OCCUPATIONAL OUTLOOK & TRAINING DIRECTORY

SACRAMENTO AND YOLO COUNTIES

2002 • 2003

Occupational Outlook and Training Directory

Sacramento and Yolo Counties
2002-2003

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Sacramento Employment and Training Agency

Kathy Kossick, Executive Director
Robin Purdy, Deputy Director
Rod Nishi, Chief, Administration Department
Melissa Noteboom, Program Officer, Workforce Development & Planning
John Harden, Project Manager
Armando Mercado, Research Associate
Wiley Fortson, Research Associate

Employment Development Department, Labor Market Information Division

Brendan Kelly, CCOIS Program Manager
Fernando Pina, Research Manager
Pedro Gomez, Research Analyst
David Lyons, Area Analyst/Labor Market Consultant

The California Occupational Information Coordinating Committee (COICC) is now known as California Career Resources Network (CalCRN). CalCRN is an interagency, state-level network created to provide support for career guidance and academic counseling programs designed to promote improved career and education decision making by individuals. The CalCRN is the State of California's designated representative to America's Career Resource Network (ACRN).

Questions regarding the content or availability of this publication should be directed to the Sacramento Employment & Training Agency at 916-263-3893.

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Introduction

Welcome to the 2002-2003 Occupational Outlook and Training Directory for Sacramento and Yolo Counties. This annually updated publication is a product of the California Cooperative Occupational Information System (CCOIS) and a partnership between the Sacramento Employment and Training Agency, Sacramento Works, and the Capital Area Investment Zone.

The CCOIS is a statewide program that produces local labor market information. The local specificity of the information is what makes the CCOIS program both unique and valuable. The program is administered by the California Employment Development Department's Labor Market Information Division (LMID).

The first part of the publication is a series of 137 occupational profiles; the second part is a comprehensive multi-county directory of the region's education and training providers; and the third part is an index of occupations and the providers who provide related training for those occupations.

Common Questions

How can I get a copy of this book?
Contact the Sacramento Employment & Training Agency, 916-263-3893

Who should I contact if I have technical questions?
Contact the Sacramento Employment & Training Agency at 916-263-3893

Is the information in this publication on the Internet?
Yes, see the Sacramento Employment & Training Agency website at http://www.seta.net/ or see the California Cooperative Occupational Information System (CCOIS) website at http://www.calmis.cahwnet.gov/htmlfile/ccois/intro.htm

Where can I find out about this type of publication in other labor market areas?
To find out who produces CCOIS Occupational Outlook publications in any specific California county, contact the EDD Labor Market Information Division at 916-262-2353 or see the CCOIS website at http://www.calmis.cahwnet.gov/htmlfile/ccois/intro.htm

Where can I find out about other occupation, training, and career resources?
See the Sacramento Employment & Training Agency website at http://www.seta.net and/or the EDD Labor Market Information Division website at http://www.calmis.ca.gov

Where can I find local demographic or other economic data?
See EDD's Labor Market Information Division website at http://www.calmis.cahwnet.gov/
See also California County Profiles produced by the California Department of Finance at http://www.dof.ca.gov/html/fs_data/profiles/pf_home.htm

About the Occupational Profiles

The occupational profiles in this resource directory are summaries of descriptive and statistical occupational information primarily based on data collected through confidential surveys with local employers. The two-page occupational profiles are in alphabetical order by occupation title. Each profile follows a consistent format for presenting more than 50 data elements for each occupation. These elements include: occupation title and definition, wages and benefits, employer requirements, employment trends, and other information.

The occupations profiled in this directory were selected for study based on a variety of criteria, including the needs and interests of local career and workforce development professionals. Therefore, the profiles do not constitute a list of “hot jobs” or “demand occupations.” However, this publication can be used to identify occupations that meet certain criteria, including median wages, level of education, outlook for job seekers, number of existing jobs, number of projected new jobs, growth rate, and career path.

Each occupational profile has a date that indicates the year in which the data was collected, the number of employers who participated in the survey, and the number of employees represented by those employers. Typically, about 15-20 surveys are completed per occupation. Nevertheless, as with all survey-based information, users should always keep in mind that labor market information reflects a “snapshot in time.” As a general rule, we find that the information in an occupational profile is fairly reliable for about 3 years. However, what may be accurate today may or may not be accurate in three weeks or three years, depending on unexpected changes and trends affecting the occupation, its workers, and its employing industries. Please read the section, *Using the Occupational Profiles*, which includes a description of CCOIS research methodology as well as tips on how to use and interpret the occupational information presented.

About the Regional Training Directory

The purpose of the regional training directory is to provide basic information about the education and training providers that have programs designed to prepare persons for entry into one or more specific occupations. This includes certificate and degree programs offered through adult education schools, apprenticeship programs, community colleges, private schools and colleges, regional occupational programs, and public universities.

The training directory is organized alphabetically by provider name. Included in each provider profile are location and contact information, accreditation (if any), information on services provided, a listing of degree and/or certificate programs offered, and information on each certificate program offered. Certificate program information includes occupational objective, program cost, program length, and program entry requirements.

There are two primary methods for finding the information you need in the training directory. One is to search by provider name, either by paging through the alpha-organized directory or by using the provider name listing in the Table of Contents. The other method is to search by occupation to see what providers have related programs. This method can be accomplished by using the *Occupation-Training Index* in the back of the publication.

A thorough attempt is made to completely update the training directory each year due to the constantly changing nature of the education, training, and workforce development community and the programs they offer. However, some education and training providers are not responsive to our requests for updated information, and, therefore, some of the information that we present is not current. For these reasons, we urge you to contact the providers directly to verify information before making important career planning decisions. Also, while the training directory is comprehensive, it is not designed to include information on all sources of training, education, or social services, nor is it intended to replace the catalogs that may be available from the providers themselves.

The following offers a brief description of each of the six major training sectors that, together, provide the majority of the certificate and degree programs designed to prepare a person for entry into a new occupation or career:

Adult Education Schools are public schools for adults that generally offer a variety of basic education classes, literacy programs, continuing education classes, as well as vocational/technical training. Most also offer a General Education Diploma, or GED –the equivalent of a high school diploma and an important credential for job seekers without any postsecondary education or training. Vocational/technical certificate programs are generally very affordable and rarely more than one year in length. The short duration of some vocational training programs, however, sometimes leads to a need for more advanced training offered through a formal apprenticeship, a community college program, or a private vocational school.

Apprenticeships are formal on-the-job training programs typically funded and administered by labor and/or business organizations and are regulated by the Department of Industrial Relations, Division of Apprenticeship Standards. The Division of Apprenticeship Standards administers California apprenticeship laws and enforces standards for wages, hours, working conditions, and the specific skills required for state certification as a journey-person in an occupation. Apprentices earn a training wage while learning their trade, generally through a combination of on-the-job training and formal classroom instruction.

Community Colleges are public colleges for adults that generally offer remedial, basic, and advanced college-level courses, continuing education courses, vocational/technical certificate programs, and associate degrees. Community colleges offer an important opportunity for students planning to transfer to four-year colleges after they have completed up to two years of community college work toward their bachelor degree. For those who work during the day, community colleges usually offer a broad range of evening classes. Increasingly, community colleges are offering accelerated programs to serve those individuals whose primary interest is in quickly developing or upgrading their job skills.

Private Schools, Colleges and Universities are education and training providers that come in all shapes and sizes. Some are small, some are large, some are for-profit, and some are non-profit. Some offer advanced degrees – law schools, for example – and some offer short-term certificate training for occupations like janitor, cashier, and child care worker. Some offer continuing education classes, skills upgrade training, and hobby/personal interest classes. Some offer no certificates or degrees at all –e.g., license prep, exam prep, job search prep, or ESL. Private schools included in this directory are those that prepare persons for entry into one or more specific occupations. These providers are regulated in California by the Bureau for Private Postsecondary and Vocational Education (BPPVE). The BPPVE, however, does not have the resources to verify all the job placement rates sometimes used to market the programs offered by private schools. Since these placement rates are often not reliable – or comparable with those reported by public schools – it is a good idea not to rely too heavily on them in the career planning/decision-making process. Credit or units obtained through a private institution may or may not be transferable to a public college or university. Therefore, if you plan to eventually attend (or transfer to) a public college or university, you should talk to a representative of the private school you are planning to attend **and** a college or university counselor to discuss your plan and the issue of transferability. The cost of attending a private school program is almost always higher than a comparable program through a public school. However, private schools compete by offering programs that are in demand, or that can be completed in a shorter period of time.

Regional Occupational Programs are vocational and technical training programs offered by public schools to high school students (16 or older) and adults. High school students are usually given the first opportunity for enrollment but, if openings exist, adults may usually enroll on a first-come, first-served basis. Certificate programs offered through ROP are generally very affordable and rarely more than one year in length. The brevity of some vocational training programs, however, sometimes leads to a need for more advanced training offered through a formal apprenticeship, a community college program, or a private vocational school.

Universities are public educational institutions, including those of the California State University and University of California systems. Both types of institutions offer a variety of undergraduate/bachelor degrees, graduate degrees, and certificate programs that are usually offered through their extended/continuing education programs. Graduate degrees at UC institutions include a variety of doctoral degrees, including law and medical schools. The cost of attending varies depending on the college or university attended. The cost of attending a UC campus is generally about twice the cost of attending a CSU campus.

Please note that the organizations responsible for the production of this publication, including the Employment Development Department (EDD), do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the providers directly to verify the information listed in the profile.

Using the Occupational Profiles

The information in an occupational profile is based largely on a summary of survey data collected from local employers through the California Cooperative Occupational Information System (CCOIS). The data is summarized for three reasons: one, to make the information as easy to use as possible; two, to make the information more reliable (than anecdotal information); and three, to protect the confidentiality of the information provided by employers. The summarized survey information is typically listed in descending order of importance or frequency, using key terms.

• Familiarize yourself with the “key terms” listed below. These terms are used throughout the occupational profiles to describe the summarized survey information (e.g. Most employers this... many employers that... some...).

Key Terms: All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

Occupation Titles and Definitions

Unless otherwise noted, occupation titles and definitions at the top of each profile are based on a CCOIS version of the Occupational Employment Statistics (OES) classification system developed originally by the U.S. Department of Labor. This classification system groups all jobs in the labor market into approximately 700 occupations and is closely matched to other sources of occupational data at the state and national levels. However, like any occupational classification system, some occupation titles and definitions are out-of-date, or, at the very least, confusing. For example, a profile of Forklift Operators (a common job title) would be titled Industrial Truck and Tractor Operators according to the OES classification system. And a profile of Computer Service Technicians (a common job title) would be titled Data Processing Equipment Repairers. Part of the challenge in using occupational information is being able to find the **occupation title** when one is thinking in terms of a **job title**.

While the use of a standardized classification system has its limitations, it also provides some significant advantages over using ad-hoc occupational definitions that may appear to be more cutting-edge. For one, the data is more comparable from region to region and from occupation to occupation. Another advantage is that the data can be aggregated (or disaggregated) and data from other standardized sources can be used to supplement or validate the local survey data.

Occupational definitions not identified with a 6-digit OES code usually reflect an attempt to survey an occupation that the OES classification system either doesn’t identify or doesn’t define adequately. Because of the lack of directly comparable data from other sources (such as employment projections), these “Non-OES” occupational surveys sometimes lack the reliability and/or the comprehensive quality of a standard OES occupational survey.

Wages and Benefits

Wages included in this report are those paid by the local employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another, and is not intended to represent official prevailing wages.

Benefit information indicates the extent to which surveyed employers make available medical insurance and other benefits to full-time and part-time employees. Benefits for part-time employees is included if part-time employment is significant.

A summary of the weekly hours worked by employees in the occupation is included, based on the local employers surveyed.

• Wage data collected in 2001 reflects the January 1, 2001 increase in the minimum wage (to $6.25 per hour).
• Wage data collected in 2002 reflects the January 1, 2002 increase in the minimum wage (to $6.75 per hour).
• Benefits are often not available to part-time or temporary employees.
• Employers often have waiting or probationary periods before medical insurance goes into effect.
• An employee's cost and coverage of medical insurance and other benefits may vary considerably from one employer to the next.
• A hyphen (—) indicates that benefit or wage data is either not applicable or is insufficient to include.

Employer Requirements

The information in this section of the profile includes: license or certification requirements (if any); formal education levels required by employers; prior experience requirements; training requirements or preferences; and other important skills, if any, reported by the surveyed employers.

• Employer educational requirements are shown as the employers have reported them. These educational levels are not always essential for the performance of job duties.
• Employer experience requirements are often flexible, with many employers willing to substitute training for experience. Small employers, in particular, are often willing to waive requirements if they believe they have the "right" applicant.

Supply/Demand Assessment

Indicates the degree of difficulty employers have in finding applicants who meet their qualifications and, in turn, the employment outlook for job seekers. Employer responses to the supply/demand question are weighted by the number of employees in the occupation for each employer. Note that the supply/demand assessment does not take into account other employment opportunity indicators, such as potential wages or occupational size, growth, and separations. Also included in the supply/demand statement is an estimate of the annual turnover due to worker replacement needs and promotions.

• A “Very Competitive Outlook” may indicate a significant oversupply of qualified job seekers and, therefore, limited employment opportunities.
• Although high turnover does not necessarily indicate a good outlook for job seekers, it does suggest a greater degree of hiring activity. Therefore, employment opportunities may be greater than those occupations with low turnover. Occupations with high turnover, however, are often those that are not conducive to long-term employment.

Size of Occupation

Four terms (small, medium, large, and very large) are used to describe the relative size of each occupation within the local survey area. The sizes that these terms represent vary from area to area and from year to year as the size of the overall labor force changes. A numeric range is also provided to give a more specific estimate of the employment in the occupation. Also included is the approximate percentage of female employment in the occupation based on surveys with local employers, in addition to the approximate percentage of union jobs, also as reported by local employers (if applicable.)

Employment Trends

Includes a statement that indicates the estimated growth rate for each occupation relative to the annual average rate of growth for all occupations (based on the most recent employment projections available at the time of the survey). Also included is the projected number of annual job openings due to a net increase in occupation size and due to labor force separations (workers retiring or leaving the occupation). The employment outlook from a nationwide perspective is also included. This material is based on an analysis by the U.S. Department of Labor.

The growth rate terms are defined as:
• Much Faster than Average = 1.5 times the average or more
• Faster than Average = 1.10 to 1.49 times the average
• Average = .90 to 1.09 times the average
• Slower than Average = .01 to .89 times the average

Projections of Size, Growth and Separations are statistical “estimates” prepared by the Employment Development Department’s Labor Market Information Division using occupational staffing and industry forecast data. Over the years, we have found that most occupational employment projections are reasonably accurate. However, they can also be far from accurate on occasion. We welcome input from informed users regarding industry information and trends that may lead to the development of more reliable projections in the future.

Other Information

Where the Jobs Are: Describes the major employing industries for the occupation. The sources for the major employing industries information are the California State Employment Development Department's Labor Market Information Division and the U.S. Department of Labor, Bureau of Labor Statistics. Also included is an estimate of self-employment in the occupation. The source for the self-employment estimates is the U.S. Department of Labor, Bureau of Labor Statistics.

Methods Used to Fill Job Openings: Indicates the most successful recruitment or hiring methods, based on surveys with local employers.

Career Path: Describes the possible career path for workers in the occupation who acquire the necessary skills to be promoted to higher level occupations or to positions of greater responsibility. A summary of the skills that employers indicate are important for career advancement may also be included.

Important Knowledge, Skills, and Abilities

Indicates qualifications that are important to perform the duties for a given occupation. The source of this information is the O*NET OnLine. O*NET (the Occupational Information Network) is an occupational classification system and database developed by the U.S. Department of Labor as a replacement for the Dictionary of Occupational Titles (DOT). The closest related O*NET-SOC code for the occupation surveyed is also indicated.

CCOIS Program Description/Methodology

The California Cooperative Occupational Information System (CCOIS) is a statewide program with 31 organizations who conduct local occupational research and publish annual Occupational Outlook Reports. EDD's Labor Market Information Division (LMID) administers the program at the state level. LMID then contracts with local organizations commonly referred to as Local Partners (LPs) to operate the individual projects. Local Partners are typically local workforce investment boards.

LMID determines the research methods and standards, provides technical support, allocates a majority of the funding required to operate the programs, and monitors the work performed by the Local Partners. The LPs select the occupations to be studied, conduct the research, process and analyze the data, and produce and distribute the annual publication.

The following is an outline of the CCOIS occupational survey process.

CCOIS Program Cycle

• LMID develops occupational employment projections
• Occupations are proposed and selected for study
• Survey samples are developed and refined (samples are stratified by industry and employer size)
• Survey questionnaires are prepared for each occupation
• Confidential surveys are conducted with local employers
• Survey data is reviewed, clarified (when necessary), and entered into a secure computer database
• Data is tabulated, analyzed, summarized, and reviewed
• Annual Occupational Outlook publications are produced and distributed

Occupation Selection and Definition

There are a variety of criteria used to help select the occupations to be surveyed each year. However, the primary objective is to survey occupations that are of most interest to the users in the local community within the limitations of a standardized research program. As a result, CCOIS occupational studies tend to focus on larger or commonly known occupations, rather than on smaller or highly specialized occupations. The following criteria is used by the LPs to help prioritize possible survey occupations:
• The occupation should be adequately defined by the OES classification system used in the CCOIS program
• The occupation should have a substantial employment base
• There should be a substantial number of projected job openings
• The potential salary level should be adequate so as to avoid the need for public assistance
• The occupation should require at least some postsecondary education or training
• The occupation should be of interest to local program planners or training providers
• The occupations should vary enough so that certain employers won't be overburdened with survey requests

Survey Sample Design

After the occupations are selected for study, a survey sample of local employers is developed for each occupation. Since LPs don't usually survey all possible employers in the local "universe," a considerable amount of time is invested to ensure that the survey samples are representative of the overall employment for the occupation. For each occupation studied, a sample of approximately 40 employers is designed to include all major employing industries for each survey occupation. In addition, the number of employees for each employer is considered to ensure that the sample represents the employers most likely to provide future employment. For most occupations, the largest employers will be surveyed more often than the smaller employers. However, for some occupations, smaller employers may be more appropriate. The initial employer samples are developed by LMID staff using detailed databases on employers and information on occupational employment within industries. The draft sample of employers for each of the survey occupations is then carefully reviewed and edited by the LP. Employers are added and deleted, as appropriate, to maintain the sample size of 40 employers per occupation. For those occupations with less than 40 local employers, the LP will survey the universe (all possible survey participants).

Questionnaire Development

A two-page employer survey questionnaire with a list of standardized questions is prepared for each survey occupation. In addition, many LPs elect to develop and add a third page to the survey to ask additional questions. Typically, a third page survey includes additional survey questions designed to meet local needs and interests. Refer to the appendix in this publication to see a sample questionnaire.

Employer Survey Procedures

Employer representatives are identified and contacted by the LP by telephone and are asked to participate in the survey, either by phone, fax, or mail. To encourage participation from the highest possible percentage of employers, they are assured that any information they provide will be kept strictly confidential and that any information published will be prepared in summary form and will not identify any specific employers who participate in the survey. The appropriate survey respondent is generally a person responsible for the hiring of personnel in the survey occupation. Completed and/or returned questionnaires are reviewed and checked for consistency and completeness. Unclear or inconsistent responses are clarified through follow-up phone calls to the survey respondents. In a standard employer sample of 40 potential respondents, the LP's response goal is to collect at least 15 fully completed questionnaires. The smaller the sample size, the greater the response rate required. The LP must also meet or exceed industry representation goals to ensure that the summarized data will represent all major employing industries.

Data Entry, Tabulation, and Summary

Reviewed and clarified survey responses are entered into the secure CCOIS computer database and survey response tabulations are prepared to be used in the data analysis process. From those tabulations, the data is analyzed by the LPs and draft occupational profiles are prepared. The draft profiles and other report materials are then reviewed by LMID analysts. Following the review and editing process, an Occupational Outlook publication is produced and distributed to key organizations in the local area -e.g. schools, career centers, libraries, employment and training agencies, participating employers, training providers, etc.

Occupational Profiles

Accountants and Auditors

Also known as Staff Accountants. Includes Certified Public Accountants (CPA).

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data (OES 211140).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$11.99 - $17.73/hr	$16.47/hr
New Hires/Exp'd:	$11.51 - $28.51/hr	$19.66/hr
Exp'd/After 3 Years:	$13.95 - $31.96/hr	$24.60/hr

Some employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■■	—	■■	—	—	—
Vision Insurance	■■■■	—	■■	—	—	—
Life Insurance	■■■	—	■	—	■	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■	—	■■■■	—	■	—
Child Care	—	—	—	—	■■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 36-50 hours per week.

Employer Requirements

License: Not required, except for individuals who want to be licensed as certified public accountants (CPAs); contact the State Board of Accountancy at 916-263-3680 for licensing information.

Education: Of the employers surveyed, all report that they require a bachelor degree for job entry.

Experience: Almost all employers require or prefer 1-5 years of prior experience.

Training: Of the employers surveyed, all report that spreadsheet skills are important. Almost all also report that word processing skills are important. Most report that database skills are important. Becoming a certified public accountant (CPA) may enhance one's employment opportunities. Refer to Accountants and Auditors in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 20 employers surveyed representing 701 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Very Large. There are approximately 7,725-9,445 accountants and auditors currently employed in Sacramento and Yolo Counties. Local surveys indicate about 50% are female. Only a few employers are union, although most of the jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 100-120 job openings are projected per year due to a net increase in occupation size. About 120-145 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of accountants and auditors is expected to grow about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: In a wide variety of industries, with about half employed by government agencies. Nationally, about 10% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many recruit applicants through word of mouth. Some recruit applicants through internet job listings. Some also fill openings by hiring referrals from colleges and universities and/or from employees.

Career Path: Promotions may lead to management positions or partnership in the firm.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- 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.

Skills:
- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.
- Determining how money will be spent to get the work done, and accounting for these expenditures.

Abilities:
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to read and understand information and ideas presented in writing.

Adjustment Clerks

Also known as Customer Service Representatives.

Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill (OES 531230).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$7.00 - $13.85/hr	$11.18/hr	—	—
New Hires/Exp'd:	$7.00 - $18.46/hr	$12.01/hr	$12.50 - $15.04/hr	$12.54/hr
Exp'd/After 3 Years:	$7.65 - $22.00/hr	$13.76/hr	$13.00 - $17.40/hr	$14.38/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	■	■■	■	—	—
Dental Insurance	■■■■	■	■■	■	—	—
Vision Insurance	■■■■	■	■	■	—	—
Life Insurance	■■■	■	■■	■	■	—
Sick Leave	■■■■■	■	■	—	—	—
Vacation	■■■■■	■	■	—	—	—
Retirement	■	—	■■■■	■■	■	—
Child Care	—	—	—	—	■■■	■

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 40 hours per week. A few jobs are 8-33 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 1-3 years of customer service related prior experience. Many employers are willing to accept training as a substitute for experience. Some employers do not require prior experience.

Training: Many employers report that word processing and spreadsheet skills are important. Some also report that database skills are important. Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Customer Service Related Occupations and/or Call Center Workers in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 15 employers surveyed representing 138 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is not difficult to find applicants who meet their hiring standards. This indicates a **very competitive outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Medium. There are approximately 1,545-1,890 customer service representatives currently employed in Sacramento and Yolo Counties. Local surveys indicate about 80% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 45-55 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of customer service representatives is expected to grow faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: In a variety of industries, including financial institutions, retailers, insurance companies, and hospitals who offer on-site or telephone service and support for their products and services. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also recruit applicants through internet job listings. Employers may fill openings by promoting from clerical positions.

Career Path: Promotions may lead to supervisory or management positions. Customer service and communication skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- 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.

Skills:
- 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.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.

Adult/Child Day Care Center Directors

Adult/Child Day Care Center Directors direct activities of child or adult day care center or other facility to provide instruction and care for children or adults. They maintain facility budget and purchase instructional materials or teaching aids and hire teaching and service staff. They review and evaluate facility activities to ensure conformance to state and local regulations (Modified DOT 092.167-999).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$6.00 - $16.78/hr	$10.50/hr
Exp'd/After 3 Years:	$7.50 - $17.74/hr	$13.50/hr

Benefits: Almost all employers provide medical insurance and other benefits, including a vacation and sick leave. Most also provide dental insurance. Many provide child care benefits. Some provide a retirement plan.

Hours: Almost all jobs are 40-50 hours per week.

Employer Requirements

License: None

Education: Many employers require a bachelor degree for job entry. Some employers are willing to accept an associate degree.

Experience: Almost all employers require or prefer 1-5 years of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Many employers report that word processing skills are important. Refer to Child Care Center Directors and/or Education Administrators in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 175-225 adult/child day care center directors currently employed in Sacramento and Yolo Counties. Local surveys indicate more than 95% are female.

Employment Trends

Insufficient data; however, some employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of education administrators is expected to grow about as fast as the average for all occupations over the 1998-2008 period.

Other Information

Where the Jobs Are: Adult and child day care centers, nursery schools, and preschools. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements.

Career Path: Promotions usually take the form of higher earnings.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Adjusting actions in relation to others' actions.
- Talking to others to convey information effectively.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 11-9031.00* *Source: O*NET OnLine*

Data collected in 1999: 16 employers surveyed representing 48 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Amusement and Recreation Attendants

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions (OES 680140).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $6.67/hr	$6.00/hr
New Hires/Exp'd:	$5.75 - $8.00/hr	$6.25/hr
Exp'd/After 3 Years:	$6.00 - $11.00/hr	$8.00/hr

Benefits: EMPLOYER PAID: Some employers provide medical insurance. Many provide a vacation. Some also provide dental insurance. Few employers provide benefits for part-time employees.

Hours: Many jobs are 15-30 hours per week. Some jobs are 35-40 hours per week. Some other jobs are temporary or seasonal, ranging from 15-30 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers are willing to accept less than a high school level education.

Experience: Almost all employers do not require prior experience.

Training: Some employers report that word processing and database skills are important. Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%). This turnover rate does not include temporary or seasonal employment.

Size of Occupation

Medium. There are approximately 1,275-1,560 amusement and recreation attendants currently employed in Sacramento and Yolo Counties. Local surveys indicate about 40% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. About 40-45 job openings are projected per year due to a net increase in occupation size. About 30-35 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of amusement and recreation attendants is expected to increase faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Amusement parks, golf courses, recreation and fitness facilities, and local government. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Most also fill openings by hiring unsolicited applicants. Many recruit applicants through newspaper advertisements. Some fill openings through in-house promotion or transfer.

Career Path: Promotions may lead to supervisory or management positions. Customer service and interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills:
- Talking to others to convey information effectively.
- Actively looking for ways to help people.
- Being aware of others' reactions and understanding why they react as they do.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to speak clearly so others can understand you.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 39-3091.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 229 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Animal Health Technicians

Also known as Registered Veterinary Technicians (RVT).

Animal Health Technicians assist veterinary staff to diagnose and treat animals for injury and illness, applying knowledge of veterinary medical assisting procedures and techniques and following directions of the veterinary staff (Modified DOT 079.361-999).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $10.00/hr	$8.25/hr
New Hires/Exp'd:	$7.50 - $13.00/hr	$10.00/hr
Exp'd/After 3 Years:	$9.00 - $16.00/hr	$12.00/hr

Most employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■	■	■	—
Dental Insurance	■■	—	■	—	■	—
Vision Insurance	■	—	—	—	—	—
Life Insurance	—	—	—	—	■	—
Sick Leave	■■■■■	■	—	—	—	—
Vacation	■■■■■	■	—	—	—	—
Retirement	—	—	■	—	—	—
Child Care	—	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 35-45 hours per week. Some jobs are 20-30 hours per week.

Employer Requirements

License: Required for this occupation; contact the Veterinary Medical Board at 916-263-2610 for licensing information.

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 3-12 months of prior experience, although most are willing to accept training as a substitute for experience.

Training: Almost all employers require technical or vocational training prior to employment. Many employers report that general computer skills are important. Refer to Veterinary/Animal Health Technicians the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 200-250 animal health technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate more than 95% are female.

Employment Trends

Insufficient data; however, most employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of veterinary technicians is expected to increase much faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Offices of veterinarians and veterinary clinics. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from public and private schools and/or recruit applicants through newspaper advertisements. Some also recruit applicants through word of mouth and/or fill openings by hiring unsolicited applicants. With additional education or training, employers may fill openings by promoting from veterinary assistant positions.

Career Path: Promotions may lead to head technician or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Skills:
- Using scientific rules and methods to solve problems.
- 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.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

*Related O*NET-SOC Code 31-9096.00* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 39 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Architects - Except Landscape and Marine

Architects, except Landscape and Marine plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property. Does not include Marine and Landscape Architects (OES 223020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$10.55 - $22.53/hr	$17.26/hr
Exp'd/After 3 Years:	$13.42 - $30.00/hr	$22.06/hr

Benefits: EMPLOYER PAID: Almost all employers provide medical insurance. Of the employers surveyed, all report that they provide a vacation. Almost all also provide sick leave and a retirement plan. Most provide dental insurance. Many provide an annual bonus or profit sharing and vision insurance. Some provide life insurance. SHARED COST: A few employers provide medical insurance and child care benefits.

Hours: Almost all jobs are 40-50 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Board of Architectural Examiners at 916-445-3393 for licensing information.

Education: Most employers require a bachelor degree for job entry.

Experience: Almost all employers require or prefer 2-5 years of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Some employers require technical or vocational training prior to employment. Most employers report that CAD/AutoCAD, word processing, and spreadsheet skills are important. Many also report that database skills are important. Some report that desktop publishing skills are important. No degree programs were identified in the Sacramento region, except for a Landscape Architecture program at UC Davis.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. There are approximately 525-645 architects currently employed in Sacramento and Yolo Counties. Local surveys indicate about 15% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. About 15-20 job openings are projected per year due to a net increase in occupation size. About 5-10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of architects is projected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Architectural firms and government agencies. Nationally, about 26% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Many also fill openings by hiring referrals from colleges and universities. Some recruit applicants through newspaper advertisements. Some also fill openings by hiring unsolicited applicants, through in house promotion or transfer and/or through internet job listings or trade journals.

Career Path: Promotions may lead to project manager or job captain. Promotions may also take the form of self-employment. Communication and interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- 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.

Skills:
- Using mathematics to solve problems.
- Adjusting actions in relation to others' actions.
- Talking to others to convey information effectively.

Abilities:
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to apply general rules to specific problems to produce answers that make sense.

*O*NET-SOC Code 17-1011.00* *Source: O*NET OnLine*

Data collected in 2000: 16 employers surveyed representing 110 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Assemblers and Fabricators - Except Machine, Electrical/Electronic and Precision

Assemblers and Fabricators, except Machine, Electrical, Electronic, and Precision in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing (OES 939560).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $8.00/hr	$7.50/hr
New Hires/Exp'd:	$6.75 - $9.00/hr	$8.00/hr
Exp'd/After 3 Years:	$9.00 - $13.00/hr	$10.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	—	■■■	—	—	—
Dental Insurance	■■	—	■■	—	—	—
Vision Insurance	■■	—	■■	—	—	—
Life Insurance	■■	—	■	—	■	—
Sick Leave	■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	—	—	■■■	—	—	—
Child Care	—	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Of the employers surveyed, all report that they are willing to accept less than a high school level education for job entry.

Experience: Many employers do not require prior experience. Many other employers require or prefer prior experience, although many are willing to accept training as a substitute for experience.

Training: Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Assemblers and Fabricators in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 15 employers surveyed representing 755 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is not difficult to find applicants who meet their hiring standards. This indicates a **very competitive outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Large. There are approximately 2,585-3,155 assemblers and fabricators currently employed in Sacramento and Yolo Counties. Local surveys indicate about 25% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 100-120 job openings are projected per year due to a net increase in occupation size. About 45-55 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of assemblers and fabricators is expected to increase slower than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Manufacturers and fabricators of metal, wood, glass, fiberglass, rubber, and plastic products. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants. Some also fill openings by hiring referrals from the Employment Development Department. Employers may fill openings by promoting from a variety of positions, such as janitorial/maintenance positions.

Career Path: Promotions may lead to leadperson or other supervisory positions. Good work ethic and attention to detail may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Skills:
- Controlling operations of equipment or systems.
- Using mathematics to solve problems.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- 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.

Automotive Body and Related Repairers

Also known as Body Technicians, Bodymen, and Painters.

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass (OES 853050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $12.50/hr	$8.50/hr
New Hires/Exp'd:	$8.00 - $22.00/hr	$17.50/hr
Exp'd/After 3 Years:	$20.00 - $25.57/hr	$22.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■	—	—	—
Dental Insurance	■■	—	■	—	—	—
Vision Insurance	■	—	—	—	—	—
Life Insurance	■	—	—	—	—	—
Sick Leave	■	—	—	—	—	—
Vacation	■■■	—	—	—	—	—
Retirement	■■■	—	■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40-45 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers require 1-5 years of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Some employers report that computer skills are important. A few report that frame analysis skills are important. Some employers require I-CAR certification. Many employers require or prefer technical or vocational training prior to employment. Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the job training. Refer to Auto Body Repairers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Small. There are approximately 775-950 automotive body repairers currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 10-20 job openings are projected per year due to a net increase in occupation size. About 25-30 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of automotive body repairers is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Auto body repair shops and auto dealers (with body shops). Nationally, about 13% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Employers may fill openings by promoting from detailer, sander, prep person, and apprentice positions.

Career Path: Promotions may lead to estimator or supervisory/management positions. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Skills:
- Repairing machines or systems using the needed tools.
- Installing equipment, machines, wiring, or programs to meet specifications.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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).

*O*NET-SOC Code 49-3021.00* *Source: O*NET OnLine*

Data collected in 2001: 16 employers surveyed representing 92 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Automotive Mechanics

Also known as Automotive and Service Technicians.

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as brake repairers, transmission mechanics, or front-end mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists (OES 853020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $13.00/hr	$8.00/hr
New Hires/Exp'd:	$8.00 - $19.00/hr	$13.00/hr
Exp'd/After 3 Years:	$15.00 - $27.00/hr	$22.00/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■	—	■■	—	—	—
Life Insurance	■■	—	■	—	—	—
Sick Leave	■■	—	■	—	—	—
Vacation	■■■■■	—	■	—	—	—
Retirement	■■	—	■■■	—	—	—
Child Care	—	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-40 hours per week.

Employer Requirements

License: Not required, except for individuals who want to be licensed as smog check technicians or brake/lamp adjusters; contact the Bureau of Automotive Repair at 800-952-5210 for licensing information.

Education: Most employers are willing to accept less than a high school level education for job entry. Many employers require a high school diploma or equivalent.

Experience: Most employers require or prefer 1-2 years of prior experience. Many employers do not require prior experience.

Training: Most employers require or prefer technical or vocational training prior to employment. Most employers report that general computer skills are important. Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Automotive Mechanics and/or Smog Technicians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Very Large. There are approximately 4,320-5,280 automotive technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 100-120 job openings are projected per year due to a net increase in occupation size. About 105-130 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of automotive service technicians and mechanics are expected to increase about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Automotive repair shops, automobile dealers, and government agencies. Nationally, about 16% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees and/or recruit applicants through word of mouth.

Career Path: Automotive technicians generally begin as trainees or apprentices. Many technicians and mechanics develop specialties such as electronics, transmissions, or brakes. Promotions may lead to service manager or may take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills:
- Repairing machines or systems using the needed tools.
- Determining causes of operating errors and deciding what to do about it.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Abilities:
- 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).
- 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.
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

*O*NET-SOC Code 49-3023.01* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 139 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Bakers - Bread and Pastry

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods (OES 650210).

Wages and Benefits

	Union	Median	Non-Union	Median
New Hires/Inexp'd:	—	—	$6.00 - $7.00/hr	$6.00/hr
New Hires/Exp'd:	$7.00 - $13.50/hr	$8.68/hr	$6.00 - $8.00/hr	$7.00/hr
Exp'd/After 3 Years:	$10.00 - $20.00/hr	$14.35/hr	$8.00 - $13.00/hr	$10.00/hr

Benefits: EMPLOYER PAID: Some employers provide medical insurance. Many provide a vacation. Some also provide dental insurance, vision insurance, a retirement plan, and sick leave. SHARED COST: Some employers provide medical insurance and other benefits, including vision insurance and dental insurance. A few provide life insurance. For part-time employees: Some employers provide medical insurance and other benefits, including dental insurance, vision insurance, and a vacation. A few provide sick leave, a retirement plan, and life insurance.

Hours: Most jobs are 35-40 hours per week. Some jobs are 18-30 hours per week.

Employer Requirements

License: None

Education: Many employers are willing to accept less than a high school level education for job entry. Many other employers require a high school diploma or equivalent.

Experience: Many employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Bakers, Bread and Pastry in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Small. There are approximately 600-730 bread and pastry bakers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 25% are female. Almost all jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. About 15-20 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of chefs, cooks, and other kitchen workers is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Eating and drinking establishments, retail bakeries, and grocery stores. Nationally, about 4% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements and/or by hiring unsolicited applicants. Some fill openings through in-house promotion or transfer and/or by hiring referrals from schools and training programs.

Career Path: Promotions may lead to supervisory or management positions. Leadership and math skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
- 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.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Skills:
- Controlling operations of equipment or systems.
- Understanding written sentences and paragraphs in work related documents.
- Using mathematics to solve problems.

Abilities:
- The ability to read and understand information and ideas presented in writing.
- 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).
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

*O*NET-SOC Code 51-3011.01* *Source: O*NET OnLine*

Data collected in 2000: 21 employers surveyed representing 198 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Bartenders

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes (OES 650050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $7.07/hr	$6.00/hr
New Hires/Exp'd:	$5.75 - $7.07/hr	$6.00/hr
Exp'd/After 3 Years:	$5.75 - $8.00/hr	$6.88/hr

These wages do not include tips.

Benefits: EMPLOYER PAID: Some employers provide a vacation. SHARED COST: Some employers provide medical insurance. For part-time employees: Few employers provide benefits.

Hours: Most jobs are 10-30 hours per week. Some jobs are 35-40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers require or prefer 3-24 months of prior experience, although most are willing to accept training as a substitute for experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Bartenders in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Medium. There are approximately 1,190-1,455 bartenders currently employed in Sacramento and Yolo Counties. Local surveys indicate about 35% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 10-15 job openings are projected per year due to a net increase in occupation size. About 50-60 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of food and beverage service occupations is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Hotels, restaurants, and bars. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees and/or by hiring unsolicited applicants. Many also recruit applicants through newspaper advertisements.

Career Path: Promotions may lead to bar manager. Bar industry knowledge may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Skills:
- Actively looking for ways to help people.
- 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.
- Talking to others to convey information effectively.

Abilities:
- The ability to remember information such as words, numbers, pictures, and procedures.
- 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).
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

*O*NET-SOC Code 35-3011.00* *Source: O*NET OnLine*

Data collected in 2000: 18 employers surveyed representing 98 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Bill and Account Collectors

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account, sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes (OES 535080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.90 - $8.65/hr	$8.00/hr
New Hires/Exp'd:	$6.50 - $13.42/hr	$10.00/hr
Exp'd/After 3 Years:	$8.00 - $17.26/hr	$12.66/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■■	—	■	—	—	—
Life Insurance	■■	—	■	—	—	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■	—	■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week. A few jobs are 20-30 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Almost all employers require or prefer 6-36 months of prior experience.

Training: Many employers report that word processing skills are important. Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Medium. There are approximately 1,400-1,710 bill and account collectors currently employed in Sacramento and Yolo Counties. Local surveys indicate about 60% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 20-25 job openings are projected per year due to a net increase in occupation size. About 35-45 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of bill and account collector jobs is expected to grow much faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: In a variety of industries, such as credit reporting and collection agencies, banks, department stores, and other institutions that extend credit. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Skills:
- Talking to others to convey information effectively.
- 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.
- Being aware of others' reactions and understanding why they react as they do.

Abilities:
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to speak clearly so others can understand you.

*O*NET-SOC Code 43-3011.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 678 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Billing, Cost, and Rate Clerks

Includes Medical Billing Clerks.

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods, posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also does not include workers who calculate charges for passenger transportation (OES 553440).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $9.00/hr	$8.00/hr
New Hires/Exp'd:	$8.00 - $13.00/hr	$11.00/hr
Exp'd/After 3 Years:	$9.00 - $15.00/hr	$13.00/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■■	—	■■	—	—	—
Life Insurance	■■■	—	■	—	■	—
Sick Leave	■■■■■■	—	—	—	—	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■■	—	■■■	—	■	—
Child Care	—	—	—	—	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 38-45 hours per week.

Employer Requirements

License: None

Education: Of the employers surveyed, all report that they require a high school diploma or equivalent for job entry.

Experience: Almost all employers require or prefer 3-36 months of prior experience. Most employers are willing to accept training as a substitute for experience.

Training: Many employers report that word processing skills are important. Some also report that spreadsheet and database skills are important. Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Billing Clerks and/or Billing Clerks - Medical in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Medium. There are approximately 1,505-1,840 billing, cost, and rate clerks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 90% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 50-60 job openings are projected per year due to a net increase in occupation size. About 30-35 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of billing clerks is expected to grow slower than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: In a variety of industries, with about half employed by the healthcare services industry. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Some also recruit applicants through internet job listings and/or fill openings by hiring referrals from employees. Employers may fill openings by promoting from receptionist or other clerical positions.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to choose the right mathematical methods or formulas to solve a problem.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 43-3021.02* *Source: O*NET OnLine*

Data collected in 2002: 16 employers surveyed representing 108 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Biological, Agricultural, and Food Technicians and Technologists - Except Health

Also known as Lab Technicians.

Biological, Agricultural, and Food Technicians and Technologists, except Health assist scientists in laboratory and production activities by performing tasks necessary to experiment, test, and develop new and improved methods in production, preservation, and processing of plant and animal life. They develop improved methods of processing and preserving for artificial insemination, and test blood of poultry to ascertain presence of disease. Includes Agricultural Technicians who treat ornamental and shade trees to improve their health and appearance (OES 245020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.00 - $13.52/hr	$9.25/hr
New Hires/Exp'd:	$6.00 - $15.35/hr	$10.00/hr
Exp'd/After 3 Years:	$10.00 - $15.82/hr	$14.00/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance. Most provide a vacation and sick leave. Many also provide life insurance and a retirement plan. Some provide dental insurance and vision insurance. SHARED COST: Some employers provide medical insurance and dental insurance. Few employers provide benefits for part-time employees.

Hours: Most jobs are 40-45 hours per week. A few jobs are 16-30 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers require a bachelor degree.

Experience: Almost all employers do not require prior experience.

Training: Many employers report that database skills are important. Some also report that word processing and spreadsheet skills are important. Refer to Biological Scientists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%). This turnover rate does not include temporary or seasonal employment.

Size of Occupation

Small. There are approximately 190-235 biological, agricultural, and food technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 55% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of science technicians is expected to increase more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Research and testing laboratories, manufacturers of food, chemical and biological products, and government agencies. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from colleges and universities. Most also recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees. Some fill openings through in-house promotion or transfer, by hiring unsolicited applicants, and/or through internet job listings.

Career Path: Promotions may lead to higher level lab technician positions or supervisory/management positions. Additional education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

Skills:
- Using scientific rules and methods to solve problems.
- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in writing so others will understand.
- 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.

*O*NET-SOC Code 19-4021.00* *Source: O*NET OnLine*

Data collected in 2000: 19 employers surveyed representing 199 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines (OES 553380).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $12.00/hr	$8.50/hr
New Hires/Exp'd:	$7.10 - $17.00/hr	$10.00/hr
Exp'd/After 3 Years:	$9.15 - $19.00/hr	$14.00/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	—	■■■	■	■	—
Dental Insurance	■■	—	■■	■	■	—
Vision Insurance	■	—	■■	■	■	—
Life Insurance	■	—	■	■	■	—
Sick Leave	■■■■	■■	—	—	—	—
Vacation	■■■■■	■■	—	—	—	—
Retirement	■	■	■■	■	■	—
Child Care	—	—	—	—	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 40 hours per week. Some jobs are 10-30 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Almost all employers require or prefer 1-5 years of prior experience. Most employers are willing to accept training as a substitute for experience.

Training: Many employers report that spreadsheet and word processing skills are important. Some also report that knowledge of accounting software is important. Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Bookkeeping/Accounting Clerks in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 15 employers surveyed representing 35 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Very Large. There are approximately 9,515-11,630 bookkeepers and accounting technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 85% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 120-1500 job openings are projected per year due to a net increase in occupation size. About 175-215 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, little or no change is expected in the employment of bookkeeping, accounting, and auditing clerks through 2010. Virtually all job openings will stem from replacement needs.

Other Information

Where the Jobs Are: In most industries, with about one out of every four jobs are provided by government agencies and educational institutions. Nationally, about 8% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities. With the appropriate education, promotions may also lead to accountant.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- 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.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to choose the right mathematical methods or formulas to solve a problem.
- The ability to see details at close range (within a few feet of the observer).

Bus and Truck Mechanics and Diesel Engine Specialists

Also known as Diesel Mechanics and Technicians.

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines (OES 853110).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	—	—	—	—
New Hires/Exp'd:	$10.00 - $18.00/hr	$12.00/hr	$12.00 - $26.00/hr	$14.29/hr
Exp'd/After 3 Years:	$14.00 - $25.00/hr	$18.00/hr	$14.37 - $28.40/hr	$22.05/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■	—	—	—
Dental Insurance	■■■■■	—	■	—	—	—
Vision Insurance	■■■■	—	■	—	—	—
Life Insurance	■	—	—	—	—	—
Sick Leave	■■■	—	■	—	—	—
Vacation	■■■■	—	■	—	—	—
Retirement	■■■■	—	■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. A few employers are willing to accept less than a high school level education.

Experience: Most employers require 1-5 years of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Many employers report that computer skills are important. Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Bus and Truck Mechanics and Diesel Engine Specialists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Medium. There are approximately 935-1,145 diesel mechanics currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. Most jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 20-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of diesel mechanics and service technicians is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Local and long haul trucking companies, school districts, diesel and truck repair shops, truck rental and leasing companies, and wholesalers of industrial machinery and equipment. Nationally, about 4% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements.

Career Path: Diesel mechanics generally begin as trainees or apprentices. Promotions may lead to shop foreman or other supervisory/management positions. Communication and interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills:
- Repairing machines or systems using the needed tools.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Determining causes of operating errors and deciding what to do about it.

Abilities:
- 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.
- The ability to detect or tell the differences between sounds that vary in pitch and loudness.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 49-3031.00* *Source: O*NET OnLine*

Data collected in 2001: 16 employers surveyed representing 171 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Bus Drivers - School

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils (OES 971110).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$10.00 - $11.89/hr	$11.00/hr
New Hires/Exp'd:	$8.00 - $13.50/hr	$11.04/hr
Exp'd/After 3 Years:	$11.00 - $15.99/hr	$12.84/hr

Benefits: EMPLOYER PAID: Almost all employers provide medical insurance. Of the employers surveyed, all report that they provide a vacation and sick leave. Almost all provide dental insurance. Most also provide vision insurance and life insurance. SHARED COST: Many employers provide a retirement plan. For part-time employees: Most employers provide medical insurance. Almost all provide a retirement plan. Most also provide sick leave, a vacation, dental insurance, and vision insurance. Many provide life insurance.

Hours: Many jobs are 40 hours per week. Many other jobs are 21-32 hours per week.

Employer Requirements

License: A commercial drivers license is required for this occupation, although some employers provide the necessary training and preparation to acquire the license; contact the Department of Motor Vehicles Commercial Driving License Office at 916-657-5771 for licensing information.

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Bus Drivers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 575-705 school bus drivers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 70% are female. Almost all jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 5-10 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of busdrivers is expected to increase about as fast as average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Public and private elementary and secondary schools. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. A few also fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

Career Path: Promotions may lead to dispatcher or bus driver trainer, or supervisory positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- 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.
- 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.

