine-gun, the 50 cal. and 40mm heavy machine-gun, and their support vehicle. They provide direct fire in support of squads, platoons, companies and infantry battalions. They are located in the weapons platoons of the rifle and LAR companies and the weapons company of the infantry battalion. Noncommissioned officers are assigned as team leaders and squad leaders/section leaders.

### Important Duties

- Patrol on foot or in vehicles.
- Employ crew and individual weapons in offensive, defensive and retrograde ground combat.
- Perform routine weapons maintenance, vehicle operations and maintenance.
- Engage targets with the M2 and MK19 machineguns.
- Employ, fire and recover anti-personnel and anti-tank mines.
- Carry out the orders of the infantry Line or Weapons Company.
- Carry, and is a proficient marksman with, the 7.62mm medium machine-gun, the 50 cal., and 40mm heavy machine-gun.

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

Knowledge	Skills
Public Safety and Security	Coordination
Mechanical	Active Listening
Foreign Language	Critical Thinking
Abilities	Work Activities
Rate Control	Identifying Objects, Actions, and Events
Oral Comprehension	Inspecting Equipment, Structures, or Material
Trunk Strength	Performing General Physical Activities

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 10 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
Riverside-San Bernardino-Ontario MSA	\$20.02	\$41,639
San Diego-Carlsbad-San Marcos MSA	\$13.54	\$28,164
Santa Ana-Anaheim-Irvine MD	\$24.59	\$51,150

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

### Projections of Employment - California Long-Term

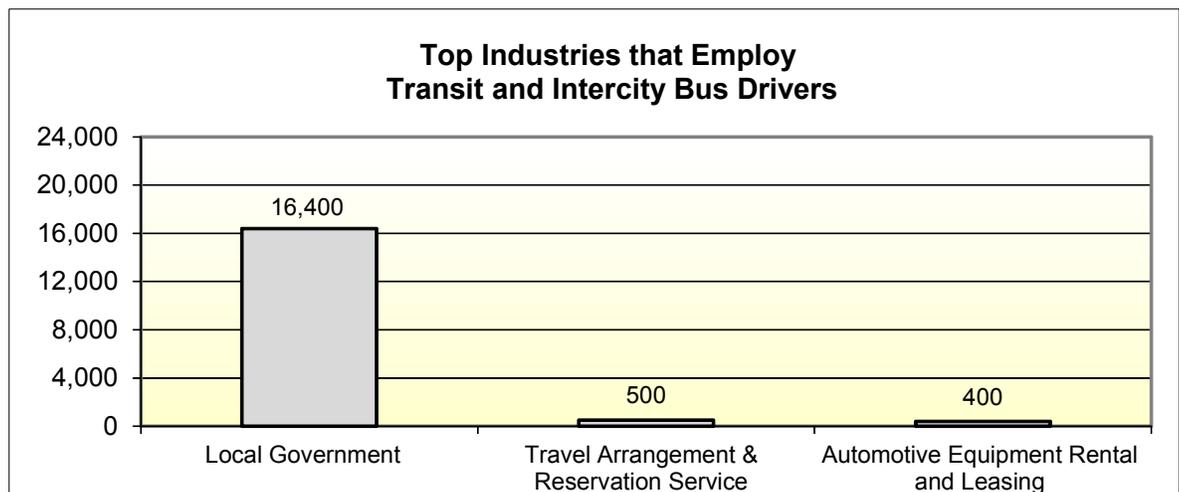
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
26,600	30,400	3,800	14.3	890

### 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](#)

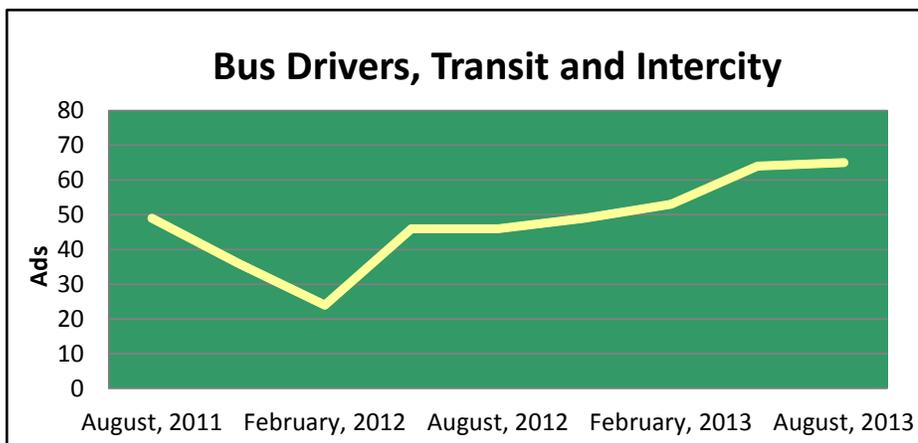
## Bus Drivers, Transit and Intercity, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	57	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>First Transit</li> <li>Veolia Transportation, Inc.</li> </ul>
August 2013	57	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>First Transit</li> <li>Veolia Transportation, Inc.</li> </ul>
September 2013	62	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Veolia Transportation, Inc.</li> <li>First Transit</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	17,000
Employers Hiring	25
# of Employers Who Have Hired in the Past Four Years	134
Average Posting Period	44 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](#))

## Construction Managers

### Description

Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

### Sample Job Titles

Project Manager, Construction Superintendent, Estimator, Concrete Foreman, Construction Area Manager, Construction Foreman

### Important Tasks

- Schedule the project in logical steps and budget time required to meet deadlines.
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Prepare and submit budget estimates and progress and cost tracking reports.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.

### Job Fit

This is a job that should appeal to those who like entrepreneurship, carrying out projects, leading people, and making decisions. The job may also be attractive to those who like working outside and enjoy work activities that include risk taking. Construction Managers should also have effective oral and written communications skills and time management skills.

### Education and Training Requirements

Typical Education Level: Associate degree and more than 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 "construction manager" to find more certification programs related to this occupation.

## Construction Managers, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$48.65	\$101,183
Fresno MSA	\$44.55	\$92,665
Riverside-San Bernardino-Ontario MSA	\$48.97	\$101,854
San Diego-Carlsbad-San Marcos MSA	\$47.16	\$98,092

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

### Projections of Employment - California Long-Term

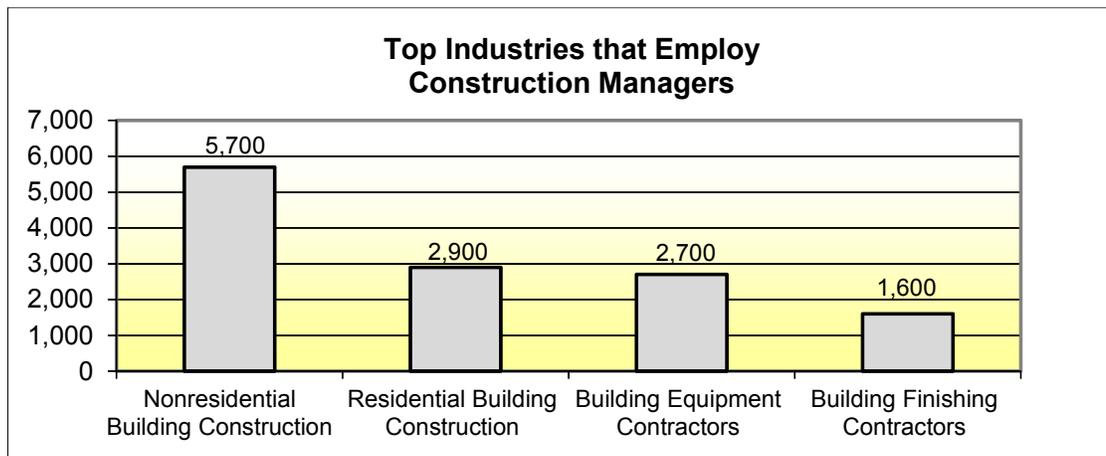
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
59,600	68,000	8,400	14.1	1,220

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
63,100	66,300	3,200	5.1	1,930