Skills:
- Controlling operations of equipment or systems.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Being aware of others' reactions and understanding why they react as they do.

Abilities:
- The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

*O*NET-SOC Code 53-3022.00* *Source: O*NET OnLine*

Data collected in 2000: 16 employers surveyed representing 555 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Butchers and Meat Cutters

Butchers and Meat Cutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Does not include butchers working in slaughtering (OES 650230).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$5.75 - $6.00/hr	$5.75/hr	$8.50 - $18.00/hr	$12.50/hr
New Hires/Exp'd:	$6.00 - $12.20/hr	$8.00/hr	$14.00 - $18.00/hr	$17.00/hr
Exp'd/After 3 Years:	$8.00 - $17.67/hr	$12.00/hr	$8.50 - $18.00/hr	$12.50/hr

Benefits: EMPLOYER PAID: Most employers provide medical insurance and other benefits, including sick leave, a vacation, dental insurance, and vision insurance. Many also provide life insurance.

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Many employers are willing to accept less than a high school level education.

Experience: Most employers require or prefer 3-24 months of prior experience, although most are willing to accept training as a substitute for experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Butchers and Meat Cutters in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 545-670 butchers and meat cutters currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. Less than 10 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of butchers and meat, poultry, and fish cutters is expected to grow more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Grocery stores and meat/seafood retailers and wholesalers. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Many employers fill openings by hiring referrals from employees and/or recruit applicants through word of mouth. Some also fill openings by hiring union referrals and/or unsolicited applicants.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Skills:
- Using mathematics to solve problems.
- 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.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 51-3021.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 87 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Cabinetmakers and Bench Carpenters

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock (OES 893110).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.25 - $7.50/hr	$6.75/hr
New Hires/Exp'd:	$6.25 - $14.00/hr	$9.50/hr
Exp'd/After 3 Years:	$7.50 - $17.00/hr	$13.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	—	■■■	—	—	—
Dental Insurance	■■	—	■■	—	—	—
Vision Insurance	■	—	■■	—	—	—
Life Insurance	■	—	■	—	—	—
Sick Leave	■■	—	—	—	—	—
Vacation	■■■■	—	—	—	—	—
Retirement	—	—	■■	—	■	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 38-40 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers are willing to accept less than a high school level education.

Experience: Many employers do not require prior experience. Many others require 3-36 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Cabinetmakers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Small. There are approximately 555-675 cabinetmakers and bench carpenters currently employed in Sacramento and Yolo Counties. Local surveys indicate about 25% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 15-25 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation.

Other Information

Where the Jobs Are: Cabinet making firms and manufacturers of wood furniture and fixtures. Nationally, about 11% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from the Employment Development Department.

Career Path: Promotions may lead to supervisory or management positions. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Skills:
- Controlling operations of equipment or systems.
- Determining the kind of tools and equipment needed to do a job.
- Installing equipment, machines, wiring, or programs to meet specifications.

Abilities:
- The ability to read and understand information and ideas presented in writing.
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

*O*NET-SOC Code 51-7011.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 330 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Call Center Supervisors and Managers

Call Center Supervisors and Managers directly supervise and coordinate activities of call center staff. They may also engage, in part, in the same work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision (Modified DOT 531.230-998).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$12.27 - $19.26/hr	$14.96/hr
New Hires/Exp'd:	$10.65 - $21.10/hr	$17.26/hr
Exp'd/After 3 Years:	$13.64 - $28.80/hr	$22.16/hr

Benefits: EMPLOYER PAID: Some employers provide medical insurance. Almost all provide sick leave and a vacation. Many also provide life insurance and vision insurance. Some provide dental insurance and a retirement plan. SHARED COST: Most employers provide medical insurance and dental insurance. Many also provide vision insurance, a retirement plan, and life insurance.

Hours: Of the employers surveyed, all report that jobs are 40-50 hours per week.

Employer Requirements

License: None

Education: Some employers require a bachelor degree for job entry. Some other employers are willing to accept an associate degree.

Experience: Many employers require or prefer 1-5 years of prior experience, although many are willing to accept training as a substitute for experience.

Training: Almost all employers report that word processing and spreadsheet skills are important. Many also report that database skills are important. Some report that desktop publishing skills are important. Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 245-300 call center supervisors and managers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 75% are female.

Employment Trends

Insufficient data; however, many employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation.

Other Information

Where the Jobs Are: In a variety of industries who offer telephone sales, service, and support for their products and services.

Methods Used to Fill Job Openings: Of the employers surveyed, all report that they fill openings through in-house promotion or transfer. Many recruit applicants through newspaper advertisements and/or internet job listings. Many also fill openings by hiring referrals from employees.

Career Path: Promotions may lead to call center director. Communication, problem solving, and leadership skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- 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.

Skills:
- Talking to others to convey information effectively.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Adjusting actions in relation to others' actions.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to see details at close range (within a few feet of the observer).

*Related O*NET-SOC Code 43-1011.01* *Source: O*NET OnLine*

Data collected in 2000: 17 employers surveyed representing 222 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Call Center Workers

Also known as Customer Service and Call Center Representatives.

Call Center Workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customers' questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing or credit. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. Does not include employees who work primarily as switchboard operators or dispatchers (Modified DOT 531.230-999).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$8.00 - $13.63/hr	$10.17/hr	—	—
New Hires/Exp'd:	$8.00 - $14.38/hr	$11.94/hr	$11.61 - $15.10/hr	$13.71/hr
Exp'd/After 3 Years:	$11.00 - $17.84/hr	$13.68/hr	$14.42 - $16.23/hr	$15.30/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	■■	■■	■	—	—
Dental Insurance	■■■■	■■	■■	■	■	—
Vision Insurance	■■■■	■■	■■	■	—	—
Life Insurance	■■■■■	■■	■	■	—	—
Sick Leave	■■■■■■	■■■	—	—	—	—
Vacation	■■■■■■	■■■	—	—	—	—
Retirement	■■■■	■■■	■■	—	■	—
Child Care	—	—	—	—	■■	■

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 36-50 hours per week. A few jobs are 20-36 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers prefer 1-2 years of prior customer service related experience. Many employers are willing to accept training as a substitute. Some employers do not require prior experience.

Training: Most employers report that general computer skills are important. Some also report that word processing skills are important. Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Call Center Workers and/or Customer Service Related Occupations in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Large. There are approximately 3,000-4,000 call center workers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 65% are female. Many jobs are union.

Employment Trends

Insufficient data; however, most employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation.

Other Information

Where the Jobs Are: In a variety of industries who offer telephone sales, service, and support for their products and services.

Methods Used to Fill Job Openings: Most employers recruit applicants through internet job listings and/or fill openings by hiring referrals from employees. Some also recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer.

Career Path: Promotions may lead to higher level customer service representative positions. Promotions may also lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- 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.

Skills:
- 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.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in speaking so others will understand.

*Related O*NET-SOC Code 43-4051.01* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 3,216 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Carpenters

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters (OES 871020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $14.00/hr	$9.59/hr
New Hires/Exp'd:	$10.00 - $25.00/hr	$16.00/hr
Exp'd/After 3 Years:	$12.50 - $30.00/hr	$20.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■	—	—	—
Dental Insurance	■■	—	■■	—	—	—
Vision Insurance	■	—	■	—	—	—
Life Insurance	■■	—	■	—	—	—
Sick Leave	■■■	—	—	—	—	—
Vacation	■■■	—	■	—	—	—
Retirement	■■	—	■■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 40 hours per week. A few jobs are 20 hours per week. Some jobs are seasonal.

Employer Requirements

License: Not required, except for individuals who want to be licensed as general building or specialty contractors; contact the Contractors State License Board at 800-321-2752 for licensing information.

Education: Most employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent.

Experience: Almost all employers require or prefer prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Carpenters in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Large. There are approximately 3,600-4,400 carpenters currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 70-85 job openings are projected per year due to a net increase in occupation size. About 100-120 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of carpenters is expected to increase more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: General building and heavy construction contractors. Nationally, about 27% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to foreman positions. Promotions may also take the form of self-employment. Interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills:
- Installing equipment, machines, wiring, or programs to meet specifications.
- Determining the kind of tools and equipment needed to do a job.
- Repairing machines or systems using the needed tools.

Abilities:
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

*O*NET-SOC Code 47-2031.01* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 742 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Cashiers

Also known as Checkers, Clerks, and Food Clerks.

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers (OES 490230).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $7.00/hr	$6.00/hr
New Hires/Exp'd:	$5.75 - $8.70/hr	$6.38/hr
Exp'd/After 3 Years:	$5.75 - $16.88/hr	$9.00/hr

Surveys indicated that union wages were typically at the top end of the range.

Benefits: For full-time employees: Most employers provide medical insurance. Almost all provide a vacation. Most also provide dental insurance, vision insurance, and life insurance. Many provide sick leave. Some provide a retirement plan. For part-time employees: Few employers provide benefits.

Hours: Many jobs are 35-40 hours per week. Many other jobs are 18-32 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Very Large. There are approximately 13,215-16,155 cashiers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 60% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2002. About 305-375 job openings are projected per year due to a net increase in occupation size. About 635-775 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of cashiers is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: In a wide variety of business establishments, primarily within the retail and service sectors. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants. Some also fill openings by hiring referrals from employees.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Using mathematics to solve problems.
- Actively looking for ways to help people.
- Talking to others to convey information effectively.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to see details at close range (within a few feet of the observer).

*O*NET-SOC Code 41-2011.00* *Source: O*NET OnLine*

Data collected in 1999: 19 employers surveyed representing 307 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Child Care Workers

Also known as Teacher Aides/Assistants and Day Care Workers.

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting (OES 680380).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $9.00/hr	$7.25/hr
New Hires/Exp'd:	$7.00 - $9.00/hr	$8.00/hr
Exp'd/After 3 Years:	$7.00 - $11.00/hr	$9.20/hr

Some employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	■	■■■	■■	—	—
Dental Insurance	■■	■	■■	■	—	—
Vision Insurance	■■	■	■■	■	■	—
Life Insurance	■■	■	■	■	—	—
Sick Leave	■■■■	■■■	—	—	—	—
Vacation	■■■■	■■	—	—	—	—
Retirement	■	■	■■	■	■	■
Child Care	■	■	—	■	■	■

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Many jobs are 36-40 hours per week. Many other jobs are 18-30 hours per week.

Employer Requirements

License: Criminal record clearance, including fingerprinting.

Education: Almost all employers require a high school diploma or equivalent for job entry, in addition to 3-9 Early Childhood Education (ECE) units.

Experience: Many employers do not require prior experience.

Training: Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Child Care Workers/Providers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is not difficult to find applicants who meet their hiring standards. This indicates a **very competitive outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Large. There are approximately 2,200-2,690 child care workers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 95% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 85-105 job openings are projected per year due to a net increase in occupation size. About 20-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of child care workers is projected to increase about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Child care centers, nursery schools, and preschools. Nationally, about 38% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring public and private school referrals and/or referrals from employees. Some recruit applicants through word of mouth.

Career Path: With additional education, promotions may lead to teacher, assistant director, or director. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.

Skills:
- Talking to others to convey information effectively.
- Being aware of others' reactions and understanding why they react as they do.
- 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.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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.

*O*NET-SOC Code 39-9011.00* *Source: O*NET OnLine*

Data collected in 2002: 16 employers surveyed representing 418 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Civil Engineering Technicians and Technologists

Civil Engineering Technicians and Technologists apply the theory and principles of civil engineering in planning, designing, and overseeing the construction and maintenance of structures and facilities, under the direction of engineering staff and physical scientists (OES 225020).

Wages and Benefits

	Union	Median	Non-Union	Median
New Hires/Inexp'd:	—	—	$8.00 - $25.00/hr	$12.00/hr
New Hires/Exp'd:	$12.19 - $18.69/hr	$14.26/hr	$10.00 - $30.00/hr	$16.00/hr
Exp'd/After 3 Years:	$14.11 - $22.71/hr	$17.70/hr	$11.99 - $35.00/hr	$20.00/hr

Benefits: EMPLOYER PAID: Almost all employers provide medical insurance. Of the employers surveyed, all report that they provide a vacation. Almost all provide sick leave. Most also provide dental insurance and life insurance. Many provide vision insurance and a retirement plan. SHARED COST: A few employers provide medical insurance. Some provide a retirement plan and dental insurance. A few also provide vision insurance.

Hours: Of the employers surveyed, all report that jobs are 40-50 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers require a bachelor degree.

Experience: Many employers require or prefer 1-3 years of prior experience. Most employers are willing to accept training as a substitute for experience.

Training: Many employers require technical or vocational training prior to employment. Most employers report that word processing and spreadsheet skills are important. Many also report that CAD/AutoCAD skills are important. Some report that database skills are important. Refer to Civil Engineering Technicians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. There are approximately 590-720 civil engineering techs currently employed in Sacramento and Yolo Counties. Local surveys indicate about 20% are female. Many jobs are union, although only a few employers are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. About 15-20 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of engineering technicians is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Engineering firms and government agencies. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from public and private schools. Many fill openings by hiring unsolicited applicants and/or referrals from employees. Some recruit applicants through internet job listings.

Career Path: Promotions may lead to higher level tech or supervisory positions. Initiative and supervisory skills may be important for career advancement. With the appropriate education and license, promotions may also lead to civil engineer.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Skills:
- Using mathematics to solve problems.
- Using scientific rules and methods to solve problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities:
- 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.
- The ability to add, subtract, multiply, or divide quickly and correctly. The ability to choose the right mathematical methods or formulas to solve a problem.
- The ability to choose the right mathematical methods or formulas to solve a problem.

*O*NET-SOC Code 17-3022.00* *Source: O*NET OnLine*

Data collected in 2000: 21 employers surveyed representing 188 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Civil Engineers

Also known as Project or Staff Engineers.

Civil Engineers perform a variety of engineering work in planning, designing, and overseeing construction and maintenance of structures and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Includes traffic engineers who specialize in studying vehicular and pedestrian traffic conditions (OES 221210).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$13.42 - $20.00/hr	$18.00/hr
New Hires/Exp'd:	$12.20 - $32.00/hr	$21.58/hr
Exp'd/After 3 Years:	$13.95 - $35.20/hr	$25.31/hr

Surveys indicated that union wages were typically near the mid-point of the range.

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Almost all provide sick leave and a vacation. Most also provide life insurance. Many provide dental insurance and vision insurance. Some provide a retirement plan. SHARED COST: Some employers provide medical insurance. Many provide a retirement plan. Some also provide dental insurance. A few provide vision insurance.

Hours: Almost all jobs are 40-60 hours per week.

Employer Requirements

License: Required for all consulting civil engineers and those responsible for approving plans, specifications, and reports; contact the State Board of Professional Engineers and Land Surveyors at 916-263-2222 for licensing information.

Education: Of the employers surveyed, all report that they require a bachelor degree for job entry.

Experience: Many employers require or prefer 1-4 years of prior experience, although many are willing to accept training as a substitute for experience.

Training: Almost all employers report that word processing skills are important. Most also report that spreadsheet skills are important. Many report that CAD/AutoCAD skills are important. Some report that database skills are important. Refer to Civil Engineers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Large. There are approximately 3,235-3,955 civil engineers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female. Almost all jobs are union, although only a few employers are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 55-65 job openings are projected per year due to a net increase in occupation size. About 60-75 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of civil engineers is expected to increase faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Government agencies and engineering firms. Nationally, about 5% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees and/or by recruiting applicants through newspaper advertisements. Some also fill openings by hiring referrals from colleges and universities, through internet job listings and/or through in-house promotion or transfer. A few fill openings by hiring referrals from private employment agencies, by hiring unsolicited applicants, and/or through trade journals.

Career Path: Promotions may lead to project engineer/manager or senior engineer.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- 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.

Skills:
- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.
- Analyzing needs and product requirements to create a design

Abilities:
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 17-2051.00* *Source: O*NET OnLine*

Data collected in 2000: 21 employers surveyed representing 1,170 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Computer Engineers

Includes Software and Network Engineers.

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems (OES 221270).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$14.00 - $30.00/hr	$22.06/hr
New Hires/Exp'd:	$15.82 - $45.00/hr	$26.37/hr
Exp'd/After 3 Years:	$20.14 - $60.00/hr	$32.76/hr

Most employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■■■■	—	■	—	—	—
Life Insurance	■■■	—	■■	—	—	—
Sick Leave	■■■■■	—	■	—	—	—
Vacation	■■■■■	—	■	—	—	—
Retirement	■■	—	■■■	—	—	—
Child Care	—	—	■	—	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40-50 hours per week.

Employer Requirements

License: None

Education: Many employers require a bachelor degree for job entry. Some employers are willing to accept an associate degree. Some other employers are willing to accept a high school diploma or equivalent.

Experience: Of the employers surveyed, all report that they require or prefer 1-5 years of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Some employers report that word processing, spreadsheet, and database skills are important. Refer to Computer Engineers and/or Computer Network Engineers in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 15 employers surveyed representing 234 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Medium. There are approximately 1,220-1,490 computer engineers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 100-120 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of computer software engineers is expected to increase much faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Computer hardware and software manufacturers and computer programming services. Nationally, about 5% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Many also recruit applicants through internet job listings and/or through newspaper advertisements. Some fill openings by hiring referrals from job recruiters and/or headhunters.

Career Path: Promotions may lead to senior level or management positions. Customer service, continuing education, and communication skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Analyzing needs and product requirements to create a design.
- Using mathematics to solve problems.
- Using scientific rules and methods to solve problems.

Abilities:
- The ability to read and understand information and ideas presented in writing.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Computer Network Administrators and Managers

Computer Network Administrators and Managers direct and oversee a firm's computer network and its related computing environments, including hardware, software, and all configurations. The network may be a local area network (LAN) or a wide area network (WAN) or both. They may make recommendations or make decisions regarding the purchase of equipment and report the fiscal impact to other company managers. They often plan and track projects, write proposals, and troubleshoot both operating system software and hardware. They often manage a team consisting of analysts and technicians, although in smaller companies they may work independently (Modified DOT 031.262-999).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$11.03 - $28.40/hr	$20.00/hr
Exp'd/After 3 Years:	$13.90 - $31.16/hr	$26.37/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	—	—	—	—
Dental Insurance	■■■■■	—	—	—	—	—
Vision Insurance	■■■■■	—	—	—	—	—
Life Insurance	■■■■■	—	■	—	—	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■■■	—	■■	—	—	—
Child Care	■	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Many employers require a bachelor degree for job entry. Many other employers are willing to accept a high school diploma or equivalent.

Experience: Of the employers surveyed, all report that they require 1-5 years of prior experience.

Training: Of the employers surveyed, all report that word processing, spreadsheet, database, and desktop publishing skills are important. Refer to Computer Network Administrators in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Medium. There are approximately 1,000-2,000 computer network administrators currently employed in Sacramento and Yolo Counties. Local surveys indicate about 20% are female. Few jobs are union.

Employment Trends

Insufficient data; however, almost all employers surveyed expect their employment in this occupation to remain stable. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of computing professionals is expected to increase much faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: In a wide variety of organizations that have computer network systems.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or through internet job listings.

Career Path: Promotions usually take the form of higher earnings.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Adjusting actions in relation to others' actions.
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to read and understand information and ideas presented in writing.

*Related O*NET-SOC Code 11-3021.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 32 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Computer Network Technicians

Computer Network Technicians install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technicians perform troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with network managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, applications, and usage (Modified DOT 033.162-996).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$7.00 - $16.78/hr	$12.67/hr	—	—
New Hires/Exp'd:	$10.00 - $21.58/hr	$17.26/hr	$13.42 - $26.37/hr	$17.61/hr
Exp'd/After 3 Years:	$15.00 - $26.37/hr	$20.14/hr	$14.38 - $27.81/hr	$19.35/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■■	—	—	—
Dental Insurance	■■■■	—	■■	—	—	—
Vision Insurance	■■■	—	■■	—	—	—
Life Insurance	■■	—	■	—	—	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■	—	■■■	—	■	—
Child Care	—	—	■	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. A few employers require an associate degree. A few other employers are willing to accept less than a high school level education.

Experience: Almost all employers require or prefer prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Many employers require or prefer technical or vocational training prior to employment. Some employers report that word processing, database, and spreadsheet skills are important. A few also report that desktop publishing skills are important. Refer to Computer Network Technicians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is not difficult to find applicants who meet their hiring standards. This indicates a **very competitive outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Medium. There are approximately 800-1,200 computer network technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 20% are female. A few jobs are union.

Employment Trends

Insufficient data; however, some employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of computing specialists is expected to increase much faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: In a wide variety of organizations that have computer network systems.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements and/or through internet job listings. Some also fill openings by hiring referrals from employees and/or colleges and universities.

Career Path: Promotions may lead to system administrator positions. Customer service and problem solving skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Adjusting actions in relation to others' actions.
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to read and understand information and ideas presented in writing.

*Related O*NET-SOC Code 11-3021.00* *Source: O*NET OnLine*

Data collected in 2002: 17 employers surveyed representing 188 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Computer Programmers - Including Aides

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information (OES 251051).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.50 - $19.18/hr	$13.35/hr
New Hires/Exp'd:	$15.00 - $26.37/hr	$20.00/hr
Exp'd/After 3 Years:	$15.50 - $40.75/hr	$27.81/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■■	—	—	—
Dental Insurance	■■■■	—	■■	—	—	—
Vision Insurance	■■■■	—	■	—	—	—
Life Insurance	■■■■	—	■	—	■	—
Sick Leave	■■■■■	—	■	—	—	—
Vacation	■■■■■	—	■	—	—	—
Retirement	■■■	—	■■■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers require a bachelor degree.

Experience: Almost all employers require 1-5 years of prior experience. A few employers are willing to accept training as a substitute for experience.

Training: Almost all employers report that word processing, spreadsheet, database, and desktop publishing skills are important. Refer to Computer Programmers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Large. There are approximately 3,625-4,430 computer programmers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 25% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 210-260 job openings are projected per year due to a net increase in occupation size. About 115-140 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of programmers is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Companies involved in developing software or providing related services and government agencies. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements, fill openings by hiring referrals from employees, and/or recruit applicants through internet job listings. Employers may fill openings by promoting from intern positions.

Career Path: Promotions may lead to higher level programmer positions. Promotions may also lead to project manager.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Writing computer programs for various purposes.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in writing so others will understand.

*O*NET-SOC Code 15-1021.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 463 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Computer Support Specialists

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems (OES 251040).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$9.00 - $16.78/hr	$9.50/hr	$14.06 - $17.39/hr	$15.22/hr
New Hires/Exp'd:	$10.00 - $21.31/hr	$15.00/hr	$13.67 - $18.96/hr	$16.58/hr
Exp'd/After 3 Years:	$15.34 - $23.97/hr	$19.00/hr	$15.83 - $20.70/hr	$19.88/hr

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Almost all provide sick leave and a vacation. Most also provide dental insurance. Many provide life insurance and vision insurance. Some provide a retirement plan. SHARED COST: Some employers provide medical insurance. Many provide a retirement plan. Some also provide dental insurance, vision insurance, and life insurance.

Hours: Almost all jobs are 40-45 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers require an associate degree.

Experience: Many employers require or prefer 6-24 months of prior experience. Most employers are willing to accept training as a substitute for experience.

Training: Most employers report that database and word processing skills are important. Many also report that spreadsheet and desktop publishing skills are important. Refer to Computer Support Specialists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Large. There are approximately 2,490-3,045 computer support specialists currently employed in Sacramento and Yolo Counties. Local surveys indicate about 15% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2004. About 190-230 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, within the computer and data processing services industry projected growth varies by sector. Among the fastest growing sectors should be client-server applications, consulting and integration services, prepackaged software, and end-user support. Advances in software technology and expanding Internet usage will increase the need for software support and services.

Other Information

Where the Jobs Are: In a variety of industries, including computer and data processing services, educational institutions, and manufacturers/retailers of computer equipment. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some also recruit applicants through internet job listings, fill openings through in-house promotion or transfer, and/or by hiring referrals from public and private schools.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Teaching others how to do something.
- Analyzing needs and product requirements to create a design.
- Determining causes of operating errors and deciding what to do about it.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 15-1041.00* *Source: O*NET OnLine*

Data collected in 2000: 16 employers surveyed representing 195 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Construction Managers

Also known as Project Managers.

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Does not include general managers of large construction contracting firms (OES 150170).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$10.65 - $33.56/hr	$19.18/hr
Exp'd/After 3 Years:	$14.38 - $38.36/hr	$23.97/hr

Benefits: Almost all employers provide medical insurance and other benefits, including a vacation, a retirement plan, and sick leave. Most also provide dental insurance and vision insurance. Many provide life insurance.

Hours: Almost all jobs are 40-50 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers require a bachelor degree.

Experience: Of the employers surveyed, all report that they require or prefer 1-10 years of prior experience.

Training: Almost all employers report that word processing and spreadsheet skills are important. Many also report that database skills are important. Refer to Construction Managers in the Occupation-Training Index for information on education/training providers with related programs, although skills for this occupation are typically learned through experience on-the-job.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Medium. There are approximately 1,110-1,355 construction managers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 15% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2002. About 55-65 job openings are projected per year due to a net increase in occupation size. About 20-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of construction managers is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: General building and heavy construction contractors. Nationally, about 21% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements.

Career Path: Promotions may lead to senior project manager. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skills:
- Adjusting actions in relation to others' actions.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 11-9021.00* *Source: O*NET OnLine*

Data collected in 1999: 15 employers surveyed representing 108 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Cooks - Institution or Cafeteria

Institution or Cafeteria Cooks prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities (OES 650280).

Wages and Benefits

	Union	Median	Non-Union	Median
New Hires/Inexp'd:	$8.37 - $9.00/hr	$8.77/hr	$5.75 - $7.00/hr	$6.00/hr
New Hires/Exp'd:	$7.50 - $9.83/hr	$9.05/hr	$6.00 - $8.00/hr	$6.80/hr
Exp'd/After 3 Years:	$6.57 - $16.00/hr	$11.13/hr	$6.00 - $8.50/hr	$7.39/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance. Most provide a vacation and sick leave. Many also provide dental insurance, vision insurance, and life insurance. SHARED COST: Many employers provide medical insurance. Most provide a retirement plan. Some also provide dental insurance, vision insurance, life insurance, and a vacation. For part-time employees: Of the employers surveyed, all report that they provide medical insurance and other benefits, including dental insurance and vision insurance. Almost all provide sick leave and a vacation. Most also provide a retirement plan.

Hours: Most jobs are 13-35 hours per week. Some jobs are 35-40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Many employers require or prefer 3-24 months of prior experience, although many are willing to accept training as a substitute for experience.

Training: Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and not difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very competitive outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Medium. There are approximately 875-1,070 institution and cafeteria cooks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 95% are female. Most jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. Less than 10 job openings are projected per year due to a net increase in occupation size. About 25-30 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of institutional and cafeteria chefs and cooks will grow more slowly than other types of cooks. Their employment will not keep pace with the rapid growth in the educational and health services industries where their employment is concentrated.

Other Information

Where the Jobs Are: Educational institutions, hospitals and nursing homes, residential care facilities, and government agencies. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer and/or by hiring unsolicited applicants. Some fill openings by hiring referrals from employees.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Actively looking for ways to help people.
- Using mathematics to solve problems.
- Adjusting actions in relation to others' actions.

Abilities:
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- 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).
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 35-2012.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 200 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Cooks - Restaurant

Also known as Line Cooks. Includes Chefs.

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu (OES 650260).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $10.55/hr	$7.79/hr
New Hires/Exp'd:	$6.75 - $12.00/hr	$8.00/hr
Exp'd/After 3 Years:	$9.00 - $15.00/hr	$11.00/hr

Some employers also provide bonuses. Some restaurant cooks may also receive tips.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	—	■■	■	■	—
Dental Insurance	■	—	■■■■	■■	—	—
Vision Insurance	■	—	■	■	■	—
Life Insurance	■	■	■	■	—	—
Sick Leave	■	■	■	■	—	—
Vacation	■■■■■	■	—	—	—	—
Retirement	■	—	■■	—	—	—
Child Care	—	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 35-40 hours per week. Some jobs are 28-35 hours per week.

Employer Requirements

License: None

Education: Most employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent.

Experience: Almost all employers require or prefer prior experience, although almost all employers are willing to accept training as a substitute for experience.

Training: Refer to Cooks - Restaurant in the Occupation-Training Index for information on education/training providers with related programs, although skills for this occupation are typically learned through experience on-the-job.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Large. There are approximately 4,020-4,910 restaurant cooks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 15% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 135-165 job openings are projected per year due to a net increase in occupation size. About 105-130 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of chefs, cooks, and other kitchen workers is expected to increase about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Restaurants and hotels (with in-house restaurants). Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements. Some recruit applicants through word of mouth and/or fill openings by hiring unsolicited applicants. Employers may fill openings by promoting from dishwasher, bus person, or food prep positions.

Career Path: Promotions may lead to supervisory or management positions. Good work ethic and willingness to learn may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- 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.

Skills:
- Determining the kind of tools and equipment needed to do a job.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Adjusting actions in relation to others' actions.

Abilities:
- 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).
- The ability to remember information such as words, numbers, pictures, and procedures.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 35-2014.00* *Source: O*NET OnLine*

Data collected in 2002: 16 employers surveyed representing 196 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Cooks - Short Order

Also known as Line Cooks.

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Does not include cooks in fast foods establishments (OES 650350).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.00 - $8.50/hr	$7.50/hr
New Hires/Exp'd:	$6.25 - $9.00/hr	$8.50/hr
Exp'd/After 3 Years:	$7.00 - $14.00/hr	$10.00/hr

Benefits: EMPLOYER PAID: A few employers provide medical insurance and other benefits, including dental insurance, vision insurance, life insurance, and a vacation. SHARED COST: Most employers provide medical insurance. Many also provide dental insurance and vision insurance. Some provide a vacation and a retirement plan. Few employers provide benefits for part-time employees.

Hours: Almost all jobs are 40 hours per week. A few jobs are 16-20 hours per week.

Employer Requirements

License: None

Education: Almost all employers are willing to accept less than a high school level education for job entry.

Experience: Many employers do not require prior experience. Many other employers require or prefer 3-24 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Small. There are approximately 560-690 short order cooks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2004. About 10-15 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of chefs, cooks, and other kitchen workers is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Eating places, including coffee shops, family restaurants, and steak houses. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Some fill openings by hiring unsolicited applicants and/or recruit applicants through word of mouth.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- 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.
- Actively looking for ways to help people.
- Using mathematics to solve problems.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to add, subtract, multiply, or divide quickly and correctly.

*O*NET-SOC Code 35-2015.00* *Source: O*NET OnLine*

Data collected in 2000: 16 employers surveyed representing 205 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Cooks - Specialty Fast Food

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants (OES 650320).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $6.25/hr	$5.75/hr
New Hires/Exp'd:	$5.75 - $8.00/hr	$6.25/hr
Exp'd/After 3 Years:	$6.50 - $10.00/hr	$7.58/hr

Benefits: EMPLOYER PAID: Some employers provide a vacation. For part-time employees: Few employers provide benefits.

Hours: Many jobs are 35-50 hours per week. Many other jobs are 18-30 hours per week.

Employer Requirements

License: None

Education: Almost all employers are willing to accept less than a high school level education for job entry.

Experience: Most employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Medium. There are approximately 1,685-2,060 fast food cooks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 45% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 25-30 job openings are projected per year due to a net increase in occupation size. About 50-60 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of chefs, cooks, and other kitchen workers is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Eating places, including fast food restaurants and pizza parlors. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees and/or unsolicited applicants. Many also fill openings by using window signs. Some recruit applicants through newspaper advertisements.

Career Path: Promotions may lead to supervisory or management positions. Interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

Skills:
- 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.
- Controlling operations of equipment or systems.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

*O*NET-SOC Code 35-2011.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 150 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Cost Estimators

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced (OES 219020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$12.00 - $19.18/hr	$16.78/hr
New Hires/Exp'd:	$14.00 - $26.37/hr	$20.86/hr
Exp'd/After 3 Years:	$17.00 - $35.00/hr	$28.77/hr

Almost all employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■■	—	■■	—	—	—
Vision Insurance	■■	—	■	—	—	—
Life Insurance	■■■	—	■	—	—	—
Sick Leave	■■■■■	—	—	—	■	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■■■	—	■■	—	■■	—
Child Care	—	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40-45 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Almost all employers require or prefer 1-10 years of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Most employers report that spreadsheet skills are important. Many report that word processing and database skills are important. Many also report that knowledge of cost estimating software is important. Refer to Cost Estimators in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 865-1,055 cost estimators currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 30-35 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, overall employment of cost estimators is expected to grow about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: General building, heavy construction, and speciality contractors (i.e. electrical, plumbing, heating, etc.) and commercial printers. Nationally, about 6% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through word of mouth. Some also recruit applicants through newspaper advertisements.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities. Promotions may also lead to senior estimator or project management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Skills:
- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:
- The ability to choose the right mathematical methods or formulas to solve a problem.
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 13-1051.00* *Source: O*NET OnLine*

Data collected in 2002: 17 employers surveyed representing 87 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Data Entry Keyers - Except Composing

Also known as Data Entry Operators.

Data Entry Keyers, except Composing, operate keypunch or key entry devices to prepare data processing input materials on cards, disk or tape. Their duties include machine entry recording, coding, or verifying alphabetic or numeric data. Does not include workers who primarily work with a Data Entry Composing Machine (OES 560170).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.50 - $8.63/hr	$8.00/hr
New Hires/Exp'd:	$7.50 - $11.00/hr	$9.00/hr
Exp'd/After 3 Years:	$9.50 - $14.00/hr	$12.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■	■	■	■
Dental Insurance	■■	—	■■	■	■	■
Vision Insurance	■■	■	■	—	■	■
Life Insurance	■	—	■	—	■■	■
Sick Leave	■■	■	—	—	—	—
Vacation	■■■	■	—	—	—	—
Retirement	■	—	■■	■	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week. A few jobs are 20-25 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers require an associate degree.

Experience: Most employers require or prefer 3-12 months of prior experience. Some employers are willing to accept training as a substitute for experience. Many employers do not require prior experience.

Training: Many employers report that word processing skills are important. Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Secretarial/Administrative Support Occupations in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2001: 15 employers surveyed representing 789 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and not difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very competitive outlook** for those who are fully experienced. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Large. There are approximately 2,575-3,145 data entry keyers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 80% are female. Many jobs are union due to the employment provided by a few large government agencies.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 15-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of word processors, typists, and data entry keyers is projected to decline through the year 2008 despite rapid increases in the volume of information and business transactions.

Other Information

Where the Jobs Are: State government agencies, computer and data processing services, and personnel supply services. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some recruit applicants through internet job listings and/or fill openings by hiring referrals from private employment agencies.

Career Path: Promotions may lead to administrative assistant or supervisory positions. Interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills:
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Understanding written sentences and paragraphs in work related documents.
- Controlling operations of equipment or systems.

Abilities:
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to read and understand information and ideas presented in writing.
- The ability to see details at close range (within a few feet of the observer).

Data Processing Equipment Repairers

Also known as Computer Service Technicians.

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Does not include Non-Data Processing Equipment Repairers (OES 857050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $18.00/hr	$14.21/hr
New Hires/Exp'd:	$10.00 - $19.18/hr	$14.38/hr
Exp'd/After 3 Years:	$13.00 - $25.00/hr	$18.00/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■	—	■	—	—	—
Vision Insurance	■■	—	■■	—	—	—
Life Insurance	■■	—	■■	—	—	—
Sick Leave	■■■■	—	■	—	—	—
Vacation	■■■■	—	■	—	—	—
Retirement	■■	—	■■■	—	■	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Of the employers surveyed, all report that they require or prefer prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Some employers require technical or vocational training prior to employment. Refer to Computer Service Technicians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 320-390 computer service technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 15-20 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of computer, automated teller, and office machine repairers is expected to grow about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Computer manufacturers, wholesalers, and retailers. Nationally, about 9% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also recruit applicants through word of mouth and/or internet job listings. Some fill openings by hiring referrals from employees.

Career Path: Promotions may lead to supervisory or management positions. Customer service skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Skills:
- Repairing machines or systems using the needed tools.
- Determining causes of operating errors and deciding what to do about it.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.

Abilities:
- 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.
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- The ability to see details at close range (within a few feet of the observer).

*O*NET-SOC Code 49-2011.02* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 206 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Dental Assistants

Includes Registered Dental Assistants (RDA).

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required (OES 660020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $9.00/hr	$8.00/hr
New Hires/Exp'd:	$8.00 - $15.00/hr	$10.00/hr
Exp'd/After 3 Years:	$10.00 - $20.00/hr	$14.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	—	■■■	—	—	—
Dental Insurance	■■■	—	■■	■■■	—	—
Vision Insurance	■	—	■■	—	—	—
Life Insurance	■	—	—	—	—	—
Sick Leave	■■■	■	—	—	—	—
Vacation	■■■■	■	—	—	—	—
Retirement	■	—	■■	—	—	—
Child Care	—	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-40 hours per week. Some jobs are 20-28 hours per week.

Employer Requirements

License: Not required, except for individuals who want to be licensed as registered dental assistants (RDAs), who can perform more complex work; contact the State Board of Dental Examiners at 916-263-2595 for licensing information.

Education: Of the employers surveyed, all report that they require a high school diploma or equivalent for job entry.

Experience: Many employers do not require prior experience. Many other employers require or prefer 1-2 years of prior experience.

Training: Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Dental Assistants in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Medium. There are approximately 1,560-1,910 dental assistants currently employed in Sacramento and Yolo Counties. Local surveys indicate more than 95% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 55-65 job openings are projected per year due to a net increase in occupation size. About 25-30 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment is expected to grow much faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Dental offices and clinics. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from public and private schools. Some fill openings by hiring referrals from employees and/or private employment agencies.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Adjusting actions in relation to others' actions.
- 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.
- Talking to others to convey information effectively.

Abilities:
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- The ability to see details at close range (within a few feet of the observer).
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 31-9091.00* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 69 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Dental Hygienists

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth (OES 329080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$28.00 - $39.40/hr	$37.50/hr
New Hires/Exp'd:	$25.00 - $39.40/hr	$37.50/hr
Exp'd/After 3 Years:	$35.00 - $46.88/hr	$38.50/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	■	■	■	—	—
Dental Insurance	■■■	■	■	—	—	—
Vision Insurance	■	—	—	—	—	—
Life Insurance	■	—	—	—	—	—
Sick Leave	■■■	■	■	—	—	—
Vacation	■■■	■	■	—	—	—
Retirement	■	■	■■■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 6-30 hours per week. Some jobs are 35-40 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Board of Dental Examiners at 916-263-2595 for licensing information.

Education: Most employers require an associate degree for job entry. Some employers require a bachelor degree.

Experience: Many employers do not require prior experience. Many other employers require or prefer 6-60 months of prior experience.

Training: Refer to Dental Hygienists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Medium. There are approximately 1,030-1,260 dental hygienists currently employed in Sacramento and Yolo Counties. Local surveys indicate about 95% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 35-45 job openings are projected per year due to a net increase in occupation size. About 20-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of dental hygienists is expected to grow much faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Dental offices and clinics. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from private employment agencies and/or colleges and universities. A few fill openings by hiring referrals from employees.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Abilities:
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- The ability to communicate information and ideas in speaking so others will understand.
- 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).

*O*NET-SOC Code 29-2021.00* *Source: O*NET OnLine*

Data collected in 2002: 16 employers surveyed representing 49 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Dental Laboratory Technicians - Precision

Precision Dental Laboratory Technicians perform precision tasks, such as construction and repair of full or partial dentures or dental appliances or apparatus, following prescriptions or specifications of dentists or orthodontists. They may also provide analytical and diagnostic services. The occupation includes such workers as dental ceramists, crown and bridge technicians, and orthodontic technicians. Does not include Assistants, Bite-Block Makers, Opaquers, and Denture and Coiler Packers (OES 899210).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $8.00/hr	$6.00/hr
New Hires/Exp'd:	$6.90 - $12.00/hr	$8.63/hr
Exp'd/After 3 Years:	$10.00 - $14.00/hr	$11.51/hr

Benefits: Most employers provide medical insurance. Many also provide a vacation. Some provide dental insurance and sick leave.

Hours: Almost all jobs are 35-40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 1-5 years of prior experience.

Training: Some employers require technical or vocational training prior to employment. Refer to Dental Lab Technicians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 210-255 dental laboratory technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 35% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2002. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, little or no change in the employment of dental laboratory technicians is expected through the year 2008.

Other Information

Where the Jobs Are: Dental laboratories. Nationally, about 6% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Some recruit applicants through word of mouth. Some also fill openings by hiring referrals from employees and/or by hiring unsolicited applicants.

Career Path: Promotions may lead to supervisory or specialty positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Skills:
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Understanding written sentences and paragraphs in work related documents.
- Using scientific rules and methods to solve problems.

Abilities:
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 51-9081.00* *Source: O*NET OnLine*

Data collected in 1999: 15 employers surveyed representing 86 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Dispatchers - Except Police, Fire, and Ambulance

Dispatchers schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Does not include Police, Fire and Ambulance Dispatchers (OES 580050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.00 - $8.00/hr	$7.00/hr
New Hires/Exp'd:	$7.00 - $17.26/hr	$10.00/hr
Exp'd/After 3 Years:	$8.45 - $18.22/hr	$14.00/hr

Benefits: Almost all employers provide medical insurance. Most also provide dental insurance and a vacation. Many provide vision insurance, sick leave, and a retirement plan.

Hours: Almost all jobs are 40-50 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry.

Experience: Many employers require or prefer 6-24 months of prior experience. Almost all employers are willing to accept training as a substitute for experience.

Training: Most employers report that word processing skills are important. Many also report that spreadsheet skills are important. Some report that database skills are important. Employers generally provide on-the-job training, although related training programs are available. Refer to Dispatchers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very good outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 640-780 dispatchers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 15% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2002. About 10-15 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of dispatchers is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: State and local government agencies, security systems services, detective and armored car services, and trucking and warehousing firms. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or unsolicited applicants.

Career Path: Promotions may lead to supervisory or management positions. Organization and communication skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- 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.
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Skills:
- 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.
- Talking to others to convey information effectively.
- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to speak clearly so others can understand you.

*O*NET-SOC Code 43-5032.00* *Source: O*NET OnLine*

Data collected in 1999: 16 employers surveyed representing 167 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Drafters

Also known as CAD Operators.

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings (OES 225140).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.50 - $16.00/hr	$12.00/hr
New Hires/Exp'd:	$1100 - $18.00/hr	$14.50/hr
Exp'd/After 3 Years:	$16.00 - $22.00/hr	$17.03/hr

Most employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■	—	—	—
Dental Insurance	■■■■	—	■	—	—	—
Vision Insurance	■■■	—	■	—	—	—
Life Insurance	■■■■	—	—	—	—	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■■■■	—	■	—	—	—
Child Care	—	—	■	—	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40-45 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Almost all employers require or prefer 6-36 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Almost all employers report that AutoCAD skills are important for job entry. Many employers also report that word processing skills are important. Some employers report that spreadsheet and database skills are important. Refer to Drafters/CAD Operators in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Medium. There are approximately 1,160-1,420 drafters currently employed in Sacramento and Yolo Counties. Local surveys indicate about 35% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 25-35 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of drafters is expected to grow about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Engineering/architectural firms and government agencies. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through word of mouth and/or internet job listings. Some also fill openings hiring referrals from employees and/or recruit applicants through newspaper advertisements. A few fill openings by hiring referrals from colleges and universities.

Career Path: Promotions may lead to higher level drafting positions or project manager. With the appropriate education, promotions may also lead to architect or engineer.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Using mathematics to solve problems.
- Writing computer programs for various purposes.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- The ability to read and understand information and ideas presented in writing.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

*Related O*NET-SOC Code 17-3011.01* *Source: O*NET OnLine*

Data collected in 2002: 16 employers surveyed representing 84 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Driver/Sales Workers

Also known as Route Sales Drivers.

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes Newspaper Delivery Drivers (OES 971170).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$6.25 - $12.00/hr	$8.25/hr	$10.00 - $16.78/hr	$14.38/hr
New Hires/Exp'd:	$7.00 - $11.50/hr	$9.50/hr	$10.00 - $21.58/hr	$16.78/hr
Exp'd/After 3 Years:	$7.50 - $16.00/hr	$10.88/hr	$12.00 - $26.37/hr	$21.58/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	■	—	—	—	■
Dental Insurance	■■■	■	—	—	—	■
Vision Insurance	■■■	■	■	—	—	■
Life Insurance	■■■	■	■	—	—	■
Sick Leave	■■■	■	—	—	—	■
Vacation	■■■	■	—	—	—	■
Retirement	■■■	■	—	—	—	■
Child Care	—	—	—	—	—	■

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 40 hours per week. Some jobs are 8-30 hours per week.

Employer Requirements

License: A driver's license is required for this occupation. Some jobs may require a commercial driver's license.

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers are willing to accept less than a high school level education.

Experience: Many employers do not require prior experience. Many other employers require or prefer 1-2 years of prior experience.

Training: Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and not difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very competitive outlook** for those who are fully experienced. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Medium. There are approximately 1,195-1,460 route drivers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 15% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. Less than 10 job openings are projected per year due to a net increase in occupation size. About 25-30 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of truckdrivers, including "driver-sales workers" and "route drivers" is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Wholesale and retail industries, including newspapers, food and beverage distributors, and pizza parlors. Nationally, about 8% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- 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.

Skills:
- Managing one's own time and the time of others.
- Talking to others to convey information effectively.
- Using mathematics to solve problems.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to add, subtract, multiply, or divide quickly and correctly.

*O*NET-SOC Code 53-3031.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 591 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Drug and Alcohol Counselors

Drug and Alcohol Counselors assess and treat drug and alcohol problems with individuals. Treatment may consist of individual, group or family counseling (Modified DOT 195.367-999).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.00 - $8.00/hr	$8.00/hr
New Hires/Exp'd:	$6.00 - $15.00/hr	$10.00/hr
Exp'd/After 3 Years:	$8.00 - $20.00/hr	$12.50/hr

Surveys indicated that union wages were typically at the top end of the range.

Benefits: Almost all employers provide medical insurance and other benefits, including a vacation, sick leave, and dental insurance. Most also provide vision insurance. Many provide life insurance. Some provide a retirement plan. Few employers provide benefits for part-time employees.

Hours: Almost all jobs are 40 hours per week. A few jobs are 15-25 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers require an associate degree.

Experience: Almost all employers require or prefer 1-4 years of prior experience. Most employers are willing to accept training as a substitute for experience.

Training: Some employers require technical or vocational training prior to employment. CADAC (California Association of Drug and Alcohol Counselors) certification may be important for job entry. Most employers report that word processing skills are important. Some also report that spreadsheet and database skills are important. Refer to Drug and Alcohol Counselors and/or Residential Counselors in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Small. There are approximately 300-500 drug and alcohol counselors currently employed in Sacramento and Yolo counties. Local surveys indicate about 60% are female. Some jobs are union.

Employment Trends

Insufficient data; however, most employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of human service workers and assistants, including drug and alcohol counselors, is projected to grow much faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Local government, social service agencies, hospitals, residential and outpatient care facilities. Nationally, about 3% are self employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants, through in-house promotion or transfer, and/or by hiring referrals from schools and training programs.

Career Path: Promotions may lead to senior counselor or program director.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- 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.
- 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.

Skills:
- Being aware of others' reactions and understanding why they react as they do.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Talking to others to convey information effectively.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- 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.

*O*NET-SOC Code 21-1011.00* *Source: O*NET OnLine*

Data collected in 1999: 19 employers surveyed representing 194 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Electrical and Electronic Assemblers

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. Includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers (OES 939050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$6.50 - $11.00/hr	$7.50/hr
Exp'd/After 3 Years:	$7.00 - $12.00/hr	$8.00/hr

Benefits: Almost all employers provide medical insurance. Most also provide dental insurance, a vacation, sick leave, and a retirement plan. Many provide life insurance. Some provide vision insurance.