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

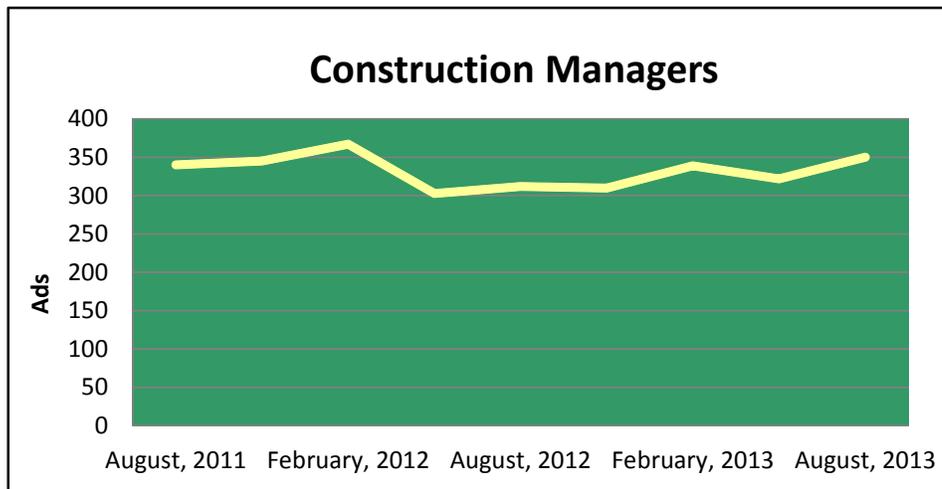
## Construction Managers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	362	<ul style="list-style-type: none"> <li>Orange</li> <li>San Diego</li> </ul>	<ul style="list-style-type: none"> <li>Black &amp; Veatch Corporation</li> <li>Ernst &amp; Young LLP</li> </ul>
August 2013	329	<ul style="list-style-type: none"> <li>Orange</li> <li>San Diego</li> </ul>	<ul style="list-style-type: none"> <li>Petco</li> <li>MasTec Advanced Technologies</li> </ul>
September 2013	344	<ul style="list-style-type: none"> <li>Orange</li> <li>San Diego</li> </ul>	<ul style="list-style-type: none"> <li>Recruit Arrow</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	15,000
Employers Hiring	143
# of Employers Who Have Hired in the Past Four Years	1,179
Average Posting Period	43 days

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

## Construction Managers, cont.

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

Knowledge	Description
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.
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
Time Management	Managing one's own time and the time of others.
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.
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.
Work Activity	Description
Making Decisions and Solving Problems	Analyzing information and evaluating results to choose the best solution and solve problems.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Scheduling Work and Activities	Scheduling events, programs, and activities, as well as the work of others.

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 have passed 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
Fresno MSA	\$33.14	\$68,920

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

### Projections of Employment - California Long-Term

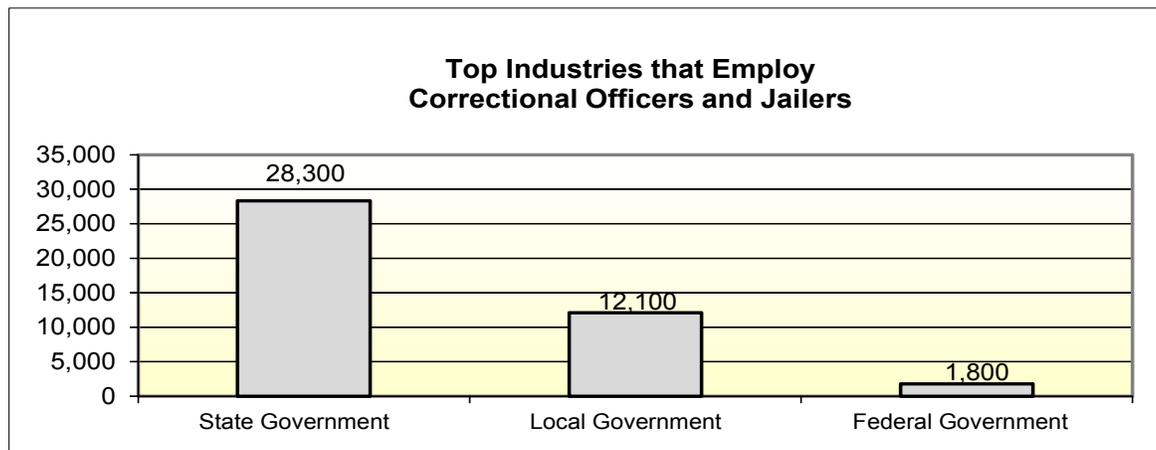
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
42,700	43,300	600	1.4	820