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 6-24 months of prior experience, although most are willing to accept training as a substitute for experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Electrical and Electronic Assemblers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is not difficult to find applicants who meet their hiring standards. This indicates a **very competitive outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Small. There are approximately 350-430 electrical and electronic assemblers currently employed in Sacramento and Yolo counties. Local surveys indicate about 60% are female.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2002. About 25-30 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of electrical and electronic assemblers is expected to grow more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Manufacturers of electrical and electronic equipment or parts. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants and/or by hiring referrals from private employment agencies. Some also recruit applicants through internet job listings.

Career Path: Promotions may lead to leadperson or supervisory positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Determining the kind of tools and equipment needed to do a job.
- Installing equipment, machines, wiring, or programs to meet specifications.
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Abilities:
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

*O*NET-SOC Code 51-2022.00* *Source: O*NET OnLine*

Data collected in 1999: 5 employers surveyed representing 150 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Electrical and Electronic Engineering Technicians and Technologists

Includes Electrical Designers.

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Does not include workers who only repair electronic equipment (OES 225050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $20.50/hr	$14.79/hr
New Hires/Exp'd:	$6.75 - $25.00/hr	$15.00/hr
Exp'd/After 3 Years:	$8.00 - $31.59/hr	$19.18/hr

Many electrical and electronic engineering technicians may also receive bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■■	—	■■	—	—	—
Vision Insurance	■■■	—	■■	—	—	—
Life Insurance	■■■■	—	■	—	—	—
Sick Leave	■■■■■	—	■	—	—	—
Vacation	■■■■■	—	■	—	—	—
Retirement	■■■	—	■■	—	■	—
Child Care	—	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40-45 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Almost all employers require or prefer 1-5 years of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Some employers report that spreadsheet, database, and word processing skills are important. AutoCAD skills may also be important. Some employers require technical or vocational training prior to employment. Refer to Electrical/Electronic Engineering Technicians in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2001: 15 employers surveyed representing 443 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Medium. There are approximately 1,685-2,060 electrical and electronic engineering technicians currently employed in Sacramento and Yolo counties. Local surveys indicate about 20% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 60-75 job openings are projected per year due to a net increase in occupation size. About 35-40 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of engineering technicians is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Manufacturers and designers of computers or electronic/electrical equipment and parts. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements and/or through internet job listings. Some also fill openings by hiring referrals from employees and/or recruit applicants through word of mouth. Employers may fill openings by promoting from drafter/CAD operator or assembler positions.

Career Path: Promotions may lead to supervisory positions. With the appropriate education and license, promotions may also lead to electrical/electronic engineer.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Skills:
- Determining causes of operating errors and deciding what to do about it.
- Using mathematics to solve problems.

Abilities:
- The ability to read and understand information and ideas presented in writing.
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

*O*NET-SOC Code 17-3023.01* *Source: O*NET OnLine*

Electrical and Electronic Engineers

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Does not include Sales Engineers (OES 221260).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $19.18/hr	$15.34/hr
New Hires/Exp'd:	$8.00 - $26.37/hr	$18.22/hr
Exp'd/After 3 Years:	$10.00 - $33.56/hr	$22.53/hr

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Almost all provide a vacation and sick leave. Many also provide dental insurance, life insurance, vision insurance, and a retirement plan. SHARED COST: Some employers provide medical insurance. Many provide a retirement plan. Some also provide dental insurance, life insurance, and vision insurance.

Hours: Of the employers surveyed, all report that jobs are 40-50 hours per week.

Employer Requirements

License: Required for all consulting civil engineers and those responsible for approving plans, specifications, and reports; contact the State Board of Professional Engineers and Land Surveyors at 916-263-2222 for licensing information.

Education: Most employers require a bachelor degree for job entry.

Experience: Most employers do not require prior experience.

Training: Most employers require technical or vocational training prior to employment. Almost all employers report that spreadsheet skills are important. Most also report that word processing and database skills are important. Many report that CAD/AutoCAD skills are important. A few report that desktop publishing skills are important. Refer to Electrical/Electronic Engineers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Large. There are approximately 2,045-2,500 electrical and electronic engineers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 5% are female.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2004. About 95-115 job openings are projected per year due to a net increase in occupation size. About 40-50 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of electrical and electronics engineers is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Engineering and communications firms and government agencies. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Many employers fill openings by hiring referrals from public and private schools, recruit applicants through newspaper advertisements, and/or by hiring referrals from employees. Some recruit applicants through internet job listings and/or fill openings through in-house promotion or transfer. Some also fill openings by hiring industry referrals and/or recruit applicants through trade journals.

Career Path: Promotions may lead to senior engineer or project manager. Communication and interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Using mathematics to solve problems.
- Understanding written sentences and paragraphs in work related documents.
- Using scientific rules and methods to solve problems.

Abilities:
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to add, subtract, multiply, or divide quickly and correctly.

*O*NET-SOC Code 17-2071.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 441 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Electricians

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes protective signal installers and repairers and street light servicers (OES 872020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $12.48/hr	$10.25/hr
New Hires/Exp'd:	$10.00 - $17.00/hr	$15.00/hr
Exp'd/After 3 Years:	$15.00 - $31.21/hr	$22.00/hr

Some employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■■■	—	■	—	■	—
Life Insurance	■■	—	■	—	■	—
Sick Leave	■■■	—	—	—	—	—
Vacation	■■■	—	—	—	—	—
Retirement	■■	—	■■■	—	■	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 36-50 hours per week.

Employer Requirements

License: Not required, except for individuals who want to be licensed as electrical contractors; contact the Contractors State License Board at 800-321-2752 for licensing information.

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Almost all employers require or prefer 1-5 years of prior experience. Most employers are willing to accept training as a substitute for experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Electricians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Large. There are approximately 2,985-3,650 electricians currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 85-105 job openings are projected per year due to a net increase in occupation size. About 60-75 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of electricians is expected to increase about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Electrical contractors and large organizations. Nationally, about 7% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings through in-house promotion from apprentice positions. Many recruit applicants through newspaper advertisements. Some fill openings by hiring referrals from employees and/or schools and training programs. Some also recruit applicants through word of mouth.

Career Path: Promotions may lead to foreman positions. Interpersonal and communication skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills:
- Installing equipment, machines, wiring, or programs to meet specifications.
- Determining causes of operating errors and deciding what to do about it.
- Repairing machines or systems using the needed tools.

Abilities:
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- The ability to see details at close range (within a few feet of the observer).

*O*NET-SOC Code 47-2111.00* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 439 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Electronic Pagination System Operators

Also known as Pre-Press Operators and Typesetters.

Electronic Pagination System Operators use a computer screen to call up type and art elements from computer memory and, using knowledge of type styles and size and composition patterns, position them into completed pages. The composited pages are then transmitted for production into film or directly into plates (OES 897070).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $12.00/hr	$10.50/hr
New Hires/Exp'd:	$7.89 - $18.00/hr	$12.00/hr
Exp'd/After 3 Years:	$10.00 - $21.00/hr	$17.00/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance. Of the employers surveyed, all report that they provide a vacation. Almost all provide sick leave. Many also provide dental insurance and vision insurance. Some provide a retirement plan and life insurance. SHARED COST: Many employers provide medical insurance and dental insurance. Some also provide vision insurance and life insurance. A few provide a retirement plan.

Hours: Almost all jobs are 38-45 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers require an associate degree.

Experience: Most employers require or prefer 6-36 months of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Almost all employers report that desktop publishing skills are important. Many also report that knowledge of QuarkExpress and PageMaker is important. Some report that word processing skills are important. Refer to Desktop Publishing Specialists and/or Printing Related Occupations in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Small. There are approximately 130-160 pre-press operators currently employed in Sacramento and Yolo Counties. Local surveys indicate about 30% are female.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2004. About 5-10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of desktop publishing specialists is expected to grow much faster than the average for all occupations through the year 2008, reflecting the increasing proportion of page layout and design that will be performed using computers. In contrast, a decline in prepress machine operators is expected as the work these workers perform manually is increasingly automated.

Other Information

Where the Jobs Are: Print shops, newspapers, and publishing companies. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings through in-house promotion or transfer and/or by hiring unsolicited applicants. A few fill openings by hiring referrals from colleges and universities.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- 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.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Determining the kind of tools and equipment needed to do a job.
- Controlling operations of equipment or systems.

Abilities:
- The ability to see details at close range (within a few feet of the observer).
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

*Related O*NET-SOC Code 43-9031.00* *Source: O*NET OnLine*

Data collected in 2000: 17 employers surveyed representing 75 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Employment Interviewers - Private or Public Employment Service

Includes Job Developers, Placement Specialists, and Employment Services Specialists.

Employment Interviewers interview job applicants in an employment office and refer them to prospective employers for consideration. They record and evaluate various pertinent data, search application files, notify selected applicants of job openings, refer qualified applicants to prospective employers, and contact employers to verify referral results and record data (OES 215080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.50 - $10.49/hr	$9.00/hr
New Hires/Exp'd:	$8.00 - $14.38/hr	$10.25/hr
Exp'd/After 3 Years:	$9.00 - $19.18/hr	$14.00/hr

Benefits: Of the employers surveyed, all report that they provide medical insurance and other benefits, including a vacation and sick leave. Almost all provide dental insurance. Most also provide a retirement plan, vision insurance, and life insurance.

Hours: Almost all jobs are 35-40 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers require an associate degree.

Experience: Many employers require 6-24 months of prior experience, although many are willing to accept training as a substitute for experience.

Training: Most employers report that word processing and spreadsheet skills are important. Many also report that database skills are important. Business related programs are available, but do not necessarily eliminate the need for on-the-job training. Refer to Personnel/Human Resources Managers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Small. There are approximately 480-585 employment interviewers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 65% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2002. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment in this occupation is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Personnel supply and job training services firms. Nationally, about 4% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Many fill openings through in-house promotion or transfer. Some recruit applicants through internet job listings.

Career Path: Promotions may lead to supervisory or management positions. Sales and computer skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- 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.

Skills:
- Talking to others to convey information effectively.
- Understanding written sentences and paragraphs in work related documents.
- 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.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 13-1071.01* *Source: O*NET OnLine*

Data collected in 1999: 16 employers surveyed representing 59 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Financial Managers

Includes Branch Managers.

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions (OES 130020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$11.51 - $31.74/hr	$19.80/hr
New Hires/Exp'd:	$14.38 - $31.74/hr	$21.58/hr
Exp'd/After 3 Years:	$19.18 - $34.99/hr	$25.89/hr

Most employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■■	—	—	—
Dental Insurance	■■■	—	■■■	—	—	—
Vision Insurance	■■■	—	■■	—	—	—
Life Insurance	■■■■■	—	■	—	—	—
Sick Leave	■■■■■	—	■	—	—	—
Vacation	■■■■■	—	■	—	—	—
Retirement	■■■	—	■■■	—	—	—
Child Care	—	—	—	—	■■■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40-60 hours per week.

Employer Requirements

License: None

Education: Most employers require a bachelor degree for job entry. Some employers are willing to accept a high school diploma or equivalent.

Experience: Almost all employers require or prefer 1-10 years of prior banking or financial related experience.

Training: Most employers report that word processing and spreadsheet skills are important. Many also report that database skills are important. Refer to Financial Managers in the Occupation-Training Index for information on education/training providers with related programs

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Very Large. There are approximately 4,145-5,065 financial managers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 35% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 100-120 job openings are projected per year due to a net increase in occupation size. About 65-75 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of financial managers is expected to grow about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: In a wide variety of industries, with about one out of every three jobs provided by government agencies and financial institutions. Nationally, about 6% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through word of mouth. Many fill openings through in-house promotion. Many also recruit applicants through internet job listings, and/or newspaper advertisements.

Career Path: Promotions may lead to higher level management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- 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.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to communicate information and ideas in writing so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 11-3031.02* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 214 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

First Line Supervisors and Managers – Construction Trades and Extractive Workers

Includes Foremen and Superintendents.

First Line Supervisors/Manager/ in the Construction Trades and Extractive Workers directly supervise and coordinate activities of construction or extractive workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same construction work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties (OES 810050).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$14.00 - $26.85/hr	$20.00/hr	—	—
New Hires/Exp'd:	$19.00 - $35.00/hr	$23.49/hr	$23.00 - $28.77/hr	$25.60/hr
Exp'd/After 3 Years:	$22.00 - $36.00/hr	$29.00/hr	$28.00 - $33.56/hr	$30.00/hr

Almost all employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■	—	—	—
Dental Insurance	■■■■	—	■	—	—	—
Vision Insurance	■■■	—	■	—	—	—
Life Insurance	■■■	—	■	—	—	—
Sick Leave	■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■■	—	■■	—	■■	—
Child Care	—	—	—	—	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40-50 hours per week.

Employer Requirements

License: None

Education: Many employers are willing to accept less than a high school level education for job entry. Many other employers require a high school diploma or equivalent.

Experience: Almost all employers require or prefer 2-5 years of prior experience.

Training: Almost all employers report that word processing and spreadsheet skills are important. Refer to Construction Managers in the Occupation-Training Index for information on education/training providers with related programs, although skills for this occupation are typically learned through experience on-the-job.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Medium. There are approximately 1,840-2,251 construction supervisors currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 65-80 job openings are projected per year due to a net increase in occupation size. About 50-60 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of construction supervisors is expected to grow about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: General building, heavy construction, and speciality contractors (i.e. electrical, plumbing, heating, roofing, etc.). Nationally, about 36% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through word of mouth and/or fill openings through in-house promotion or transfer. Some also recruit applicants through newspaper advertisements and/or internet job listings. Employers may fill openings by promoting from carpenter and foreman positions.

Career Path: Promotions may lead to project management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Skills:
- Adjusting actions in relation to others' actions.
- Managing one's own time and the time of others.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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.

*O*NET-SOC Code 47-1011.01* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 241 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

First Line Supervisors and Manager/Supervisors - Production

First Line Supervisors and Manager/Supervisors of Production and operating workers directly supervise and coordinate activities of Production and Operating Workers, such as Testers, Precision Workers, Machine Setters and Operators, Assemblers, Fabricators, or Plant and System Operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, manager/supervisors may also engage, in part, in the same production work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties (OES 810080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$10.00 - $19.00/hr	$14.75/hr
New Hires/Exp'd:	$13.81 - $21.58/hr	$16.30/hr
Exp'd/After 3 Years:	$14.38 - $25.00/hr	$19.60/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance and other benefits, including a vacation, dental insurance, and a retirement plan. Some also provide sick leave, vision insurance, and life insurance. SHARED COST: Some employers provide medical insurance and other benefits, including dental insurance, a retirement plan, and a vacation. A few also provide vision insurance and sick leave.

Hours: Of the employers surveyed, all report that jobs are 40 hours per week.

Employer Requirements

License: None

Education: Many employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent.

Experience: Most employers require or prefer 6-60 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Some employers report that spreadsheet, database, and word processing skills are important. Refer to Production/Operations/Materials Managers in the Occupation-Training Index for a list of training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Medium. There are approximately 1,095-1,335 production supervisors and managers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. About 30-35 job openings are projected per year due to a net increase in occupation size. About 30-35 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of blue-collar worker supervisors is expected to grow more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: In a wide variety of manufacturing related firms. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer. Some also fill openings by hiring referrals from employees.

Career Path: Promotions may lead to plant or general manager.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- 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.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skills:
- Adjusting actions in relation to others' actions.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 51-1011.00* *Source: O*NET OnLine*

Data collected in 2000: 17 employers surveyed representing 67 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

First Line Supervisors and Manager/Supervisors - Sales and Related Occupations

Also known as Sales Managers.

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work (OES 410020).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	—	—	—	—
New Hires/Exp'd:	$6.25 - $21.58/hr	$12.79/hr	$6.33 - $14.00/hr	$8.50/hr
Exp'd/After 3 Years:	$8.00 - $23.97/hr	$14.78/hr	$6.33 - $14.00/hr	$10.00/hr

Benefits: Almost all employers provide medical insurance. Of the employers surveyed, all report that they provide a vacation. Most also provide a retirement plan, sick leave, and dental insurance. Many provide life insurance and vision insurance.

Hours: Almost all jobs are 40-45 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 6-60 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Some employers report that word processing and spreadsheet skills are important. Refer to Sales Managers-Retail in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Very Large. There are approximately 6,600-8,065 first line supervisors and managers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 45% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2002. About 140-170 job openings are projected per year due to a net increase in occupation size. About 110-135 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of advertising, marketing, and public relations managers, including sales managers, is expected to increase faster than the average for all occupations through 2008.

Other Information

Where the Jobs Are: In a wide variety of industries, such as grocery stores, department stores, and other retail institutions. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements. Some fill openings through in-house promotion or transfer and/or by hiring unsolicited applicants.

Career Path: Promotions may lead to higher level management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Talking to others to convey information effectively.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Adjusting actions in relation to others' actions.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 41-1011.00* *Source: O*NET OnLine*

Data collected in 1999: 16 employers surveyed representing 71 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Food Preparation Workers

Also known as Prep Cooks.

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen (OES 650380).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $8.00/hr	$6.50/hr
New Hires/Exp'd:	$6.00 - $8.50/hr	$7.25/hr
Exp'd/After 3 Years:	$6.50 - $10.00/hr	$8.00/hr

Surveys indicated that union wages were typically at the top end of the range.

Benefits: EMPLOYER PAID: Some employers provide a vacation. SHARED COST: Most employers provide medical insurance and other benefits, including dental insurance, vision insurance, and a retirement plan. Some also provide a vacation and life insurance. For part-time employees: Few employers provide benefits.

Hours: Most jobs are 35-40 hours per week. Some jobs are 15-30 hours per week.

Employer Requirements

License: None

Education: Almost all employers are willing to accept less than a high school level education for job entry.

Experience: Most employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Very Large. There are approximately 5,225-6,385 food preparation workers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 50% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 65-80 job openings are projected per year due to a net increase in occupation size. About 290-360 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of chefs, cooks, and other kitchen workers is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Restaurants, school districts, and grocery stores. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to line cook, cook, or management positions. The ability to follow recipes may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
- 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.

Skills:
- 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.
- Actively looking for ways to help people.
- Being aware of others' reactions and understanding why they react as they do.

Abilities:
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- 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).

*O*NET-SOC Code 35-2021.00* *Source: O*NET OnLine*

Data collected in 2000: 17 employers surveyed representing 126 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Food Service Managers

Also known as Restaurant Managers.

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors (OES 150261).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$6.39 - $14.38/hr	$10.38/hr
Exp'd/After 3 Years:	$8.37 - $17.66/hr	$14.19/hr

Benefits: Almost all employers provide medical insurance and a vacation. Most also provide dental insurance and a retirement plan. Many provide sick leave, life insurance, and vision insurance.

Hours: Almost all jobs are 40-60 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Almost all employers require or prefer 1-5 years of prior experience. Most employers are willing to accept training as a substitute for experience.

Training: Most employers report that word processing skills are important. Many also report that spreadsheet skills are important. Refer to Food Service Managers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is not difficult to find applicants who meet their hiring standards. This indicates a **very competitive outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Medium. There are approximately 1,650-2,015 restaurant managers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 45% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2002. About 30-40 job openings are projected per year due to a net increase in occupation size. About 30-40 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of restaurant and food service managers is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Restaurants and hotels (with in-house restaurants). Nationally, about 32% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Some fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to higher level management positions, such as general manager or operations manager. Promotions may also take the form of self-employment. Marketing and communication skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Skills:
- Adjusting actions in relation to others' actions.
- Managing one's own time and the time of others.
- Motivating, developing, and directing people as they work, identifying the best people for the job.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to see details at close range (within a few feet of the observer).

*O*NET-SOC Code 11-9051.00* *Source: O*NET OnLine*

Data collected in 1999: 15 employers surveyed representing 59 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

General Office Clerks

Includes Administrative Support Staff.

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined (OES 553470).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.00 - $12.00/hr	$8.00/hr
New Hires/Exp'd:	$6.50 - $16.00/hr	$10.00/hr
Exp'd/After 3 Years:	$8.00 - $18.65/hr	$11.63/hr

Surveys indicated that union wages were typically at the top end of the range.

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Almost all provide a vacation. Most also provide sick leave and dental insurance. Many provide life insurance, vision insurance, and a retirement plan. SHARED COST: Some employers provide medical insurance and other benefits, including dental insurance, a retirement plan, and vision insurance. Few employers provide benefits for part-time employees.

Hours: Almost all jobs are 40 hours per week. A few jobs are part-time or temporary/on-call, ranging from 20-35 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers do not require prior experience.

Training: Almost all employers report that word processing skills are important. Many also report that spreadsheet skills are important. Some report that database and desktop publishing skills are important. Training programs are available for this occupation, although employers often provide on-the-job training. Refer to Secretarial/Administrative Support Occupations in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%). This turnover rate does not include temporary employment.

Size of Occupation

Very Large. There are approximately 17,730-21,670 general office clerks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 75% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 340-420 job openings are projected per year due to a net increase in occupation size. About 485-590 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of general office clerks is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: In a wide variety of industries, with about one out of every three jobs provided by government agencies and educational institutions. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also recruit applicants through internet job listings. Some fill openings by hiring referrals from employees and/or unsolicited applicants.

Career Path: Promotions may lead to higher level clerical positions or supervisory/management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Talking to others to convey information effectively.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to add, subtract, multiply, or divide quickly and correctly.

*O*NET-SOC Code 43-9061.00* *Source: O*NET OnLine*

Data collected in 2000: 18 employers surveyed representing 2,344 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Graphic Art Designers

Graphic Art Designers apply extensive training in the theory and practice of graphic design to produce visually appealing material used for advertising, promotional, publishing, or communication purposes (Modified DOT 141.061-996).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.00 - $11.99/hr	$8.00/hr
New Hires/Exp'd:	$7.00 - $26.00/hr	$13.42/hr
Exp'd/After 3 Years:	$12.00 - $40.00/hr	$18.22/hr

Benefits: EMPLOYER PAID: Almost all employers provide medical insurance. Most also provide a vacation and sick leave. Many provide dental insurance. Some provide a retirement plan and vision insurance. SHARED COST: Some employers provide a retirement plan.

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers require a bachelor degree.

Experience: Many employers require or prefer 6-48 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Many employers report that desktop publishing skills are important. Many also report that knowledge of PhotoShop is important. Some report that knowledge of PageMaker and Illustrator is important. Refer to Graphic Art Designers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 225-275 graphic art designers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 45% are female.

Employment Trends

Insufficient data; however, almost all employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of visual artists is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Advertising agencies, graphics design studios, newspapers and publishing companies, large retailers, schools and government agencies, television stations, and large or specialized film production companies. Nationally, about 26% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements. Some fill openings by hiring referrals from employees and/or unsolicited applicants. Some also recruit applicants through word of mouth and/or internet job listings.

Career Path: Promotions may lead to senior designer, art director, or supervisory positions. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Skills:
- Controlling operations of equipment or systems.
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:
- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

*O*NET-SOC Code 27-1024.00* *Source: O*NET OnLine*

Data collected in 2000: 17 employers surveyed representing 82 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Graphic Art Technicians

Includes Production Artists and Graphic Assistants.

Graphic Art Technicians generally assist designers in the technical aspects of graphic design and production. They may use desktop publishing skills to create and produce graphics that do not require the skills of a professional designer (Modified DOT 141.061-995).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $9.00/hr	$8.00/hr
New Hires/Exp'd:	$7.00 - $14.38/hr	$11.00/hr
Exp'd/After 3 Years:	$12.00 - $20.00/hr	$15.00/hr

Benefits: EMPLOYER PAID: Almost all employers provide medical insurance. Of the employers surveyed, all report that they provide a vacation and sick leave. Most also provide dental insurance. Some provide a retirement plan and vision insurance. SHARED COST: Some employers provide a retirement plan. Few employers provide benefits for part-time employees.

Hours: Almost all jobs are 40-50 hours per week. A few jobs are 20-30 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers require an associate degree. Some other employers are willing to accept less than a high school level education.

Experience: Most employers require or prefer 4-36 months of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Most employers report that knowledge of Illustrator is important. Many also report that desktop publishing skills are important. Some report that knowledge of PhotoShop is important. Refer to Graphic Art Technicians and/or Desktop Publishing Specialists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. There are approximately 270-330 graphic art technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 50% are female.

Employment Trends

Insufficient data; however, most employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of desktop publishing specialists is expected to grow much faster than average. This reflects the increasing proportion of page layout and design that will be performed using computers.

Other Information

Where the Jobs Are: Print shops, service bureaus, government agencies, and organizations that do in-house graphics for advertising, marketing, and other purposes. Some work on a freelance basis or are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some fill openings by hiring referrals from public and private schools and/or private employment agencies.

Career Path: Promotions may lead to graphic designer or supervisory/management positions. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- 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.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Determining the kind of tools and equipment needed to do a job.
- Controlling operations of equipment or systems.

Abilities:
- The ability to see details at close range (within a few feet of the observer).
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

*Related O*NET-SOC Code 43-9031.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 26 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Guards and Watch Guards

Also known as Security Officers.

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds (OES 630470).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $7.00/hr	$6.00/hr
New Hires/Exp'd:	$6.00 - $7.75/hr	$6.50/hr
Exp'd/After 3 Years:	$6.00 - $9.50/hr	$8.00/hr

Benefits: Most employers provide medical insurance. Many also provide dental insurance, a vacation, and vision insurance. Some provide life insurance and sick leave. A few provide a retirement plan. Few employers provide benefits for part-time employees.

Hours: Most jobs are 32-40 hours per week. Some jobs are 18-28 hours per week.

Employer Requirements

License: Required for those who carry firearms or batons; contact the Bureau of Security and Investigative Services at 916-322-4000 for licensing information.

Education: Most employers require a high school diploma or equivalent for job entry.

Experience: Most employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Security Officers and/or Private Investigators and Loss Prevention Agents in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Very Large. There are approximately 4,480-5,480 security officers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 15% are female.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2002. About 105-130 job openings are projected per year due to a net increase in occupation size. About 85-100 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of guards is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Private security firms and large organizations with in-house security personnel. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or by hiring unsolicited applicants. Some fill openings by hiring referrals from the Employment Development Department.

Career Path: Promotions may lead to supervisory positions. Communication skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Talking to others to convey information effectively.
- Being aware of others' reactions and understanding why they react as they do.
- 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.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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.

*O*NET-SOC Code 33-9032.00* *Source: O*NET OnLine*

Data collected in 1999: 15 employers surveyed representing 2,303 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Hairdressers, Hairstylists, and Cosmetologists

Also known as Stylists.

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Does not include Shampooers, Manicurists, and Beauty School Instructors (OES 680050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.98 - $8.05/hr	$6.73/hr
New Hires/Exp'd:	$5.98 - $20.14/hr	$7.25/hr
Exp'd/After 3 Years:	$7.00 - $26.32/hr	$9.59/hr

These wages do not include tips. Some may work on a commission basis.

Benefits: EMPLOYER PAID: A few employers provide medical insurance. Many also provide a vacation. Some provide sick leave. SHARED COST: Many employers provide medical insurance. Some also provide dental insurance, a retirement plan, and vision insurance. For part-time employees: Some employers provide medical insurance and other benefits, including a vacation and dental insurance.

Hours: Most jobs are 35-40 hours per week. Some jobs are 12-33 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Board of Cosmetology at 916-445-7061 for licensing information.

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers are willing to accept less than a high school level education.

Experience: Most employers do not require prior experience.

Training: Completion of a cosmetology training program is required. Refer to Hairstylists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Medium. There are approximately 990-1,210 cosmetologists currently employed in Sacramento and Yolo Counties. Local surveys indicate about 95% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 10-20 job openings are projected per year due to a net increase in occupation size. About 25-30 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of barbers and cosmetologists is projected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Beauty and hairstyling shops, and department stores with hair salons. Nationally, about 46% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants. Many also fill openings by hiring referrals from employees and/or schools and training programs.

Career Path: Promotions may lead to supervisory or management positions. Promotions may also take the form of self-employment. Leadership skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Skills:
- Actively looking for ways to help people.
- 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.
- Talking to others to convey information effectively.

Abilities:
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 39-5012.00* *Source: O*NET OnLine*

Data collected in 2000: 17 employers surveyed representing 328 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Hand Packers and Packagers

Includes Courtesy Clerks.

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training (OES 989020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $11.00/hr	$7.00/hr
New Hires/Exp'd:	$5.75 - $12.47/hr	$7.00/hr
Exp'd/After 3 Years:	$6.50 - $15.00/hr	$10.50/hr

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Almost all provide a vacation. Most also provide sick leave. Many provide dental insurance and life insurance. Some provide vision insurance. SHARED COST: Some employers provide medical insurance. Many provide a retirement plan. A few employers provide a vacation and sick leave for part-time employees.

Hours: Almost all jobs are 40-45 hours per week. A few jobs are 18-30 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers are willing to accept less than a high school level education.

Experience: Of the employers surveyed, all report that they do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Large. There are approximately 3,210-3,920 hand packers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 25% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2004. About 120-145 job openings are projected per year due to a net increase in occupation size. About 80-100 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, driven largely by rapid growth in the industries in which they are most concentrated, faster-than-average growth is expected for vehicle washers and equipment cleaners, hand packers and packagers, and parking lot attendants.

Other Information

Where the Jobs Are: In a variety of industries, including grocery stores, personnel supply firms, and department stores. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to clerk or checker positions. Interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Skills:
- Actively looking for ways to help people.
- 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.
- Talking to others to convey information effectively.

Abilities:
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 53-7064.00* *Source: O*NET OnLine*

Data collected in 2000: 17 employers surveyed representing 351 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Hazardous Materials Removal Workers

Hazardous Materials Removal Workers remove, pack, transport, and/or dispose of hazardous materials, including asbestos, waste fuel, contaminates soil, etc. Specialized training and certification in hazardous materials handling and/or a confined entry permit are generally required (OES 878030).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.63 - $15.00/hr	$10.00/hr
New Hires/Exp'd:	$9.59 - $18.15/hr	$12.00/hr
Exp'd/After 3 Years:	$12.00 - $25.00/hr	$15.50/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■	—	■	—
Dental Insurance	■■■	—	■■	—	■	—
Vision Insurance	■■■	—	■■	—	■	—
Life Insurance	■	—	—	—	—	—
Sick Leave	■■■■	—	■	—	—	—
Vacation	■■■■	—	■	—	—	—
Retirement	■■■	—	—	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40-45 hours per week. A few jobs are 20-25 hours per week.

Employer Requirements

License: Not required, except for individuals who transport hazardous materials, which requires a commercial drivers license; contact the Department of Motor Vehicles Commercial Driving License Office at 916-657-5771 and the Department of Toxic Substances Control at 916-255-3545 for licensing information.

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers require or prefer 3-24 months of prior experience. A few employers are willing to accept training as a substitute for experience.

Training: Some employers report that computer skills are important. Refer to Hazardous Materials Removal Workers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. Published projections for this occupation estimate the number of workers at 175-210. However, local surveys indicate approximately 250-300 hazardous materials removal workers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female. Few employers are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of hazardous materials removal workers is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Trucking companies, construction firms, petroleum products (wholesalers), circuit board manufacturers, local government, and refuse collection and disposal companies. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements. Some fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to foreman or other supervisory/management positions. Continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:
- 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).
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

*Related O*NET-SOC Code 47-4041.01* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 223 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Also known as HVAC Service Technicians.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work (OES 859020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $10.51/hr	$8.00/hr
New Hires/Exp'd:	$8.00 - $28.49/hr	$12.00/hr
Exp'd/After 3 Years:	$10.00 - $30.76/hr	$18.00/hr

Surveys indicated that union wages were typically at the top end of the range.

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Many also provide dental insurance and a vacation. Some provide a retirement plan, life insurance, and vision insurance. SHARED COST: Some employers provide medical insurance and other benefits, including a retirement plan, a vacation, and dental insurance. A few provide vision insurance.

Hours: Almost all jobs are 36-40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Many employers do not require prior experience. Many other employers require or prefer 6-60 months of prior experience. Almost all employers are willing to accept training as a substitute for experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to HVAC Mechanics/Technicians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Medium. There are approximately 870-1,065 service technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2004. About 20-25 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of heating, air-conditioning, and refrigeration mechanics and installers is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Plumbing, heating, and air conditioning firms. Nationally, about 16% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to foreman or other supervisory/management positions. Promotions may also take the form of self-employment. Interpersonal and management skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Skills:
- Installing equipment, machines, wiring, or programs to meet specifications.
- Determining causes of operating errors and deciding what to do about it.
- Repairing machines or systems using the needed tools.

Abilities:
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to read and understand information and ideas presented in writing.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

*O*NET-SOC Code 49-9021.01* *Source: O*NET OnLine*

Data collected in 2000: 17 employers surveyed representing 592 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Helpers, all other Construction Trade Workers

Also known as Laborers.

All other Construction Trade Workers' Helpers assist workers in the construction trades, such as Brick Masons, Carpenters, Electricians, Painters, Plumbers, and Surveyors. They perform duties of lesser skills such as furnishing tools, materials, and supplies to other workers, cleaning work areas, machines, and tools, and holding materials or tools for other workers. Does not include apprentice workers (Modified DOT 983.190-999).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $10.00/hr	$8.00/hr
New Hires/Exp'd:	$6.50 - $20.91/hr	$9.60/hr
Exp'd/After 3 Years:	$8.50 - $30.00/hr	$13.00/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance. Some also provide dental insurance. SHARED COST: Some employers provide medical insurance and other benefits, including a vacation, a retirement plan, and dental insurance. A few also provide vision insurance.

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Most employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent.

Experience: Most employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Helpers, Construction in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Medium. There are approximately 1,080-1,320 construction helpers currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female.

Employment Trends

Insufficient data; however, most employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of handlers, equipment cleaners, helpers, and laborers is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: General building and heavy construction contractors. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements.

Career Path: Promotions may lead to foreman or apprentice positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Determining the kind of tools and equipment needed to do a job.
- Installing equipment, machines, wiring, or programs to meet specifications.
- Adjusting actions in relation to others' actions.

Abilities:
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
- The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.

*Related O*NET-SOC Code 47-3012.00* *Source: O*NET OnLine*

Data collected in 2000: 16 employers surveyed representing 379 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Home Health Aides

Includes Certified Home Health Aides.

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers (OES 660110).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.75 - $13.00/hr	$9.78/hr
New Hires/Exp'd:	$8.00 - $15.00/hr	$9.63/hr
Exp'd/After 3 Years:	$9.00 - $15.00/hr	$12.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	■	■■	■	—	—
Dental Insurance	■■■	■	■■	■	—	—
Vision Insurance	■■	—	■■■	■	—	—
Life Insurance	■■	—	■■	■■	■	—
Sick Leave	■■■	■	■	■	—	—
Vacation	■■■■	■	■	■	—	—
Retirement	■■	■	■	—	■■	■
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Many jobs are 35-40 hours per week. Many other jobs are 15-30 hours per week. A few jobs are temporary or on-call, ranging from 8-30 hours per week..

Employer Requirements

License: Licensing is required for this occupation; contact the State Department of Health Services at 916-327-2445 for licensing information.

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Almost all employers require or prefer 6-12 months of prior experience. A few employers are willing to accept training as a substitute for experience.

Training: Most employers require technical or vocational training, although some employers may provide on-the-job training. Refer to Home Health Aides in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).This turnover rate does not include temporary employment.

Size of Occupation

Medium. There are approximately 945-1,155 home health aides currently employed in Sacramento and Yolo Counties. Local surveys indicate about 90% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 35-40 job openings are projected per year due to a net increase in occupation size. About 10-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of home health and personal care aides is expected to be one of the fastest growing occupations through the year 2008.

Other Information

Where the Jobs Are: Home health care services, hospitals, personnel supply services, and government/social services agencies. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees.

Career Path: With additional education or training, promotions may lead to other healthcare occupations such as licensed vocational nurse.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- 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.

Skills:
- Actively looking for ways to help people.
- Being aware of others' reactions and understanding why they react as they do.
- 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.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.

*O*NET-SOC Code 31-1011.00* *Source: O*NET OnLine*

Data collected in 2001: 16 employers surveyed representing 267 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Hotel Desk Clerks

Also known as Front Desk Clerks.

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests (OES 538080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $8.00/hr	$7.38/hr
New Hires/Exp'd:	$6.75 - $8.75/hr	$7.63/hr
Exp'd/After 3 Years:	$8.00 - $11.00/hr	$8.84/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■	■	■■■■■	—	—	—
Dental Insurance	■	■	■■■■	—	—	—
Vision Insurance	■	■	■■■■	—	—	—
Life Insurance	■	—	■■	—	—	—
Sick Leave	■■■■	■	—	—	—	—
Vacation	■■■■■	■	—	—	—	—
Retirement	■■	■	■■	—	■	—
Child Care	—	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 35-40 hours per week. Some jobs are 15-30 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers do not require prior experience. Many employers require or prefer 3-12 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Hotel Desk Clerks in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Small. There are approximately 480-585 hotel desk clerks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 65% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 35-40 job openings are projected per year due to a net increase in occupation size. About 20-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of hotel, motel, and resort desk clerks is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Hotels and motels. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring unsolicited applicants and/or through in-house promotion or transfer from positions such as maid or housekeeper.

Career Path: Promotions may lead to supervisory or management positions. Customer service skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills:
- Actively looking for ways to help people.
- Talking to others to convey information effectively.
- 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.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to add, subtract, multiply, or divide quickly and correctly.

*O*NET-SOC Code 43-4081.00* *Source: O*NET OnLine*

Data collected in 2001: 16 employers surveyed representing 121 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Human Resource Technicians

Human Resource Technicians provide assistance to personnel directors and managers in identifying, evaluating, and resolving human relations and work performance problems within establishments. Workers in this occupation attend meetings of managers, supervisors, and work units to ascertain problems that adversely effect employee morale and productivity and to determine effective remediation techniques, such as job skill training or personal intervention; develop and conduct training to instruct managers, supervisors, and workers in a variety of related skills, such as supervisory skills, conflict resolution skills, interpersonal communication skills, and group interaction skills; schedule individuals for technical job-related skills training. May assist in screening applicants for employment and in-house training programs, participate in labor relations issues, and write employee newsletter (Modified DOT 166.267-999).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$15.34 - $19.58/hr	$18.50/hr	$14.66 - $22.82/hr	$15.66/hr
New Hires/Exp'd:	$11.51 - $22.93/hr	$18.22/hr	$14.66 - $25.16/hr	$17.26/hr
Exp'd/After 3 Years:	$14.19 - $26.37/hr	$20.62/hr	$15.98 - $27.74/hr	$18.12/hr

Some employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■■	—	—	—
Dental Insurance	■■■■	—	■■	—	—	—
Vision Insurance	■■■	—	■■■	—	■	—
Life Insurance	■■■■	—	■	—	—	—
Sick Leave	■■■■■■	—	—	—	—	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■■	—	■■■	—	■	—
Child Care	—	—	—	—	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40-50 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers require a bachelor degree.

Experience: Most employers require or prefer 1-5 years of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Almost all employers report that word processing and spreadsheet skills are important. Many also report that database skills are important. Refer to Personnel/Human Resources Technicians and/or Personnel/Human Resources Managers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and not difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very competitive outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 1,000-2,000 human resource technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 90% are female. A few jobs are union.

Employment Trends

Insufficient data; however, almost all employers surveyed expect their employment in this occupation to remain stable. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of human resources, training, and labor relations managers and specialists is expected to grow about as fast as the average for all occupations through 2010.

Other Information

Where the Jobs Are: In a wide variety of organizations that have personnel or human resources departments.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or through internet job listings. Many also fill openings through in-house promotion from human resources clerk or assistant positions.

Career Path: Promotions may lead to higher level human resources positions. Promotions may also lead to supervisory or management positions. Communication skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- 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.

Skills:
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- 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.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*Related O*NET-SOC Code 13-1072.00* *Source: O*NET OnLine*

Data collected in 2002: 16 employers surveyed representing 53 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Human Service Workers

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians (OES 273080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $10.17/hr	$10.00/hr
New Hires/Exp'd:	$7.75 - $13.23/hr	$10.93/hr
Exp'd/After 3 Years:	$9.75 - $18.00/hr	$13.50/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	■■	■	—
Dental Insurance	■■■■	—	■■	■■	■	—
Vision Insurance	■■■	—	■■	■■	■	—
Life Insurance	■■■	—	■■	■■	■	—
Sick Leave	■■■■■	■	—	■	■	—
Vacation	■■■■■	■	—	■	■	—
Retirement	■■	—	■■■	■	■	—
Child Care	—	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week. A few jobs are 20-30 hours per week.

Employer Requirements

License: None

Education: Some employers require an associate degree for job entry. Some other employers are willing to accept a high school diploma or equivalent.

Experience: Most employers require 1-2 years of prior experience. Some employers do not require prior experience.

Training: Many employers report that computer skills are important. Refer to Human Service Workers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Small. There are approximately 710-870 human service workers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 65% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 35-40 job openings are projected per year due to a net increase in occupation size. About 15-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, the number of human service workers and assistants is projected to grow much faster than the average for all occupations between 1998 and 2008.

Other Information

Where the Jobs Are: Job training agencies, vocational rehabilitation services, individual and family social services, residential care facilities, and other social service agencies. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Of the employers surveyed, all report that they recruit applicants through newspaper advertisements. Most fill openings by hiring referrals from employees. Some fill openings by hiring referrals from colleges and universities and/or recruit applicants through internet job listings. Some also fill openings by hiring referrals from the Employment Development Department.

Career Path: Promotions may lead to coordinator or other supervisory/management positions. Continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Skills:
- Talking to others to convey information effectively.
- Being aware of others' reactions and understanding why they react as they do.
- 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.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*Related O*NET-SOC Code 21-1093.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 182 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Industrial Truck and Tractor Operators

Also known as Forklift Operators.

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with forklift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators (OES 979470).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.50 - $11.00/hr	$10.00/hr
New Hires/Exp'd:	$7.00 - $13.00/hr	$10.00/hr
Exp'd/After 3 Years:	$9.50 - $18.00/hr	$14.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■■■	—	■■	—	■	—
Life Insurance	■■	—	■■	—	■	—
Sick Leave	■■■■	—	—	—	—	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■■	—	■■■	—	■	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40 hours per week.

Employer Requirements

License: None

Education: Many employers are willing to accept less than a high school level education for job entry. Many other employers require a high school diploma or equivalent.

Experience: Many employers require 3-36 months of prior experience. Many other employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Forklift/Industrial Truck Operators in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Medium. There are approximately 1,045-1,280 forklift operators currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 20-25 job openings are projected per year due to a net increase in occupation size. About 10-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, growth of industrial truck and tractor operators will be slower than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Wholesalers and manufacturers, trucking and warehousing, food processing, and personnel supply services. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants and/or recruit applicants through newspaper advertisements.

Career Path: Promotions may lead to supervisory or management positions. Motivation, leadership, and interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Controlling operations of equipment or systems.
- Determining the kind of tools and equipment needed to do a job.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Abilities:
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- 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.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

*O*NET-SOC Code 53-7051.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 140 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Instructional Aides

Also known as Instructional Assistants and Teacher Aides/Assistants.

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts, and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils (OES 315211).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$6.25 - $7.50/hr	$7.00/hr	$8.36 - $11.80/hr	$9.76/hr
New Hires/Exp'd:	$6.50 - $8.50/hr	$7.75/hr	$9.12 - $10.72/hr	$10.59/hr
Exp'd/After 3 Years:	$7.00 - $10.50/hr	$10.00/hr	$9.61 - $15.08/hr	$11.53/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	■	■	■■■	—	—
Dental Insurance	■■	■	■	■■■	—	—
Vision Insurance	■	■	■	■■■	—	—
Life Insurance	■	■	■	■■	—	—
Sick Leave	■■	■	■	■■	—	—
Vacation	■■	■	■	■■	—	—
Retirement	■	■	■	■■■	—	—
Child Care	■	■	■	■■	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 17-30 hours per week. A few jobs are 35-40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Almost all employers do not require prior experience.

Training: Some employers report that computer skills are important. Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Instructional Aides the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Very Large. There are approximately 3,805-4,655 instructional aides currently employed in Sacramento and Yolo Counties. Local surveys indicate about 85% are female. Most jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 115-145 job openings are projected per year due to a net increase in occupation size. About 40-50 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of teacher assistants is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Public school districts and private educational facilities. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants and/or by hiring referrals from public and private schools.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Teaching others how to do something.
- Talking to others to convey information effectively.
- 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.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to speak clearly so others can understand you.

*O*NET-SOC Code 25-9041.00* *Source: O*NET OnLine*

Data collected in 2001: 18 employers surveyed representing 1,624 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Insurance Adjusters, Examiners, and Investigators

Insurance Adjusters, Examiners, and Investigators investigate, analyze, and determine the validity of the amount of the insurance company's liability concerning personal, casualty, or property loss or damages, and effect a settlement with claimants. They correspond with or interview medical specialists, agents, witnesses, or claimants to compile information, calculate benefit payments, and approve payment of claims within a certain monetary limit. Does not include Insurance Sales Agents, Insurance Policy Process Clerks, and Claims Clerks (OES 533020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$9.59 - $16.78/hr	$13.42/hr
New Hires/Exp'd:	$12.00 - $21.58/hr	$16.78/hr
Exp'd/After 3 Years:	$15.82 - $28.77/hr	$19.18/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■■■	—	—	—
Dental Insurance	■■	—	■■■■	—	—	—
Vision Insurance	■■	—	■■	—	■	—
Life Insurance	■■■■	—	■	—	—	—
Sick Leave	■■■■■	—	—	—	■	—
Vacation	■■■■■	—	—	—	■	—
Retirement	■■	—	■■■■	—	■	—
Child Care	—	—	—	—	■■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-40 hours per week.

Employer Requirements

License: Required for this occupation; contact the California Department of Insurance at 916-322-3555 for licensing information.

Education: Most employers require a high school diploma or equivalent for job entry. Some employers require a bachelor degree.

Experience: Almost all employers require or prefer 1-5 years of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Most employers report that word processing skills are important. Many also report that spreadsheet skills are important. Refer to Insurance Adjusters, Examiners, and Investigators in the Occupation-Training Index for information on education/training providers with related programs, although skills for this occupation are typically learned through experience on-the-job.

Data collected in 2002: 15 employers surveyed representing 809 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Large. There are approximately 2,320-2,835 insurance, adjusters, examiners, and investigators currently employed in Sacramento and Yolo Counties. Local surveys indicate about 55% are female.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 120-145 job openings are projected per year due to a net increase in occupation size. About 35-45 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of claims adjusters, appraisers, examiners, and investigators is expected to grow about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Insurance companies. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through word of mouth. Many also recruit applicants through internet job listings and/or fill openings by hiring referrals from public and private schools. Some recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Employers may fill openings by promoting from claims support positions.

Career Path: Promotions may lead to supervisory or management positions. Continuing education and communication skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Talking to others to convey information effectively.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to read and understand information and ideas presented in writing.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 13-1031.02* *Source: O*NET OnLine*

Internet Web Site Designers/Developers (Webmasters)

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software, they create, design and maintain web pages to communicate an organization's message to internet users (Modified DOT 031.064-999).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$9.00 - $19.20/hr	$15.00/hr
Exp'd/After 3 Years:	$15.00 - $35.00/hr	$23.50/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■	—	—	—
Dental Insurance	■■■■	—	■	—	—	—
Vision Insurance	■■■	—	■	—	—	—
Life Insurance	■■	—	—	—	—	—
Sick Leave	■■	—	—	—	—	—
Vacation	■■	—	—	—	—	—
Retirement	■■	—	■■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers require a bachelor degree. Some other employers are willing to accept less than a high school level education.

Experience: Of the employers surveyed, all report that they require 6-48 months of prior experience.

Training: Of the employers surveyed, all report that word processing, spreadsheet, database, and desktop publishing skills are important. Refer to Webmasters in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 200-300 webmasters currently employed in Sacramento and Yolo Counties. Local surveys indicate about 25% are female. A few jobs are union.

Employment Trends

Insufficient data; however, many employers surveyed expect this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of computing professionals is expected to increase much faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Internet Service Providers (ISPs) and a wide variety of other employers who use the internet for communication and/or advertising.

Methods Used to Fill Job Openings: Most employers recruit applicants through internet job listings. Many also recruit applicants through word of mouth and/or newspaper advertisements. Some fill openings by hiring referrals from employees. Employers may fill openings by promoting from technical support positions.

Career Path: Promotions may lead to management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Writing computer programs for various purposes. Communicating effectively in writing as appropriate for the needs of the audience.
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in writing so others will understand.

*Related O*NET-SOC Code 15-1021.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 43 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Janitors and Cleaners - Except Maids and Housekeeping Cleaners

Also known as Custodians.

Janitors and Cleaners, except Maids and Housekeeping Cleaners keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers (OES 670050).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$6.00 - $8.00/hr	$6.50/hr	$9.72 - $11.35/hr	$10.20/hr
New Hires/Exp'd:	$6.00 - $9.00/hr	$7.00/hr	$10.21 - $12.74/hr	$11.30/hr
Exp'd/After 3 Years:	$7.00 - $12.00/hr	$10.00/hr	$10.72 - $14.27/hr	$12.16/hr

Benefits: EMPLOYER PAID: Most employers provide medical insurance and other benefits, including a vacation and sick leave. Many also provide dental insurance. Some provide life insurance, a retirement plan, and vision insurance. SHARED COST: Some employers provide medical insurance and other benefits, including dental insurance, a retirement plan, and vision insurance. For part-time employees: Some employers provide medical insurance and dental insurance.

Hours: Most jobs are 36-40 hours per week. Some jobs are 18-28 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers are willing to accept less than a high school level education.

Experience: Almost all employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Janitors/Custodians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Very Large. There are approximately 7,290-8,910 custodians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 40% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 125-155 job openings are projected per year due to a net increase in occupation size. About 160-195 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of janitors and cleaners and institutional cleaning supervisors is expected to grow about as fast as average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Schools and colleges and janitorial/maintenance companies. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements, fill openings by hiring unsolicited applicants, and/or referrals from employees. Some also recruit applicants through word of mouth, internet job listings, and/or by hiring referrals from private employment agencies.

Career Path: Promotions may lead to supervisory positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- 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.
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Skills:
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Repairing machines or systems using the needed tools.
- Determining causes of operating errors and deciding what to do about it.

Abilities:
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- 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.

*O*NET-SOC Code 37-2011.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 532 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Laborers, Landscaping and Groundskeeping

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help Brick and Stone Masons (OES 790410).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.25 - $9.50/hr	$7.50/hr
New Hires/Exp'd:	$7.00 - $10.00/hr	$8.00/hr
Exp'd/After 3 Years:	$9.00 - $14.00/hr	$10.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■	—	■	—
Dental Insurance	■■	—	—	—	■	—
Vision Insurance	■	—	—	—	■	—
Life Insurance	■	—	—	—	■	—
Sick Leave	■	—	—	—	—	—
Vacation	■■	—	■	—	—	—
Retirement	■■	—	■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Almost all employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent.

Experience: Many employers do not require prior experience. Many other employers require 1-3 years of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Landscaping/Groundskeeping/Nursery Occupations in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Very Large. There are approximately 4,910-6,005 landscaping and groundskeeping laborers currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 120-150 job openings are projected per year due to a net increase in occupation size. About 155-190 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of landscaping, groundskeeping, nursery, greenhouse, and lawn service workers is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Landscaping and garden/maintenance services, local government agencies, property and real estate management firms, nurseries, and golf courses. Nationally, about 10% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees and/or by hiring unsolicited applicants. Many also recruit applicants through newspaper advertisements.

Career Path: Promotions may lead to foreman or other supervisory positions. Promotions may also take the form of self-employment. Communication and leadership skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Skills:
- Determining the kind of tools and equipment needed to do a job.
- Controlling operations of equipment or systems.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Abilities:
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- The ability to exert yourself physically over long periods of time without getting winded or out of breath.

*O*NET-SOC Code 37-3011.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 449 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Legal Secretaries

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials (OES 551020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$12.96 - $19.68/hr	$16.68/hr
Exp'd/After 3 Years:	$14.51 - $23.97/hr	$17.84/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■■	—	■■	—	—	—
Vision Insurance	■■■	—	■	—	—	—
Life Insurance	■■■■	—	■	—	—	—
Sick Leave	■■■■■■	—	—	—	—	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■■	—	■■■	—	■	—
Child Care	■	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 37-40 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Almost all employers require or prefer 6-60 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Almost all employers report that word processing skills are important. Refer to Legal Secretaries in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Medium. There are approximately 1,285-1,570 legal secretaries currently employed in Sacramento and Yolo Counties. Local surveys indicate more than 95% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 20-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, rapid growth in the health and legal services industries should lead to average growth for medical and legal secretaries.

Other Information

Where the Jobs Are: Offices of attorneys and law firms. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employment agencies. Some also fill openings by hiring referrals from employees and/or through internet job listings. Employers may fill openings by promoting from receptionist or general secretary positions.

Career Path: Promotions may lead to paralegal or management positions. Interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Adjusting actions in relation to others' actions.
- Managing one's own time and the time of others.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in writing so others will understand.

*O*NET-SOC Code 43-6012.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 137 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Licensed Vocational Nurses

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions (OES 325050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$13.62 - $18.00/hr	$15.50/hr
New Hires/Exp'd:	$13.62 - $18.00/hr	$16.75/hr
Exp'd/After 3 Years:	$13.00 - $21.00/hr	$17.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	■■	■■■	■■	—	—
Dental Insurance	■■■	■■	■■■	■■	—	—
Vision Insurance	■■	■	■■■	■■■	—	—
Life Insurance	■■	■	■■■	■■■	—	—
Sick Leave	■■■■■	■■■	■	■	—	—
Vacation	■■■■■■	■■■	—	—	—	—
Retirement	■■■	■	■■■	■■	■	—
Child Care	—	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Many jobs are 20-30 hours per week. Some other jobs are 40-45 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Board of Vocational Nursing at 916-263-7800 for licensing information.

Education: Most employers require a high school diploma or equivalent for job entry. Some employers require an associate degree.

Experience: Most employers require or prefer 6-12 months of prior experience. A few employers are willing to accept training as a substitute for experience. Some employers do not require prior experience.

Training: Completion of a certificate training program is a license requirement for this occupation. Refer to Licensed Vocational Nurses in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Data collected in 2001: 17 employers surveyed representing 664 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Size of Occupation

Large. There are approximately 1,985-2,425 licensed vocational nurses currently employed in Sacramento and Yolo Counties. Local surveys indicate about 85% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 40-50 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of licensed vocational nurses is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Hospitals, clinics, and skilled nursing facilities. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Some fill openings by hiring referrals from public and private schools and/or by hiring unsolicited applicants. A few recruit applicants through internet job listings. With additional education or training, employers may fill openings by promoting from nurse assistant positions.

Career Path: With additional education or training, promotions may lead to registered nurse.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- 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.
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Skills:
- 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.
- Actively looking for ways to help people.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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.

Locksmiths and Safe Repairers

Locksmiths and Safe Repairers repair and open locks, make keys, change locks and safe combinations, and install and repair safes (OES 859230).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $7.00/hr	$7.00/hr
New Hires/Exp'd:	$5.75 - $12.79/hr	$10.00/hr
Exp'd/After 3 Years:	$9.00 - $25.57/hr	$12.00/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance. Most provide a vacation. Many also provide sick leave. SHARED COST: Some employers provide medical insurance and other benefits, including dental insurance and vision insurance.

Hours: Almost all jobs are 40-50 hours per week.

Employer Requirements

License: Required for this occupation; contact the Department of Consumer Affairs Bureau of Security and Investigative Services at 916-322-4000 for licensing information.

Education: Almost all employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers require or prefer 6-54 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Locksmiths and Safe Repairers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 250-305 locksmiths and safe repairers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 5% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, the occupation of locksmiths and safe repairers is projected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Locksmith shops. Nationally, about 39% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring unsolicited applicants and/or referrals from employees. Some fill openings by hiring referrals from schools and training programs.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- 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.

Skills:
- Installing equipment, machines, wiring, or programs to meet specifications.
- Repairing machines or systems using the needed tools.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

*O*NET-SOC Code 49-9094.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 48 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Lodging Managers

Includes Front Desk Managers.

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization of department that provides lodging such as hotels, motels, or tourist courts (OES 150262).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.25 - $11.51/hr	$10.25/hr
New Hires/Exp'd:	$9.00 - $15.34/hr	$12.79/hr
Exp'd/After 3 Years:	$10.50 - $18.22/hr	$14.38/hr

Some employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	—	■■■■	—	—	—
Dental Insurance	■■	—	■■■■	—	—	—
Vision Insurance	■	—	■■■	—	■	—
Life Insurance	■■	—	■■■	—	—	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■	—	■■■	—	■■	—
Child Care	—	—	■	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40-50 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers require or prefer 6-24 months of prior experience, although most are willing to accept training as a substitute for experience.

Training: Almost all employers report that spreadsheet, word processing, and database skills are important. Refer to Lodging/Hotel Managers in the Occupation-Training Index for information on education/training providers with related programs, although skills for this occupation are typically learned through experience on-the-job.

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and a moderately difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Medium. There are approximately 1,090-1,330 lodging managers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 45% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 20-25 job openings are projected per year due to a net increase in occupation size. About 20-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of lodging managers is expected to grow more slowly than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Hotels and motels Nationally, about 49% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some recruit applicants through internet job listings. Employers may fill openings by promoting from front desk clerk positions.

Career Path: Promotions may lead to higher level management positions. Customer service skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skills:
- Actively looking for ways to help people.
- Talking to others to convey information effectively.
- Adjusting actions in relation to others' actions.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to speak clearly so others can understand you.

*O*NET-SOC Code 11-9081.00* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 64 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Machinists

Also known as CNC Machinists and Operators.

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations (OES 891080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $10.00/hr	$8.50/hr
New Hires/Exp'd:	$8.50 - $17.50/hr	$11.00/hr
Exp'd/After 3 Years:	$11.50 - $22.00/hr	$18.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■■	—	—	—
Dental Insurance	■■■	—	■■	—	■	—
Vision Insurance	■■■	—	■■	—	—	—
Life Insurance	■	—	■■	—	■	—
Sick Leave	■■■	—	■	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■	—	■■	—	■	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Most employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent.

Experience: Many employers require or prefer 1-5 years of prior experience. Some employers are willing to accept training as a substitute for experience. Some employers do not require prior experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Machinists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. There are approximately 705-860 machinists currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. Few employers are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of machinists is expected to grow more slowly than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Manufacturers of industrial machinery, equipment, instruments and related products, and wholesalers of vehicle supplies and parts. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. A few fill openings by hiring unsolicited applicants. Employers may fill openings by promoting from helper positions.

Career Path: Promotions may lead to foreman or other supervisory positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Controlling operations of equipment or systems.
- Using mathematics to solve problems.

Abilities:
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- The ability to see details at close range (within a few feet of the observer).

*O*NET-SOC Code 51-4041.00* *Source: O*NET OnLine*

Data collected in 2002: 17 employers surveyed representing 165 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Maids and Housekeeping Cleaners

Also known as Housekeepers and Room Attendants.

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture (OES 670020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.25 - $7.50/hr	$6.75/hr
New Hires/Exp'd:	$6.25 - $8.00/hr	$6.75/hr
Exp'd/After 3 Years:	$6.25 - $9.50/hr	$8.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■	—	■■■	■	—	—
Dental Insurance	■	—	■■■	—	—	—
Vision Insurance	■	—	■	—	—	—
Life Insurance	■	—	—	—	—	—
Sick Leave	■■	—	—	—	—	—
Vacation	■■■	—	■	—	—	—
Retirement	■	—	■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-40 hours per week. Some jobs are 20-32 hours per week.

Employer Requirements

License: None

Education: Almost all employers are willing to accept less than a high school level education for job entry.

Experience: Most employers do not require prior experience.

Training: Employers generally provide on-the job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Large. There are approximately 2,425-2,960 maids and housekeeping cleaners currently employed in Sacramento and Yolo Counties. Local surveys indicate more than 95% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 120-145 job openings are projected per year due to a net increase in occupation size. About 45-55 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of janitors and cleaners, including maids and housekeeping cleaners, is expected to grow about as fast as average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Hotels, motels, hospitals, and residential care facilities. Nationally, about 4% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to front desk clerk. Communication and customer service skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills:
- Actively looking for ways to help people.
- 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.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

*O*NET-SOC Code 37-2012.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 112 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Maintenance Repairers - General Utility

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs: repairing electrical and/or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs (OES 851320).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $15.37/hr	$7.25/hr
New Hires/Exp'd:	$8.00 - $13.00/hr	$10.00/hr
Exp'd/After 3 Years:	$10.00 - $20.00/hr	$14.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■	—	■	—	■	—
Vision Insurance	■■	—	■	—	■	—
Life Insurance	■■	—	■	—	—	—
Sick Leave	■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■	—	■■	—	—	—
Child Care	—	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Many employers are willing to accept less than a high school level education for job entry. Many other employers require a high school diploma or equivalent.

Experience: Almost all employers require or prefer 6-24 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Maintenance repairers generally learn their skills informally on-the-job as helpers or through experience in various construction trades. Refer to Maintenance Repairers - General Utility in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Very Large. There are approximately 4,640-5,670 maintenance repairers currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 90-110 job openings are projected per year due to a net increase in occupation size. About 105-130 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of general maintenance mechanics is expected to grow more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: In a wide variety of industries, including schools, government agencies, and property/real estate management services. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees.

Career Path: Promotions may lead to maintenance supervisor.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Installing equipment, machines, wiring, or programs to meet specifications.
- Repairing machines or systems using the needed tools.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Abilities:
- 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).
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

*O*NET-SOC Code 49-9042.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 182 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Massage Therapists

Massage Therapists massage customers and administer other body conditioning treatments for hygienic or remedial purposes. They apply alcohol, lubricants, or other rubbing compounds. They massage the body, using such techniques as kneading, rubbing, and stroking the flesh. They administer steam or dry heat, ultraviolet or infrared, or water treatments. They may counsel clients in activities such as reducing or remedial exercises, and body conditioning or treatments (Modified DOT 334.374-999).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$8.00 - $32.50/hr	$20.00/hr
Exp'd/After 3 Years:	$10.00 - $32.50/hr	$20.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■	—	■	■	—	■
Dental Insurance	■	—	■	—	—	—
Vision Insurance	—	—	—	—	—	—
Life Insurance	—	—	—	—	—	—
Sick Leave	■■	—	—	—	—	—
Vacation	■■	—	—	—	—	—
Retirement	—	—	■■	■	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 10-33 hours per week. Some jobs are 35-40 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Almost all employers require 3-12 months of prior experience.

Training: Most employers require completion of a massage therapy training program prior to employment. Refer to Massage Therapists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Small. There are approximately 100-200 massage therapists currently employed in Sacramento and Yolo Counties. Local surveys indicate about 80% are female. Few employers are union.

Employment Trends

Insufficient data; however, many employers surveyed expect their employment in this occupation to grow. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation.

Other Information

Where the Jobs Are: Spas, massage centers, and hospitals/clinics. Some are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Many also fill openings by hiring referrals from schools and training programs and/or by recruiting applicants through trade journals.

Career Path: Promotions may lead to supervisory/management positions, or may take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- 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.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Talking to others to convey information effectively.
- Teaching others how to do something.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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.

*Related O*NET-SOC Code 31-2021.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 49 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Mechanical Engineers

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers (OES 221350).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$17.26 - $23.97/hr	$19.18/hr
New Hires/Exp'd:	$12.00 - $33.56/hr	$23.97/hr
Exp'd/After 3 Years:	$17.58 - $38.60/hr	$28.77/hr

Almost all employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■	—	■	—
Dental Insurance	■■■	—	■■	—	■	—
Vision Insurance	■■	—	■■	—	■	—
Life Insurance	■■■	—	■■	—	—	—
Sick Leave	■■■■■■	—	—	—	—	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■■■	—	■■	—	■	—
Child Care	—	—	—	—	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40-45 hours per week.

Employer Requirements

License: Some jobs within this occupation may require licensing, depending on the specialty or whether or not their actions may affect the public; contact the State Board of Professional Engineers and Land Surveyors at 916-263-2222 for licensing information.

Education: Almost all employers require a bachelor degree for job entry.

Experience: Almost all employers require 1-5 years of prior experience.

Training: Almost all employers report that word processing and spreadsheet skills are important for job entry. Most also report that database and AutoCAD skills are important. A few report that desktop publishing skills are important. Refer to Mechanical Engineers in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 17 employers surveyed representing 118 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. There are approximately 585-715 mechanical engineers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of mechanical engineers is projected to grow about as fast as the average for all occupations though 2010.

Other Information

Where the Jobs Are: Engineering services, computer and software manufacturing, aerospace, and government. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements and/or word of mouth. Many also fill openings by hiring referrals from colleges and universities. Some recruit applicants through internet job listings. A few fill openings through in-house promotion.

Career Path: Promotions may lead to project manager, senior engineer, or associate.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Using mathematics to solve problems.
- Generating or adapting equipment and technology to serve user needs.
- Using scientific rules and methods to solve problems.

Abilities:
- The ability to choose the right mathematical methods or formulas to solve a problem.
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to read and understand information and ideas presented in writing.

Medical and Clinical Laboratory Assistants

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate equipment not requiring interpretation or judgement to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a licensed Clinical Laboratory Technologist (OES 329050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$9.00 - $12.00/hr	$10.50/hr
Exp'd/After 3 Years:	$9.81 - $14.00/hr	$12.00/hr

Surveys indicated that union wages were typically at the low end of the range.

Benefits: Of the employers surveyed, all report that they provide medical insurance and other benefits, including sick leave, a vacation, and dental insurance. Almost all provide life insurance, a retirement plan, and vision insurance. Of those employers that have part-time employees, many provide benefits.

Hours: Many jobs are 40 hours per week. Many other jobs are 8-30 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers require an associate degree.

Experience: Most employers require or prefer 6-36 months of prior experience, although most are willing to accept training as a substitute for experience.

Training: Many employers require technical or vocational training prior to employment. Some employers report that word processing skills are important. Spanish fluency may also be important. Refer to Medical/Clinical Laboratory Assistants in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is not difficult to find applicants who meet their hiring standards. This indicates a **very competitive outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. Published projections for this occupation estimate the number of workers at 935-1,140. However, revised projections based on local surveys would indicate approximately 300-365 medical and clinical laboratory assistants currently employed in Sacramento and Yolo Counties. Local surveys indicate about 75% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2002. About 15-20 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of clinical laboratory workers is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Medical and clinical laboratories, and hospitals and clinics. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Of the employers surveyed, all report that they recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees and/or schools and training programs. Some also recruit applicants through internet job listings.

Career Path: Promotions may lead to supervisory positions. Leadership skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Skills:
- Using scientific rules and methods to solve problems.
- Using mathematics to solve problems.
- Controlling operations of equipment or systems.

Abilities:
- 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).
- The ability to match or detect differences between colors, including shades of color and brightness.
- The ability to see details at close range (within a few feet of the observer).

*O*NET-SOC Code 29-2012.00* *Source: O*NET OnLine*

Data collected in 1999: 10 employers surveyed representing 267 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Medical and Clinical Laboratory Technologists

Medical and Clinical Laboratory Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Includes workers who teach medical technology when teaching is not their primary activity (OES 329020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $18.00/hr	$9.33/hr
New Hires/Exp'd:	$8.50 - $21.78/hr	$12.00/hr
Exp'd/After 3 Years:	$10.75 - $25.36/hr	$14.00/hr

Surveys indicated that union wages were typically at the top end of the range.

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Almost all provide a vacation. Most also provide sick leave, dental insurance, and life insurance. Many provide vision insurance. Some provide a retirement plan. SHARED COST: Some employers provide medical insurance and other benefits, including vision insurance, a retirement plan, and sick leave. For part-time employees: Some employers provide medical insurance and other benefits, including dental insurance, vision insurance, life insurance, sick leave, and a vacation.

Hours: Most jobs are 40-50 hours per week. Some jobs are 20-28 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Department of Health Services, Laboratory Science Division at 510-873-6328 for licensing information.

Education: Most employers require a high school diploma or equivalent for job entry. Some employers require a bachelor degree.

Experience: Many employers require or prefer 3-18 months of prior experience. Some employers are willing to accept training as a substitute for experience. Many other employers do not require prior experience.

Training: Some employers require technical or vocational training prior to employment. Many employers report that database skills are important. Some also report that word processing skills are important. Refer to Medical/Clinical Laboratory Technologists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very good outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. There are approximately 745-910 lab technologists currently employed in Sacramento and Yolo Counties. Local surveys indicate about 70% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2004. About 10-15 job openings are projected per year due to a net increase in occupation size. About 5-10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of clinical laboratory workers is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Medical and clinical laboratories, hospitals, and clinics. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also fill openings through in-house promotion or transfer. Some fill openings by hiring referrals from employees, by hiring unsolicited applicants, and/or by hiring referrals from schools and training programs.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Using scientific rules and methods to solve problems.
- Understanding written sentences and paragraphs in work related documents.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Abilities:
- The ability to communicate information and ideas in writing so others will understand.
- 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).
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 29-2011.00* *Source: O*NET OnLine*

Data collected in 2000: 13 employers surveyed representing 365 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Medical Assistants

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties (OES 660050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $10.70/hr	$8.83/hr
New Hires/Exp'd:	$8.00 - $12.57/hr	$10.00/hr
Exp'd/After 3 Years:	$10.00 - $16.00/hr	$13.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	■	■■■	■	—	—
Dental Insurance	■■■	■	■■	■	—	—
Vision Insurance	■	—	■■	■	—	—
Life Insurance	■■	■	■■	■	—	—
Sick Leave	■■■■	■■	■	■	■	—
Vacation	■■■■	■■	■	—	■	—
Retirement	■■	■	■■	■	■	■
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 35-40 hours per week. Some jobs are 20-30 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 3-12 months of prior experience. A few employers are willing to accept training as a substitute for experience. Some employers do not require prior experience.

Training: Almost all employers require technical or vocational training prior to employment. Refer to Medical Assistants in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Data collected in 2001: 16 employers surveyed representing 845 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Size of Occupation

Medium. There are approximately 1,460-1,780 medical assistants currently employed in Sacramento and Yolo Counties. Local surveys indicate about 90% are female. Many jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 55-65 job openings are projected per year due to a net increase in occupation size. About 35-45 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Offices of physicians, medical groups, and clinics. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings by hiring referrals from public and private schools.

Career Path: Promotions may lead to higher level medical assistant or management positions. Customer service skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- 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.
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Skills:
- Actively looking for ways to help people.
- Communicating effectively in writing as appropriate for the needs of the audience.
- 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.

Abilities:
- The ability to see details at close range (within a few feet of the observer).
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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).

Medical Secretaries

Includes Medical Receptionists.

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments (OES 551050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $11.00/hr	$9.30/hr
New Hires/Exp'd:	$10.00 - $12.37/hr	$12.00/hr
Exp'd/After 3 Years:	$11.50 - $16.50/hr	$13.63/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■	—	—	—
Dental Insurance	■■■■	—	■	—	—	—
Vision Insurance	■■■	—	■	—	—	—
Life Insurance	■■■■	—	—	—	—	—
Sick Leave	■■■■■■	—	—	—	—	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■■■■■	—	■	—	—	—
Child Care	■	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 6-24 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Most employers report that general computer skills are important. Refer to Medical Secretaries in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Small. There are approximately 795-970 medical secretaries currently employed in Sacramento and Yolo Counties. Local surveys indicate more than 95% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 15-20 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, fast growth in the health and legal services industries should lead to average growth for medical and legal secretaries.

Other Information

Where the Jobs Are: Physician's offices, clinics, hospitals, and offices of other healthcare service providers. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also recruit applicants through word of mouth and/or fill openings by hiring referrals from employees. Some fill openings by hiring referrals from private employment agencies. Employers may fill openings by promoting from lower level clerical positions.

Career Path: Promotions may lead to supervisory positions. With additional education or training, promotions may also lead to medical assistant positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Adjusting actions in relation to others' actions.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

*O*NET-SOC Code 43-6013.00* *Source: O*NET OnLine*

Data collected in 2002: 16 employers surveyed representing 93 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

New Accounts Clerks

Also known as Financial Services Representatives.

New Accounts Clerks interview persons desiring to open banking accounts. They explain banking services available to prospective customers, and assist them in preparing an application form (OES 531050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $11.51/hr	$10.00/hr
New Hires/Exp'd:	$9.78 - $18.22/hr	$11.69/hr
Exp'd/After 3 Years:	$10.36 - $20.95/hr	$13.65/hr

Most employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	■	■■■■	■	—	—
Dental Insurance	■■	■	■■■■	■	—	—
Vision Insurance	■■	■	■■■■	■	—	—
Life Insurance	■■■	■	■■■	■	—	—
Sick Leave	■■■■■	■■	■	■	—	—
Vacation	■■■■■	■■	■	■	—	—
Retirement	■■	■	■■■■	■	—	—
Child Care	—	—	■	■	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 36-40 hours per week. Some jobs are 23-30 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 6-12 months of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Many employers report that general computer skills are important. Many others report that word processing skills are important. Some report that spreadsheet skills are important. Refer to Customer Service Related Occupations and/or Tellers in the Occupation-Training Index for information on education/training providers with related programs, although skills for this occupation are typically learned through experience on-the-job.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Small. There are approximately 410-500 new accounts clerks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 85% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 10-15 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of new accounts clerks is expected to grow slower than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Banks, savings and loan institutions, and credit unions. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings through in-house promotion from teller positions. Most also recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some recruit applicants through internet job listings and/or fill openings by hiring unsolicited applicants. A few recruit applicants through word of mouth.

Career Path: Promotions may lead to supervisory or management positions. Sales and customer service skills may be important for career advancement. Job knowledge may also be important.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Skills:
- Talking to others to convey information effectively.
- 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.
- Using mathematics to solve problems.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 43-4141.00* *Source: O*NET OnLine*

Data collected in 2002: 18 employers surveyed representing 459 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Nurse Aides

Includes Certified Nursing Assistants (CNA).

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called assistants, attendants, or orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides (OES 660080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.00 - $9.52/hr	$7.25/hr
New Hires/Exp'd:	$5.75 - $10.09/hr	$7.50/hr
Exp'd/After 3 Years:	$7.50 - $10.50/hr	$9.50/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance. Almost all provide a vacation. Most provide sick leave. Some also provide dental insurance and life insurance. A few provide vision insurance and a retirement plan. SHARED COST: Some employers provide medical insurance and other benefits, including dental insurance and vision insurance. A few also provide sick leave. For part-time employees: Some employers provide medical insurance and other benefits, including a vacation, sick leave, dental insurance, vision insurance, and a retirement plan. A few provide life insurance.

Hours: Many jobs are 40 hours per week. Some jobs are 20-32 hours per week. A few jobs are temporary or on-call, ranging from 8-20 hours per week.

Employer Requirements

License: Some jobs within this occupation require licensing as a nursing assistant; contact the Department of Health Services at 916-327-2445 for licensing information.

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Nurse Aides in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be moderate (20-29%). This turnover rate does not include temporary employment.

Size of Occupation

Very Large. There are approximately 3,750-4,585 nurse aides currently employed in Sacramento and Yolo Counties. Local surveys indicate about 80% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. About 90-110 job openings are projected per year due to a net increase in occupation size. About 50-60 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of nursing aides is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Skilled nursing and residential care facilities and hospitals. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or unsolicited applicants. Some recruit applicants through word of mouth.

Career Path: With additional education or training, promotions may lead to other healthcare occupations such as licensed vocational nurse.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Skills:
- Actively looking for ways to help people.
- Being aware of others' reactions and understanding why they react as they do.
- 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.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 31-1012.00* *Source: O*NET OnLine*

Data collected in 2000: 19 employers surveyed representing 683 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Office Machine and Cash Register Servicers

Also known as Office Equipment Service Technicians.

Office Machine and Cash Register Servicers repair and service cash registers and office machines, such as adding, accounting, calculating, duplicating, and typewriting. They may repair manual, electrical and electronic office machines. Does not include workers who primarily repair word processing or other computerized systems (OES 859260).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.19 - $9.11/hr	$8.03/hr
New Hires/Exp'd:	$6.00 - $12.00/hr	$10.00/hr
Exp'd/After 3 Years:	$9.00 - $15.00/hr	$12.00/hr

Benefits: Almost all employers provide medical insurance and other benefits, including a vacation and sick leave. Most also provide dental insurance. Many provide life insurance and a retirement plan. Some provide vision insurance.

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 6-30 months of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Some employers require technical or vocational training prior to employment. However, no local training programs were identified for this occupation.

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. Published projections for this occupation estimate the number of workers at 195-235. However, revised projections based on local surveys would indicate approximately 575-650 office equipment service technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 5% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2002. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of computer and automated teller machine repairers is expected to grow much faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Office equipment wholesalers/retailers and repair shops. Nationally, about 6% are self-employed.

Methods Used to Fill Job Openings: Many employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements. Some fill openings by hiring referrals from private employment agencies and/or schools and training programs.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Repairing machines or systems using the needed tools.
- Installing equipment, machines, wiring, or programs to meet specifications.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- The ability to read and understand information and ideas presented in writing.
- The ability to see details at close range (within a few feet of the observer).

*O*NET-SOC Code 49-2011.03* *Source: O*NET OnLine*

Data collected in 1999: 15 employers surveyed representing 568 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Operating Engineers

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane (OES 979560).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	—	—	—	—
New Hires/Exp'd:	$12.00 - $27.13/hr	$15.00/hr	$13.00 - $29.00/hr	$23.79/hr
Exp'd/After 3 Years:	$15.00 - $30.00/hr	$20.00/hr	$18.00 - $31.00/hr	$26.19/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■■	—	—	—
Dental Insurance	■■■	—	■■	—	■	—
Vision Insurance	■	—	■■	—	—	—
Life Insurance	■■	—	■■	—	—	—
Sick Leave	■■	—	—	—	—	—
Vacation	■■■	—	—	—	—	—
Retirement	■■■	—	■	—	—	—
Child Care	—	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Almost all employers are willing to accept less than a high school level education for job entry.

Experience: Almost all employers require or prefer 6-60 months of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Heavy Equipment Operators in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Small. There are approximately 545-665 operating engineers currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 10-15 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of material moving equipment operators will increase slower than the average for all occupations through 2008.

Other Information

Where the Jobs Are: Highway and heavy construction contractors, local government agencies, and concrete companies. Nationally, about 6 % are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements. Some fill openings by hiring union referrals and/or unsolicited applicants. Employers may fill openings by promoting from laborer positions.

Career Path: Promotions may lead to foreman or other supervisory positions. Good work ethic and leadership skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Controlling operations of equipment or systems.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Repairing machines or systems using the needed tools.

Abilities:
- 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.
- 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.
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

*O*NET-SOC Code 47-2073.02* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 191 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Opticians - Dispensing and Measuring

Opticians design, measure, fit, and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. Includes Contact Lens Opticians (OES 325140).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $9.00/hr	$7.50/hr
New Hires/Exp'd:	$8.00 - $12.00/hr	$10.00/hr
Exp'd/After 3 Years:	$10.00 - $18.00/hr	$12.75/hr

Some opticians may also receive bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	—	■■■■	■	—	—
Dental Insurance	■■	—	■■■	—	—	—
Vision Insurance	■■■	■	■■■	■■	—	—
Life Insurance	■	—	■■	—	■	—
Sick Leave	■■	—	■■■	■■	—	—
Vacation	■■	—	■■■	■■	—	—
Retirement	■■	—	■■	■	■	—
Child Care	■	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 40 hours per week. Some jobs are 20-30 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Department of Consumer Affairs, Medical Board of California at 916-263-2344 for information.

Education: Almost all employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Almost all employers require or prefer 3-36 months of prior experience. Most employers are willing to accept training as a substitute for experience.

Training: Some employers report that word processing skills are important. Many employers prefer completion of a certificate training program. Refer to Opticians/Optometric Assistants in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2001: 15 employers surveyed representing 102 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is a not difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 125-155 opticians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 50% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of opticians is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Offices of optometrists and opthamologists, optical goods stores, hospitals, and clinics. Nationally, about 8% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring referrals from schools and training programs and/or by hiring unsolicited applicants. Employers may fill openings by promoting from assistant optician positions.

Career Path: Promotions may lead to management positions. Interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.

Skills:
- 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.
- Actively looking for ways to help people.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Painters, Paperhangers - Construction and Maintenance

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric (OES 874020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $9.00/hr	$7.25/hr
New Hires/Exp'd:	$8.00 - $19.81/hr	$11.00/hr
Exp'd/After 3 Years:	$10.00 - $22.50/hr	$15.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	—	■■	—	—	—
Dental Insurance	■■	—	■■	—	—	—
Vision Insurance	■	—	■	—	—	—
Life Insurance	■	—	■	—	—	—
Sick Leave	■■	—	—	—	—	—
Vacation	■■	—	—	—	—	—
Retirement	—	—	■	—	■	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 38-40 hours per week.

Employer Requirements

License: None

Education: Most employers are willing to accept less than a high school level education for job entry. Many employers require a high school diploma or equivalent.

Experience: Most employers require prior experience. Many others do not require prior experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Painters in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Medium. There are approximately 1,165-1,425 painters and paperhangers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 30-35 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of painters and paperhangers is expected to grow more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Painting contractors and government agencies. Nationally, about 44% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Some also fill openings by hiring unsolicited applicants and/or recruit applicants through newspaper advertisements.

Career Path: Promotions may lead to foreman or other supervisory positions. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- 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.
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Skills:
- Determining the kind of tools and equipment needed to do a job.
- Controlling operations of equipment or systems.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to match or detect differences between colors, including shades of color and brightness.
- The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

*O*NET-SOC Code 47-2141.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 316 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Paralegal Personnel

Includes Legal Assistants.

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action (OES 283050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$10.00 - $18.41/hr	$13.26/hr
New Hires/Exp'd:	$12.00 - $21.29/hr	$17.26/hr
Exp'd/After 3 Years:	$15.00 - $24.74/hr	$18.70/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■■	—	—	—
Dental Insurance	■■■■	—	■	—	—	—
Vision Insurance	■■	—	■	—	—	—
Life Insurance	■■■	—	—	—	—	—
Sick Leave	■■■■■■	—	—	—	—	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■■■■	—	■	—	■	—
Child Care	—	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 37-40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers require an associate degree.

Experience: Most employers require 1-5 years of prior experience.

Training: Almost all employers report that word processing skills are important. Refer to Paralegals in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Medium. There are approximately 895-1,095 paralegals currently employed in Sacramento and Yolo Counties. Local surveys indicate about 90% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, paralegals are projected to rank among the fastest growing occupations in the economy through the year 2008.

Other Information

Where the Jobs Are: Offices of attorneys and/or law firms. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from private employment agencies. Some fill openings by hiring referrals from employees and/or public and private schools. Employers may fill openings by promoting from legal secretary positions.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Abilities:
- The ability to read and understand information and ideas presented in writing.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in writing so others will understand.

*O*NET-SOC Code 23-2011.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 30 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Personal and Home Care Aides

Also known as Caregivers and Personal Care Attendants.

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers (OES 680350).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.00 - $8.50/hr	$7.50/hr
New Hires/Exp'd:	$7.00 - $10.00/hr	$8.00/hr
Exp'd/After 3 Years:	$8.00 - $11.51/hr	$9.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■■	—	■	—	—	—
Life Insurance	■	—	■	—	—	—
Sick Leave	■■■■	—	—	—	—	—
Vacation	■■■■	—	—	—	—	—
Retirement	■	—	■■■	—	—	—
Child Care	—	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 36-40 hours per week. A few jobs are 15-30 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Many employers are willing to accept less than a high school level education.

Experience: Most employers do not require prior experience. Some employers require or prefer 6-24 months of prior experience.

Training: Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Small. There are approximately 915-1,120 personal and home care aides currently employed in Sacramento and Yolo Counties. Local surveys indicate about 90% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 35-40 job openings are projected per year due to a net increase in occupation size. About 25-30 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of personal and home care aides is expected to grow much faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Residential care facilities, home health care services, and social service agencies. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also recruit applicants through word of mouth. Some fill openings by hiring referrals from employees and/or unsolicited applicants.

Career Path: Promotions may lead to medication aide or supervisory positions. Communication and leadership skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Talking to others to convey information effectively.
- Being aware of others' reactions and understanding why they react as they do.
- Actively looking for ways to help people.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in writing so others will understand.

*O*NET-SOC Code 39-9021.00* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 382 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Pharmacy Technicians

Pharmacy technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies (OES 325180).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$10.00 - $13.17/hr	$10.00/hr	$11.43 - $14.35/hr	$12.81/hr
New Hires/Exp'd:	$9.00 - $15.00/hr	$12.00/hr	$12.03 - $15.10/hr	$13.98/hr
Exp'd/After 3 Years:	$12.00 - $17.00/hr	$14.50/hr	$13.92 - $15.71/hr	$14.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	■■	■■■	■■	—	—
Dental Insurance	■■	■■	■■	■	—	—
Vision Insurance	■	■	■■	■■	—	—
Life Insurance	■■	■	■■	■■	—	—
Sick Leave	■■■■■	■■	■	■	—	—
Vacation	■■■■■■	■■■	—	—	—	—
Retirement	■	■	■■■■	■■	■	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Many jobs are 40 hours per week. Some jobs are 20-30 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Department of Consumer Affairs, Board of Pharmacy at 916-445-5014 for licensing information.

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 6-12 months of prior experience. Some employers do not require prior experience.

Training: Many employers report that general computer skills are important. Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Pharmacy Technicians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 685-835 pharmacy technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 65% are female. Most jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of pharmacy technicians is expected to grow much faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Drug stores, hospitals, and grocery stores with pharmacies. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or unsolicited applicants. Some recruit applicants through word of mouth. Employers may fill openings by promoting from pharmacy clerk positions.

Career Path: Promotions may lead to senior technician or supervisory positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Using mathematics to solve problems.
- 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.

Abilities:
- 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).
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 29-2052.00* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 243 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Physical Therapists

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling (OES 323080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$17.36 - $20.09/hr	$20.00/hr
New Hires/Exp'd:	$15.34 - $28.00/hr	$21.58/hr
Exp'd/After 3 Years:	$19.18 - $38.36/hr	$24.11/hr

Benefits: Of the employers surveyed, all report that they provide medical insurance. Almost all provide a vacation, sick leave, a retirement plan, and dental insurance. Most also provide life insurance. Many provide vision insurance. A few provide child care benefits. Some employers provide benefits for part-time employees.

Hours: Many jobs are 40-50 hours per week. Many other jobs are part-time or on-call, ranging from 15-30 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Department of Consumer Affairs, Physical Therapy Board of California at 916-263-2550 for licensing information.

Education: Most employers require a bachelor degree for job entry. Some employers require a graduate degree.

Experience: Most employers require or prefer 1-2 years of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Some employers report that word processing skills are important. Refer to Physical Therapists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Small. There are approximately 730-895 physical therapists currently employed in Sacramento and Yolo Counties. Local surveys indicate about 65% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2002. About 65-75 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of physical therapists is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Offices of physical therapists and hospitals. Nationally, about 7% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Some fill openings by hiring referrals from employees and/or colleges and universities. Some also recruit applicants through word of mouth, fill openings by hiring unsolicited applicants, and/or by recruiting applicants through trade journals.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- 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.
- The ability to communicate information and ideas in writing so others will understand.

*O*NET-SOC Code 29-1123.00* *Source: O*NET OnLine*

Data collected in 1999: 19 employers surveyed representing 284 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Physical Therapy Aides

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist (OES 660172).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $10.00/hr	$8.00/hr
New Hires/Exp'd:	$7.50 - $12.00/hr	$10.00/hr
Exp'd/After 3 Years:	$10.00 - $13.16/hr	$12.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	■	■■	■	—	—
Dental Insurance	■■■	■	■	■	—	—
Vision Insurance	■	—	■■	■	—	—
Life Insurance	■■	■	■	■	—	—
Sick Leave	■■■■	■	■	■	—	—
Vacation	■■■■	■	■	■	—	—
Retirement	■	—	■■■	■	■	—
Child Care	—	—	■	—	■	■

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Many jobs are 35-40 hours per week. Some jobs are 16-30 hours per week.

Employer Requirements

License: None

Education: Of the employers surveyed, all report that they require a high school diploma or equivalent for job entry.

Experience: Many employers do not require prior experience.

Training: Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Physical Therapy Aides in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Small. There are approximately 120-145 physical therapy aides currently employed in Sacramento and Yolo Counties. Local surveys indicate about 70% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of physical therapy aides is expected to grow much faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Offices of physical therapists and hospitals. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Some also recruit applicants through word of mouth and/or fill openings by hiring referrals from colleges and universities. A few fill openings by hiring unsolicited applicants and/or referrals from employees.

Career Path: With additional education or training, promotions may lead to physical therapy assistant.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- 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.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Talking to others to convey information effectively.
- Teaching others how to do something.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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.

*O*NET-SOC Code 31-2022.00* *Source: O*NET OnLine*

Data collected in 2002: 16 employers surveyed representing 58 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Physical Therapy Assistants

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records (OES 660171).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$14.00 - $20.00/hr	$16.00/hr
New Hires/Exp'd:	$14.00 - $20.96/hr	$17.00/hr
Exp'd/After 3 Years:	$16.00 - $25.00/hr	$20.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	■	■■	■	—	—
Dental Insurance	■■■	■	■■	■	—	—
Vision Insurance	■	—	■■	■■	—	—
Life Insurance	■■	■	■■	■	—	—
Sick Leave	■■■■	■	■	■	—	—
Vacation	■■■■	■■	■	■	—	—
Retirement	■	■	■■■■	■	■	—
Child Care	—	—	■	■	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Many jobs are 36-40 hours per week. Some jobs are 16-25 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Department of Consumer Affairs, Physical Therapy Board of California at 916-263-2550 for licensing information.

Education: Almost all employers require an associate degree for job entry.

Experience: Most employers require or prefer 6-24 months of prior experience, although most employers are willing to accept training as a substitute for experience. Some employers do not require prior experience.

Training: Refer to Physical Therapy Assistants in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. There are approximately 235-290 physical therapy assistants currently employed in Sacramento and Yolo Counties. Local surveys indicate about 75% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2002. About 10-15 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of physical therapy assistants is expected to grow much faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Offices of physical therapists and hospitals. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from colleges and universities. Some fill openings by hiring referrals from employees and/or recruit applicants through word of mouth. A few fill openings by hiring unsolicited applicants. Employers may fill openings by promoting from physical therapy aide positions.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- 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.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Talking to others to convey information effectively.
- Teaching others how to do something.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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.

*O*NET-SOC Code 31-2021.00* *Source: O*NET OnLine*

Data collected in 2002: 17 employers surveyed representing 132 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Plumbers, Pipefitters, and Steamfitters

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include Plumbers and Pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems (OES 875020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $12.00/hr	$10.00/hr
New Hires/Exp'd:	$9.00 - $17.00/hr	$12.00/hr
Exp'd/After 3 Years:	$17.02 - $34.00/hr	$24.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■	—	—	—
Dental Insurance	■■■■■	—	■■	—	—	—
Vision Insurance	■■■■■	—	■	—	—	—
Life Insurance	■■	—	■■■	—	—	—
Sick Leave	■■	—	■■	—	—	—
Vacation	■■■	—	■■	—	—	—
Retirement	■■■	—	■■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 35-45 hours per week.

Employer Requirements

License: None

Education: Many employers are willing to accept less than a high school level education for job entry. Many other employers require a high school diploma or equivalent.

Experience: Many employers require or prefer 1-5 years of prior experience. Many others do not require prior experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Plumbers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Medium. There are approximately 1,395-1,705 plumbers currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 20-25 job openings are projected per year due to a net increase in occupation size. About 15-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of plumbers, pipefitters, and steamfitters is expected to grow more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Plumbing, heating, and air conditioning contractors. Nationally, about 12% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring unsolicited applicants. Employers may fill openings by promoting from helper positions.

Career Path: Promotions may lead to foreman positions. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Installing equipment, machines, wiring, or programs to meet specifications.
- Determining the kind of tools and equipment needed to do a job.
- Controlling operations of equipment or systems.

Abilities:
- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

*O*NET-SOC Code 47-2152.02* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 320 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Police Patrol Officers

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court (OES 630140).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$15.74 - $20.04/hr	$17.16/hr
New Hires/Exp'd:	$17.16 - $21.65/hr	$20.67/hr
Exp'd/After 3 Years:	$19.26 - $27.79/hr	$23.20/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■■	—	—	—	—	—
Dental Insurance	■■■■■■	—	—	—	—	—
Vision Insurance	■■■■	—	—	—	■	—
Life Insurance	■■■■■■	—	—	—	—	—
Sick Leave	■■■■■■	—	—	—	—	—
Vacation	■■■■■■	—	—	—	—	—
Retirement	■■■■	—	■	—	■	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40 hours per week.

Employer Requirements

License: None

Education: Of the employers surveyed, all report that they require a high school diploma or equivalent for job entry.

Experience: Many employers do not require prior experience. Many others require or prefer 1-2 years of prior experience, although many are willing to accept training as a substitute for experience.

Training: Many employers report that computer skills are important. Of the employers surveyed, all report that they require completion of police academy training. Refer to Law Enforcement Occupations in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Large. There are approximately 3,070-3,750 police officers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 15% are female. Almost all jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 50-65 job openings are projected per year due to a net increase in occupation size. About 80-100 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of police officers and detectives is expected to increase faster than the average for all occupations through 2008.

Other Information

Where the Jobs Are: Local and state government. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through internet job listings. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants and/or recruit applicants through trade journals.

Career Path: Promotions may lead to sergeant, lieutenant, captain, or chief. Continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Skills:
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Being aware of others' reactions and understanding why they react as they do.
- Talking to others to convey information effectively.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

*O*NET-SOC Code 33-3051.01* *Source: O*NET OnLine*

Data collected in 2001: 9 employers surveyed representing 892 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Printing Press Machine Operators and Tenders

Also known as Press Operators and Pressmen.

Printing Press Machine Operators and Tenders operate or tend various types of printing machines, such as offset lithographic presses, letter or letterset presses, flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber (OES 925430).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$7.50 - $17.00/hr	$9.00/hr	—	—
New Hires/Exp'd:	$7.50 - $18.00/hr	$14.50/hr	$10.00 - $18.00/hr	$12.00/hr
Exp'd/After 3 Years:	$10.00 - $25.00/hr	$17.00/hr	$18.00 - $25.00/hr	$22.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■■	—	■■	—	—	—
Life Insurance	■	—	■	—	■	—
Sick Leave	■■■	—	■	—	—	—
Vacation	■■■■	—	■	—	—	—
Retirement	■	—	■■■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Most employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent.

Experience: Most employers require or prefer 1-5 years of prior experience. Some employers do not require prior experience.

Training: Some employers report that general computer skills are important. Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Printing Related Occupations in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. There are approximately 485-595 press operators currently employed in Sacramento and Yolo Counties. Local surveys indicate about 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. Less than 10 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of printing machine operators is expected to grow more slowly than the average for all occupations through 2010.

Other Information

Where the Jobs Are: Commercial print shops and newspaper publishers. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some recruit applicants through word of mouth and/or fill openings by hiring unsolicited applicants. Employers may fill openings by promoting from helper positions.