### 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](#)

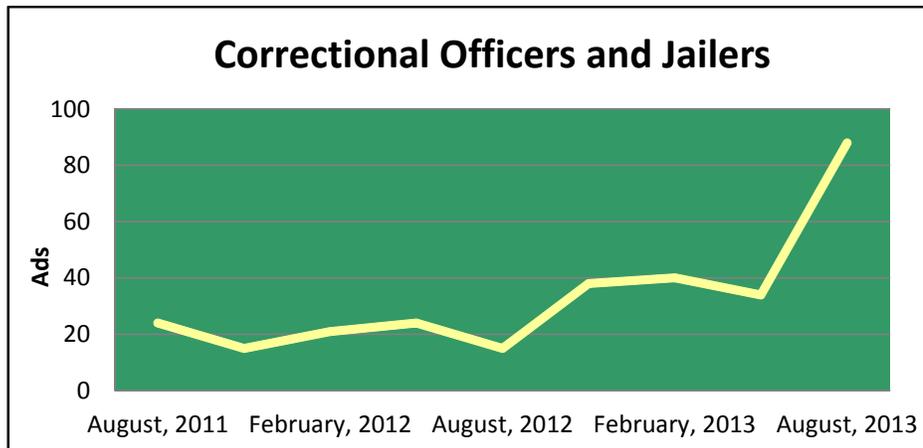
## Correctional Officers and Jailers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	58	<ul style="list-style-type: none"> <li>• Kern</li> <li>• Kings</li> </ul>	<ul style="list-style-type: none"> <li>• Glempiris, Inc.</li> <li>• State of California</li> </ul>
August 2013	84	<ul style="list-style-type: none"> <li>• Kern</li> <li>• Kings</li> </ul>	<ul style="list-style-type: none"> <li>• Glempiris, Inc.</li> <li>• State of California</li> </ul>
September 2013	65	<ul style="list-style-type: none"> <li>• Kern</li> <li>• Kings</li> </ul>	<ul style="list-style-type: none"> <li>• Glempiris, Inc.</li> <li>• Joydamas Healthcare 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	12,000
Employers Hiring	12
# of Employers Who Have Hired in the Past Four Years	86
Average Posting Period	45 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](#))

## Detectives and Criminal Investigators

### Description

Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes.

### Sample Job Titles

Fugitive Detective, Investigator, Police Detective, Crime Scene Technician, Special Agent, Customs and Border Protection Officer, FBI Special Agent

### Important Tasks

- Provide testimony as a witness in court.
- Secure deceased body and obtain evidence from it, preventing bystanders from tampering with it prior to medical examiner's arrival.
- Obtain and verify evidence by interviewing and observing suspects and witnesses or by analyzing records.
- Record evidence and documents, using equipment such as cameras and photocopy machines.
- Examine crime scenes to obtain clues and evidence, such as loose hairs, fibers, clothing, or weapons.

### Job Fit

The job of Detective and Criminal 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 many decisions.

### Education and Training Requirements

Typical Education Level: Work experience. Occupations that require skills obtained through work experience in a related occupation.

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

## Detectives and Criminal Investigators, cont.

### 2013 Median Wages

	Hourly	Annual
California	\$46.76	\$97,260
Santa Ana-Anaheim-Irvine MD	\$47.35	\$98,473