Career Path: Promotions may lead to foreman or supervisory positions. Organization and leadership skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Controlling operations of equipment or systems.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- The ability to match or detect differences between colors, including shades of color and brightness.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 51-5023.09* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 128 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Property and Real Estate Managers and Administrators

Includes Apartment/Resident Managers.

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Does not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate (OES 150110).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$9.86 - $11.51/hr	$10.00/hr
New Hires/Exp'd:	$7.50 - $19.18/hr	$12.00/hr
Exp'd/After 3 Years:	$10.00 - $23.97/hr	$17.26/hr

Some employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■■■	—	—	—	■	—
Life Insurance	■■	—	■	—	■	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■	—	—	—	—	—
Retirement	—	—	■■■■	—	—	—
Child Care	—	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Almost all employers require or prefer 1-5 years of prior experience.

Training: Some employers require technical or vocational training prior to employment. Many employers report that general computer skills are important. Refer to Property/Real Estate Managers/Administrators in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 940-1,150 property and real estate managers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 80% are female.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 35-45 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of property, real estate, and community association managers is projected to increase faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Property management firms and real estate offices. Nationally, about 37% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also recruit applicants through word of mouth and/or fill openings by hiring referrals from employees.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.

Skills:
- Talking to others to convey information effectively.
- 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.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 11-9141.00* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 111 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Purchasing Managers

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. Includes Wholesale or Retail Trade Merchandising Managers (OES 130080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.50 - $15.18/hr	$14.38/hr
New Hires/Exp'd:	$7.00 - $23.97/hr	$14.38/hr
Exp'd/After 3 Years:	$9.00 - $33.56/hr	$14.38/hr

Benefits: EMPLOYER PAID: Most employers provide medical insurance and other benefits, including dental insurance, a vacation, and sick leave. Many also provide a retirement plan. Some provide life insurance and vision insurance. SHARED COST: Some employers provide medical insurance and other benefits, including a retirement plan, dental insurance, life insurance, sick leave, a vacation, and vision insurance.

Hours: Of the employers surveyed, all report that jobs are 40-48 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers require a bachelor degree.

Experience: Most employers require or prefer 1-5 years of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Many employers report that spreadsheet and word processing skills are important. Some also report that database skills are important. Refer to Purchasing Agents and Managers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and not difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very competitive outlook** for those who are fully experienced. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Small. There are approximately 840-1,025 purchasing managers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 35% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. About 20-30 job openings are projected per year due to a net increase in occupation size. About 10-15 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of purchasing managers, buyers, and purchasing agents is expected to grow more slowly than average for all occupations through the year 2008.

Other Information

Where the Jobs Are: In a wide variety of industries, including retailers. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Many employers recruit applicants through newspaper advertisements and/or fill openings by hiring industry referrals. Some also fill openings through in-house promotion or transfer, by hiring referrals from employees, and/or through internet job listings.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities. Promotions may also lead to higher level management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Talking to others to convey information effectively.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Abilities:
- The ability to speak clearly so others can understand you.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to choose the right mathematical methods or formulas to solve a problem.

*O*NET-SOC Code 11-3061.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 32 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Receptionists and Information Clerks

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards (OES 553050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $12.00/hr	$8.00/hr
New Hires/Exp'd:	$6.75 - $13.00/hr	$9.75/hr
Exp'd/After 3 Years:	$8.00 - $15.00/hr	$11.50/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■	—	■■■■	—	—	—
Dental Insurance	■	—	■■■■	—	—	—
Vision Insurance	■	—	■■	—	—	—
Life Insurance	■■	—	■	—	—	—
Sick Leave	■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■	—	■■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week. A few jobs are 16-30 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers do not require prior experience.

Training: Many employers report that word processing skills are important. Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Receptionists and/or Secretarial/Administrative Support Occupations in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Very Large. There are approximately 5,560-6,795 receptionists currently employed in Sacramento and Yolo Counties. Local surveys indicate about 95% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 150-185 job openings are projected per year due to a net increase in occupation size. About 110-135 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of receptionists is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: In most industries, with about one out of every four jobs provided by the healthcare services industry. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. A few also recruit applicants through internet job listings.

Career Path: Promotions may lead to secretary or supervisory/management positions. Communication and customer service skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Talking to others to convey information effectively.
- 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.
- Actively looking for ways to help people.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to speak clearly so others can understand you.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 43-4171.00* *Source: O*NET OnLine*

Data collected in 2001: 16 employers surveyed representing 63 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Recreation Workers

Also known as Recreation Coordinators.

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies (OES 273110).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$5.75 - $7.50/hr	$6.30/hr	—	—
New Hires/Exp'd:	$5.75 - $12.00/hr	$6.96/hr	$7.00 - $22.76/hr	$16.64/hr
Exp'd/After 3 Years:	$6.25 - $18.00/hr	$9.50/hr	$10.00 - $26.37/hr	$20.22/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance. Of the employers surveyed, all report that they provide a vacation. Almost all provide sick leave. Most provide dental insurance and life insurance. Many also provide vision insurance and a retirement plan. SHARED COST: Many employers provide medical insurance. Some also provide vision insurance and dental insurance. For part-time employees: A few employers provide a retirement plan.

Hours: Most jobs are 15-33 hours per week. Some jobs are temporary/on-call or seasonal, ranging from 15-30 hours per week. A few jobs are 40 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers require an associate degree.

Experience: Many employers do not require prior experience. Many others require or prefer 3-24 months of prior experience, although many are willing to accept training as a substitute for experience.

Training: Most employers report that word processing skills are important. Many also report that spreadsheet and desktop publishing skills are important. Some report that database skills are important. Refer to Recreation Workers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%). This turnover rate does not include temporary or seasonal employment.

Size of Occupation

Large. There are approximately 1,915-2,340 recreation workers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 60% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 30-35 job openings are projected per year due to a net increase in occupation size. About 50-65 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of recreation workers is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Parks and recreation departments within local government agencies. Nationally, about 5% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants, referrals from public and private schools, and/or referrals from employees. Some fill openings through in-house promotion or transfer and/or internet job listings.

Career Path: Promotions may lead to supervisory or administrative positions. Organizational skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Adjusting actions in relation to others' actions.
- Talking to others to convey information effectively.
- Actively looking for ways to help people.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to speak clearly so others can understand you.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 39-9032.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 530 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Registered Nurses

Includes Charge Nurses and Staff Nurses.

Registered Nurses administer nursing care to ill or injured persons. This includes administrative, public health, industrial, private duty, and surgical nurses. Does not include Nursing Instructors and Teachers (OES 325020).

Wages and Benefits

	Union	Median	Non-Union	Median
New Hires/Inexp'd:	$19.17 - $24.90/hr	$21.55/hr	$17.00 - $22.50/hr	$21.00/hr
New Hires/Exp'd:	$20.09 - $25.81/hr	$23.00/hr	$18.00 - $25.00/hr	$22.00/hr
Exp'd/After 3 Years:	$22.00 - $26.50/hr	$24.13/hr	$20.70 - $26.45/hr	$24.18/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	■■	■■■	■■	■	—
Dental Insurance	■■■	■■	■■■	■■	■	—
Vision Insurance	■	■	■■■■	■■■	■	—
Life Insurance	■■	■	■■■	■■	■	—
Sick Leave	■■■■■	■■■	■	■	—	—
Vacation	■■■■■■	■■■	—	—	—	—
Retirement	■	■	■■■■■	■■■	—	—
Child Care	—	—	—	—	■■	■

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Many jobs are 8-32 hours per week. Some jobs are 37-50 hours per week. Some other jobs are temporary or on-call.

Employer Requirements

License: Required for this occupation; contact the State Department of Consumer Affairs, Board of Registered Nursing at 916-322-3350 for information.

Education: Almost all employers require an associate degree for job entry.

Experience: Many employers require or prefer 1-3 years of prior experience. Some employers are willing to accept training as a substitute for experience. Many other employers do not require prior experience.

Training: Registered nurses may develop specialties that require additional training or certification. Refer to Registered Nurses in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%). This turnover rate does not include temporary or seasonal employment.

Size of Occupation

Very Large. There are approximately 10,505-10,715 registered nurses currently employed in Sacramento and Yolo Counties. Local surveys indicate about 90% are female. Most jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 390-475 job openings are projected per year due to a net increase in occupation size. About 150-185 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of registered nurses is expected to grow faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Hospitals, clinics, physicians offices, home health care services, schools, and personnel supply services. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some recruit applicants through internet job listings, fill openings by hiring referrals from public and private schools, and/or recruit applicants through word of mouth. A few fill openings by hiring unsolicited applicants. With additional education or training, employers may fill openings by promoting from licensed vocational nurse (lvn) positions.

Career Path: Promotions may lead to supervisory or management positions or may take the form of higher paid specialty positions. Leadership and management skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Skills:
- Talking to others to convey information effectively.
- Actively looking for ways to help people.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand. The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 29-1111.00* *Source: O*NET OnLine*

Data collected in 2002: 17 employers surveyed representing 4,377 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Residential Counselors

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings (OES 273070).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $10.07/hr	$8.88/hr
New Hires/Exp'd:	$6.90 - $15.00/hr	$9.50/hr
Exp'd/After 3 Years:	$7.75 - $16.50/hr	$10.50/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■	—	—	—
Dental Insurance	■■■■	—	■	—	—	—
Vision Insurance	■■	—	■	—	—	—
Life Insurance	■■	—	—	—	—	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■	—	■	—	—	—
Child Care	—	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40-45 hours per week.

Employer Requirements

License: None

Education: Many employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education. A few employers require a bachelor degree.

Experience: Most employers do not require prior experience. Some employers require 1-2 years of prior experience.

Training: Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Residential Counselors the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 16 employers surveyed representing 451 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Small. There are approximately 920-1,120 residential counselors currently employed in Sacramento and Yolo Counties. Local surveys indicate about 60% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 25-35 job openings are projected per year due to a net increase in occupation size. About 20-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of residential advisors is expected to grow faster than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Residential care facilities and social service agencies. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees and/or colleges and universities.

Career Path: Promotions may lead to supervisory or management positions. Continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- 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.

Skills:
- Being aware of others' reactions and understanding why they react as they do.
- 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.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.

Roofers

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers, and other tools. They may spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures (OES 878080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.00 - $10.00/hr	$8.00/hr
New Hires/Exp'd:	$7.00 - $20.00/hr	$13.95/hr
Exp'd/After 3 Years:	$12.00 - $22.00/hr	$18.00/hr

Benefits: EMPLOYER PAID: Some employers provide medical insurance and a vacation. SHARED COST: Some employers provide medical insurance and dental insurance.

Hours: Almost all jobs are 35-55 hours per week. A few jobs are temporary/on-call or seasonal.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers do not require prior experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Roofers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%). This turnover rate does not include temporary or seasonal employment.

Size of Occupation

Small. There are approximately 780-950 roofers currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 10-15 job openings are projected per year due to a net increase in occupation size. About 25-30 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of roofers is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Roofing companies. Nationally, about 28% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements and/or by hiring unsolicited applicants. Some fill openings through in-house promotion or transfer.

Career Path: Promotions may lead to foreman or superintendent positions. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Determining the kind of tools and equipment needed to do a job.
- Controlling operations of equipment or systems.
- Adjusting actions in relation to others' actions.

Abilities:
- The ability to keep or regain your body balance or stay upright when in an unstable position.
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- The ability to exert yourself physically over long periods of time without getting winded or out of breath.

*O*NET-SOC Code 47-2181.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 193 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Sales Representatives - Except Scientific and Related Products and Services and Retail

Sales Representatives, except Scientific and Related Products and Services sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales Representatives solicit orders from established clients or secure new customers (OES 490080).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$7.50 - $16.82/hr	$11.99/hr
New Hires/Exp'd:	$8.00 - $28.00/hr	$14.38/hr
Exp'd/After 3 Years:	$10.00 - $30.00/hr	$20.19/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance and other benefits, including a vacation and dental insurance. Some also provide sick leave, life insurance, a retirement plan, and vision insurance. SHARED COST: Many employers provide medical insurance. Some also provide a vacation, sick leave, dental insurance, vision insurance, life insurance, and a retirement plan.

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Many employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent. Some other employers require a bachelor degree.

Experience: Most employers require or prefer 1-5 years of prior experience.

Training: Many employers report that word processing and spreadsheet skills are important. Some also report that database skills are important. The education and training background needed for sales representatives varies by product line and market. Employers may hire individuals with sales experience who do not have a college degree, while other employers may have formal in-house training programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very good outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Very Large. There are approximately 3,795-4,640 sales representatives currently employed in Sacramento and Yolo Counties. Local surveys indicate about 25% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2004. About 55-70 job openings are projected per year due to a net increase in occupation size. About 90-110 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of manufacturers' and wholesale sales representatives is expected to grow more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Manufacturers and wholesalers. Nationally, about 5% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Some also fill openings through in-house promotion or transfer, by hiring referrals from employees, and/or through internet job listings.

Career Path: Promotions may lead to management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Talking to others to convey information effectively.
- Being aware of others' reactions and understanding why they react as they do.
- Actively looking for ways to help people.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to speak clearly so others can understand you.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 41-4012.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 163 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Salespersons - Retail (Except Vehicle Sales)

Also known as Sales Associates and Clerks.

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers (OES 490112).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $7.00/hr	$5.90/hr
New Hires/Exp'd:	$5.75 - $8.00/hr	$6.50/hr
Exp'd/After 3 Years:	$6.30 - $10.00/hr	$8.00/hr

Depending on the employer and the industry, some retail salespersons may also receive commissions.

Benefits: Almost all employers provide medical insurance and other benefits, including a vacation and dental insurance. Most also provide sick leave, vision insurance, and a retirement plan. Many provide life insurance. Few employers provide benefits for part-time employees.

Hours: Many jobs are 38-40 hours per week. Many other jobs are 18-28 hours per week.

Employer Requirements

License: None

Education: Some employers require a high school diploma or equivalent for job entry.

Experience: Many employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Salespersons - Retail in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Very Large. There are approximately 16,970-20,740 retail salespersons currently employed in Sacramento and Yolo Counties. Local surveys indicate about 65% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2002. About 230-280 job openings are projected per year due to a net increase in occupation size. About 560-690 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of retail salespersons is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Retailers and specialty shops. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Many fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- 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.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- Actively looking for ways to help people.
- Talking to others to convey information effectively.
- Being aware of others' reactions and understanding why they react as they do.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to speak clearly so others can understand you.

*O*NET-SOC Code 41-2031.00* *Source: O*NET OnLine*

Data collected in 1999: 17 employers surveyed representing 1,674 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Secretaries, Except Legal and Medical

Includes Administrative Assistants.

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries (OES 551080).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$6.75 - $16.44/hr	$10.00/hr	—	—
New Hires/Exp'd:	$6.75 - $15.00/hr	$11.26/hr	$13.41 - $16.83/hr	$14.81/hr
Exp'd/After 3 Years:	$6.75 - $18.22/hr	$14.19/hr	$15.52 - $18.49/hr	$17.14/hr

Many employers also provide bonuses.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■	—	—	—
Dental Insurance	■■■	—	■■	—	—	—
Vision Insurance	■■■	—	■■	—	—	—
Life Insurance	■■■■	—	■	—	—	—
Sick Leave	■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■	—	■■■	—	—	—
Child Care	—	—	■	—	■■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-43 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 6-36 months of prior experience, although most are willing to accept training as a substitute for experience.

Training: Almost all employers report that word processing and spreadsheet skills are important. Most also report that database skills are important. Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Secretarial/Administrative Support Occupations in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 15 employers surveyed representing 136 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Very Large. There are approximately 13,410-13,680 secretaries currently employed in Sacramento and Yolo Counties. Local surveys indicate about 95% are female. Many jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 200-245 job openings are projected per year due to a net increase in occupation size. About 195-240 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of secretaries and administrative assistants is expected to grow more slowly than the average for all occupations over the 2000-10 period.

Other Information

Where the Jobs Are: In a wide variety of industries, with about one out of every three jobs provided by government agencies and educational institutions. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many recruit applicants through internet job listings and/or fill openings by hiring referrals from employees. Some fill openings by hiring referrals from private employment agencies and/or the Employment Development Department. Some also recruit applicants through word of mouth. Employers may fill openings by promoting from lower level clerical positions, such as office assistant or clerk.

Career Path: Promotions may lead to higher level clerical or supervisory/management positions. Communication skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- 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.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Sheet Metal Workers

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces (OES 891320).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$7.00 - $9.00/hr	$7.50/hr	$9.94/hr	—
New Hires/Exp'd:	$8.00 - $16.00/hr	$8.75/hr	$12.98/hr	—
Exp'd/After 3 Years:	$9.00 - $20.00/hr	$13.25/hr	$30.70/hr	—

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■■	—	—	—	—	—
Dental Insurance	■■■■■	—	■	—	—	—
Vision Insurance	■■■■■	—	■	—	—	—
Life Insurance	■■■■	—	■	—	—	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■■■■	—	—	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Of the employers surveyed, all report that jobs are 40 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers do not require prior experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Sheet Metal Workers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Medium. There are approximately 1,280-1,565 sheet metal workers currently employed in Sacramento and Yolo Counties. Local surveys indicate about than 5% are female. Many jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 30-35 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of sheet metal workers and duct installers in construction is expected to increase faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Plumbing, heating, and air conditioning contractors and manufacturers of sheet metal. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers fill openings by hiring union referrals. Many also fill openings by hiring referrals from employees. Some recruit applicants through newspaper advertisements and/or fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to foreman or other supervisory/management positions. Experience and interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills:
- Installing equipment, machines, wiring, or programs to meet specifications.
- Controlling operations of equipment or systems.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- 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).
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 47-2211.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 512 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Social Workers - Except Medical and Psychiatric

Includes Case Workers, Case Managers, and Probation Officers.

Social Workers, except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Includes community organization social workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers (OES 273050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$9.28 - $16.16/hr	$12.23/hr
New Hires/Exp'd:	$8.63 - $17.26/hr	$13.17/hr
Exp'd/After 3 Years:	$9.40 - $18.71/hr	$14.77/hr

Surveys indicated that union wages were typically at the top end of the range.

Benefits: Of the employers surveyed, all report that they provide medical insurance and other benefits, including sick leave and dental insurance. Almost all provide a vacation. Most also provide a retirement plan, vision insurance, and life insurance.

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: Some jobs in this occupation require a license in clinical social work (LCSW); contact the State Department of Consumer Affairs, Board of Behavioral Sciences at 916-445-4933 for licensing information.

Education: Many employers require a graduate degree for job entry.

Experience: Some employers require or prefer 1-4 years of prior experience.

Training: Many employers report that word processing skills are important. Some also report that spreadsheet skills are important. Spanish, Hmong, Asian, Laotian, and Russian language fluency may be important. Refer to the Social Workers and/or Psychologists in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Data collected in 1999: 16 employers surveyed representing 2,063 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Size of Occupation

Medium. Published projections for this occupation estimate the number of workers at 1,540-1,880. However, revised projections based on local surveys would indicate approximately 2,100-2,500 social workers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 80% are female. Most jobs are union due to the employment provided by a few large government agencies.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2002. About 25-30 job openings are projected per year due to a net increase in occupation size. About 25-30 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of social workers in private social service agencies will grow through the year 2008, but not as rapidly as demand for their services.

Other Information

Where the Jobs Are: Social services agencies and community-based organizations. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or through in-house promotion or transfer.

Career Path: Promotions may lead to supervisory or management positions. Management and interpersonal skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Being aware of others' reactions and understanding why they react as they do.
- Actively looking for ways to help people.
- Talking to others to convey information effectively.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to communicate information and ideas in writing so others will understand.

Stock Clerks - Stockroom, Warehouse, Storage Yard

Also known as Warehousemen and Material Handlers.

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking (OES 580230).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $9.50/hr	$7.50/hr
New Hires/Exp'd:	$7.50 - $12.00/hr	$9.00/hr
Exp'd/After 3 Years:	$8.75 - $14.00/hr	$12.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■	—	■■■	—	—	—
Dental Insurance	■■	—	■■■	—	—	—
Vision Insurance	■	—	■■	—	—	—
Life Insurance	■	—	■■	—	—	—
Sick Leave	■■■	—	■	—	—	—
Vacation	■■■■	—	■	—	—	—
Retirement	■■	—	■■	—	—	—
Child Care	■	—	■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Most employers do not require prior experience.

Training: Some employers report that word processing skills are important. Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Stock Clerks/Warehouse Workers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be very high (40% or more).

Size of Occupation

Very Large. There are approximately 4,105-5,015 stock clerks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 20% are female. Many jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 80-100 job openings are projected per year due to a net increase in occupation size. About 60-75 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of stock clerks is expected to grow more slowly than the average for all occupations through 2008.

Other Information

Where the Jobs Are: Warehouses, distribution centers, department stores, building supply stores, and grocery stores. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring referrals from private employment agencies.

Career Path: Promotions may lead to sales or supervisory/management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills:
- Understanding written sentences and paragraphs in work related documents
- 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.
- Using mathematics to solve problems.

Abilities:
- 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).
- The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- The ability to generate or use different sets of rules for combining or grouping things in different ways.

*O*NET-SOC Code 43-5081.03* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 383 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Surgical Technicians

Also known as Operating Room Technicians.

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a registered nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may be known as Surgical Technologists. Does not include Surgical Assistants who perform such tasks as retracting tissue, suturing skin, and suctioning blood during surgery (OES 329280).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $15.45/hr	$8.00/hr
New Hires/Exp'd:	$9.30 - $23.97/hr	$13.59/hr
Exp'd/After 3 Years:	$11.00 - $33.56/hr	$14.77/hr

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Almost all provide a vacation. Most also provide sick leave and a retirement plan. Many provide dental insurance. Some provide life insurance and vision insurance. SHARED COST: Some employers provide medical insurance and vision insurance. Few employers provide benefits for part-time employees.

Hours: Most jobs are 38-40 hours per week. Some jobs are part-time or temporary/on-call, ranging from 8-32 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 6-36 months of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Some employers require technical or vocational training prior to employment. Some employers report that database and word processing skills are important. Refer to Surgical Technicians in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%). This turnover rate does not include temporary positions.

Size of Occupation

Small. There are approximately 245-300 surgical technicians currently employed in Sacramento and Yolo Counties. Local surveys indicate about 55% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2004. About 10-15 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of surgical technologists is expected to grow much faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Hospitals, surgery centers, and clinics. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees. Some fill openings through in-house promotion or transfer and/or recruit applicants through word of mouth. Some also fill openings by hiring unsolicited applicants, referrals from schools and training programs, and/or recruit applicants through internet job listings.

Career Path: Promotions usually take the form of higher earnings and increased responsibilities.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills:
- 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.
- Adjusting actions in relation to others' actions.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- 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).
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

*O*NET-SOC Code 29-2055.00* *Source: O*NET OnLine*

Data collected in 2000: 14 employers surveyed representing 134 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Systems Analysts - Electronic Data Processing

Also known as Computer Systems Analysts.

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists (OES 251020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$10.36 - $23.65/hr	$13.59/hr
New Hires/Exp'd:	$14.49 - $33.56/hr	$23.97/hr
Exp'd/After 3 Years:	$16.19 - $47.95/hr	$28.75/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■	—	—	—
Dental Insurance	■■■■■	—	■	—	—	—
Vision Insurance	■■■■■	—	—	—	—	—
Life Insurance	■■■■■	—	■	—	■	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■	—	■	—	—	—
Retirement	■■■	—	■■■	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40-45 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers require a bachelor degree.

Experience: Almost all employers require or prefer 1-5 years of prior experience.

Training: Almost all employers report that word processing, spreadsheet, and database skills are important. Most also report that desktop publishing skills are important. Some employers require technical or vocational training prior to employment. Refer to Computer Systems Analysts in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Very Large. There are approximately 5,270-6,440 computer systems analysts currently employed in Sacramento and Yolo Counties. Local surveys indicate about 45% are female. Most jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 345-420 job openings are projected per year due to a net increase in occupation size. About 30-35 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, computer systems analysts, engineers, and scientists are expected to be the fastest growing occupations through the year 2008.

Other Information

Where the Jobs Are: Government agencies, large organizations, educational institutions, and computer-related services. Nationally, about 8% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements and/or recruit applicants through internet job listings. Some fill openings by hiring referrals schools and training programs.

Career Path: Promotions may lead to project manager or other supervisory/management positions. Continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Writing computer programs for various purposes.
- Determining causes of operating errors and deciding what to do about it.

Abilities:
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to choose the right mathematical methods or formulas to solve a problem.

*O*NET-SOC Code 15-1051.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 2,022 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Teachers - Elementary School

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include Special Education Teachers who teach only handicapped pupils (OES 313050).

Wages and Benefits

	Union (Public Schools)	**Median**	**Non-Union** (Private Schools)	**Median**
New Hires/Inexp'd:	$14.22 - $22.89/hr	$18.86/hr	$11.10 - $14.84/hr	$13.35/hr
New Hires/Exp'd:	$16.30 - $24.39/hr	$19.72/hr	$ 8.00 - $19.18/hr	$13.92/hr
Exp'd/After 3 Years:	$17.25 - $26.61/hr	$22.36/hr	$12.00 - $20.14/hr	$15.06/hr

Wages for teachers are typically paid on an annual basis. For inexperienced new hires, salaries range from $22,000 to $39,000. For experienced new hires, salaries range from $22,000 to $45,000. For experienced employees after 3 years, salaries range from $25,000 to $50,000.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	■	■■	■■	■	—
Dental Insurance	■■■■	■	■	■■	■	—
Vision Insurance	■■■	■	■	■■	■	—
Life Insurance	■■■	■	■	■	■	■
Sick Leave	■■■■■	■■	■	■	—	—
Vacation	■■	■	—	—	—	—
Retirement	■	—	■■■■	■■■	■	—
Child Care	■	—	■	■	■	■

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-40 hours per week. A few jobs are 10-30 hours per week. A few other jobs are temporary or on-call.

Employer Requirements

License: Requirements vary, depending on the type of school. For public schools, contact the State Commission on Teacher Credentialing at 916-445-7254 for licensing information.

Education: Most employers require a bachelor degree for job entry. A few employers require a graduate degree.

Experience: Many employers require or prefer 1-3 years of prior experience. Many other employers do not require prior experience.

Training: A few employers report that word processing skills are important. Refer to Teachers - Elementary School in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 21 employers surveyed representing 7,625 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Very Large. There are approximately 8,910-10,890 elementary school teachers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 75% are female. Almost all jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 260-320 job openings are projected per year due to a net increase in occupation size. About 200-245 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, although employment of elementary school teachers is expected to increase about as fast as the average for all occupations, a large proportion will be eligible to retire by 2010, creating many vacancies.

Other Information

Where the Jobs Are: Public school districts and private schools. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from colleges and universities. Some recruit applicants through internet job listings and/or fill openings through in-house promotion or transfer. Some also fill openings by hiring referrals from employees and/or by hiring unsolicited applicants. A few recruit applicants through word of mouth.

Career Path: With the appropriate education, promotions may lead to vice principal or principal. Continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Teaching others how to do something.
- Talking to others to convey information effectively.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to read and understand information and ideas presented in writing.

Teachers - Secondary School

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include Special Education Teachers who teach only students with disabilities (OES 313080).

Wages and Benefits

	Union (Public Schools)	**Median**	**Non-Union** (Private Schools)	**Median**
New Hires/Inexp'd:	$14.22 - $25.57/hr	$18.83/hr	$12.47 - $18.22/hr	$14.64/hr
New Hires/Exp'd:	$16.30 - $26.93/hr	$19.72/hr	$13.42 - $19.18/hr	$14.13/hr
Exp'd/After 3 Years:	$17.25 - $31.96/hr	$22.98/hr	$14.38 - $20.82/hr	$17.66/hr

Wages for teachers are typically paid on an annual basis. For inexperienced new hires, salaries range from $26,000 to $54,500. For experienced new hires, salaries range from $25,000 to $57,500. For experienced employees after 3 years, salaries range from $34,000 to $64,500.

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	■	■■	■■	—	—
Dental Insurance	■■■■	■	■■	■■	—	—
Vision Insurance	■■■	■	■■	■■	■	—
Life Insurance	■■■■	■	■	■■	■	■
Sick Leave	■■■■■■	■■	—	■	—	—
Vacation	■■■	■	—	—	—	—
Retirement	■■	—	■■■	■■■	■	—
Child Care	—	—	■	■	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-40 hours per week. A few jobs are 15-30 hours per week. A few other jobs are temporary or on-call.

Employer Requirements

License: Requirements vary, depending on the type of school. For public schools, contact the State Commission on Teacher Credentialing at 916-445-7254 for licensing information.

Education: Most employers require a bachelor degree for job entry. Some employers require a graduate degree.

Experience: Many employers do not require prior experience. Many other employers require or prefer 2-3 years of prior experience.

Training: A few employers report that word processing skills are important. Refer to Teachers - Secondary School in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2002: 16 employers surveyed representing 6,199 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Very Large. There are approximately 7,000-8,555 secondary school teachers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 55% are female. Almost all jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2006. About 290-355 job openings are projected per year due to a net increase in occupation size. About 215-265 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, although employment of secondary school teachers is expected to increase about as fast as the average for all occupations, a large proportion will be eligible to retire by 2010, creating many vacancies at the secondary school level.

Other Information

Where the Jobs Are: Public school districts and private schools. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from colleges and universities. Many also recruit applicants through internet job listings. Some fill openings by hiring unsolicited applicants. A few fill openings through in-house promotion or transfer and/or by hiring referrals from schools and training programs.

Career Path: With the appropriate education, promotions may lead to vice principal, principal, or administrator. Continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Talking to others to convey information effectively.
- Teaching others how to do something.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Teachers - Special Education

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded (OES 313110).

Wages and Benefits

	Union (Public Schools)	Median	Non-Union (Private Schools)	Median
New Hires/Inexp'd:	$18.37 - $24.80/hr	$19.91/hr	$16.61 - $23.26/hr	$18.02/hr
New Hires/Exp'd:	$19.14 - $33.33/hr	$25.61/hr	$14.53 - $25.58/hr	$19.93/hr
Exp'd/After 3 Years:	$21.38 - $37.20/hr	$28.71/hr	$17.44 - $29.07/hr	$23.56/hr

Wages for teachers are typically paid on an annual basis. For inexperienced new hires, salaries range from $25,000 to $40,000. For experienced new hires, salaries range from $19,000 to $44,000. For experienced employees after 3 years, salaries range from $26,000 to $60,000.

Benefits: EMPLOYER PAID: Most employers provide medical insurance and other benefits, including dental insurance, sick leave, a vacation, and vision insurance. Some also provide life insurance. A few provide a retirement plan. SHARED COST: Some employers provide medical insurance and a retirement plan. A few provide dental insurance and vision insurance.

Hours: Almost all jobs are 35-40 or more hours per week, nine months per year.

Employer Requirements

License: Requirements vary, depending on the type of school. For public schools, contact the State Commission on Teacher Credentialing at 916-445-7254 for licensing information.

Education: Almost all employers require a bachelor degree for job entry.

Experience: Most employers do not require prior experience.

Training: Many employers report that word processing skills are important. Some also report that database, spreadsheet, and desktop publishing skills are important. Refer to Teachers - Special Education in the Occupation-Training Index for information on education/training providers with related programs.

Data collected in 2000: 16 employers surveyed representing 472 employees in this occupation.
Key Terms: *All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%). This turnover rate does not include temporary employment.

Size of Occupation

Large. There are approximately 2,260-2,765 special education teachers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 80% are female. Almost all jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. About 70-85 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of special education teachers is expected to increase faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Public school districts and private schools. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from public and private schools. Many also fill openings by hiring referrals from employees and/or by hiring unsolicited applicants. Some recruit applicants through internet job listings.

Career Path: Promotions may lead to program/resource specialist or head teacher positions. With the appropriate education, promotions may lead to school administrator or principal.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- 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.

Skills:
- Teaching others how to do something.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Talking to others to convey information effectively.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to read and understand information and ideas presented in writing.

Teachers and Instructors - Vocational Education and Training

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education (OES 313140).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$9.21 - $23.01/hr	$15.00/hr
Exp'd/After 3 Years:	$15.00 - $33.17/hr	$21.58/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	—	■	—	■	■
Dental Insurance	■■■■	—	■	—	■	■
Vision Insurance	■■■■	—	■	—	■	■
Life Insurance	■■■	—	■■	—	■	■
Sick Leave	■■■■	—	■■	—	■	■
Vacation	■■■■■	—	—	—	■	■
Retirement	■■■	—	■■	—	■	■
Child Care	—	—	—	—	■	■

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Many jobs are 40 hours per week. Many other jobs are part-time or on-call, ranging from 15-25 hours per week.

Employer Requirements

License: Requirements vary, depending on the type of school. For public schools, contact the State Commission on Teacher Credentialing at 916-445-7254 for licensing information.

Education: Many employers require an associate degree for job entry. Some employers are willing to accept a high school diploma or equivalent.

Experience: Almost all employers require or prefer 1-5 years of prior experience. Many employers are willing to accept training as a substitute for experience.

Training: Most employers report that computer skills are important. Refer to Teachers/Instructors - Vocational Education/Training in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%).

Size of Occupation

Medium. There are approximately 1,375-1,680 vocational education teachers and instructors currently employed in Sacramento and Yolo Counties. Local surveys indicate about 30% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 25-30 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of adult and vocational education teachers is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Public secondary schools and ROP programs, community colleges, private vocational/technical schools, and state and local government agencies. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some also fill openings by hiring referrals from public and private schools and/or recruit applicants through internet job listings.

Career Path: Promotions may lead to director or other management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:
- Talking to others to convey information effectively.
- Teaching others how to do something.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 25-1194.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 204 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Teachers, Preschool

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification (OES 313030).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.25 - $8.50/hr	$7.50/hr
New Hires/Exp'd:	$8.00 - $12.36/hr	$8.59/hr
Exp'd/After 3 Years:	$10.00 - $15.00/hr	$10.38/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	■	■	■	—	—
Dental Insurance	■■■■	■	■	■	—	—
Vision Insurance	■■■	■	■	—	—	—
Life Insurance	■	—	■	—	—	—
Sick Leave	■■■■	—	■	—	—	—
Vacation	■■■■	—	■	—	—	—
Retirement	■	—	■	—	—	—
Child Care	■■	—	■■	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-40 hours per week. A few jobs are 20-30 hours per week.

Employer Requirements

License: Required for this occupation. For public schools, contact the State Commission on Teacher Credentialing at 916-445-7254 for licensing information. For private schools, contact the California Department of Social Services at 916-229-4530 for licensing information.

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Many employers do not require prior experience. Many others require or prefer 6-24 months of prior experience.

Training: Almost all employers report that computer skills are important. Almost all employers require completion of at least 12 units of Early Childhood Education (ECE). Refer to Teachers - Preschool in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very good outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Medium. There are approximately 1,405-1,715 preschool teachers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 95% are female. Many jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 35-45 job openings are projected per year due to a net increase in occupation size. About 30-35 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of preschool teachers and child-care workers is projected to increase faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Public school districts, private schools with pre-kindergarten programs, and child day care services. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Of the employers surveyed, all report that they recruit applicants through newspaper advertisements. Some fill openings by hiring referrals from employees and/or public and private schools. Some also fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to head teacher, assistant director, or director. Continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- 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.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:
- Talking to others to convey information effectively.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Teaching others how to do something.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to speak clearly so others can understand you.

*O*NET-SOC Code 25-2011.00* *Source: O*NET OnLine*

Data collected in 2001: 16 employers surveyed representing 296 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Technical Writers

Technical Writers write or edit technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams, and charts and assist in layout work (OES 340050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$13.98 - $38.36/hr	$19.18/hr
Exp'd/After 3 Years:	$15.98 - $43.15/hr	$25.17/hr

Benefits: EMPLOYER PAID: Many employers provide medical insurance. Most provide a vacation and sick leave. Some also provide dental insurance, life insurance, vision insurance, and a retirement plan. SHARED COST: Some employers provide medical insurance. Most provide a retirement plan. Many provide vision insurance and life insurance. Some also provide dental insurance.

Hours: Many jobs are 40-48 hours per week. Some jobs are temporary or on-call, averaging 40 hours per week.

Employer Requirements

License: None

Education: Many employers require a bachelor degree for job entry. Some employers are willing to accept an associate degree.

Experience: Almost all employers require or prefer 1-5 years of prior experience. Some employers are willing to accept training as a substitute for experience.

Training: Almost all employers report that word processing skills are important. Most also report that desktop publishing skills are important. Many report that spreadsheet and database skills are important. Technical writing generally requires a college degree in (or knowledge of) a specialized field, such as engineering, business, or one of the sciences. Refer to Technical Writers and Editors in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%). This turnover rate does not include temporary employment.

Size of Occupation

Small. There are approximately 270-330 technical writers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 60% are female.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2004. About 15-20 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of writers and editors, including technical writers, is expected to increase faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Computer hardware and software manufacturers, engineering and management services, and federal government agencies. Nationally, about 15% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through internet job listings. Most also fill openings by hiring referrals from employees. Many recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from public and private schools. A few fill openings through in-house promotion or transfer.

Career Path: Promotions may lead to supervisory or management positions. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills:
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the audience.
- 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.

Abilities:
- The ability to communicate information and ideas in writing so others will understand.
- The ability to read and understand information and ideas presented in writing.
- The ability to see details at close range (within a few feet of the observer).

*O*NET-SOC Code 27-3042.00* *Source: O*NET OnLine*

Data collected in 2000: 16 employers surveyed representing 90 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Telemarketers, News and Street Vendors, Telephone Solicitors, and Door-to-Door Sales Workers and Related Workers

Telemarketers, News and Street Vendors, Telephone Solicitors, Door-to-Door Sales Workers and other Related Workers deliver newspapers to subscribers; solicit orders for merchandise or service over telephone; or sell products, such as food and jewelry on the street, door-to-door, or at places of recreation and amusement (OES 490260).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $7.19/hr	$6.59/hr
New Hires/Exp'd:	$5.75 - $11.51/hr	$7.00/hr
Exp'd/After 3 Years:	$5.75 - $14.00/hr	$9.00/hr

Depending on the employer, some telemarketers may also receive commissions.

Benefits: EMPLOYER PAID: Many employers provide medical insurance. Almost all provide a vacation. Most provide sick leave. Many also provide dental insurance and life insurance. Some provide a retirement plan. SHARED COST: Some employers provide medical insurance. For part-time employees: Few employers provide benefits.

Hours: Many jobs are 35-40 hours per week. Some jobs are 20-32 hours per week. A few jobs are temporary or on-call, ranging from 8-20 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry. Some employers are willing to accept less than a high school level education.

Experience: Almost all employers do not require prior experience.

Training: Employers generally provide on-the-job training for this occupation.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be very high (40% or more). This turnover rate does not include temporary employment.

Size of Occupation

Medium. There are approximately 1,195-1,460 telemarketers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 70% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. About 30-40 job openings are projected per year due to a net increase in occupation size. About 35-40 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation.

Other Information

Where the Jobs Are: Telemarketing and research firms, and other companies that sell products or services by telephone or door to door. Nationally, about 11% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Many also fill openings by hiring unsolicited applicants. Some fill openings through in-house promotion or transfer and/or by hiring referrals from the Employment Development Department.

Career Path: Promotions may lead to supervisory or management positions. Promotions may also take the form of self-employment.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- 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.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Skills:
- Persuading others to change their minds or behavior.
- Talking to others to convey information effectively.
- 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.

Abilities:
- The ability to speak clearly so others can understand you.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 41-9041.00* *Source: O*NET OnLine*

Data collected in 2000: 17 employers surveyed representing 390 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Telephone and Cable T.V. Line Installers and Repairers

Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables (OES 857020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$8.00 - $13.42/hr	$9.50/hr
New Hires/Exp'd:	$8.00 - $18.14/hr	$12.00/hr
Exp'd/After 3 Years:	$12.00 - $25.00/hr	$19.00/hr

Surveys indicated that union wages were typically at the top end of the range.

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Almost all provide a vacation and sick leave. Many also provide dental insurance and a retirement plan. Some provide life insurance and vision insurance. SHARED COST: Some employers provide medical insurance and other benefits, including a retirement plan, vision insurance, life insurance, and dental insurance.

Hours: Almost all jobs are 40-52 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Many employers require or prefer 6-60 months of prior experience, although many are willing to accept training as a substitute for experience. Many other employers do not require prior experience.

Training: Many employers report that spreadsheet and word processing skills are important. Some also report that database skills are important. Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Telephone/Cable Line Installers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Small. There are approximately 735-900 line installers and repairers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 5% are female. A few jobs are union.

Employment Trends

The growth rate is projected to be much faster than the average for all occupations through the year 2004. About 20-30 job openings are projected per year due to a net increase in occupation size. About 20-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of telephone and cable television line installers and repairers is expected to grow faster than average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Telephone companies, electrical contractors, and cable television companies. Nationally, about 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from employees. Some recruit applicants through word of mouth and/or fill openings by hiring unsolicited applicants. Some also recruit applicants through internet job listings, fill openings through in-house promotion or transfer, and/or by hiring referrals from private employment agencies.

Career Path: Promotions may lead to higher level installer/repairer positions, or supervisory/management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills:
- Installing equipment, machines, wiring, or programs to meet specifications.
- Repairing machines or systems using the needed tools.
- Determining causes of operating errors and deciding what to do about it.

Abilities:
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

*O*NET-SOC Code 49-9052.00* *Source: O*NET OnLine*

Data collected in 2000: 15 employers surveyed representing 364 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Tellers

Also known as Customer Service Representatives.

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions (OES 531020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $8.50/hr	$7.45/hr
New Hires/Exp'd:	$6.71 - $9.00/hr	$8.00/hr
Exp'd/After 3 Years:	$7.50 - $11.00/hr	$9.00/hr

Benefits: Of the employers surveyed, all report that they provide medical insurance. Almost all provide dental insurance, vision insurance, a vacation, and a retirement plan. Most also provide life insurance and sick leave. Some employers provide benefits for part-time employees.

Hours: Many jobs are 40-50 hours per week. Many other jobs are 18-30 hours per week.

Employer Requirements

License: None

Education: Of the employers surveyed, all report that they require a high school diploma or equivalent for job entry.

Experience: Most employers do not require prior experience.

Training: Some employers report that database skills are important. Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Tellers in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be moderate (20-29%).

Size of Occupation

Large. There are approximately 2,155-2,635 tellers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 80% are female.

Employment Trends

A slow decline is projected for this occupation through the year 2002. About 90-110 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of bank tellers is expected to decline through the year 2008.

Other Information

Where the Jobs Are: Banks, savings and loan institutions, and credit unions. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants.

Career Path: Promotions may lead to higher level teller positions, new accounts representative, or supervisory/management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- 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.

Skills:
- Using mathematics to solve problems.
- Actively looking for ways to help people.
- Talking to others to convey information effectively.

Abilities:
- The ability to add, subtract, multiply, or divide quickly and correctly.
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to speak clearly so others can understand you.

*O*NET-SOC Code 43-3071.00* *Source: O*NET OnLine*

Data collected in 1999: 19 employers surveyed representing 215 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Traffic, Shipping, and Receiving Clerks

Includes Warehouse Workers.

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material, receiving, unpacking, verifying, and recording incoming merchandise or material, and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking (OES 580280).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $11.10/hr	$9.00/hr
New Hires/Exp'd:	$6.75 - $11.10/hr	$9.00/hr
Exp'd/After 3 Years:	$6.75 - $14.00/hr	$12.00/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■	■	■	—	—	—
Dental Insurance	■■■■	■	■	—	—	—
Vision Insurance	■■■■	■	■	—	—	—
Life Insurance	■■■■	■	■	—	—	—
Sick Leave	■■■■■	■	—	—	—	—
Vacation	■■■■■	■	—	—	—	—
Retirement	■■	■	■■■■	■	—	—
Child Care	■	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 36-45 hours per week. Some jobs are part-time or on-call, ranging from 20-40 hours per week.

Employer Requirements

License: None

Education: Most employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent.

Experience: Many employers require or prefer 1-2 years of prior experience. Many other employers do not require prior experience.

Training: Many employers report that general computer skills are important. Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Shipping/Receiving Clerks in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is not difficult to find inexperienced but qualified applicants, and moderately difficult to find qualified applicants with prior experience. This indicates a **very competitive outlook** for job seekers without prior experience, and a **good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%). This turnover rate does not include temporary employment.

Size of Occupation

Very Large. There are approximately 4,535-5,545 shipping and receiving clerks currently employed in Sacramento and Yolo Counties. Local surveys indicate about 30% are female.

Employment Trends

The growth rate is projected to be slower than the average for all occupations through the year 2006. About 80-100 job openings are projected per year due to a net increase in occupation size. About 75-90 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of shipping, receiving, and traffic clerks is expected to grow more slowly than the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Personnel supply services, wholesalers and manufacturers, trucking and warehousing, and large retailers. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from employees, by hiring unsolicited applicants and/or through in-house promotion or transfer.

Career Path: Promotions may lead to sales or supervisory/management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Skills:
- Using mathematics to solve problems.
- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in writing so others will understand.
- The ability to communicate information and ideas in speaking so others will understand.

*O*NET-SOC Code 43-5071.00* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 731 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Travel Agents

Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours (OES 430210).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.50 - $9.21/hr	$8.00/hr
New Hires/Exp'd:	$8.00 - $13.23/hr	$9.50/hr
Exp'd/After 3 Years:	$10.00 - $16.00/hr	$11.76/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■	—	■	—
Dental Insurance	■	—	■■	—	■	—
Vision Insurance	■	—	■	—	■	—
Life Insurance	■	—	■	—	■	—
Sick Leave	■■■	—	■	—	■	—
Vacation	■■■■	—	■	—	■	—
Retirement	■	—	■■	—	■	■
Child Care	■	—	■	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 40 hours per week. Some jobs are 18-32 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Almost all employers require or prefer 6-60 months of prior experience. Some employers are willing to accept 3-12 months of airline related experience. Many employers are willing to accept training as a substitute for experience.

Training: Some employers report that knowledge of Sabre and Apollo software is important for job entry. Many employers require or prefer completion of a certificate training program. Refer to Travel Agents in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 185-225 travel agents currently employed in Sacramento and Yolo Counties. Local surveys indicate about 85% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of travel agents is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Travel agencies. Nationally, about 6% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees. Some fill openings by hiring unsolicited applicants. A few fill openings by hiring referrals from schools and training programs.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- 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.
- Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Skills:
- Talking to others to convey information effectively.
- Adjusting actions in relation to others' actions.
- Actively looking for ways to help people.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to read and understand information and ideas presented in writing.

*O*NET-SOC Code 41-3041.00* *Source: O*NET OnLine*

Data collected in 2001: 18 employers surveyed representing 158 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Truck Drivers - Heavy or Tractor Trailer

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks (OES 971020).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$10.00 - $13.00/hr	$12.00/hr
New Hires/Exp'd:	$9.00 - $16.15/hr	$13.00/hr
Exp'd/After 3 Years:	$12.00 - $20.00/hr	$17.74/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	—	■■	—	■	—
Dental Insurance	■	—	■■	—	■	—
Vision Insurance	■	—	■	—	■	—
Life Insurance	■	—	■	—	■	—
Sick Leave	■■■	—	■	—	■	—
Vacation	■■■■	—	■	—	■	—
Retirement	■	—	■■	—	■	■
Child Care	■	—	■	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-50 hours per week.

Employer Requirements

License: A commercial drivers license is required for this occupation, although some employers provide the necessary training and preparation to acquire the license; contact the Department of Motor Vehicles Commercial Driving License Office at 916-657-5771 for licensing information.

Education: Most employers are willing to accept less than a high school level education for job entry. Some employers require a high school diploma or equivalent.

Experience: Most employers require or prefer 1-2 years of prior experience. Some employers do not require prior experience.