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

### Projections of Employment - California Long-Term

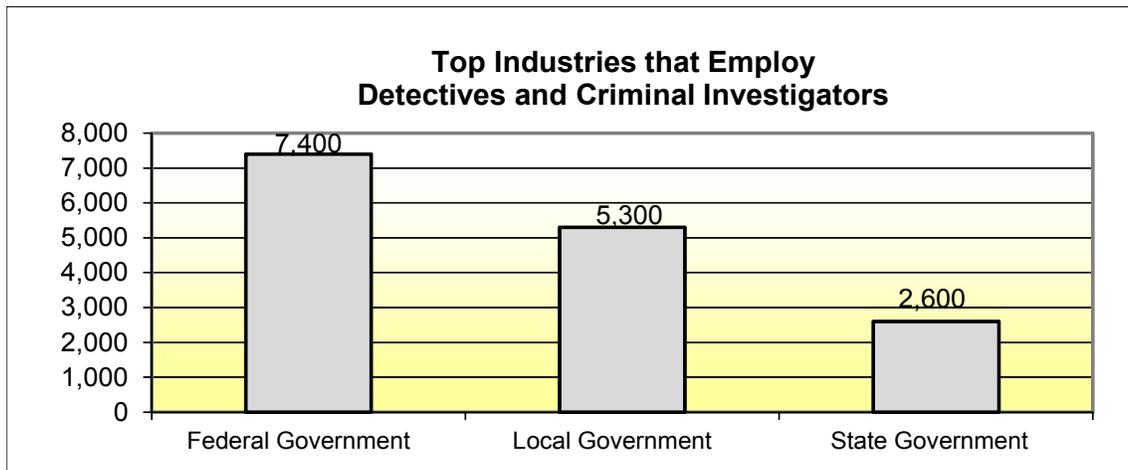
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
15,400	15,600	200	1.3	360

### Projections of Employment - California Short-Term

Est. # of Workers (2012-2014)		Numeric Change	Percent Change	Average Annual Job Openings
14,700	14,400	-300	-2.0	260

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

### Top Industries that Employ this Occupation



Source: [CA Staffing Patterns](#)

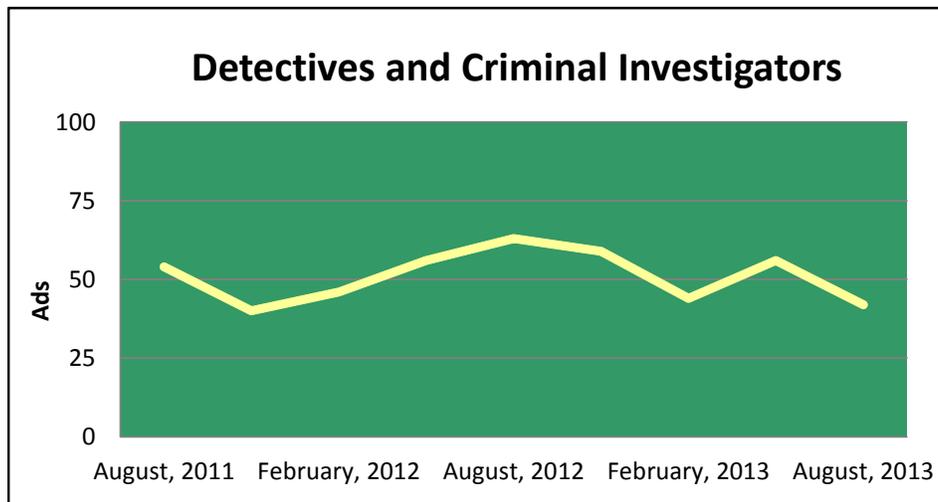
## Detectives and Criminal Investigators, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	47	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Army National Guard</li> <li>Altegrity</li> </ul>
August 2013	61	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>Army National Guard</li> <li>Altegrity</li> </ul>
September 2013	50	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>TEKsystems</li> <li>Kforce Professional Staffing, Inc.</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	15
# of Employers Who Have Hired in the Past Four Years	217
Average Posting Period	39 days

Source: [WANTED Analytics](#): Date accessed 10/14/13

## Detectives and Criminal Investigators, cont.

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

Knowledge	Description
Law and Government	Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
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
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.
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
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.
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
Fresno MSA	\$31.38	\$65,271
Riverside-San Bernardino-Ontario MSA	\$40.27	\$83,770
Santa Ana-Anaheim-Irvine MD	\$42.66	\$88,735