Training: Employers may provide on-the-job training for this occupation, although related training programs are available. Refer to Truck Drivers - Heavy/Tractor-Trailer in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Very Large. There are approximately 6,380-7,800 heavy truck drivers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 5% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 205-255 job openings are projected per year due to a net increase in occupation size. About 90-110 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of truckdrivers is expected to increase about as fast as the average for all occupations through the year 2010.

Other Information

Where the Jobs Are: Trucking firms, wholesalers, and food/beverage distributors. Nationally, about 8% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through word of mouth. Many also recruit applicants through newspaper advertisements, fill openings by hiring referrals from employees, and/or by hiring unsolicited applicants.

Career Path: Promotions usually take the form of higher earnings.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills:
- Controlling operations of equipment or systems.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.

*O*NET-SOC Code 53-3032.01* *Source: O*NET OnLine*

Data collected in 2002: 15 employers surveyed representing 664 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Truck Drivers, Light - Including Delivery and Route Workers

Also known as Delivery Drivers and Couriers.

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales (OES 971050).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$6.75 - $12.00/hr	$9.00/hr
New Hires/Exp'd:	$6.75 - $12.00/hr	$9.00/hr
Exp'd/After 3 Years:	$8.00 - $13.50/hr	$11.50/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■	■	—	—	■	■
Dental Insurance	■■■	■	—	—	■	■
Vision Insurance	■■	■	■	—	■	■
Life Insurance	■■	■	■	—	■	■
Sick Leave	■■	—	—	—	■	—
Vacation	■■	—	—	■	■	—
Retirement	■■	—	■	■	■	■
Child Care	—	—	—	—	■	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Most jobs are 40 hours per week. Some jobs are 15-30 hours per week.

Employer Requirements

License: Employers may sometimes require a commercial drivers license for this occupation. Contact the Department of Motor Vehicles Commercial Driving License Office at 916-657-5771 for licensing information.

Education: Many employers require a high school diploma or equivalent for job entry. Many other employers are willing to accept less than a high school level education.

Experience: Most employers do not require prior experience. Some employers require or prefer 1-2 years of prior experience.

Training: Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Truck Drivers - Light in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find applicants who meet their hiring standards. This indicates a **good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Very Large. There are approximately 5,555-6,785 light truck and delivery drivers currently employed in Sacramento and Yolo Counties. Local surveys indicate about 10% are female. Few jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 160-200 projected job openings per year due to a net increase in occupation size. About 80-95 projected job openings per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of truckdrivers, including route drivers, is expected to increase about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Trucking and warehousing, courier services, newspaper publishing, and retailers/wholesalers with delivery services. Nationally, about 8% are self-employed.

Methods Used to Fill Job Openings: Almost all employers fill openings by hiring referrals from employees and/or recruit applicants through newspaper advertisements. Some also fill openings by hiring referrals from the Employment Development Department.

Career Path: Promotions may lead to dispatcher or supervisory positions. Organization skills may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills:
- Controlling operations of equipment or systems.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.

Abilities:
- The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- The ability to see details at a distance.

*O*NET-SOC Code 53-3033.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 252 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Ultrasound Technologists

Ultrasound Technologists, also known as sonographers, direct nonionizing, high frequency sound waves into areas of the patient's body: the equipment then collects reflected echoes to form an image. They explain the procedure, record additional medical history, and then position the patient for testing. Viewing a screen as the scan takes place, they look for subtle differences between healthy and pathological areas, decide which images to include, and judge if the images are satisfactory for diagnostic purposes. Ultrasound Technicians may specialize in neurosonography (the brain), vascular (blood flows), echocardiography, (the heart), abdominal (the liver, kidneys, spleen, and pancreas), obstetrics/gynecology (the female reproductive system), and ophthalmology (the eye) (Modified DOT 078.364-999).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	—	—
New Hires/Exp'd:	$15.00 - $21.75/hr	$19.88/hr
Exp'd/After 3 Years:	$18.00 - $24.50/hr	$22.67/hr

Surveys indicated that union wages were typically at the top end of the range.

Benefits: EMPLOYER PAID: Almost all employers provide medical insurance and other benefits, including a vacation, sick leave, and dental insurance. Most also provide a retirement plan, life insurance, and vision insurance. SHARED COST: Few employers provide benefits. For part-time employees: Most employers provide medical insurance and other benefits, including a vacation, sick leave, dental insurance, life insurance, and a retirement plan.

Hours: Many jobs are 40 hours per week. Some jobs are 20-32 hours per week. Some other jobs are temporary or on-call, averaging 8 hours per week.

Employer Requirements

License: Required for this occupation; contact the State Department of Health Services, Food, Drug, and Radiation Safety Division at 916-445-0931 for information.

Education: Many employers require an associate degree for job entry. Some employers are willing to accept a high school diploma or equivalent.

Experience: Most employers require or prefer 9-24 months of prior experience.

Training: Most employers require technical or vocational training prior to employment. However, no local training programs were identified for this occupation.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be very low (less than 10%). This turnover rate does not include temporary employment.

Size of Occupation

Small. There are approximately 65-80 ultrasound technologists currently employed in Sacramento and Yolo Counties. Local surveys indicate about 85% are female. Many jobs are union.

Employment Trends

Insufficient data; however, almost all employers surveyed expect their employment in this occupation to remain stable. Insufficient data to estimate separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of radiologic technologists, including ultrasound technologists, is expected to grow about as fast as the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Hospitals, clinics, and physicians offices. Nationally, less than 1% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Some fill openings by hiring referrals from employees, referrals from schools and training programs, and/or by hiring unsolicited applicants. Some also recruit applicants through internet job listings and/or through word of mouth. A few fill openings through in-house promotion or transfer.

Career Path: Promotions may lead to supervisory or management positions.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Skills:
- Controlling operations of equipment or systems.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Understanding written sentences and paragraphs in work related documents.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- The ability to read and understand information and ideas presented in writing.

*Related O*NET-SOC Code 29-2034.01* *Source: O*NET OnLine*

Data collected in 2000: 6 employers surveyed representing 52 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Veterinary Assistants

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college (OES 798060).

Wages and Benefits

	Range	Median
New Hires/Inexp'd:	$5.75 - $7.00/hr	$6.50/hr
New Hires/Exp'd:	$6.80 - $8.00/hr	$7.75/hr
Exp'd/After 3 Years:	$7.95 - $11.00/hr	$9.00/hr

Benefits: EMPLOYER PAID: Most employers provide medical insurance. Almost all provide a vacation. Most also provide sick leave. Many provide dental insurance. Some provide a retirement plan, vision insurance, and life insurance. SHARED COST: Some employers provide medical insurance and other benefits, including a retirement plan and life insurance. For part-time employees: A few employers provide a retirement plan.

Hours: Many jobs are 35-45 hours per week. Many other jobs are 10-32 hours per week.

Employer Requirements

License: None

Education: Almost all employers require a high school diploma or equivalent for job entry.

Experience: Many employers require or prefer 3-12 months of prior experience. Most employers are willing to accept training as a substitute for experience. Many other employers do not require prior experience.

Training: Some employers report that database and word processing skills are important. Employers generally provide on-the-job training for this occupation, although related training programs are available. Refer to Veterinary Assistants in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is very difficult to find applicants who meet their hiring standards. This indicates a **very good outlook** for qualified job seekers. Annual turnover is estimated to be high (30-39%).

Size of Occupation

Small. There are approximately 195-240 veterinary assistants (unlicensed) currently employed in Sacramento and Yolo Counties. Local surveys indicate about 85% are female.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2004. Less than 10 job openings are projected per year due to a net increase in occupation size. Less than 10 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of veterinary assistants is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Offices of veterinarians and veterinary clinics. Nationally, about 2% are self-employed.

Methods Used to Fill Job Openings: Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring unsolicited applicants, referrals from schools and training programs, and/or referrals from employees. Some fill openings through in-house promotion or transfer.

Career Path: Promotions may lead to supervisory or management positions. With additional training and licensing, promotions may also lead to animal health technician (aka registered veterinary technician).

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Skills:
- Using scientific rules and methods to solve problems.
- 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.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

*O*NET-SOC Code 31-9096.00* *Source: O*NET OnLine*

Data collected in 2000: 16 employers surveyed representing 81 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Vocational and Educational Counselors

Includes Vocational Rehabilitation Counselors.

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services (OES 315140).

Wages and Benefits

	Union	Median	Non-Union	Median
New Hires/Inexp'd:	$13.66 - $18.56/hr	$16.30/hr	—	—
New Hires/Exp'd:	$12.47 - $21.58/hr	$16.78/hr	$12.00 - 20.90/hr	$13.23/hr
Exp'd/After 3 Years:	$14.38 - $31.16/hr	$22.00/hr	$13.81 - 35.53/hr	$15.89/hr

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■	—	—	—
Dental Insurance	■■■■■■	—	—	—	—	—
Vision Insurance	■■■■■	—	■	—	—	—
Life Insurance	■■■■■	—	—	—	—	—
Sick Leave	■■■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■■■	—	■■	—	—	—
Child Care	■■	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 35-40 hours per week.

Employer Requirements

License: Requirements vary, depending on the type of school. For public schools, contact the State Commission on Teacher Credentialing at 916-445-7254 for licensing information.

Education: Many employers require a graduate degree for job entry. Many other employers are willing to accept a bachelor degree.

Experience: Almost all employers require 1-2 years of prior experience.

Training: Almost all employers report that computer skills are important. Refer to Vocational and Educational Counselors in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is not difficult to find applicants who meet their hiring standards. This indicates a **very competitive outlook** for qualified job seekers. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 760-930 vocational and educational counselors currently employed in Sacramento and Yolo Counties. Local surveys indicate about 60% are female. Most jobs are union.

Employment Trends

The growth rate is projected to be the same as the average for all occupations through the year 2006. About 15-25 job openings are projected per year due to a net increase in occupation size. About 15-25 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of counselors is expected to grow faster than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Public secondary schools and ROP programs, colleges and universities, job training and vocational rehabilitation agencies, and private vocational/technical schools. Nationally, about 3% are self-employed.

Methods Used to Fill Job Openings: Almost all employers recruit applicants through newspaper advertisements. Many also recruit applicants through internet job listings and/or fill openings by hiring referrals from colleges and universities. Some fill openings by hiring referrals from employees.

Career Path: Promotions may lead to coordinator or other supervisory or management positions. Continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- 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.

Skills:
- Talking to others to convey information effectively.
- 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.
- Actively looking for ways to help people.

Abilities:
- The ability to communicate information and ideas in speaking so others will understand.
- The ability to listen to and understand information and ideas presented through spoken words and sentences.

*O*NET-SOC Code 21-1012.00* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 192 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Welders and Cutters

Also known as Fabricators.

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints (OES 939140).

Wages and Benefits

	Non-Union	Median	Union	Median
New Hires/Inexp'd:	$8.00 - $10.00/hr	$8.00/hr	$16.31/hr	—
New Hires/Exp'd:	$10.00 - $14.00/hr	$10.50/hr	$20.33/hr	—
Exp'd/After 3 Years:	$12.00 - $16.00/hr	$14.50/hr	$29.35/hr	—

Benefits:	Employer Paid		Shared Cost		Employee Paid	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical Insurance	■■■■■	—	■	—	—	—
Dental Insurance	■■■■■	—	—	—	—	—
Vision Insurance	■■■■■	—	—	—	—	—
Life Insurance	■■	—	—	—	—	—
Sick Leave	■■■■■	—	—	—	—	—
Vacation	■■■■■	—	—	—	—	—
Retirement	■■■■	—	—	—	—	—
Child Care	—	—	—	—	—	—

Key: ■■■■■■ All (100%) ■■■■■ Almost All (80-99%) ■■■■ Most (60-79%) ■■■ Many (40-59%) ■■ Some (20-39%) ■ Few (<20%)

Hours: Almost all jobs are 40 hours per week.

Employer Requirements

License: None

Education: Most employers require a high school diploma or equivalent for job entry.

Experience: Most employers require or prefer 6-48 months of prior experience. Some employers are willing to accept training as a substitute for experience. Some employers do not require prior experience.

Training: Training programs are available, but do not necessarily eliminate the need for apprenticeship or on-the-job training. Refer to Welders and Cutters in the Occupation-Training Index for information on education/training providers with related programs.

Supply/Demand Assessment

Employers generally report that it is moderately difficult to find inexperienced but qualified applicants, and very difficult to find qualified applicants with prior experience. This indicates a **good outlook** for job seekers without prior experience, and a **very good outlook** for those who are fully experienced. Annual turnover is estimated to be low (10-19%).

Size of Occupation

Small. There are approximately 595-725 welders currently employed in Sacramento and Yolo Counties. Local surveys indicate less than 5% are female. Some jobs are union.

Employment Trends

The growth rate is projected to be faster than the average for all occupations through the year 2006. About 15-25 job openings are projected per year due to a net increase in occupation size. About 15-20 job openings are projected per year due to separations -i.e., workers retiring or leaving the occupation. Nationwide, employment of welders, cutters, and welding machine operators is expected to grow more slowly than the average for all occupations through the year 2008.

Other Information

Where the Jobs Are: Welding repair shops and manufacturers of fabricated metal products. Nationally, about 5% are self-employed.

Methods Used to Fill Job Openings: Many employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements. Some fill openings by hiring union referrals and/or unsolicited applicants. Employers may fill openings by promoting from helper positions.

Career Path: Promotions may lead to foreman or other supervisory positions. Interpersonal skills and continuing education may be important for career advancement.

Important Knowledge, Skills, and Abilities

Knowledge:
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Skills:
- Controlling operations of equipment or systems.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Determining the kind of tools and equipment needed to do a job.

Abilities:
- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

*O*NET-SOC Code 51-4121.02* *Source: O*NET OnLine*

Data collected in 2001: 15 employers surveyed representing 261 employees in this occupation.
***Key Terms:** All (100%), Almost All (80-99%), Most (60-79%), Many (40-59%), Some (20-39%), Few (<20%)*

Training Directory

49er Regional Occupational Program (ROP)

Address: 360 Nevada Street, Auburn, CA 95603
Phone: 530-889-5949
Fax: 530-887-1704
Website: http://www.49errop.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 27
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

A+ Certification Preparation

Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 5 months
Self-Paced Learning? Yes
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Accounting

Occupational Objective(s): *Billing Clerks, Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Animal and Veterinary Careers

Occupational Objective(s): *Animal Caretakers, Veterinary Assistants*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Auto Technologies

Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Automotive Services

Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Business Entreprenuership

Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Business Operations and Management

Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Careers in Education

Occupational Objective(s): *Instructional Aides*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Careers with Children

Occupational Objective(s): *Child Care Workers/Providers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

49er ROP - continued

Computer Maintenance and Networking Essentials
Occupational Objective(s): *Computer Support Specialists*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computer Studies
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Construction Technologies
Occupational Objective(s): *Construction Related Occupations, Helpers, Construction*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Cosmetology
Occupational Objective(s): *Estheticians, Hairstylists, Manicurists, Pedicurists*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Dental Careers
Occupational Objective(s): *Dental Assistants, Dental Lab Technicians, Receptionists*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Digital Video and Animation
Occupational Objective(s): *Animators - Computer*
Approximate Cost to Complete: Call for information
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Electronics

Occupational Objective(s): *Electrical and Electronic Assemblers, Salespersons - Retail*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Fashion Merchandising Careers

Occupational Objective(s): *Salespersons - Retail*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Financial Services Careers

Occupational Objective(s): *Bookkeeping/Accounting Clerks, Tellers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Fire Science Careers

Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: Call for information
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Graphic Communications

Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Health Careers

Occupational Objective(s): *Dietetic Technicians, Medical/Clinical Laboratory Assistants*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

49er ROP - continued

Integrated Media

Occupational Objective(s): *Salespersons - Retail, TV/Video Production Occupations*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	1-2 semesters
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Marketing and Sales Careers

Occupational Objective(s): *Salespersons - Retail*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	1-2 semesters
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Medical Terminology

Occupational Objective(s): *Medical Secretaries*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	1 semester
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Network Technology - Cisco Training Level I and II

Occupational Objective(s): *Computer Network Technicians*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	2 semesters
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Network Technology - Cisco Training Level III and IV

Occupational Objective(s): *Computer Network Technicians*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	5 months
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Nursing Assistant

Occupational Objective(s): *Nurse Aides*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	4 months
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Sports Medicine Careers

Occupational Objective(s): *Physical Therapy Aides*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	1-2 semesters
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Video Production

Occupational Objective(s): *TV/Video Production Occupations*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	1-2 semesters
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Web Page Design

Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters)*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	1-2 semesters
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Accredited Real Estate School

Address: 6716 Madison Avenue, Suite 4, Fair Oaks, CA 95628
Phone: 916-536-9766
Fax: 916-536-1666
Website: http://www.accreditedschools.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 8
Accreditation: California Department of Real Estate

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Real Estate and License Preparation

Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $229
Average Time to Complete: 3 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Advanced Career Technologies (ACTech) Institute

Address: 2880 Sunrise Blvd., Suite 232, Rancho Cordova, CA 95742
Phone: 916-635-3435
Fax: 916-635-8487
Website: http://www.actech.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 11
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Applications Support Specialist
Occupational Objective(s): *Computer Support Specialists*
Approximate Cost to Complete: $3,890
Average Time to Complete: 8-13 weeks (300+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, pass entrance exam

Computer Systems Support Specialist
Occupational Objective(s): *Computer Service Technicians, Computer Support Specialists*
Approximate Cost to Complete: $4,175
Average Time to Complete: 8-13 weeks (300+ hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Hardware Support Specialist
Occupational Objective(s): *Computer Network Administrators, Computer Support Specialists*
Approximate Cost to Complete: $8,275
Average Time to Complete: 16-26 weeks (600+ hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Microcomputer Support Specialist
Occupational Objective(s): *Computer Network Administrators, Computer Systems Analysts*
Approximate Cost to Complete: $10,400
Average Time to Complete: 24-39 weeks (900+ hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Advanced Career Technologies Institute - continued

Network Systems Support Specialist

Occupational Objective(s): *Computer Network Technicians, Computer Service Technicians*
Approximate Cost to Complete: $8,125
Average Time to Complete: 16-26 weeks (600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, pass entrance exam

NT/Domains Support Specialist

Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $4,200
Average Time to Complete: 8-13 weeks (300+ hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED, PC experience

Software Support Specialist

Occupational Objective(s): *Computer Network Administrators, Computer Systems Analysts*
Approximate Cost to Complete: $7,900
Average Time to Complete: 16-26 weeks (600+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, pass entrance exam

Advanced Security Institute

Address: 2941 West Capitol Avenue, West Sacramento, CA 95691
Phone: 916-375-8500
Fax: 916-375-3177
Website: http://www.goto-asi.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 16
Accreditation: Bureau of Security and Investigative Services

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Basic Security/Licensing
Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $1,995
Average Time to Complete: 1-2 weeks (48 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Executive Protection
Occupational Objective(s): *Body Guards, Security Officers*
Approximate Cost to Complete: $3,495
Average Time to Complete: 2 weeks (110 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Executive Security
Occupational Objective(s): *Body Guards, Security Officers*
Approximate Cost to Complete: $8,995
Average Time to Complete: 16 weeks (500 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Investigative Sciences
Occupational Objective(s): *Private Investigators and Loss Prevention Agents*
Approximate Cost to Complete: $5,995
Average Time to Complete: 16 weeks (500 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Advanced Security Institute - continued

Professional Security Academy

Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $4,495
Average Time to Complete: 12 weeks (300 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Supervision and Management

Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $1,995
Average Time to Complete: 4 weeks (90 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Advantage College

Address: 10255 Old Placerville Road, Sacramento, CA 95827
Phone: 916-366-0349
Fax: 916-366-0276
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 21

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Degree Program(s) Offered

Christian Ministry (Undergraduate and Graduate)
Pastoral Theology (Undergraduate and Graduate)

American & International Chauffeur's, Security, & K-9 Training Academy

Address: 430 North 16th Street, Sacramento, CA 95814
Phone: 916-498-8510
Fax: 916-498-8510
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 3

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Executive Bodyguard Protection Specialist
Occupational Objective(s): *Body Guards*
Approximate Cost to Complete: $3,995
Average Time to Complete: 12 weeks (300 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 25 years or older, no felony convictions

K-9 Division - Obedience Training
Occupational Objective(s): *Animal Trainers/Instructors*
Approximate Cost to Complete: $5,995
Average Time to Complete: 12 weeks (300 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, patient, no history of animal abuse

K-9 Division - Personal Protection Trainer Program
Occupational Objective(s): *Animal Trainers/Instructors*
Approximate Cost to Complete: $8,995
Average Time to Complete: 8 weeks (180 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, patient, no history of animal abuse

K-9 Division - Weapons Detection
Occupational Objective(s): *Animal Trainers/Instructors, Security Officers*
Approximate Cost to Complete: $9,995
Average Time to Complete: 12 weeks (325 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years or older, no felony convictions, pass drug screening, no history of animal abuse

K-9 Division - Drug Detection
Occupational Objective(s): *Animal Trainers/Instructors, Security Officers*
Approximate Cost to Complete: $9,995
Average Time to Complete: 12 weeks (280 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years or older, no felony convictions, pass drug screening, no history of animal abuse

K-9 Division - Explosives Detection
Occupational Objective(s): *Animal Trainers/Instructors, Security Officers*
Approximate Cost to Complete: $9,995
Average Time to Complete: 12 weeks (325 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years or older, no felony convictions, pass drug screening, no history of animal abuse

K-9 Division - Poison Prevention
Occupational Objective(s): *Animal Trainers/Instructors*
Approximate Cost to Complete: $4,995
Average Time to Complete: 8 weeks (144 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, patient, no history of animal abuse

K-9 Division - Puppy Socialization and Training
Occupational Objective(s): *Animal Trainers/Instructors*
Approximate Cost to Complete: $5,995
Average Time to Complete: 12 weeks (240 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, patient, no history of animal abuse

Limousine Chauffeur & Operator
Occupational Objective(s): *Business Related Occupations, Chauffeurs/Limousine Drivers*
Approximate Cost to Complete: $9,995
Average Time to Complete: 12 weeks (300 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 25 years or older, good driving record, no felony convictions

Professional Chauffeur
Occupational Objective(s): *Chauffeurs/Limousine Drivers*
Approximate Cost to Complete: $4,995
Average Time to Complete: 8 weeks (200 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years or older, good driving record

Security Chauffeur
Occupational Objective(s): *Body Guards, Chauffeurs/Limousine Drivers*
Approximate Cost to Complete: $6,995
Average Time to Complete: 12 weeks (300 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 25 years or older, good driving record, no felony convictions

American & International Chauffeur's, Security, & K-9 Training Academy - continued

Security/Advanced Security Training

Occupational Objective(s): *Body Guards, Security Officers*

Approximate Cost to Complete:	$5,995
Average Time to Complete:	12 weeks (300 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	25 years or older, good driving record, no felony convictions

Self Defense

Occupational Objective(s): *Body Guards*

Approximate Cost to Complete:	$5,995
Average Time to Complete:	12 weeks (300 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	21 years or older

American River College

Address: 4700 College Oak Drive, Sacramento, CA 95841
Phone: 916-484-8011
Fax: 916-484-8674
Website: http://www.arc.losrios.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 47
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Accounting
Administrative Assistant
Advertising and Sales Promotion
Art
Art New Media
Automotive Technology
Biotechnology
Business - General
Business Administration
Business Transfer
Carpentry
Community Journalism
Computer Information Science
Computer Networking
Computer Programming
Culinary Arts Management
Design Technology
Diesel Mechanics
Early Childhood Education
Electronics Technology
Engineering Technology/Transfer
Family & Consumer Science
Fashion Careers
Financial Accounting
Fire Technology
General Education - Transfer
Geographic Information Systems

American River College - continued

Geology
Gerontology
Horticulture
Hospitality Management
Human Services
Interior Design
Journalism
Language and Literature (Gen Ed.)
Legal Assisting
Liberal Arts (Gen. Ed.)
Management
Marketing
Mathematics
Mathematics - Physical Science
Music - Commercial
Music - General
Natural Resources
Nursing, RN
Office Administration
Paramedic
Professional Communication
Real Estate
Recreation and Leisure Leadership
Respiratory Care
Retail Management
Science, Mathematics & Engineering
Sheet Metal Service Technology
Sheet Metal Technology
Sign Language Studies
Small Business Management
Social Sciences - General
Technical Communications
Theater Arts - General
Welding Technology

Certificate Program(s) Offered

Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*

Approximate Cost to Complete:	$11/unit
Average Time to Complete:	Call for information
Self-Paced Learning?	No
Program Entry Requirements:	18 years old or high school graduate/GED

Administrative Assistant
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Advertising and Sales Promotion
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Automotive Technology
Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Carpentry
Occupational Objective(s): *Carpenters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science
Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Networking
Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Programming
Occupational Objective(s): *Computer Programmers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

American River College - continued

Culinary Arts Management
Occupational Objective(s): *Bakers, Bread and Pastry, Cooks - Restaurant*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Design Technology
Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Early Childhood Education
Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 10 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Electronics Technology
Occupational Objective(s): *Electrical/Electronic Engineering Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Engineering Technology/Transfer
Occupational Objective(s): *Civil Engineering Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Family and Consumer Science
Occupational Objective(s): *Dieticians and Nutritionists*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Fashion Careers
Occupational Objective(s): *Designers - Fashion/Apparel, Salespersons - Retail*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Fire Technology
Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Geographic Information Systems
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Gerontology
Occupational Objective(s): *Gerontology Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Horticulture
Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Hospitality Management
Occupational Objective(s): *Food Service Managers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Human Services
Occupational Objective(s): *Human Service Workers, Residential Counselors*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Interior Design
Occupational Objective(s): *Interior Designers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

American River College - continued

Management
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $550 (fee-based program)
Average Time to Complete: 18 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Marketing
Occupational Objective(s): *Marketing/Advertising/Public Relations Managers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Music - Commercial
Occupational Objective(s): *TV/Radio Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Office Administration
Occupational Objective(s): *Office Managers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Professional Communication
Occupational Objective(s): *Technical Writers and Editors*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Real Estate
Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Retail Management
Occupational Objective(s): *Sales Managers - Retail*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sheet Metal Service Technology
Occupational Objective(s): *Sheet Metal Workers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sign Language Studies
Occupational Objective(s): *Interpreters, Sign Language*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Small Business Management
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Telecommunications Technology
Occupational Objective(s): *Telecommunications Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Web Page Design
Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Welding Technology
Occupational Objective(s): *Welders and Cutters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Area Truck Driving School

Address: 1816 Main Avenue, Sacramento, CA 95838
Phone: 916-921-9228
Fax: 916-921-9128
Website: http://www.areatruckdrivingschool.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 8

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Federal Motor Carrier - Class A or B

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer, Truck Drivers - Light and Delivery*
Approximate Cost to Complete: $4,958
Average Time to Complete: 6 weeks (240 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, pass physical exam & drug screening, possess valid driver's license

Tractor-Trailer Driver

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer*
Approximate Cost to Complete: $3,958
Average Time to Complete: 4 weeks (160 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, pass physical exam & drug screening, possess valid driver's license

Aspire College

Address: 1111 Howe Ave. Suite 490, Sacramento, CA 95825
Phone: 800-752-0010
Fax: 916-566-0997
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 11

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Building Inspection

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $3,920
Average Time to Complete: 8 weeks (250 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Building Inspection (Off Campus)

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $3,570
Average Time to Complete: 8 weeks (250 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Construction Estimating & Management - Extended Program

Occupational Objective(s): *Construction Contractors, Construction Managers, Cost Estimators*
Approximate Cost to Complete: $9,211
Average Time to Complete: 20 weeks (578 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Construction Estimating & Management - Extended Program (Off Campus)

Occupational Objective(s): *Construction Contractors, Construction Managers, Cost Estimators*
Approximate Cost to Complete: $7,791
Average Time to Complete: 20 weeks (578 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Aspire College - continued

Construction Estimating & Management - Standard Program

Occupational Objective(s): *Construction Contractors, Construction Managers, Cost Estimators*
Approximate Cost to Complete: $6,535
Average Time to Complete: 14 weeks (434 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Construction Estimating & Management - Standard Program (Off Campus)

Occupational Objective(s): *Construction Contractors, Construction Managers, Cost Estimators*
Approximate Cost to Complete: $5,541
Average Time to Complete: 14 weeks (434 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Electrical Inspector

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $4,295
Average Time to Complete: 10 weeks (234 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Completion of Building Inspector program

Electrical Inspector (Off Campus)

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $3,745
Average Time to Complete: 10 weeks (234 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Completion of Building Inspector program

Home Inspector

Occupational Objective(s): *Home Inspectors*
Approximate Cost to Complete: $2,295
Average Time to Complete: 6 weeks (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Home Inspector

Occupational Objective(s): *Home Inspectors*
Approximate Cost to Complete: $2,820
Average Time to Complete: 6 weeks (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Mechanical Inspector

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $2,820
Average Time to Complete: 6 weeks (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Completion of Building Inspector program

Mechanical Inspector (Off Campus)

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $2,295
Average Time to Complete: 6 weeks (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Completion of Building Inspector program

Plans Examiner

Occupational Objective(s): *Plans Examiners - Building*
Approximate Cost to Complete: $2,820
Average Time to Complete: 6 weeks (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Plans Examiner (Off Campus)

Occupational Objective(s): *Plans Examiners - Building*
Approximate Cost to Complete: $2,295
Average Time to Complete: 6 weeks (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, 3 years construction related experience

Plumbing Inspector

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $2,820
Average Time to Complete: 6 weeks (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Completion of Building Inspector program

Plumbing Inspector (Off Campus)

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $2,295
Average Time to Complete: 6 weeks (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Completion of Building Inspector program

Auburn Gardens Care Center

Address: 260 Racetrack Street, Auburn, CA 95603
Phone: 530-885-7051
Fax: 530-885-6018
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Certified Nursing Assistant

Occupational Objective(s): *Nurse Aides*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	8 weeks (150 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older, read & write English

Aviation & Electronic Schools of America

Address: 2201 Park Town Circle, Sacramento, CA 95825
Phone: 916-486-7660
Fax: 916-486-7667
Website: http://www.aesa.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 12
Accreditation: Commission of the Council on Occupational Education

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Advanced Fiber Optics

Occupational Objective(s): *Fiber Optics Technicians, Telecommunications Technicians*
Approximate Cost to Complete: $1,495
Average Time to Complete: 2 weeks (36 hours)
Self-Paced Learning? No
Program Entry Requirements: Basic fiber optics knowledge

Basic Electricity/Electronics I

Occupational Objective(s): *Electronics Testers*
Approximate Cost to Complete: $550
Average Time to Complete: 1-2 weeks (30 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Basic Electricity/Electronics II

Occupational Objective(s): *Electronics Testers*
Approximate Cost to Complete: $995
Average Time to Complete: 2-3 weeks (60 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Computer Building and Configuring

Occupational Objective(s): *Electrical and Electronic Assemblers*
Approximate Cost to Complete: $995
Average Time to Complete: 1 week (16 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Aviation & Electronics Schools of America - continued

Computer Science (AAS)
Occupational Objective(s): *Computer Service Technicians, Computer Systems Analysts*
Approximate Cost to Complete: $30,290
Average Time to Complete: 2 years (939 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older and high school graduate/GED

Computer Service Technician
Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: $3,870
Average Time to Complete: 4-5 weeks (120 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Digital Technologies I
Occupational Objective(s): *Computer Support Specialists*
Approximate Cost to Complete: $1,995
Average Time to Complete: 3-4 weeks (60 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

FAA Airframe and Powerplant
Occupational Objective(s): *Aircraft Mechanics*
Approximate Cost to Complete: $550
Average Time to Complete: 1 week (32 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18-30 months airframe/powerplant experience

FAA Inspection Authorization
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $550
Average Time to Complete: 1 week (20 hours)
Self-Paced Learning? No
Program Entry Requirements: Possession of current airframe/powerplant license

FCC General Radiotelephone Operator's License
Occupational Objective(s): *Telecommunications Technicians*
Approximate Cost to Complete: $550
Average Time to Complete: 1 week (30 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

FCC GMDSS Radio Maintainer's License
Occupational Objective(s): *Radio Operators*
Approximate Cost to Complete: $350
Average Time to Complete: 1 week (20 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

FCC GMDSS Radio Operator's License
Occupational Objective(s): *Radio Operators*
Approximate Cost to Complete: $350
Average Time to Complete: 1 week (20 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

FCC Radar Endorsement
Occupational Objective(s): *Radar Technicians*
Approximate Cost to Complete: $350
Average Time to Complete: 1 week (16 hours)
Self-Paced Learning? No
Program Entry Requirements: Possession of current GROL license

Fiber Optic Technician
Occupational Objective(s): *Fiber Optics Technicians, Telecommunications Technicians*
Approximate Cost to Complete: $2,530
Average Time to Complete: 2-3 weeks (56 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Introduction to Fiber Optics
Occupational Objective(s): *Fiber Optics Technicians*
Approximate Cost to Complete: $995
Average Time to Complete: 1 week (20 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Microsoft Certified Systems Engineer (MCSE)
Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $12,265
Average Time to Complete: 7 months (222 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Microsoft Office Applications
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Network Cabling
Occupational Objective(s): *Computer Network Technicians*
Approximate Cost to Complete: $1,495
Average Time to Complete: 2-3 weeks (45 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Aviation & Electronics Schools of America - continued

Networking Technologies and Practices

Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $4,085
Average Time to Complete: 5-6 weeks (120 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Systems for RF Telecommunications

Occupational Objective(s): *Telecommunications Technicians*
Approximate Cost to Complete: $995
Average Time to Complete: 2 weeks (36 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Bartenders School of Sacramento

Address: 11366 Amalgam Way, Suite D, Rancho Cordova, CA 95670
Phone: 916-852-0459
Fax: 916-852-0459
Website: http://www.bartendersschoolofsacramento.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 26

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Bar Management

Occupational Objective(s): *Bar Managers*
Approximate Cost to Complete: $400
Average Time to Complete: 2-3 weeks (20-30 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Bartending

Occupational Objective(s): *Bartenders*
Approximate Cost to Complete: $600
Average Time to Complete: 4-5 weeks (48-60 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Body Institute, The

Address: 8331 Sierra College Blvd., Suite 210, Granite Bay, CA 95746
Phone: 916-791-1951
Fax: 916-791-0119
Website: http://www.bodyinstitute.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 8

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Therapeutic Massage Level I

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,700
Average Time to Complete: 5 months (250 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Therapeutic Massage Level II

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $3,100
Average Time to Complete: 5 months - 2 years (250 hours)
Self-Paced Learning? No
Program Entry Requirements: Completion of Therapeutic Massage Level I program

Boilermaker JAC

Address: 2191 Piedmont Way, Pittsburg, CA 94565
Phone: 925-427-0826
Fax: 925-427-5980
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Apprenticeship Program(s) Offered

Boilermakers Apprenticeship

Occupational Objective(s): *Boilermakers*

Approximate Cost to Complete:	$1,450
Average Time to Complete:	4 years (6,000 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

Boston Reed Company

Address: 3200 5th Avenue, Sacramento, CA 95817
Phone: 707-963-5782
Fax: 707-963-1973
Website: http://www.bostonreed.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 9

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Clinical Medical Assisting

Occupational Objective(s): *Medical Assistants*
Approximate Cost to Complete: $794
Average Time to Complete: 16 weeks (272 hours)
Self-Paced Learning? No
Program Entry Requirements: None

Phlebotomy

Occupational Objective(s): *Phlebotomists*
Approximate Cost to Complete: $275
Average Time to Complete: 2 days (16 hours)
Self-Paced Learning? Yes
Program Entry Requirements: None

Breining Institute - College for the Advanced Study of Addictive Disorders

Address: 8880 Greenback Lane, Suite A, Orangevale, CA 95662
Phone: 916-987-2007
Fax: 916-987-8823
Website: http://www.breining.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 17

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Addictive Disorders (Associate)
Addictive Disorders (Bachelor)
Addictive Disorders (Doctorate)
Addictive Disorders (Master)

Certificate Program(s) Offered

Addictions Specialist Certificate

Occupational Objective(s): *Drug and Alcohol Counselors, Residential Counselors, Social Workers - Medical/Psychiatric*
Approximate Cost to Complete: $5,548
Average Time to Complete: 9 months (450 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Business & Technology Training Institute (BTTI)

Address: 8401 Gerber Road, Suite A, Sacramento, CA 95828
Phone: 916-686-7783
Fax: 916-689-4372
Website: http://www.egusd.k12.ca.us/btti
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 8
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Administrative Assistant

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $7,026
Average Time to Complete: 20 weeks (650 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Advanced Microsoft Office Suite

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $375
Average Time to Complete: 4 weeks (32 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Cisco CCNA

Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $2,780-$3,756
Average Time to Complete: 20-36 weeks (288-320 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Computer Service Technician

Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: $2,536-$4,597
Average Time to Complete: 12-16 weeks (144-390 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Computer Service Technician/Net+

Occupational Objective(s): *Computer Service Technicians, Computer Support Specialists*
Approximate Cost to Complete: $6,581
Average Time to Complete: 16 weeks (520 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Computerized Accounting Clerk

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $6,991
Average Time to Complete: 16 weeks (520 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Computerized Accounting Specialist

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $8,365
Average Time to Complete: 24weeks (780 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Customer Service Specialist

Occupational Objective(s): *Customer Service Related Occupations, Salespersons - Retail*
Approximate Cost to Complete: $5,477
Average Time to Complete: 16 weeks (520 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

General Business Program

Occupational Objective(s): *Business Related Occupations, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $4,177
Average Time to Complete: 12 weeks (390 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

iNET+ Certification

Occupational Objective(s): *Computer Support Specialists, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $795
Average Time to Complete: 6 weeks (48 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Introduction to Microsoft Office Suite

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $375
Average Time to Complete: 4 weeks (32 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Business & Technology Training Institute - continued

Introduction to PC Technology
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $500
Average Time to Complete: 4 weeks (48 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

LAN Technician-MCP/2000
Occupational Objective(s): *Computer Network Technicians, Computer Support Specialists*
Approximate Cost to Complete: $3,422
Average Time to Complete: 8 weeks (260 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, possess A+ certification

LAN Technician-MCSA/2000
Occupational Objective(s): *Computer Network Administrators*
Approximate Cost to Complete: $4,889
Average Time to Complete: 12 weeks (390 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

LAN Technician-PC/MCP/2000
Occupational Objective(s): *Computer Network Technicians, Computer Support Specialists*
Approximate Cost to Complete: $7,828
Average Time to Complete: 20 weeks (650 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

LAN Technician-PC/MCSA/2000
Occupational Objective(s): *Computer Network Administrators, Computer Service Technicians*
Approximate Cost to Complete: $9,294
Average Time to Complete: 24 weeks (780 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Microsoft Certified Systems Engineer (MCSE)/2000
Occupational Objective(s): *Computer Network Engineers*
Approximate Cost to Complete: $4,724
Average Time to Complete: 28 weeks (504 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Networking Basics/Net+
Occupational Objective(s): *Computer Network Technicians, Computer Support Specialists*
Approximate Cost to Complete: $725
Average Time to Complete: 4 weeks (48 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Production Graphics and Design

Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Technicians*
Approximate Cost to Complete: $7,026
Average Time to Complete: 20 weeks (650 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Web Graphics and Design

Occupational Objective(s): *Graphic Art Designers, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $6,982
Average Time to Complete: 20 weeks (650 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Cabinetmaking & Millmen Apprenticeship

Address: 4421 Pell Dr., Sacramento, CA 95838
Phone: 916-646-8800
Fax: 916-646-8803
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 40+

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Cabinetmakers Apprenticeship

Occupational Objective(s): *Cabinetmakers*

Approximate Cost to Complete:	Union dues and tools
Average Time to Complete:	4 years
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years old and high school graduate/GED

California Alarm & Lock Institute

Address: 4212 North Freeway Blvd., Suite 3, Sacramento, CA 95834
Phone: 916-648-1005
Fax: 916-648-1008
Website: http://www.cal-i.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 9

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Alarm Security Technology

Occupational Objective(s): *Alarm Installers and Technicians*
Approximate Cost to Complete: $2,475
Average Time to Complete: 4 weeks (76 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, no felony convictions

Alarm Security Technology (Home Study)

Occupational Objective(s): *Alarm Installers and Technicians*
Approximate Cost to Complete: $1,300
Average Time to Complete: Call for information
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

Electronic Alarm Security and Locksmithing Technology

Occupational Objective(s): *Alarm Installers and Technicians, Locksmiths and Safe Repairers*
Approximate Cost to Complete: $4,209
Average Time to Complete: 10 weeks (172 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, no felony convictions

Locksmithing Technology

Occupational Objective(s): *Locksmiths and Safe Repairers*
Approximate Cost to Complete: $2,475
Average Time to Complete: 5 weeks (96 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, no felony convictions

California Alarm & Lock Institute - continued

Locksmithing Technology (Home Study)

Occupational Objective(s): *Locksmiths and Safe Repairers*

Approximate Cost to Complete:	$1,300
Average Time to Complete:	Call for information
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years or older, no felony convictions

California Association of Addiction Recovery Resources (CAARR)

Address: 5777 Madison Ave., Sacramento, CA 95841
Phone: 916-338-9460
Fax: 916-338-9468
Website: http://www.caarr.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 26

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Alcohol & Drug Specialist

Occupational Objective(s): *Drug and Alcohol Counselors*
Approximate Cost to Complete: $600
Average Time to Complete: 18 weeks (105 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

California Bail Agents Association

Address: 1127 11th Street, Suite 331, Sacramento, CA 95814
Phone: 916-446-3038
Fax: 916-446-9511
Website: http://www.cbaa.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 10
Accreditation: California Department of Insurance

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Pre-Licensing Bail Education

Occupational Objective(s): *Bail Agents/Fugitive Recovery Persons*
Approximate Cost to Complete: $300
Average Time to Complete: 2 days (12 hours)
Self-Paced Learning? No
Program Entry Requirements: Call for information

California Career College

Address: 5330 Primrose Drive, Suite 240, Fair Oaks, CA 95628
Phone: 916-923-1700
Fax: 209-249-8520
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 8
Accreditation: California Department of Real Estate

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Mortgage Banking/Finance

Occupational Objective(s): *Loan Officers/Processors*
Approximate Cost to Complete: $4,900-$5,895
Average Time to Complete: 7-14 weeks (140-280 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, basic math & literacy skills

Property Management

Occupational Objective(s): *Property/Real Estate Managers/Administrators*
Approximate Cost to Complete: $4,900-$5,895
Average Time to Complete: 7-14 weeks (140-280 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, basic math & literacy skills

Real Estate Principles

Occupational Objective(s): *Real Estate Agents*
Approximate Cost to Complete: $595
Average Time to Complete: 3-7 weeks (60-140 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, basic math & literacy skills

California College of Ayurveda

Address: 1117A East Main Street, Grass Valley, CA 95945
Phone: 530-274-9100
Fax: 530-274-7350
Website: http://www.ayurvedacollege.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 7

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Clinical Ayurvedic Specialist

Occupational Objective(s): *Ayurvedic Health Practitioners, Holistic Practitioners - Master*
Approximate Cost to Complete: $7,400
Average Time to Complete: 15-24 months (500-590 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

California College of Technology

Address: 4330 Watt Avenue, Suite 400, Sacramento, CA 95660
Phone: 916-649-8168
Fax: 916-649-8344
Website: http://www.californiacollegetech.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 20
Accreditation: Accrediting Council for Independent Colleges and Schools

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Computer Network Engineering

Occupational Objective(s): *Computer Network Engineers, Computer Network Technicians, Computer Support Specialists*
Approximate Cost to Complete: $9,965
Average Time to Complete: 9 months (432 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Fashion Merchandise Management

Occupational Objective(s): *Marketing/Advertising/Public Relations Managers, Sales Managers - Retail*
Approximate Cost to Complete: $19,199
Average Time to Complete: 18-26 months (1,056 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Interior Design

Occupational Objective(s): *Interior Designers*
Approximate Cost to Complete: $20,424
Average Time to Complete: 18-26 months (1,300 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

California College of Technology - continued

Medical Assisting

Occupational Objective(s): *Medical Assistants*
Approximate Cost to Complete: $9,040
Average Time to Complete: 8 months (721 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED or pass entrance exam

Network Engineering Technology

Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers, Computer Support Specialists*
Approximate Cost to Complete: $21,250
Average Time to Complete: 18 months (1,705 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

California Emergency Foodlink

Address: 5800 Foodlink Street, Sacramento, CA 95828
Phone: 916-387-9000
Fax: 916-387-7046
Website: http://www.foodlink.org
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 4

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	Yes	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Commercial Vehicle Driver Training

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer*
Approximate Cost to Complete: $189
Average Time to Complete: 18 weeks (648-720 hours)
Self-Paced Learning? No
Program Entry Requirements: 21 years old and high school graduate/GED, possess Class C license, pass aptitude test & drug screen

California Firefighter JAC

Address: 1780 Creekside Oaks Drive, Suite 201, Sacramento, CA 95833
Phone: 916-648-1717
Fax: 916-922-0972
Website: http://www.cffjac.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 15

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Firefighters Apprenticeship

Occupational Objective(s): *Firefighters*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	Call for information
Self-Paced Learning?	No
Program Entry Requirements:	Call for information

California Institute of Jewelry Training

Address: 5800 Winding Way, Carmichael, CA 95608
Phone: 916-487-1122
Fax: 916-487-1189
Website: http://www.jewelrytraining.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 23

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Colored Stone Grading - GIA extension
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $795
Average Time to Complete: 3 days (21 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Diamond Grading - GIA extension
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $995
Average Time to Complete: 1 week (35 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Digital Goldsmithing - Gem Vision
Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: $995
Average Time to Complete: 1 week (28 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Diploma in Gemology (FGA)
Occupational Objective(s): *Jewelers and Jewelry Designers, Jewelry Appraisers/Buyers*
Approximate Cost to Complete: $8,995
Average Time to Complete: 9-16 months (550 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

California Institute of Jewelry Training - continued

Diploma in Gemology (FGA) Home Study
Occupational Objective(s): *Jewelers and Jewelry Designers, Jewelry Appraisers/Buyers*
Approximate Cost to Complete: $4,995
Average Time to Complete: 9-24 months (550+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older

Enameling
Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: $695 + $100/supplies
Average Time to Complete: 1 week (35 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Gem Identification - GIA extension
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $995
Average Time to Complete: 1 week (35 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Invisible Setting
Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: $995
Average Time to Complete: 4 days (28 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Jewelry Appraisal
Occupational Objective(s): *Buyers - Wholesale and Retail, Jewelry Appraisers/Buyers*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 16 years or older, jewelry sales experience

Jewelry Arts
Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: $8,850 + $1,500/tools
Average Time to Complete: 21 weeks (720 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older

Jewelry Fabrication
Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: $2,950 + $200/tools
Average Time to Complete: 7 weeks (240 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Jewelry Fabrication II

Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: $2,950
Average Time to Complete: 7 weeks (240 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Jewelry Repair

Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: $5,900 + $200/tools
Average Time to Complete: 14 weeks (480 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older

Jewelry Sales/Customer Service

Occupational Objective(s): *Salespersons - Retail*
Approximate Cost to Complete: $2,650
Average Time to Complete: 5 weeks (160 hours)
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Platinum Casting

Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Platinum Fabrication

Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

Wax Carving

Occupational Objective(s): *Jewelers and Jewelry Designers*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 16 years or older

California Institute of the Healing Arts and Sciences

Address: 3550 Watt Avenue, Suite 140, Sacramento, CA 95821
Phone: 916-484-1700
Fax: 916-685-9173
Website: http://www.californiainstitute.net
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 30

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Behavioral Therapist

Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $4,395
Average Time to Complete: 28 weeks (400 hours)
Self-Paced Learning? No
Program Entry Requirements: 21 years old and high school graduate/GED

Certified Clinical Hypnotherapist

Occupational Objective(s): *Hypnotherapists*
Approximate Cost to Complete: $3,585
Average Time to Complete: 20 weeks (250 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years old and high school graduate/GED

Certified Hypnotherapist

Occupational Objective(s): *Hypnotherapists*
Approximate Cost to Complete: $2,910
Average Time to Complete: 16 weeks (200 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years old and high school graduate/GED

Certified Master Hypnotherapist

Occupational Objective(s): *Hypnotherapists*
Approximate Cost to Complete: $2,235
Average Time to Complete: 12 weeks (150 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years old and high school graduate/GED

Holistic Health Practitioner

Occupational Objective(s): *Holistic Practitioners - Master*
Approximate Cost to Complete: $6,995
Average Time to Complete: 80 weeks (500 hours)
Self-Paced Learning? No
Program Entry Requirements: 21 years old and high school graduate/GED

Massage Therapist

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,270
Average Time to Complete: 12 weeks (130 hours)
Self-Paced Learning? No
Program Entry Requirements: 21 years old and high school graduate/GED

Massage Therapist - Advanced

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $2,295
Average Time to Complete: 20 weeks (250 hours)
Self-Paced Learning? No
Program Entry Requirements: 21 years old and high school graduate/GED

Master Bodywork Practitioner

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $2,995
Average Time to Complete: 40 weeks (500 hours)
Self-Paced Learning? No
Program Entry Requirements: 21 years old and high school graduate/GED

California License Services

Address: 9848 Business Park Drive, Suite C, Sacramento, CA 95827
Phone: 916-363-7466
Fax: 916-363-7418
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 8

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	Yes	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Contractor's License Exam Prep

Occupational Objective(s): *Construction Contractors*
Approximate Cost to Complete: $1,000
Average Time to Complete: 12 weeks
Self-Paced Learning? Yes
Program Entry Requirements: 21 years or older and journey level trade experience

California Motel Training

Address: 801 Riverside Avenue, Suite 104, Roseville, CA 95678
Phone: 916-791-8250
Fax: 916-791-8269
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 26

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Hospitality Industry Management Training

Occupational Objective(s):	*Hotel Desk Clerks, Lodging/Hotel Managers, Property/Real Estate Managers/Administrators*
Approximate Cost to Complete:	$3,426
Average Time to Complete:	5 weeks (120 hours)
Self-Paced Learning?	No
Program Entry Requirements:	21 years old and high school graduate/GED

California Paralegal College

Address: 461 Grass Valley Highway, Suite 18, Auburn, CA 95603
Phone: 530-272-5768
Fax: 530-272-5768
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 13

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Paralegal

Occupational Objective(s): *Paralegals*

Approximate Cost to Complete:	$6,287
Average Time to Complete:	10 months (454 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years old and high school graduate/GED

California School Of Medical Sciences

Address: 5407 Palm Ave., Sacramento, CA 95841
Phone: 916-334-5118
Fax: 916-334-6852
Website: http://www.globaltrainingcenter.net
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 2

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Diagnostic Medical Sonographer

Occupational Objective(s): *Cardiovascular Technologists, Ultrasound Technologists*
Approximate Cost to Complete: $9,925
Average Time to Complete: 750 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Medical Assistant

Occupational Objective(s): *Medical Assistants, Medical Secretaries*
Approximate Cost to Complete: $3,575
Average Time to Complete: 300 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Medical Billing

Occupational Objective(s): *Billing Clerks - Medical*
Approximate Cost to Complete: $4,275
Average Time to Complete: 360 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Physical Therapist Technician

Occupational Objective(s): *Physical Therapy Aides*
Approximate Cost to Complete: $2,200
Average Time to Complete: 480 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

California Security Training Academy

Address: 6130 Freeport Blvd., Suite 202, Sacramento, CA 95822
Phone: 916-399-2010
Fax: 916-399-2009
Website: http://www.casecuritytraining.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 32
Accreditation: Bureau of Security and Investigative Services

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Advanced Security Officer I
Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $1,800
Average Time to Complete: 1-2 weeks (48 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

Advanced Security Officer II
Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $3,095
Average Time to Complete: 5 weeks (200 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

Alarm Response Agent
Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $1,400
Average Time to Complete: 1-2 weeks (54 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

Arson Investigation
Occupational Objective(s): *Private Investigators and Loss Prevention Agents*
Approximate Cost to Complete: $2,000
Average Time to Complete: 1-2 weeks (72 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, no felony convictions

Campus Safety and School Safety Officer Program
Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $1,600
Average Time to Complete: 3 weeks (100 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

Comprehensive Security and Investigation
Occupational Objective(s): *Body Guards, Private Investigators and Loss Prevention Agents, Security Officers*
Approximate Cost to Complete: $4,390
Average Time to Complete: 7 weeks (300 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

Executive Protection
Occupational Objective(s): *Body Guards, Security Officers*
Approximate Cost to Complete: $2,795
Average Time to Complete: 3 weeks (102 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

Fire Alarm Inspection and Investigation
Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $1,500
Average Time to Complete: 1-2 weeks (56 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

Private Investigation
Occupational Objective(s): *Insurance Adjusters, Examiners, and Investigators, Private Investigators and Loss Prevention Agents*
Approximate Cost to Complete: $3,700
Average Time to Complete: 5 weeks (200 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Private Investigation Exam Preparation Course
Occupational Objective(s): *Private Investigators and Loss Prevention Agents*
Approximate Cost to Complete: $2,000
Average Time to Complete: 1-2 weeks (72 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

Protection Against a Hostile Environment
Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $1,250
Average Time to Complete: 2 weeks (60 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, no felony convictions

California Security Training Academy - continued

Security Officer

Occupational Objective(s): *Security Officers*

Approximate Cost to Complete:	$115
Average Time to Complete:	2 days (14 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years or older, no felony convictions

California State University, Sacramento

Address: 6000 J Street, Sacramento, CA 95819
Phone: 916-278-6011
Fax: 916-278-5603
Website: http://www.csus.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 50+
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Anthropology (Undergraduate and Graduate)
Art (Undergraduate and Graduate)
Asian Studies (Undergraduate)
Biological Sciences (Undergraduate and Graduate)
Business Administration (Undergraduate and Graduate)
Business/Accountancy (Undergraduate and Graduate)
Business/Accounting Information Systems (Undergraduate)
Business/Finance (Undergraduate)
Business/General Management (Undergraduate)
Business/Human Resources Management (Undergraduate and Graduate)
Business/Management Information Systems (Undergraduate and Graduate)
Business/Marketing (Undergraduate and Graduate)
Business/Operations Management (Undergraduate)
Business/Risk Management and Insurance (Undergraduate)
Business/Urban Land Development (Graduate)
Chemistry (Undergraduate and Graduate)
Child Development (Undergraduate)
Civil Engineering (Undergraduate and Graduate)
Communication Studies (Undergraduate and Graduate)
Computer Engineering (Undergraduate)
Computer Science (Undergraduate and Graduate)
Construction Management (Undergraduate)
Counseling (Graduate)
Criminal Justice (Undergraduate and Graduate)
Economics (Undergraduate and Graduate)
Education (Graduate)

California State University, Sacramento - continued

Electrical and Electronic Engineering (Undergraduate and Graduate)
English (Undergraduate and Graduate)
Environmental Studies (Undergraduate)
Ethnic Studies (Undergraduate)
Family and Consumer Sciences (Undergraduate)
French (Undergraduate and Graduate)
Geography (Undergraduate)
Geology (Undergraduate and Graduate)
Gerontology (Undergraduate)
Government (Undergraduate and Graduate)
Government/International Relations (Undergraduate)
Government/Journalism (Undergraduate)
Graphic Design (Undergraduate)
Health Science (Undergraduate)
History (Undergraduate and Graduate)
Humanities (Undergraduate)
Interior Design (Undergraduate)
International Affairs (Graduate)
Journalism (Undergraduate)
Kinesiology (Undergraduate and Graduate)
Liberal Arts (Graduate)
Liberal Studies (Undergraduate)
Marine Science (Graduate)
Mathematics (Undergraduate and Graduate)
Mechanical Engineering (Undergraduate and Graduate)
Mechanical Engineering Technology (Undergraduate)
Music (Undergraduate and Graduate)
Nursing (Undergraduate and Graduate)
Philosophy (Undergraduate)
Photography (Undergraduate)
Physical Science (Undergraduate)
Physical Therapy (Graduate)
Physics (Undergraduate)
Psychology (Undergraduate and Graduate)
Public Policy and Administration (Graduate)
Recreation Administration (Undergraduate and Graduate)
Social Science (Undergraduate)
Social Work (Undergraduate and Graduate)
Sociology (Undergraduate and Graduate)
Software Engineering (Graduate)
Spanish (Undergraduate and Graduate)
Speech Pathology and Audiology (Undergraduate and Graduate)
Teaching English to Speakers of Other Languages (Graduate)
Theater (Undergraduate and Graduate)
Vocational Education (Undergraduate)

California State University, Sacramento - College of Continuing Education

Address: 3000 State University Drive East, Sacramento, CA 95819
Phone: 916-278-4433
Fax: 916-278-4602
Website: http://www.cce.csus.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 40+
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Adult Learning Disabilities Program
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12-18 months (120 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Analytical Skills
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 6 months (92 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

AutoCAD
Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Case Management
Occupational Objective(s): *Healthcare Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

California State University, Sacramento – College of Continuing Education - continued

Community College Faculty Preparation
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

CompTIA's A+/Network
Occupational Objective(s): *Computer Network Technicians, Computer Service Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Contract Administration
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Crime and Intelligence Analysis
Occupational Objective(s): *Detectives and Investigators, Law Enforcement Occupations - Forensics Specialists*
Approximate Cost to Complete: $2,000
Average Time to Complete: 12 months (145 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Database Management
Occupational Objective(s): *Computer Database Administrators*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Dropout Prevention Specialist
Occupational Objective(s): *Education Administrators*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Facilities Management
Occupational Objective(s): *Property/Real Estate Managers/Administrators*
Approximate Cost to Complete: $1,900
Average Time to Complete: 7-9 months (140 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Gerontology
Occupational Objective(s): *Gerontology Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12+ months (270 hours)
Self-Paced Learning? No
Program Entry Requirements: Bachelor degree

Human Resource Management
Occupational Objective(s): *Personnel/Human Resources Managers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Information Security
Occupational Objective(s): *Information Systems/Technology Occupations, Security Officers - Computers/IT*
Approximate Cost to Complete: Call for information
Average Time to Complete: 10 months (220 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Leadership for the New Millenium
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: Call for information
Average Time to Complete: 4 months (78 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Library Media Teacher Services Credential
Occupational Objective(s): *Library Technicians/Specialists*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Management Development
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Managing Technology Professionals
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 7 months (112 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

California State University, Sacramento – College of Continuing Education - continued

Materials Management
Occupational Objective(s): *Production/Operations/Materials Managers*
Approximate Cost to Complete: $2,400
Average Time to Complete: 9 months (170 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Microsoft Certifications (MCSA/MCSE)
Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Organizational Leadership
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 6 months (112 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Payroll Administration
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 6 months (91 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Professional Meeting Planning
Occupational Objective(s): *Conference and Meeting Planners*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Project Management
Occupational Objective(s): *Project Managers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Purchasing Management
Occupational Objective(s): *Buyers - Wholesale and Retail, Purchasing Agents and Managers*
Approximate Cost to Complete: $2,000
Average Time to Complete: 9 months (136 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Supervisory Skills Development
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Telecom/Network Specialist
Occupational Objective(s): *Computer Network Administrators, Telecommunications Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 6 months (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Train-the-Trainer
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

UNIX Systems Administrator
Occupational Objective(s): *Computer Programmers*
Approximate Cost to Complete: $1,600
Average Time to Complete: 12 months (120 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Complete prerequisite course/program

Vocational Education (Bachelor Degree)
Occupational Objective(s): *Teachers/Instructors - Vocational Education/Training*
Approximate Cost to Complete: $7,250
Average Time to Complete: 12 months (585 hours + general education)
Self-Paced Learning? Yes
Program Entry Requirements: 5 years experience in field of expertise

Web Applications Developer
Occupational Objective(s): *Graphic Art Designers, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Cal-Trade Welding School

Address: 7115 Bacchini Avenue, Sacramento, CA 95828
Phone: 916-383-4118
Fax: 916-383-4119
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 24

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Combination Welding

Occupational Objective(s): *Welders and Cutters*
Approximate Cost to Complete: $5,215
Average Time to Complete: 20 weeks (600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, pass assessment exam

Heliarc/MIG Welding

Occupational Objective(s): *Welders and Cutters*
Approximate Cost to Complete: $4,275
Average Time to Complete: 12 weeks (360 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, pass assessment exam

Pipeline Welding

Occupational Objective(s): *Welders and Cutters*
Approximate Cost to Complete: $3,740
Average Time to Complete: 10 weeks (300 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, pass assessment exam

Capital Bible College

Address: 9470 Micron Avenue, Sacramento, CA 95827
Phone: 916-856-5677
Fax: 916-856-5959
Website: http://www.capchrist.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 20

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Ministerial Studies

Occupational Objective(s): *Ministers and Pastors*
Approximate Cost to Complete: $5,000
Average Time to Complete: 2 years (1,152 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Career College of Cosmetology

Address: 646 Cottonwood Plaza, Woodland, CA 95695
Phone: 530-666-0969
Fax: 530-673-9102
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 31

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Cosmetology

Occupational Objective(s): *Estheticians, Hairstylists, Manicurists*
Approximate Cost to Complete: $800/Woodland Community College
Average Time to Complete: 12 months (1,600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older

Instructor Trainee

Occupational Objective(s): *Hairstyling/Cosmetology Instructors*
Approximate Cost to Complete: Call for information
Average Time to Complete: 4-6 months (600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, cosmetology license

Manicurist

Occupational Objective(s): *Manicurists*
Approximate Cost to Complete: $250/Woodland Community College
Average Time to Complete: 2-3 months (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older

Careers In Construction

Address: 819 Striker Avenue, Suite 1, Sacramento, CA 95834
Phone: 916-923-3322
Fax: 916-923-3455
Website: http://www.ciconstruct.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 15

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Combination Masonry, Concrete, Steel, and Welding Inspection

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $6,170
Average Time to Complete: 15 weeks (450 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, construction experience, pass entrance exam

Construction Estimating

Occupational Objective(s): *Cost Estimators*
Approximate Cost to Complete: $4,975
Average Time to Complete: 12 weeks (405 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Construction experience, pass entrance exam

Construction Estimating and Project Scheduling and Management

Occupational Objective(s): *Construction Managers, Cost Estimators*
Approximate Cost to Complete: $5,635
Average Time to Complete: 16 weeks (536 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, construction experience, pass entrance exam

Reinforced Concrete Inspection

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $2,036
Average Time to Complete: 5 weeks (150 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, construction experience, pass entrance exam

Careers in Construction - continued

Structural and Welding Inspection

Occupational Objective(s): *Construction and Building Inspectors*

Approximate Cost to Complete:	$2,555
Average Time to Complete:	5 weeks (150 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	High school graduate/GED, construction experience, pass entrance exam

Structural Masonry Inspection

Occupational Objective(s): *Construction and Building Inspectors*

Approximate Cost to Complete:	$1,914
Average Time to Complete:	5 weeks (150 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	High school graduate/GED, construction experience, pass entrance exam

Carpenters Training Committee for Northern California

Address: 800 Chadbourne Road, Suite A, Fairfield, CA 94585
Phone: 707-399-2880
Fax: 707-399-8519
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 40

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Acoustical Apprenticeship

Occupational Objective(s): *Acoustical Ceiling Installers*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 3 years
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Carpenters Apprenticeship

Occupational Objective(s): *Carpenters*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 4 years
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Insulation Apprenticeship

Occupational Objective(s): *Insulation Installers*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 3 years
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Carpet, Linoleum, & Tile Layers, Local 1237

Address: 2840 El Centro Road, Suite 105, Sacramento, CA 95833
Phone: 916-921-1118
Fax: 916-929-2140
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Floor Covering Apprenticeship

Occupational Objective(s): *Carpet Installers*
Approximate Cost to Complete: $1,200
Average Time to Complete: 4 years (6,000 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Center for Employment Training

Address: 6853 65th Street, Sacramento, CA 95828
Phone: 916-393-7401
Fax: 916-393-7347
Website: http://www.cet2000.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 6
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Accounting Clerk/Bookkeeper

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $7,306
Average Time to Complete: 26 weeks (900 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Accounts Payable/Receivable

Occupational Objective(s): *Billing Clerks*
Approximate Cost to Complete: $4,317
Average Time to Complete: 10 weeks (350 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Automotive Maintenance Technician

Occupational Objective(s): *Automotive Mechanics, Brake Repairers*
Approximate Cost to Complete: $5,852
Average Time to Complete: 17 weeks (605 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Center for Employment Training - continued

Automotive Specialist

Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: $6,817
Average Time to Complete: 23 Weeks (810 Hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Brake Systems Technician

Occupational Objective(s): *Brake Repairers*
Approximate Cost to Complete: $5,023
Average Time to Complete: 14 weeks (480 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Building Maintenance

Occupational Objective(s): *Helpers, Construction, Maintenance Repairers - General Utility*
Approximate Cost to Complete: $5,950
Average Time to Complete: 18 weeks (630 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Computerized Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $5,952
Average Time to Complete: 17 weeks (605 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Electronics Technology

Occupational Objective(s): *Electrical and Electronic Assemblers, Electrical/Electronic Engineering Technicians, Electronics Testers*
Approximate Cost to Complete: $6,817
Average Time to Complete: 23 weeks (810 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

HVAC Installer/Repairer

Occupational Objective(s): *HVAC Mechanics/Technicians*
Approximate Cost to Complete: $5,703
Average Time to Complete: 17 weeks (605 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

HVAC Repair and Building Maintenance

Occupational Objective(s): *HVAC Mechanics/Technicians*
Approximate Cost to Complete: $6,817
Average Time to Complete: 23 weeks (810 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Touch-up Re-work Specialist (Electronics)

Occupational Objective(s): *Electrical and Electronic Assemblers*
Approximate Cost to Complete: $4,698
Average Time to Complete: 14 weeks (420 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Truck Driving

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer, Truck Drivers - Light and Delivery*
Approximate Cost to Complete: $7,306
Average Time to Complete: 18 weeks (630 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Vehicle Operator (Passenger Van/Bus)

Occupational Objective(s): *Bus Drivers*
Approximate Cost to Complete: $4,888
Average Time to Complete: 13 weeks (455 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, clean driving record, pass drug screening

Central Sierra Regional Occupational Program (ROP)

Address: 4675 Missouri Flat Road, Placerville, CA 95667
Phone: 530-621-0123
Fax: 530-642-0287
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 31

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Animal Health

Occupational Objective(s): *Animal Caretakers, Veterinary Assistants*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Architect - CAD Drafting

Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Automotive Services (Body and/or Engine)

Occupational Objective(s): *Auto Body Repairers, Automotive Mechanics*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360-540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Building Construction, Light

Occupational Objective(s): *Construction Related Occupations, Helpers, Construction*
Approximate Cost to Complete: Call for information
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Cabinetmaking

Occupational Objective(s): *Cabinetmakers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (180-360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Careers with Children

Occupational Objective(s): *Child Care Workers/Providers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computer Studies - Secretarial/Account Clerk

Occupational Objective(s): *Bookkeeping/Accounting Clerks, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 2-10 months (360-1,440 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computer Technician

Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 5 months (180 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Cosmetology

Occupational Objective(s): *Estheticians, Hairstylists*
Approximate Cost to Complete: Call for information
Average Time to Complete: 11 months (1,600 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Culinary Arts

Occupational Objective(s): *Bakers, Bread and Pastry, Cooks - Restaurant*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Central Sierra ROP - continued

Dental Assistant

Occupational Objective(s): *Dental Assistants*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Electronics

Occupational Objective(s): *Electrical/Electronic Engineering Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Fire Control Technician

Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Graphic Arts/Printing

Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Technicians, Printing Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Hospital Occupations

Occupational Objective(s): *Healthcare Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Law Enforcement

Occupational Objective(s): *Correctional Officers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Manicuring

Occupational Objective(s): *Manicurists, Pedicurists*
Approximate Cost to Complete: Call for information
Average Time to Complete: 3 months (400 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Marketing

Occupational Objective(s): *Salespersons - Retail*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Medical Assisting

Occupational Objective(s): *Medical Assistants*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Metal Fabrication/Welding

Occupational Objective(s): *Assemblers and Fabricators, Welders and Cutters*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Photography

Occupational Objective(s): *Photographer's Helpers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Video Production

Occupational Objective(s): *TV/Video Production Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 9-10 months (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Chapman University

Address: 855 Howe Avenue, Sacramento, CA 95825
Phone: 916-922-0119
Fax: 916-922-0459
Website: http://www.chapman.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 40
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Career Counseling (Graduate)
Computer Information Systems (Undergraduate)
Criminal Justice (Undergraduate)
Education - Administration (Graduate)
Education - Credential Programs
Education - Curriculum (Graduate)
Education: Masters of Teaching
Health Administration (Graduate)
Health Systems (Undergraduate)
Human Resources (Graduate)
Organizational Leadership (Undergraduate and Graduate)
Psychology MFT (Undergraduate and Graduate)
Social Science (Undergraduate)

Chapman University - Diamond Springs Learning Center

Address: 694 Pleasant Valley Road, Suite 7, Diamond Springs, CA 95619
Phone: 530-621-1708
Fax: 530-621-0117
Website: http://www.chapman.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 20
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Education (Graduate)
Education: Masters of Teaching
Psychology (Undergraduate)
Social Science (Undergraduate)
Teaching Credentialing - Multiple Subject
Teaching Credentialing - Single Subject

Charles A. Jones Skills & Business Education Center

Address: 5451 Lemon Hill Avenue, Sacramento, CA 95824
Phone: 916-433-2600
Fax: 916-433-2640
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 31
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Auto Body Repairer

Occupational Objective(s): *Auto Body Repairers, Auto Painters*
Approximate Cost to Complete: $345
Average Time to Complete: 900 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Automobile Mechanic

Occupational Objective(s): *Automotive Mechanics, Bus and Truck Mechanics and Diesel Engine Specialists*
Approximate Cost to Complete: $458
Average Time to Complete: 1,080 hours
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Business Occupations

Occupational Objective(s): *Bookkeeping/Accounting Clerks, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $570
Average Time to Complete: 900 hours
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Court Reporter

Occupational Objective(s): *Court Reporters*
Approximate Cost to Complete: $360 per year
Average Time to Complete: 2-5 years
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Desktop Publisher/Printer

Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Technicians, Printing Related Occupations*
Approximate Cost to Complete: $305
Average Time to Complete: 900 hours
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Electronics Technician

Occupational Objective(s): *Computer Network Technicians, Computer Service Technicians*
Approximate Cost to Complete: $500
Average Time to Complete: 900 hours
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Food Preparation

Occupational Objective(s): *Bakers, Bread and Pastry, Cooks - Restaurant*
Approximate Cost to Complete: $440-$610
Average Time to Complete: 720-1,260 hours
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Heating/Air Conditioning Installer and Servicer

Occupational Objective(s): *HVAC Mechanics/Technicians*
Approximate Cost to Complete: $330
Average Time to Complete: 900 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Medical Assistant: Administrative or Clinical

Occupational Objective(s): *Medical Assistants, Opticians, Optometric Assistants*
Approximate Cost to Complete: $700
Average Time to Complete: 1,050 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Pharmacy Technician

Occupational Objective(s): *Pharmacy Technicians*
Approximate Cost to Complete: $735
Average Time to Complete: 1,092 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Small Gasoline Engine Repair

Occupational Objective(s): *Small Engine Specialists*
Approximate Cost to Complete: $40
Average Time to Complete: 120 hours
Self-Paced Learning? No
Program Entry Requirements: Basic math and reading skills

Charles A. Jones Skills & Business Education Center - continued

Teacher Aide

Occupational Objective(s): *Instructional Aides*
Approximate Cost to Complete: $52
Average Time to Complete: 100 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Truck Driver

Occupational Objective(s): *Forklift/Industrial Truck Operators, Truck Drivers - Heavy/Tractor-Trailer*
Approximate Cost to Complete: $500
Average Time to Complete: 720 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, good driving record

Citrus Heights Beauty College

Address: 7518 Baird Way, Citrus Heights, CA 95610
Phone: 916-725-6861
Fax: 916-725-6862
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Cosmetology

Occupational Objective(s): *Hairstylists*
Approximate Cost to Complete: $5,500
Average Time to Complete: 10 months (1,600 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Esthetician

Occupational Objective(s): *Estheticians*
Approximate Cost to Complete: $5,500
Average Time to Complete: 4 months (600 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Manicurist

Occupational Objective(s): *Manicurists, Pedicurists*
Approximate Cost to Complete: $1,450
Average Time to Complete: 10 weeks (400 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Clinical Touch School of Massage Therapy

Address: 6815 Five Star Blvd., Suite 105, Rocklin, CA 95677
Phone: 916-630-1215
Fax: 916-630-7616
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 6

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Massage Therapy I - Entry Level

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,000
Average Time to Complete: 10 weeks (130 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, good health

Massage Therapy II - Deep Tissue

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,000
Average Time to Complete: 10 weeks (130 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, good health, completion of basic massage program

Construction Craft Training Center (CCTC)

Address: 9925 Horn Rd., Suite 290, Sacramento, CA 95827
Phone: 800-678-6669
Fax: 510-785-1798
Website: http://www.cctc.edu
Multiple Training Site Locations? N/A
Continuing Education Classes/Seminars? N/A

Are the following services provided?

Financial Aid/Assistance:	N/A	Tutorial Services:	N/A
Public Transit Nearby:	N/A	ESL Course/Program:	N/A
Child Care Services On-Site:	N/A	GED Assistance:	N/A
Job Placement Assistance:	N/A	Services for the Disabled:	N/A
Career Counseling/Development:	N/A	Learning Disabilities Program:	N/A
Vocational Evaluation Services:	N/A	Distance/Online Learning:	N/A
Academic Advising:	N/A	Veteran Assistance/Approved:	N/A

Apprenticeship Program(s) Offered

Contact Training Provider for detailed program information

Construction Plus Training

Address: 8350 Auburn Blvd., Suite 105, Citrus Heights, CA 95610
Phone: 916-721-0264
Fax: 916-721-8755
Website: http://www.cp-training.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 9

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Construction Estimating

Occupational Objective(s): *Cost Estimators*
Approximate Cost to Complete: $5,985
Average Time to Complete: 12 weeks (480 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Construction Superintendent

Occupational Objective(s): *Construction Managers*
Approximate Cost to Complete: $5,985
Average Time to Complete: 12 weeks (480 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Contractors Exam Prep

Occupational Objective(s): *Construction Contractors*
Approximate Cost to Complete: $325
Average Time to Complete: 8 weeks (24 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Inspection

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $5,985
Average Time to Complete: 12 weeks (384 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED, construction background

PC Technician

Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: $5,990
Average Time to Complete: 12 weeks (384 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Project Manager

Occupational Objective(s): *Construction Managers*
Approximate Cost to Complete: $5,985
Average Time to Complete: 12 weeks (480 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Web Design and Management

Occupational Objective(s): *Graphic Art Technicians, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $5,990
Average Time to Complete: 12 weeks (384 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Contractors State License Schools

Address: 3643 Bradshaw Road, Sacramento, CA 95827
Phone: 916-363-2784
Fax: 916-363-2787
Website: http://www.cslscorp.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 17

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Construction Estimating and Blueprint Reading
Occupational Objective(s): *Construction Contractors, Cost Estimators*
Approximate Cost to Complete: $4,545
Average Time to Complete: 15 weeks (68 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 4 years of journey level trade experience

Construction Estimating, Blueprint Reading, and Home Inspection
Occupational Objective(s): *Construction Contractors, Cost Estimators, Home Inspectors*
Approximate Cost to Complete: $6,185
Average Time to Complete: 16 weeks (116 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 4 years of journey level trade experience

Construction Management Program
Occupational Objective(s): *Construction Contractors, Construction Managers*
Approximate Cost to Complete: $3,545
Average Time to Complete: 12 weeks (28 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 4 years of journey level trade experience

Contractors License and Home Inspection
Occupational Objective(s): *Construction Contractors, Home Inspectors*
Approximate Cost to Complete: $5,185
Average Time to Complete: 15 weeks (76 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 4 years of Journey level trade experience

Home Inspection

Occupational Objective(s): *Home Inspectors*

Approximate Cost to Complete:	$3,185
Average Time to Complete:	12 weeks (76 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	4 years of Journey level trade experience

Cook School of Real Estate

Address: 4305 Freeport Blvd., Sacramento, CA 95822
Phone: 916-451-6702
Fax: 916-451-2754
Website: http://www.cookrealty.net
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 18
Accreditation: California Department of Real Estate

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Real Estate License Preparation

Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $250
Average Time to Complete: 2-3 months (45 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Cosumnes River College

Address: 8401 Center Parkway, Sacramento, CA 95823
Phone: 916-691-7205
Fax: 916-691-7375
Website: http://www.crc.losrios.cc.ca.us
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 30+
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Accounting
Administration of Justice
Agricultural Business
Art
Automotive Mechanics Technology
Biology
Building Inspection Technology
Business
Chemistry
Communication
Communication Media
Computer Information Science
Construction Management Technology
Culinary Arts Management
Drafting Technology
Early Childhood Education
Engineering
English
Environmental Design
Environmental Technology
Fire Technology
Geology
Gerontology
Health Information Technology
Horticulture

Cosumnes River College - continued

Human Services, General
Interdisciplinary Studies
Management
Marketing
Mathematics
Medical Assisting
Music
Photography
Physics
Real Estate
Science, General
Social Science, General
Speech
Theater Arts, General
Veterinary Technology

Certificate Program(s) Offered

Accounting (various options)

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Administration of Justice

Occupational Objective(s): *Law Enforcement Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Administration of Justice: Correctional Science

Occupational Objective(s): *Correctional Officers, Law Enforcement Occupations*
Approximate Cost to Complete: 2-3 semesters
Average Time to Complete: $11/unit
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Agriculture Business

Occupational Objective(s): *Agricultural Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Automotive Mechanics Technology (various options)
Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Building Inspection Technology (various options)
Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Business (various options)
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Communication
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science (various options)
Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Construction Management Technology
Occupational Objective(s): *Construction Managers, Cost Estimators*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Culinary Arts (various options)
Occupational Objective(s): *Bakers, Bread and Pastry, Cooks - Restaurant*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Cosumnes River College - continued

Drafting Technology
Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Early Childhood Education (various options)
Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Environmental Design (various options)
Occupational Objective(s): *Drafters/CAD Operators, Interior Designers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Environmental Technology (various options)
Occupational Objective(s): *Hazardous Materials Removal Workers, Hazardous Materials Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Fire Technology
Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Health Information Technology (various options)
Occupational Objective(s): *Healthcare Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Horticulture (various options)
Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Human Services (various options)
Occupational Objective(s): *Human Service Workers, Residential Counselors*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Management (various options)
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Management Information Systems (various options)
Occupational Objective(s): *Information Systems/Technology Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Medical Assisting (various options)
Occupational Objective(s): *Medical Assistants*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Photography (various options)
Occupational Objective(s): *Photographers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Real Estate (various options)
Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Science
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Cosumnes River College - continued

Telecommunications Technology
Occupational Objective(s): *Telecommunications Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Television Production
Occupational Objective(s): *TV/Video Production Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Veterinary Technology
Occupational Objective(s): *Veterinary/Animal Health Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Welding
Occupational Objective(s): *Welders and Cutters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Cosumnes River College - El Dorado Center

Address: 6699 Campus Drive, Placerville, CA 95667
Phone: 530-642-5644
Fax: 530-642-5652
Website: http://www.flc.losrios.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 22
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Accounting
Administration of Justice
Administrative Assistant
Art
Business - General
Business Administration
Business Transfer
Computer Information Science
Early Childhood Education
Fire Technology
General Education - Transfer
Geology
Human Services
Journalism
Real Estate
Science, Mathematics and Engineering
Social Sciences - General

Certificate Program(s) Offered

Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*

Approximate Cost to Complete:	$11/unit
Average Time to Complete:	2-4 semesters
Self-Paced Learning?	No
Program Entry Requirements:	18 years old or high school graduate/GED

Cosumnes River College – El Dorado Center - continued

Administration of Justice
Occupational Objective(s): *Law Enforcement Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Automotive Mechanics Technology
Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Business - General
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science
Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Early Childhood Education
Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Fire Technology
Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Human Services
Occupational Objective(s): *Human Service Workers, Residential Counselors*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Management Information Systems
Occupational Objective(s): *Information Systems/Technology Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Office Administration
Occupational Objective(s): *Office Managers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Real Estate
Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Small Business Management
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Telecommunications Technology
Occupational Objective(s): *Telecommunications Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Cosumnes River College - Folsom Lake Center

Address: 100 Clarksville Road, Folsom, CA 95630
Phone: 916-608-6500
Fax: 916-608-6589
Website: http://www.flc.losrios.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 10
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Administration of Justice
Administration of Justice: Correctional Science
Business
Business Administration
Computer Information Science
Early Childhood Education
General Education
Interdisciplinary Studies: American Studies
Interdisciplinary Studies: Humanities
Mathematics
Science
Social Science

Certificate Program(s) Offered

Accounting (various options)

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Administration of Justice: Correctional Science

Occupational Objective(s): *Correctional Officers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science (various options)

Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians, Computer Support Specialists*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Early Childhood Education (various options)

Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Management Information Systems (various options)

Occupational Objective(s): *Information Systems/Technology Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Dolphin Scuba Center

Address: 1530 El Camino Avenue, Sacramento, CA 95815
Phone: 916-929-8188
Fax: 916-929-3528
Website: http://www.dolphinscuba.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 29
Accreditation: Professional Association of Diving Instructors

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Instructor Development

Occupational Objective(s):	*Scuba Diving Instructors, Teachers/Instructors - Vocational Education/Training*
Approximate Cost to Complete:	$2,500-$5,000
Average Time to Complete:	6-12 months (100-150 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years or older

D-Q University

Address: County Road 31, Davis, CA 95617
Phone: 530-758-0470
Fax: 530-758-4891
Website: http://www.dqu.cc.ca.us
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 30
Accreditation: Accrediting Commission for Community and Junior Colleges

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	Yes
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Appropriate Technology
Business
Community Development
Computer Science
Early Childhood Education
Environmental Studies
Gaming Administration
General Agriculture
General Science
Indigenous Studies
Liberal Studies
Native American Fine Arts
Social Science

Certificate Program(s) Offered

Appropriate Technology

Occupational Objective(s): *Construction Occupations - Solar Energy*

Approximate Cost to Complete:	$100/unit
Average Time to Complete:	Call for information
Self-Paced Learning?	No
Program Entry Requirements:	18 years old or high school graduate/GED

D-Q University - continued

Building and Landscape Maintenance
Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations, Maintenance Repairers - General Utility*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Applications
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Conflict Management and Resolution
Occupational Objective(s): *Mediators and Negotiators*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Diversity in Early Childhood Education
Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Forestry Technician
Occupational Objective(s): *Forest and Conservation Workers*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Gaming Operations
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Indian Entrepreneurship
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Indian Teacher Training
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Marketing
Occupational Objective(s): *Marketing/Advertising/Public Relations Managers*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Private Preschool Teacher
Occupational Objective(s): *Teachers - Preschool*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Public Preschool Teacher
Occupational Objective(s): *Teachers - Preschool*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Renewable Energy
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Special Needs
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Substance Abuse Counseling
Occupational Objective(s): *Drug and Alcohol Counselors, Residential Counselors*
Approximate Cost to Complete: $100/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

D-Q University - continued

Word Processing/Office Procedures

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*

Approximate Cost to Complete:	$100/unit
Average Time to Complete:	Call for information
Self-Paced Learning?	No
Program Entry Requirements:	18 years old or high school graduate/GED

Elayan Dental Lab Institute

Address: 4611 Freeport Blvd., Suite 6, Sacramento, CA 95822
Phone: 916-451-8100
Fax: 916-444-5748
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 7

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Dental Lab Technician, Entry Level

Occupational Objective(s): *Dental Lab Technicians*
Approximate Cost to Complete: $4,800
Average Time to Complete: 12 weeks (192 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Elite Academy

Address: 5522 Garfield Avenue, Sacramento, CA 95841
Phone: 916-338-1885
Fax: 916-338-1900
Website: http://www.eliteacademies.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 13
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Cosmetology

Occupational Objective(s): *Hairstylists*
Approximate Cost to Complete: $8,625
Average Time to Complete: 10 months (1,600 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Environmental Safety Training Professionals

Address: 4878 Pasadena Avenue, Suite 11, Sacramento, CA 95841
Phone: 916-488-0550
Fax: 916-488-0575
Website: http://www.estp.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 7
Accreditation: Califorina Department of Health Services, Cal OSHA

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Asbestos Building Inspector Initial
Occupational Objective(s): *Hazardous Materials - Asbestos Building Inspectors*
Approximate Cost to Complete: $375
Average Time to Complete: 3 days (24 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Asbestos Construction Craft Worker Roofer Initial
Occupational Objective(s): *Hazardous Materials Removal Workers*
Approximate Cost to Complete: $180
Average Time to Complete: 1 day (8 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Asbestos Contractor Supervisor Initial
Occupational Objective(s): *Hazardous Materials - Asbestos Abatement Supervisors*
Approximate Cost to Complete: $500
Average Time to Complete: 5 days (40 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Asbestos Management Planner Initial
Occupational Objective(s): *Hazardous Materials - Asbestos Management Planners*
Approximate Cost to Complete: $275
Average Time to Complete: 2 days (16 hours)
Self-Paced Learning? No
Program Entry Requirements: Completion of Building Inspector program

Environmental Safety Training Professionals - continued

Asbestos Worker Initial
Occupational Objective(s): *Hazardous Materials Removal Workers*
Approximate Cost to Complete: $400
Average Time to Complete: 4 days (32 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Asbestos Worker Initial - Spanish
Occupational Objective(s): *Hazardous Materials Removal Workers*
Approximate Cost to Complete: $400
Average Time to Complete: 4 days (32 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Lead Related Construction 3-Day Worker
Occupational Objective(s): *Hazardous Materials Removal Workers*
Approximate Cost to Complete: $450
Average Time to Complete: 3 days (24 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Lead Related Construction Supervision and Project Monitoring
Occupational Objective(s): *Hazardous Materials - Lead Abatement Supervisors*
Approximate Cost to Complete: $550
Average Time to Complete: 5 days (40 hours)
Self-Paced Learning? No
Program Entry Requirements: 1 year Lead Worker experience, 2 years of related experience

Lead Related Construction Worker
Occupational Objective(s): *Hazardous Materials Removal Workers*
Approximate Cost to Complete: $450
Average Time to Complete: 4 days (32 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Lead Related Construction Worker - Spanish
Occupational Objective(s): *Hazardous Materials Removal Workers*
Approximate Cost to Complete: $450
Average Time to Complete: 4 days (32 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

EuroTech Plus

Address: 6352 Chapel View Lane, Citrus Heights, CA 95621
Phone: 916-812-2035
Fax: 916-721-9895
Website: http://www.eurotechplus.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 1

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Computer Office Systems Management

Occupational Objective(s): *Computer Service Technicians, Computer Support Specialists*
Approximate Cost to Complete: $5,200
Average Time to Complete: 6 months (400 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Computer Programming

Occupational Objective(s): *Computer Programmers*
Approximate Cost to Complete: $9,500
Average Time to Complete: 12 months (750 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Network Administration and Management

Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $8,500
Average Time to Complete: 12 months (680 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Executive Flyers

Address: 6151 Freeport Blvd., Suite 151, Sacramento, CA 95822
Phone: 916-427-1888
Fax: 916-427-1881
Website: http://www.execflyers.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 22
Accreditation: Federal Aviation Administration (FAA)

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Certified Flight Instructor - Airplane

Occupational Objective(s): *Flight Instructors*
Approximate Cost to Complete: $2,100
Average Time to Complete: 1 month (25 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Commercial pilot's license & 2nd class aviation medical certificate

Certified Flight Instructor - Instrument

Occupational Objective(s): *Flight Instructors*
Approximate Cost to Complete: $1,870
Average Time to Complete: 1 month (20 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Commercial pilot's license & 2nd class aviation medical certificate

Certified Flight Instructor - Multiengine Airplane

Occupational Objective(s): *Flight Instructors*
Approximate Cost to Complete: $2,577
Average Time to Complete: 1 month (10 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Commercial pilot's license & 2nd class aviation medical certificate

Commercial/Charter Pilot with Instrument Rating

Occupational Objective(s): *Aircraft Pilots, Flight Instructors*
Approximate Cost to Complete: $21,483
Average Time to Complete: 6 months (200 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Commercial pilot's license & 2nd class aviation medical certificate

Instrument Rating

Occupational Objective(s): *Aircraft Pilots, Teachers/Instructors - Vocational Education/Training*
Approximate Cost to Complete: $5,213
Average Time to Complete: 3 months (40 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Private pilot’s license

Multi-Engine Rating - Private or Commercial

Occupational Objective(s): *Flight Instructors*
Approximate Cost to Complete: $2,659
Average Time to Complete: 2 weeks (12 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Private/commercial pilot's license

Private Pilot - Airplane License

Occupational Objective(s): *Aircraft Pilots*
Approximate Cost to Complete: $5,300-$6,300
Average Time to Complete: 3 months (55-60 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older & 3rd class aviation medical certificate

Executrain of Sacramento

Address: 1510 Arden Way, Suite 303, Sacramento, CA 95815
Phone: 916-927-7990
Fax: 916-927-5703
Website: http://www.executrain.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 9

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Certified Internet Webmaster-Design Specialist

Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $5,000
Average Time to Complete: 3 weeks (120 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old or high school graduate/GED

Microsoft Certified Systems Engineer (MCSE)-Windows 2000

Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $10,500
Average Time to Complete: 7 weeks (280 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old or high school graduate/GED

Fair Oaks Massage Institute

Address: 9827 Fair Oaks Blvd., Suite A, Fair Oaks, CA 95628
Phone: 916-965-4063
Fax: 916-965-4129
Website: http://www.fairoaksmassageschool.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 4
Accreditation: Associated Bodywork and Massage Professionals

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Certified Holistic Massage Practitioner (CHMP)

Occupational Objective(s): *Massage Therapists*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	6-8 months (250 hours)
Self-Paced Learning?	No
Program Entry Requirements:	Completion of Certified Massage Therapist (CMT I) program

Certified Massage Therapist (CMT I)

Occupational Objective(s): *Massage Therapists*

Approximate Cost to Complete:	$1,050
Average Time to Complete:	9 weeks (130 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED, good physical & mental health

Certified Massage Therapist (CMT II) - Advanced

Occupational Objective(s): *Massage Therapists*

Approximate Cost to Complete:	$1,050
Average Time to Complete:	9 weeks (124 hours)
Self-Paced Learning?	No
Program Entry Requirements:	Completion of Certified Massage Therapist (CMT I) program

Federico College of Hairstyling

Address: 2100 Arden Way, Suite 265, Sacramento, CA 95825
Phone: 916-929-4242
Fax: 916-929-5033
Website: http://www.federicocollege.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 57
Accreditation: National Accrediting Commission of Cosmetology Arts & Sciences

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Certified Massage Practitioner Level I & II

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $700-$1,000
Average Time to Complete: 2 months (110-144 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Cosmetology

Occupational Objective(s): *Hairstylists*
Approximate Cost to Complete: $9,600 + books and tools
Average Time to Complete: 10-18 months (1,600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Esthetician

Occupational Objective(s): *Estheticians*
Approximate Cost to Complete: $5,000 + books and tools
Average Time to Complete: 20-30 weeks (600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Instructor Training

Occupational Objective(s): *Hairstyling/Cosmetology Instructors*
Approximate Cost to Complete: $5,000
Average Time to Complete: 20-30 weeks (600 hours)
Self-Paced Learning? No
Program Entry Requirements: Completion of prerequisite

Manicuring

Occupational Objective(s): *Manicurists*

Approximate Cost to Complete:	$2,000 + books and tools
Average Time to Complete:	9-15 weeks (400 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years old and high school graduate/GED

Field Ironworkers Apprenticeship & Training Program

Address: 3524 51st Avenue, Sacramento, CA 95823
Phone: 916-428-7420
Fax: 916-428-7422
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 40

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Ironworkers Apprenticeship

Occupational Objective(s): *Ironworkers*

Approximate Cost to Complete:	Union dues and tools
Average Time to Complete:	3 years (3600 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older or high school graduate/GED

Folsom-Cordova Adult Education

Address: 10850 Gadsten Way, Rancho Cordova, CA 95670
Phone: 916-635-6810
Fax: 916-635-0905
Website: http://www.fcusd.k12.ca.us
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 52
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Computer Operator - Introduction

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $35-40
Average Time to Complete: 10 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Computer Operator - Software Applications

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $20-40 per class
Average Time to Complete: 10 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Floral Techniques

Occupational Objective(s): *Floral Designers*
Approximate Cost to Complete: $10
Average Time to Complete: 8 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Global Travel Academy

Address: 3 Park Center Drive, Suite 100, Sacramento, CA 95825
Phone: 916-565-7116
Fax: 916-679-3090
Website: http://www.globalacademy.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 18

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Travel Agent/Airline Training

Occupational Objective(s): *Customer Service Related Occupations, Travel Agents*

Approximate Cost to Complete:	$1,995
Average Time to Complete:	12 weeks (138 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school graduate/GED

Golden Gate University

Address: 2595 Capitol Oaks Drive, 2nd floor, Sacramento, CA 95833
Phone: 916-648-1446
Fax: 916-648-3915
Website: http://www.ggu.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 34
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Business Administration (Undergraduate)
Computer Information Systems (Undergraduate and Graduate)
E-Commerce (Graduate)
Finance (Graduate)
General MBA (Graduate)
Human Resources Management (Graduate)
Information Systems (Graduate)
Management (Graduate)
Marketing (Graduate)
Public Administration EMPA (Graduate)
Software Engineering (Undergraduate)
Telecommunications (Undergraduate and Graduate)

Goodwill Industries of Sacramento

Address: 6648 Franklin Blvd., Sacramento, CA 95823
Phone: 916-395-9000
Fax: 916-395-2615
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 30

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Clerical Training

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: Paid by referring agency
Average Time to Complete: 5-12 weeks (100 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Custodial Training

Occupational Objective(s): *Janitors/Custodians*
Approximate Cost to Complete: Paid by referring agency
Average Time to Complete: 10 weeks (375 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Habilitation Services Program

Occupational Objective(s): *Varies by Individual*
Approximate Cost to Complete: Paid by referring agency
Average Time to Complete: Varies
Self-Paced Learning? Yes
Program Entry Requirements: Developmentally disabled adults

Word Processing

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: Paid by referring agency
Average Time to Complete: 14 weeks (245 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Grant Adult, Community, and Vocational/Technical Education

Address: 3222 Winona Way, North Highlands, CA 95660
Phone: 916-286-3800
Fax: 916-286-3885
Website: http://www.grantadulted.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 40+
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Certified Nursing Assistant

Occupational Objective(s): *Nurse Aides*
Approximate Cost to Complete: $300
Average Time to Complete: 9 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Computer Essentials

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $75 + books & supplies
Average Time to Complete: 18-36 weeks (180-360 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Home Health Aide

Occupational Objective(s): *Home Health Aides*
Approximate Cost to Complete: $95
Average Time to Complete: 2 weeks (45 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, pre-requisite classes

Grant Adult, Community, and Vocational/Technical Education - continued

Licensed Vocational Nurse

Occupational Objective(s): *Licensed Vocational Nurses*
Approximate Cost to Complete: $5,500 + books & supplies
Average Time to Complete: 23 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pre-requisite classes

Office Procedures and Computer Essentials

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $125 + books & supplies
Average Time to Complete: 18-36 weeks (180-360 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Psychiatric Technician

Occupational Objective(s): *Psychiatric Technicians*
Approximate Cost to Complete: $5,500 + books & supplies
Average Time to Complete: 12 months (1,603 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Technical Essentials

Occupational Objective(s): *Computer Support Specialists*
Approximate Cost to Complete: Call for information
Average Time to Complete: 16 months (768 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, computer knowledge

H & R Block Tax School

Address: 431 Cleveland Street, Woodland, CA 95695
Phone: 530-666-0101
Fax: 530-666-1328
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 29
Accreditation: California Tax Education Council