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

### Projections of Employment - California Long-Term

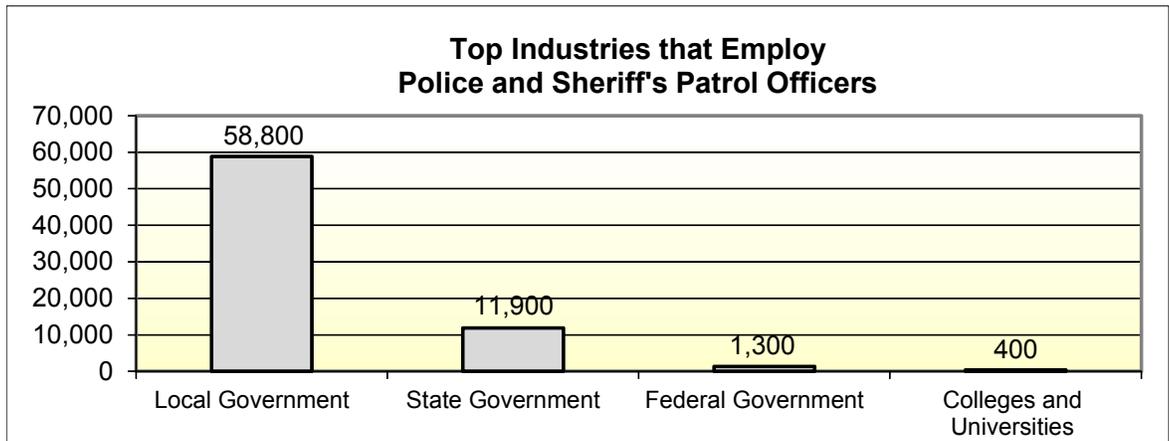
Est. # of Workers (2010-2020)		Numeric Change	Percent Change	Average Annual Job Openings
73,100	78,300	5,200	7.1	2,670

### 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](#)

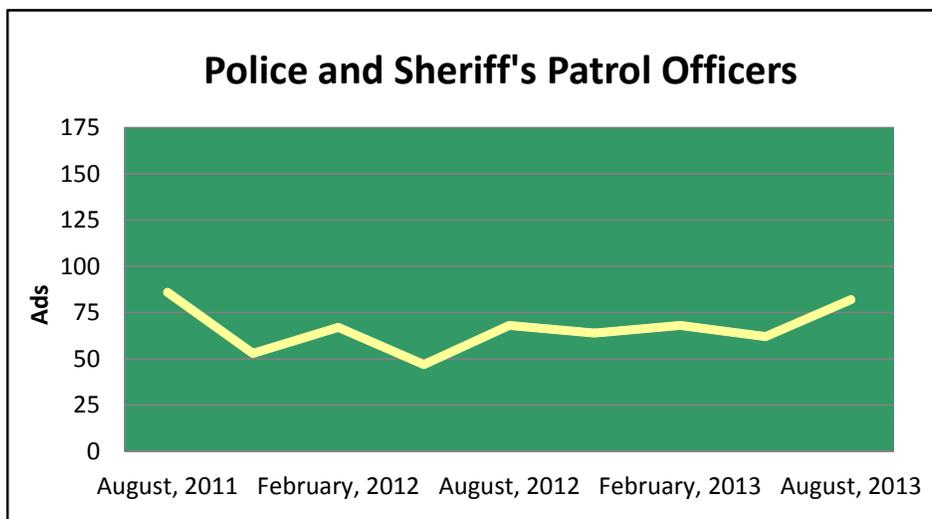
## Police and Sheriff's Patrol Officers, cont.

### Recent Job Openings for this Occupation

Month	Total Job Listings	Top Counties Reporting	Sample of Employers
July 2013	63	<ul style="list-style-type: none"> <li>San Diego</li> <li>San Bernardino</li> </ul>	<ul style="list-style-type: none"> <li>County of San Diego</li> <li>U.S. Marine Corp.</li> </ul>
August 2013	93	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Customs &amp; Border Protection</li> <li>Customs &amp; Border Protection</li> </ul>
September 2013	88	<ul style="list-style-type: none"> <li>San Diego</li> <li>Orange</li> </ul>	<ul style="list-style-type: none"> <li>County of San Diego</li> <li>US Army</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	42,000
Employers Hiring	47
# of Employers Who Have Hired in the Past Four Years	293
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](#))