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Basic Income Tax Preparation

Occupational Objective(s): *Tax Preparers*
Approximate Cost to Complete: $199
Average Time to Complete: 12 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Hailes & Associates

Address: 2348 Bridlewood Drive, Rancho Cordova, CA 95670
Phone: 916-852-5793
Fax: 916-852-9793
Website: http://www.hailesandassociates.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 5

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Professional Medical Coding

Occupational Objective(s): *Medical Coders*
Approximate Cost to Complete: $1,500
Average Time to Complete: 13 weeks (80 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Hazardous Environmental Education Services

Address: 8460 Belevedere Avenue, Suite 4, Sacramento, CA 95826
Phone: 916-383-0657
Fax: 916-383-1589
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 12
Accreditation: California Department of Health Services, Cal OSHA

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Asbestos Building Inspector
Occupational Objective(s): *Construction and Building Inspectors - Asbestos*
Approximate Cost to Complete: $350
Average Time to Complete: 3 days (24 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Asbestos Management Planner
Occupational Objective(s): *Hazardous Materials - Asbestos Management Planners*
Approximate Cost to Complete: $350
Average Time to Complete: 2 days (16 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older w/building inspectors certificate

Asbestos Project Designer
Occupational Objective(s): *Hazardous Materials - Asbestos Project Designers*
Approximate Cost to Complete: $525
Average Time to Complete: 3 days (24 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older w/asbestos certification

Asbestos Worker
Occupational Objective(s): *Hazardous Materials Removal Workers*
Approximate Cost to Complete: $325
Average Time to Complete: 4 days (32 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Hazardous Environmental Education Services - continued

Contractor/Supervisor

Occupational Objective(s): *Hazardous Materials - Asbestos Abatement Supervisors*

Approximate Cost to Complete:	$425
Average Time to Complete:	5 days (40 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years or older

Heald College, Roseville Campus

Address: 7 Sierra Gate Plaza, Roseville, CA 95678
Phone: 916-789-8600
Fax: 916-789-8630
Website: http://www.heald.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 16
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Business Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $10,550
Average Time to Complete: 9 months (697 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Business Software Applications

Occupational Objective(s): *Computer Support Specialists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $3,100 per quarter
Average Time to Complete: 12-18 months (1,200-1,800 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Computer Business Administration

Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $3,100 per quarter
Average Time to Complete: 12-18 months (1,200-1,800 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Heald College, Roseville Campus - continued

Computer Information Technology

Occupational Objective(s): *Computer Service Technicians, Computer Support Specialists*
Approximate Cost to Complete: $3,100 per quarter
Average Time to Complete: 18 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Electronics Technology

Occupational Objective(s): *Electrical/Electronic Engineering Technicians*
Approximate Cost to Complete: $3,100 per quarter
Average Time to Complete: 18 months (days only)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pass entrance exam

Networking Technology - Cisco Systems

Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $6,525
Average Time to Complete: 6 months (192 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, prior computer experience

Networking Technology - Microsoft Windows 2000

Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers, Computer Network Technicians*
Approximate Cost to Complete: $11,500
Average Time to Complete: 9 months (324 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, prior computer experience

Office Skills Certification

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $7,100 + certification test fee
Average Time to Complete: 6 months (465 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Web Design & Administration

Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters), Security Officers - Computers/IT*
Approximate Cost to Complete: $9,620 + certification test fee
Average Time to Complete: 9 months (525 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, prior computer experience

Heald College, Sacramento Campus

Address: 2910 Prospect Park Drive, Rancho Cordova, CA 95670
Phone: 916-638-1616
Fax: 916-638-1580
Website: http://www.heald.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 138
Accreditation: Western Association of Schools and Colleges

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $2,640 per quarter
Average Time to Complete: 12-18 months (1,200-1,800 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Business Software Applications

Occupational Objective(s): *Computer Support Specialists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $2,640 per quarter
Average Time to Complete: 12-18 months (1,200-1,800 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Computer Business Administration

Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $2,640 per quarter
Average Time to Complete: 12-18 months (1,200-1,800 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Heald College, Sacramento Campus - continued

Computer Technology

Occupational Objective(s): *Computer Service Technicians, Computer Support Specialists*
Approximate Cost to Complete: $2,640 per quarter
Average Time to Complete: 18 months (1,800 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Networking Technology

Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $2,640 per quarter
Average Time to Complete: 9 months (288 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Healing Arts Institute

Address: 112 Douglas Blvd., Roseville, CA 95678
Phone: 916-782-1275
Fax: 916-783-4258
Website: http://www.healingartsinstitute.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 12

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Acupressure Massage Training

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,464
Average Time to Complete: 4 months (120 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Certified Massage Therapist

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,270
Average Time to Complete: 3-12 weeks (126 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

High-Tech Institute

Address: 1111 Howe Avenue, Suite 250, Sacramento, CA 95825
Phone: 916-929-9700
Fax: 916-929-9703
Website: http://www.hightechschools.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 10
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology, Accrediting Bureau of Health Education Schools

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Computer Networking and Information Technology

Occupational Objective(s): *Computer Network Technicians, Information Systems/Technology Occupations*
Approximate Cost to Complete: $13,250
Average Time to Complete: 48 weeks (1,200 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Dental Assisting

Occupational Objective(s): *Dental Assistants*
Approximate Cost to Complete: $9,100
Average Time to Complete: 36 weeks (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Medical Assisting

Occupational Objective(s): *Medical Assistants*
Approximate Cost to Complete: $7,500
Average Time to Complete: 35 weeks (746 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Surgical Technology

Occupational Objective(s): *Surgical Technicians*
Approximate Cost to Complete: $16,000
Average Time to Complete: 56 weeks (1,160 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

InnerQuest Alchemical Hypnotherapy Institute

Address: 1215 High Street, Suite 102, Auburn, CA 95603
Phone: 530-889-8505
Fax: 530-889-8946
Website: http://www.thequalityoflife.com/InnerQuest
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 13
Accreditation: American Council of Hypnotist Examiners

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Certified Master Hypnotherapist

Occupational Objective(s): *Hypnotherapists*
Approximate Cost to Complete: $2,525
Average Time to Complete: 9 months (225 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Institute for Educational Therapy (IET)

Address: 1919 21st Street, Suite 102, Sacramento, CA 95814
Phone: 800-987-7530
Fax: 916-454-3048
Website: http://www.iet.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 18

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Nutrition Consultant

Occupational Objective(s): *Dietetic Technicians, Dieticians and Nutritionists*
Approximate Cost to Complete: $7,000
Average Time to Complete: 2 years (700 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Institute of Technology - Sacramento

Address: 3077 Fite Circle, Suite 6, Sacramento, CA 95827
Phone: 916-363-4300
Fax: 916-363-4800
Website: http://www.it-sacramento.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 1
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Baking and Pastry Specialist

Occupational Objective(s): *Bakers, Bread and Pastry*
Approximate Cost to Complete: $9,850
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Computer Network Technician

Occupational Objective(s): *Computer Network Technicians, Computer Service Technicians, Computer Support Specialists*
Approximate Cost to Complete: $9,850
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Computerized Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $9,495
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Computerized Office Administrator

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $9,495
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Institute of Technology - Sacramento - continued

Culinary Arts Specialist
Occupational Objective(s): *Cooks - Restaurant, Food Caterers*
Approximate Cost to Complete: $9,850
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Electronic Communication Technician
Occupational Objective(s): *Electrical/Electronic Engineering Technicians, Telecommunications Technicians*
Approximate Cost to Complete: $9,850
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Front Office Manager
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $3,975
Average Time to Complete: 8-9 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Health Insurance Specialist
Occupational Objective(s): *Billing Clerks - Medical, Medical Coders*
Approximate Cost to Complete: $9,495
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Heating, Ventilation, and Air Conditioning
Occupational Objective(s): *HVAC Mechanics/Technicians*
Approximate Cost to Complete: $9,850
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Human Resource Administrator
Occupational Objective(s): *Personnel/Human Resources Managers*
Approximate Cost to Complete: $9,495
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Human Resource Assistant
Occupational Objective(s): *Personnel/Human Resource Technicians*
Approximate Cost to Complete: $3,975
Average Time to Complete: 8-9 months (360 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Multimedia Graphics Design Specialist
Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Technicians*
Approximate Cost to Complete: $9,850
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Network Software Engineer
Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $9,850
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Pharmacy Technician
Occupational Objective(s): *Pharmacy Clerks, Pharmacy Technicians*
Approximate Cost to Complete: $9,495
Average Time to Complete: 8-9 months (780 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Professional Medical Assistant
Occupational Objective(s): *Medical Assistants, Medical/Clinical Laboratory Assistants*
Approximate Cost to Complete: $9,495
Average Time to Complete: 8-9 months (780 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Web Development Specialist
Occupational Objective(s): *Graphic Art Designers, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $9,850
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Web Programming Specialist
Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $9,850
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

ITT Technical Institute

Address: 10863 Gold Center Drive, Rancho Cordova, CA 95670
Phone: 916-851-3900
Fax: 916-851-9225
Website: http://www.itttech.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 15
Accreditation: Accrediting Council for Independent Colleges and Schools

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Computer Network Systems Technology

Occupational Objective(s): *Computer Network Administrators*
Approximate Cost to Complete: $24,300
Average Time to Complete: 2 years
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Computer-Aided Drafting Technology

Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $15,599
Average Time to Complete: 72 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Electronics Engineering Technology (Associate)

Occupational Objective(s): *Electrical/Electronic Engineering Technicians*
Approximate Cost to Complete: $17,690
Average Time to Complete: 96 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Electronics Engineering Technology (Bachelor)

Occupational Objective(s): *Electrical/Electronic Engineering Technicians*
Approximate Cost to Complete: $9,688
Average Time to Complete: 48 weeks
Self-Paced Learning? No
Program Entry Requirements: Complete prerequisite course/program

Ja'onna's Medical & Laboratory Skills Training Program

Address: 2950 Beacon Blvd., West Sacramento, CA 95691
Phone: 530-345-4248
Website: http://www.jaonnas.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Especial Medical Techniques

Occupational Objective(s): *Para-Medical Examiners*
Approximate Cost to Complete: $1,594-$1,964
Average Time to Complete: 15 weeks (61 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Laboratory Assistant/Especial Medical Techniques

Occupational Objective(s): *Medical/Clinical Laboratory Assistants, Para-Medical Examiners*
Approximate Cost to Complete: $2,863-$3,884
Average Time to Complete: 15 weeks (124 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Medical Laboratory Assistant

Occupational Objective(s): *Medical/Clinical Laboratory Assistants*
Approximate Cost to Complete: $1,558-$1,920
Average Time to Complete: 12 weeks (63 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Phlebotomist Technician

Occupational Objective(s): *Phlebotomists*
Approximate Cost to Complete: $1,623-$2,019
Average Time to Complete: 15 weeks (80 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Ja'onna's Medical & Laboratory Skills Training Program - continued

Phlebotomist Technician/Especial Medical Techniques

Occupational Objective(s): *Para-Medical Examiners, Phlebotomists*
Approximate Cost to Complete: $2,890-$3,983
Average Time to Complete: 15 weeks (141 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Phlebotomist Technician/Laboratory Assistant

Occupational Objective(s): *Medical/Clinical Laboratory Assistants, Phlebotomists*
Approximate Cost to Complete: $2,921-$4,027
Average Time to Complete: 15 weeks (143 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Phlebotomist, Laboratory Assistant, Especial Medical Techniques

Occupational Objective(s): *Medical/Clinical Laboratory Assistants, Para-Medical Examiners, Phlebotomists*
Approximate Cost to Complete: $3,821-$5,903
Average Time to Complete: 16 weeks (204 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Jerrylee Beauty College

Address: 200 Whyte Avenue, Roseville, CA 95661
Phone: 916-726-5577
Fax: 916-726-3213
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 33

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Cosmetology

Occupational Objective(s): *Hairstylists*
Approximate Cost to Complete: $5,575
Average Time to Complete: 16 months
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Esthetician

Occupational Objective(s): *Estheticians*
Approximate Cost to Complete: $4,500
Average Time to Complete: 15 weeks (600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Manicurist

Occupational Objective(s): *Manicurists*
Approximate Cost to Complete: $1,000
Average Time to Complete: 4 months
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Teacher Training

Occupational Objective(s): *Hairstyling/Cosmetology Instructors, Teachers/Instructors - Vocational Education/Training*
Approximate Cost to Complete: $3,500
Average Time to Complete: 6 months
Self-Paced Learning? Yes
Program Entry Requirements: Cosmetology license, pass assessment exam

Lake Tahoe Community College

Address: One College Drive, South Lake Tahoe, CA 96150
Phone: 530-541-4660
Fax: 530-541-7852
Website: http://www.ltcc.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 27
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Addiction Studies
Art
Business
Business Office Administration
Computer Studies
Criminal Justice
Culinary Arts
Early Childhood Education
English
Fire Science
Health, Physical Education and Dance
Humanities
Liberal Arts
Mathematics
Medical Office Assistant: Administrative
Medical Office Assistant: Clinical
Natural Science
Psychology
Social Science
Spanish
Visual and Performing Arts

Certificate Program(s) Offered

Addiction Studies

Occupational Objective(s): *Drug and Alcohol Counselors, Residential Counselors*
Approximate Cost to Complete: $7/unit (36 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Art

Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $7/unit (44-45 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Business (various options)

Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $7/unit (28-33 units)
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Business Office Administration (various options)

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $7/unit (44-49 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Studies (various options)

Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: $7/unit (40 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Criminal Justice

Occupational Objective(s): *Law Enforcement Occupations, Private Investigators and Loss Prevention Agents*
Approximate Cost to Complete: $7/unit (31-32 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Culinary Arts

Occupational Objective(s): *Cooks - Restaurant*
Approximate Cost to Complete: $7/unit (27-56 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Lake Tahoe Community College - continued

Culinary Arts - Advanced
Occupational Objective(s): *Bakers, Bread and Pastry, Cooks - Restaurant*
Approximate Cost to Complete: $7/unit (27-56 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Early Childhood Education
Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $7/unit (36 units)
Average Time to Complete: 12 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Fire Science
Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: $7/unit (32 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Medical Office Assistant (various options)
Occupational Objective(s): *Medical Assistants, Medical Secretaries*
Approximate Cost to Complete: $7/unit (41-47 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Photography
Occupational Objective(s): *Photographers*
Approximate Cost to Complete: $7/unit (41 units)
Average Time to Complete: 12-24 months
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Lake Tahoe Massage School

Address: 1034 Emerald Bay Road, Suite 401, South Lake Tahoe, CA 96150
Phone: 530-544-1227
Website: http://www.laketahoemassageschool.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 6
Accreditation: National Certification Board for Therapeutic Massage and Bodywork

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Deep Tissue and Chronic Pain Massage

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,025
Average Time to Complete: 9 weeks (100 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Massage Practitioner Program

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,725
Average Time to Complete: 12 weeks (150 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Shiatsu/Craniosacral/Spa and Hot Stone Massage

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $550-$650
Average Time to Complete: 6 weeks (50 hours per module)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Sports Massage and Sports Injuries

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,025
Average Time to Complete: 9 weeks (100 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Lincoln Law School of Sacramento

Address: 3140 J Street, Sacramento, CA 95816
Phone: 916-446-1275
Fax: 916-446-5641
Website: http://www.lincolnlaw.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 33
Accreditation: California Committee of Bar Examiners

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Juris Doctorate Program

Lorenzo Patino School of Law

Address: 1012 J Street, Sacramento, CA 95814
Phone: 916-441-4485
Fax: 916-441-0175
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 19

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Juris Doctorate Program

Certificate Program(s) Offered

Paralegal Program

Occupational Objective(s): *Paralegals*

Approximate Cost to Complete:	$3,500 + $300/books
Average Time to Complete:	12 months
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED

LP2A Training Institute

Address: 7610 Auburn Blvd. Suite 1, Citrus Heights, CA 95621
Phone: 916-726-0343
Fax: 916-726-0313
Website: http://www.lp2a.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 2

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Combination Residential Building Inspection

Occupational Objective(s): *Construction and Building Inspectors*
Approximate Cost to Complete: $6,537
Average Time to Complete: 12 weeks (360 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older w/construction background

Makoto Kai Healing Arts

Address: 443 First Street, Woodland, CA 95695
Phone: 530-662-5662
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 10

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Okazaki Restorative Massage

Occupational Objective(s): *Massage Therapists*

Approximate Cost to Complete:	$950
Average Time to Complete:	7 months (150 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED, good physical condition

Massage Therapy Institute

Address: 424 F Street, Suite B, Davis, CA 95616
Phone: 530-753-4428
Fax: 530-753-4734
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 5

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Certified Massage Therapist

Occupational Objective(s): *Massage Therapists*

Approximate Cost to Complete:	$885-$3,990
Average Time to Complete:	2 weeks - 2 years (100-500 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED

Modoc Railroad Academy

Address: 6750 Folsom Blvd., Sacramento, CA 95819
Phone: 916-965-5515
Fax: 530-795-5822
Website: http://www.modocrailroadacademy.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 4
Accreditation: Railroad Educational Training Association

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Locomotive Engineer

Occupational Objective(s): *Railroad Locomotive Engineers*
Approximate Cost to Complete: $9,972
Average Time to Complete: 5 months (600 hours)
Self-Paced Learning? No
Program Entry Requirements: 21 years old and high school graduate/GED, possess railroad conductor's license

Railroading

Occupational Objective(s): *Railroad Related Occupations*
Approximate Cost to Complete: $4,972
Average Time to Complete: 8 weeks (280 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Moler Barber College

Address: 2645 El Camino Avenue, Sacramento, CA 95821
Phone: 916-482-0871
Website: http://www.usbarbers.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 107

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Barbering

Occupational Objective(s): *Barbers*

Approximate Cost to Complete:	$4,000
Average Time to Complete:	39 weeks (1,500 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years or older

Montessori Teachers College

Address: 1123 D Street, Sacramento, CA 95814
Phone: 916-444-9072
Fax: 916-444-7987
Website: http://www.montessorilearning.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 12
Accreditation: Montessori Accreditation Council For Teacher Education

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Administration and Supervision

Occupational Objective(s): *Child Care Center Directors*
Approximate Cost to Complete: $470
Average Time to Complete: 3 months (54 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Early Childhood Education

Occupational Objective(s): *Teachers - Preschool*
Approximate Cost to Complete: $3,570
Average Time to Complete: 9 months (240 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Infant/Toddler Education

Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $2,385
Average Time to Complete: 9 months (200 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

MTI College of Business & Technology

Address: 5221 Madison Avenue, Sacramento, CA 95841
Phone: 916-339-1500
Fax: 916-339-0305
Website: http://www.mticollege.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 37
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $9,915
Average Time to Complete: 36 weeks (730 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Accounting Assistant

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $6,202
Average Time to Complete: 18 weeks (380 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Application Development

Occupational Objective(s): *Computer Programmers*
Approximate Cost to Complete: $10,614-$20,783
Average Time to Complete: 56 weeks - 2 years (720-1,410 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Business Administration

Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $9,885-$19,281
Average Time to Complete: 36 weeks - 2 years (702-1,160 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Business Office Assistant
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $5,698
Average Time to Complete: 18 weeks (330 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Cisco Network Associate
Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $9,672-$20,072
Average Time to Complete: 36 weeks-2 years (360-1,256 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Applications Specialist
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $5,800
Average Time to Complete: 18 weeks (370 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Computer Programming
Occupational Objective(s): *Computer Programmers*
Approximate Cost to Complete: $9,689
Average Time to Complete: 52 weeks (560 hours)
Self-Paced Learning? No
Program Entry Requirements: Complete prerequisite course/program

Law Office Assistant
Occupational Objective(s): *Legal Secretaries*
Approximate Cost to Complete: $5,743
Average Time to Complete: 18-30 weeks (360 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Legal Assistant
Occupational Objective(s): *Paralegals*
Approximate Cost to Complete: $9,634-$19,934
Average Time to Complete: 1-2 years (504-1,274 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Legal Office Administration
Occupational Objective(s): *Legal Secretaries*
Approximate Cost to Complete: $10,300
Average Time to Complete: 48 weeks (740 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

MTI College of Business & Technology - continued

Medical Office Specialist

Occupational Objective(s): *Billing Clerks - Medical, Medical Coders, Medical Secretaries*
Approximate Cost to Complete: $9,915
Average Time to Complete: 36 weeks (850 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Microcomputer Operations

Occupational Objective(s): *Computer Support Specialists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $9,972
Average Time to Complete: 36 weeks (690 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Microsoft Office Specialist

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $8,906
Average Time to Complete: 36 weeks (610 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Microsoft Systems Engineer

Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $9,771-$10,697
Average Time to Complete: 48-102 weeks (460-1,398 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Web Developers

Occupational Objective(s): *Graphic Art Designers, HTML Coders, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $10,409
Average Time to Complete: 42 weeks (800 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

My-Le's Beauty College

Address: 5972 Stockton Blvd., Sacramento, CA 95824
Phone: 916-422-0223
Fax: 916-422-1289
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 12
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Cosmetician

Occupational Objective(s): *Estheticians*
Approximate Cost to Complete: $3,000
Average Time to Complete: 4 months (600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older

Cosmetology

Occupational Objective(s): *Hairstylists*
Approximate Cost to Complete: $5,500
Average Time to Complete: 10 months (1,600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older

Manicuring

Occupational Objective(s): *Manicurists*
Approximate Cost to Complete: $1,500
Average Time to Complete: 2½ months (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older

Teacher Trainee

Occupational Objective(s): *Hairstyling/Cosmetology Instructors, Teachers/Instructors - Vocational Education/Training*
Approximate Cost to Complete: $2,200
Average Time to Complete: 4 months (600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older

Napoli Culinary Academy

Address: 1351 Fulton Avenue, Sacramento, CA 95825
Phone: 916-971-0600
Fax: 916-971-0602
Website: http://www.ncaachef.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 5

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Bar Management (Bartender)

Occupational Objective(s): *Bar Managers, Bartenders*
Approximate Cost to Complete: $1,610
Average Time to Complete: 4 weeks (100 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years or older and high school graduate/GED

Catering

Occupational Objective(s): *Business Related Occupations, Food Caterers*
Approximate Cost to Complete: $3,010
Average Time to Complete: 7 weeks (160 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Culinary Arts Management

Occupational Objective(s): *Cooks - Restaurant, Food Service Managers*
Approximate Cost to Complete: $12,860
Average Time to Complete: 36 weeks (900 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Food and Beverage Serving

Occupational Objective(s): *Food Service Related Occupations*
Approximate Cost to Complete: $4,010
Average Time to Complete: 8 weeks (184 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Line Cook

Occupational Objective(s): *Cooks - Restaurant*

Approximate Cost to Complete:	$5,310
Average Time to Complete:	14 weeks (420 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	High school graduate/GED

National Career Education

Address: 6060 Sunrise Vista Drive, Suite 3000, Citrus Heights, CA 95621
Phone: 916-969-4900
Fax: 916-723-7290
Website: http://www.ncecollege.org
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 13
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Administrative Assistant/Computer Applications

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $8,304
Average Time to Complete: 8-9 months (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Computer Network Technician

Occupational Objective(s): *Computer Network Technicians*
Approximate Cost to Complete: $9,993
Average Time to Complete: 36-45 weeks (720 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Pass assessment exam

Laboratory Assistant

Occupational Objective(s): *Electrocardiograph (EKG) Technicians, Medical/Clinical Laboratory Assistants, Phlebotomists*
Approximate Cost to Complete: $8,197
Average Time to Complete: 32-39 weeks (720 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Pass assessment exam

Medical Administrative Assistant

Occupational Objective(s): *Medical Secretaries*
Approximate Cost to Complete: $8,136
Average Time to Complete: 32-39 weeks (720 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Pass assessment exam

Medical Assistant

Occupational Objective(s): *Medical Assistants*
Approximate Cost to Complete: $8,165
Average Time to Complete: 32-39 weeks (720 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Pass assessment exam

Optician/Optometric Assistant

Occupational Objective(s): *Opticians, Optometric Assistants*
Approximate Cost to Complete: $8,091
Average Time to Complete: 32 weeks (720 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Pass assessment exam

National Training Institute

Address: 4620 Northgate Blvd., Suite 110, Sacramento, CA 95834
Phone: 916-565-1522
Fax: 916-929-7602
Website: http://www.ntiusa.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 11
Accreditation: Accrediting Council for Continuing Education and Training

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Computer Service Technology

Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: $5,500
Average Time to Complete: 15 weeks (480 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Integrated Digital Electronics

Occupational Objective(s): *Electrical and Electronic Assemblers, Electrical/Electronic Engineering Technicians*
Approximate Cost to Complete: $5,500
Average Time to Complete: 15 weeks (480 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Telecommunication Equipment Technology

Occupational Objective(s): *Fiber Optics Technicians, Telecommunications Technicians*
Approximate Cost to Complete: $4,900
Average Time to Complete: 8 weeks (256 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

National University

Address: 9320 Tech Center Drive, Sacramento, CA 95826
Phone: 916-855-4100
Fax: 916-855-4295
Website: http://www.nu.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 28
Accreditation: Western Association of Schools and Colleges

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Accountancy (Undergraduate and Graduate)
Behavioral Science (Undergraduate)
Business Administration (Undergraduate and Graduate)
Computer Science (Undergraduate)
Counseling Psychology (Graduate)
Criminal Justice (Undergraduate)
Education: Administration (Graduate)
Education: Counseling (Graduate)
Education: Cross-Cultural Teaching (Graduate)
Education: Special Education (Graduate)
Education: Teaching Credential Programs
Global Science (Undergraduate)
Human Resource Management (Undergraduate and Graduate)
Interdisciplinary Studies (Undergraduate)
Liberal Studies (Undergraduate)
Management (Graduate)
Marketing (Undergraduate and Graduate)
Nursing (Undergraduate)
Public Administration (Graduate)
School Psychology (Graduate)

Network Environmental Systems

Address: 1141 Sibley Street, Folsom, CA 95630
Phone: 916-353-2360
Fax: 916-353-2375
Website: http://www.networkenvironmental.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 13

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Hazardous Waste Operations

Occupational Objective(s): *Hazardous Materials Removal Workers*
Approximate Cost to Complete: $649
Average Time to Complete: 1 week (40 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Nevada Union Adult Education

Address: 350 Buena Vista Street, Grass Valley, CA 95945
Phone: 530-272-2643
Fax: 530-272-3422
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 28

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Computers
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $275
Average Time to Complete: 18 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Emergency Medical Technician
Occupational Objective(s): *Emergency Medical Technicians*
Approximate Cost to Complete: $100
Average Time to Complete: 3½ months (108 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Furniture/Cabinet Making (Beginning and Advanced)
Occupational Objective(s): *Cabinetmakers*
Approximate Cost to Complete: $120
Average Time to Complete: 16-32 weeks
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Microsoft Office User Specialist (MOUS)
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $75 per module
Average Time to Complete: 3 months (60 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Nevada Union Adult Education - continued

Welding (Beginning and Advanced)

Occupational Objective(s): *Welders and Cutters*

Approximate Cost to Complete:	$60-$100
Average Time to Complete:	16-32 weeks
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

New Directions Learning Center

Address: 2143 Hurley Way, Suite 220, Sacramento, CA 95825
Phone: 916-927-1515
Fax: 916-927-4097
Website: http://www.ndlchome.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 9

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Administrative Assistant

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $5,095
Average Time to Complete: 20-30 weeks (600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Billing Clerk

Occupational Objective(s): *Billing Clerks - Medical*
Approximate Cost to Complete: $4,150
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Billing Clerk (Advanced)

Occupational Objective(s): *Billing Clerks - Medical*
Approximate Cost to Complete: $5,095
Average Time to Complete: 20-30 weeks (600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Bookkeeper (Computerized Accounting)

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $4,150
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

New Directions Learning Center - continued

Computerized Office Systems
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $4,150
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Customer Service Clerk
Occupational Objective(s): *Customer Service Related Occupations, Salespersons - Retail*
Approximate Cost to Complete: $4,150
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Dispatcher
Occupational Objective(s): *Dispatchers*
Approximate Cost to Complete: $4,150
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

General Clerk
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $2,400
Average Time to Complete: 8-12 weeks (240 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Health Unit Coordinator
Occupational Objective(s): *Hospital Unit Coordinators, Hospital Ward Clerks*
Approximate Cost to Complete: $4,150
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Medical Receptionist
Occupational Objective(s): *Healthcare Related Occupations, Medical Secretaries*
Approximate Cost to Complete: $3,325
Average Time to Complete: 11-16 weeks (330 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

Medical Transcriber
Occupational Objective(s): *Medical Secretaries, Medical Transcriptionists*
Approximate Cost to Complete: $4,150
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 16 years or older, pass assessment exam

New Horizons Computer Learning Center

Address: 1215 Howe Avenue, Sacramento, CA 95825
Phone: 916-641-8500
Fax: 916-641-8508
Website: http://www.newhorizons.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 11
Accreditation: Vangard University of Southern California

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

A+ Certification

Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: $2,995
Average Time to Complete: 10 days (70 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Certified Internet Webmaster

Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $1,750-$8,750
Average Time to Complete: 1-12 months (35-175 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Cisco Certification

Occupational Objective(s): *Computer Network Technicians*
Approximate Cost to Complete: $2,250-$4,500
Average Time to Complete: 4-6 months (210 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Microsoft Office Application User

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $1,295
Average Time to Complete: 6-12 months
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

New Horizons Computer Learning Center - continued

Microsoft Technical

Occupational Objective(s): *Computer Network Administrators*
Approximate Cost to Complete: $9,500
Average Time to Complete: 6-12 months
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Novell Technical

Occupational Objective(s): *Computer Network Administrators*
Approximate Cost to Complete: $6,995
Average Time to Complete: 6-12 months
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

PC Graphics

Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $1,899
Average Time to Complete: 6-12 months
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

North State Technical Institute

Address: 9718-B Fair Oaks Blvd., Sacramento, CA 95628
Phone: 916-961-1095
Fax: 916-961-2089
Website: http://www.nsti-ca.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 5

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Advanced Alarm Systems

Occupational Objective(s): *Alarm Installers and Technicians*
Approximate Cost to Complete: $3,455
Average Time to Complete: 7 weeks (238 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Advanced Fire Systems

Occupational Objective(s): *Alarm Installers and Technicians*
Approximate Cost to Complete: $3,743
Average Time to Complete: 7 weeks (246 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Low Voltage Systems

Occupational Objective(s): *Alarm Installers and Technicians, Telephone/Cable Line Installers*
Approximate Cost to Complete: $3,455
Average Time to Complete: 7 weeks (238 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Low Voltage/Advanced Alarm Systems

Occupational Objective(s): *Alarm Installers and Technicians*
Approximate Cost to Complete: $5,927
Average Time to Complete: 14 weeks (476 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

North State Technical Institute - continued

Low Voltage/Advanced Fire Systems

Occupational Objective(s): *Alarm Installers and Technicians*

Approximate Cost to Complete:	$6,167
Average Time to Complete:	14 weeks (484 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

Northern California Barbering & Cosmetology Apprenticeship

Address: 7000 Franklin Blvd., Suite 670, Sacramento, CA 95823
Phone: 916-421-7650
Fax: 916-421-0290
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 3

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Apprenticeship Program(s) Offered

Barbering and Cosmetology

Occupational Objective(s): *Barbers, Hairstylists*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	13 weeks (220 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years or older

Northern California Cement Masons JATC

Address: 2350 Santa Rita Road, Pleasanton, CA 94566
Phone: 925-484-2271
Fax: 925-484-2312
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 24

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Cement Masons Apprenticeship

Occupational Objective(s): *Cement Masons*

Approximate Cost to Complete:	None
Average Time to Complete:	3 years (432 class hours + 4,200 work hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older, good physical condition, read & write English

Northern California Institute of Business

Address: 9323 Tech Center Drive, Suite 1700, Sacramento, CA 95826
Phone: 916-363-1088
Fax: 916-363-1896
Website: http://www.ncib.net
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 2

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Clerical/Bookkeeping

Occupational Objective(s): *Bookkeeping/Accounting Clerks, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $4,950
Average Time to Complete: 12-27 weeks (360 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

General Clerical

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $4,750
Average Time to Complete: 10-19 weeks (300 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Hospitality Management

Occupational Objective(s): *Hotel Desk Clerks, Lodging/Hotel Managers*
Approximate Cost to Complete: $4,550
Average Time to Complete: 10-20 weeks (240 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Medical Front Office/Billing Clerk

Occupational Objective(s): *Billing Clerks - Medical, Medical Secretaries*
Approximate Cost to Complete: $4,950
Average Time to Complete: 12-27 weeks (360 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Northern California Plasterers JAC

Address: 1555 Overland Court, West Sacramento, CA 95691
Phone: 916-371-7640
Fax: 916-371-7251
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 8

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Plasterers Apprenticeship

Occupational Objective(s): *Plasterers and Stucco Masons*

Approximate Cost to Complete:	Union dues and tools
Average Time to Complete:	4 years (576 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

Northern California Teamsters Apprenticeship

Address: 7388 Murieta Drive, Rancho Murieta, CA 95683
Phone: 916-354-2122
Fax: 916-354-2234
Website: http://www.teamstertraining.org
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 12

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Boom Truck Driver/Operator

Occupational Objective(s): *Boom Truck Drivers/Operators*
Approximate Cost to Complete: $435
Average Time to Complete: 2 weeks (72 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, Class A or B license, read & understand English

Class A Commercial Driver

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer*
Approximate Cost to Complete: $4,959
Average Time to Complete: 5 weeks (160 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, read & understand English

Class B License

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer*
Approximate Cost to Complete: $4,259
Average Time to Complete: 4 weeks (120 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, read & understand English

Material Haul Driver

Occupational Objective(s): *Dump Truck Drivers/Operators*
Approximate Cost to Complete: $435
Average Time to Complete: 2 weeks (72 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, Class A license, read & understand English

Northern California Teamsters Apprenticeship - continued

Ready Mix Driver

Occupational Objective(s): *Ready Mix Truck Drivers*

Approximate Cost to Complete:	$2,435
Average Time to Complete:	2 weeks (72 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older, Class A or B license w/tanker endorsement, read & understand English

Water Truck/Water Pull Driver

Occupational Objective(s): *Water Truck Drivers*

Approximate Cost to Complete:	$435
Average Time to Complete:	2 weeks (72 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older, Class A or B license w/tanker endorsement, read & understand English

Northern California Training Institute

Address: 333 Sunrise Avenue, Suite 500, Roseville, CA 95661
Phone: 916-960-6284
Fax: 916-960-6296
Website: http://www.ncti-online.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 14

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Emergency Medical Technician

Occupational Objective(s): *Emergency Medical Technicians*
Approximate Cost to Complete: $1,495
Average Time to Complete: 8 weeks (120 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Paramedic

Occupational Objective(s): *Paramedics*
Approximate Cost to Complete: $6,800
Average Time to Complete: 12 months (1,032 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Complete prerequisite course/program

Northwestern California University School of Law

Address: 3620 American River Drive, Suite 115, Sacramento, CA 95864
Phone: 916-922-9303
Fax: 916-487-5681
Website: http://www.nwculaw.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 17

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Degree Program(s) Offered

Bachelor of Science in Law
Doctor of Juridical Science
Juris Doctorate
Master of Laws

Certificate Program(s) Offered

Legal Assistant

Occupational Objective(s): *Legal Secretaries*
Approximate Cost to Complete: $2,000
Average Time to Complete: 12 months (936 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Paralegal

Occupational Objective(s): *Paralegals*
Approximate Cost to Complete: $2,000
Average Time to Complete: 12 months (936 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Northwestern Technical College

Address: 1825 Bell Street, Suite 100, Sacramento, CA 95825
Phone: 916-649-2400
Fax: 916-641-8649
Website: http://www.ntcollege.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 8
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Information Technologies

Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $21,123
Average Time to Complete: 17 months (1,050 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED, pass entrance exam

Networking Technologies

Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $14,495
Average Time to Complete: 11 monthss (750 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED, pass entrance exam

Old Marshall Adult Education Center - Sacramento City USD

Address: 2718 G Street, Sacramento, CA 95816
Phone: 916-264-4113
Fax: 916-264-4098
Website: http://www.scusd.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 100

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Cisco Networking

Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $280
Average Time to Complete: 288 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, 11th grade education competency

Computer Software Applications

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $40 per class
Average Time to Complete: Call for information
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older, computer experience

Consumer Economics

Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $50
Average Time to Complete: 24 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Industrial Truck/Forklift Operator

Occupational Objective(s): *Forklift/Industrial Truck Operators*
Approximate Cost to Complete: $25
Average Time to Complete: 10 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Medical Terminology

Occupational Objective(s): *Medical Secretaries*
Approximate Cost to Complete: $45
Average Time to Complete: 204 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, 10th grade education competency

Microsoft Certified Systems Engineer (MCSE) Core Certification

Occupational Objective(s): *Computer Network Engineers*
Approximate Cost to Complete: $970
Average Time to Complete: 700 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, advanced computer experience

Operating Engineers JAC

Address: 7388 Murietta Drive, Rancho Murietta, CA 95683
Phone: 916-354-2029
Fax: 916-354-1126
Website: http://www.oe3.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 30

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Operating Engineers Apprenticeship

Occupational Objective(s): *Heavy Equipment Mechanics, Heavy Equipment Operators*

Approximate Cost to Complete:	Union dues
Average Time to Complete:	4 years (6,400-8,400 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

Orange Grove Adult School

Address: 4640 Orange Grove, Sacramento, CA 95841
Phone: 916-971-7399
Fax: 916-482-3540
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Adults with Disabilities Program

Occupational Objective(s): *Call for information*

Approximate Cost to Complete:	None
Average Time to Complete:	1-2 years
Self-Paced Learning?	Yes
Program Entry Requirements:	Developmentally disabled adult

OSC Computer Training

Address: 9700 Business Park Drive, Suite 206, Sacramento, CA 95827
Phone: 916-363-7058
Fax: 916-363-7432
Website: http://www.osc-ct.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 11

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Automated Office Specialist

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $4,995 + books
Average Time to Complete: 20 weeks (400+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Bookkeeper

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $4,995 + books
Average Time to Complete: 20 weeks (400+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Computer Service and Repair (A+)

Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 15 weeks (450+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Desktop Publishing

Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Technicians*
Approximate Cost to Complete: $4,995 + books
Average Time to Complete: 20 weeks (400+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Medical Billing/Secretary

Occupational Objective(s): *Billing Clerks - Medical, Medical Secretaries*
Approximate Cost to Complete: $4,995 + books
Average Time to Complete: 20 weeks (400+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Microcomputer Operator

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $2,795 + books
Average Time to Complete: 10 weeks (200+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Windows Networking (MCP)

Occupational Objective(s): *Computer Network Administrators*
Approximate Cost to Complete: $3,300 + books
Average Time to Complete: 10 weeks (280+ hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school graduate/GED

Oxman College

Address: 2160 Royale Road, Sacramento, CA 95815
Phone: 800-249-5661
Fax: 415-751-6458
Website: http://www.oxmancollege.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 11

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Office Automation

Occupational Objective(s): *Office Managers, Secretarial/Administrative Support Occupations*

Approximate Cost to Complete:	$6,325
Average Time to Complete:	6 months (720 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED

Pacific Coast Horseshoeing School

Address: 9625 Florin Road, Sacramento, CA 95829
Phone: 916-366-6064
Fax: 916-366-6618
Website: http://www.farrierschool.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 12

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Horseshoeing

Occupational Objective(s): *Horseshoers*

Approximate Cost to Complete:	$4,000 ($400 Dormitory housing)
Average Time to Complete:	8 weeks (320 hours)
Self-Paced Learning?	No
Program Entry Requirements:	16 years or older

Painters and Tapers, Local 487

Address: 7125 Governor's Circle, Sacramento, CA 95823
Phone: 916-393-2742
Fax: 916-393-0244
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Painters Apprenticeship

Occupational Objective(s): *Painters*

Approximate Cost to Complete:	Initiation fees and union dues
Average Time to Complete:	4 years (480 class hours + 4,800 work hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED

Tapers Apprenticeship

Occupational Objective(s): *Tapers*

Approximate Cost to Complete:	Initiation fees and union dues
Average Time to Complete:	3 years (160 class hours + 3,600 work hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED

PHCC (Plumbing-Heating-Cooling Contractors) of the Sacramento Valley

Address: 5622 Price Ave., McClellan, CA 95652
Phone: 916-640-0910
Fax: 916-640-0905
Website: http://www.phccsacvalley.org
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 9
Accreditation: National Association of Plumbing, Heating, & Cooling Contractors; Plumbing, Heating, & Cooling Contractors of California

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Plumbing Apprenticeship

Occupational Objective(s): *Plumbers*

Approximate Cost to Complete:	$65 per year
Average Time to Complete:	4 years (576 class hours + 7,200 work hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED

Phillips School of Massage

Address: 101 B Broad Street, Nevada City, CA 95959
Phone: 530-265-4645
Fax: 530-265-9485
Website: http://www.handsinharmony.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 19

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Advanced Professional Massage Training
Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $4,282-$4,900
Average Time to Complete: 6-12 months (600 hours)
Self-Paced Learning? No
Program Entry Requirements: Completion of level 1-2 programs

Basic Massage Training
Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $900-$1,000
Average Time to Complete: 3 weeks (100 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older or permission from guardian

Certified Massage Therapy Level One - Professional
Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $1,800-$1,900
Average Time to Complete: 7 weeks (230 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older or permission from guardian

Certified Massage Therapy Level Two - Professional
Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $900-$950
Average Time to Complete: 7 weeks (230 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older and completion of level 1 program

Placer School for Adults

Address: 390 Finley Street, Auburn, CA 95603
Phone: 530-885-8585
Fax: 530-823-1406
Website: http://www.placeronline.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 50

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

AutoCad - Levels I, II, III, and Design/Modeling
Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $59 per level
Average Time to Complete: 2 weeks (8 hours) per level
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Automated Accounting/QuickBooks - Levels I & II
Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $59 per level
Average Time to Complete: 6 weeks per level
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Computer and Office Skills (Passage)
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $179
Average Time to Complete: 4 weeks (100 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Cosmetology/Manicurist
Occupational Objective(s): *Hairstylists, Manicurists*
Approximate Cost to Complete: Call for information
Average Time to Complete: 400-1600 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Placer School for Adults - continued

Desktop Publishing (Microsoft Publisher) - Levels I & II
Occupational Objective(s): *Desktop Publishing Specialists, Printing Related Occupations*
Approximate Cost to Complete: $69 per level
Average Time to Complete: 5 weeks (15 hours) per level
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Graphic Design (PhotoShop) - Levels I & II
Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Technicians*
Approximate Cost to Complete: $69 per level
Average Time to Complete: 5 weeks (15 hours) per level
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Hospitality
Occupational Objective(s): *Food Service Related Occupations*
Approximate Cost to Complete: $24
Average Time to Complete: 18 weeks (36 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

In-Home Caregiver Program - Levels I, II, & III
Occupational Objective(s): *Home Health Aides*
Approximate Cost to Complete: $95 per level
Average Time to Complete: 3 weeks (10-11 hours) per level
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Microsoft Office Applications
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $59-$69 per class
Average Time to Complete: 12-18 hours per class
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Operating Systems - Macintosh
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $59 per class
Average Time to Complete: 5-6 weeks (15 hours) per class
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Strategic Leadership
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $600
Average Time to Complete: 1 year (46 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Web Design (FrontPage and HTML)

Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $59 per class
Average Time to Complete: 5 weeks (12-15 hours) per class
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Welding

Occupational Objective(s): *Welders and Cutters*
Approximate Cost to Complete: $130
Average Time to Complete: 14 weeks (42 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Woodworking

Occupational Objective(s): *Cabinetmakers*
Approximate Cost to Complete: $130
Average Time to Complete: 14 weeks (42 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Plumbers & Pipefitters JAC

Address: 8750 Younger Creek Drive, Sacramento, CA 95828
Phone: 916-383-1102
Fax: 916-383-3830
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 50

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Apprenticeship Program(s) Offered

Plumbing and Pipefitting Apprenticeship

Occupational Objective(s):	*Plumbers and Pipefitters, Refrigeration Fitters and Servicers, Welders and Cutters*
Approximate Cost to Complete:	Union dues + books
Average Time to Complete:	5 years (1,080 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED

Precision Technical Institute

Address: 3927 Lennane Drive, Suite 260, Sacramento, CA 95834
Phone: 916-928-8466
Fax: 916-928-8468
Website: http://www.pticad.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 10
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

AutoCAD

Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $3,275
Average Time to Complete: 8 weeks (300 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Civil Drafting

Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $3,275
Average Time to Complete: 8 weeks (300 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Construction Drafting

Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $9,225
Average Time to Complete: 23 weeks (900 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Precision Technical Institute - continued

Mechanical Drafting

Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $9,075
Average Time to Complete: 23 weeks (900 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Structural/Architectural Drafting

Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $3,275
Average Time to Complete: 8 weeks (300 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Real Estate School

Address: 413 Court Street, Woodland, CA 95695
Phone: 530-666-6121
Fax: 530-666-9134
Website: http://www.realestatesch.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 30
Accreditation: California Department of Real Estate

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

California Real Estate Practice - Correspondence

Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $69
Average Time to Complete: 45 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

California Real Estate Principals - Correspondence

Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $69
Average Time to Complete: 45 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Economics - Correspondence

Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $69
Average Time to Complete: 45 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Real Estate School - continued

Fundamentals of Real Estate Appraisal - Correspondence
Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $69
Average Time to Complete: 45 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Legal Aspects of Real Estate - Correspondence
Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $69
Average Time to Complete: 45 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Property Management - Correspondence
Occupational Objective(s): *Property/Real Estate Managers/Administrators*
Approximate Cost to Complete: $69
Average Time to Complete: 45 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Real Estate Brokerage - Correspondence
Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $69
Average Time to Complete: 45 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Rose Anne Ziebarth's School of Floral Design

Address: 990 Arden Way, Sacramento, CA 95815
Phone: 916-925-2580
Fax: 916-927-0269
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 14

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Floral Design

Occupational Objective(s): *Floral Designers*

Approximate Cost to Complete:	$2,472
Average Time to Complete:	4 months (144 hours)
Self-Paced Learning?	No
Program Entry Requirements:	16 years or older with parental consent, read & understand English

Roseville Adult School

Address: 200 Branstetter Street, Roseville, CA 95678
Phone: 916-782-3952
Fax: 916-782-4361
Website: http://www.ras.rjusd.k12.ca.us
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 74

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Accounting Clerk (Computerized)

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $200
Average Time to Complete: 12 months (94 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Cosmetologist/Esthetician

Occupational Objective(s): *Estheticians, Hairstylists*
Approximate Cost to Complete: $75 per quarter
Average Time to Complete: 1,600 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Rudolf Steiner College

Address: 9200 Fair Oaks Blvd., Fair Oaks, CA 95628
Phone: 916-961-8727
Fax: 916-961-8731
Website: http://www.steinercollege.org
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 26
Accreditation: Association of Waldorf Schools of North America

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Waldorf School Teacher Training

Occupational Objective(s): *Teachers - Preschool*
Approximate Cost to Complete: $17,000
Average Time to Complete: 2-4 years
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Sacramento Area Brick, Tile, & Marble Layers, Local 3

Address: 7125 Governor's Circle, Sacramento, CA 95823
Phone: 916-424-0351
Fax: 916-424-5141
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Apprenticeship Program(s) Offered

Bricklaying

Occupational Objective(s): *Brickmasons*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 4 years
Self-Paced Learning? No
Program Entry Requirements: Valid CA driver’s license and vehicle

Marble

Occupational Objective(s): *Marble Masons*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 3 years
Self-Paced Learning? No
Program Entry Requirements: Valid CA driver’s license and vehicle

Terrazzo

Occupational Objective(s): *Terrazzo Workers*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 3 years
Self-Paced Learning? No
Program Entry Requirements: Valid CA driver’s license and vehicle

Tile Finishers

Occupational Objective(s): *Hard Tile Grouters/Prep Workers*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 2 years
Self-Paced Learning? No
Program Entry Requirements: Valid CA driver’s license and vehicle

Tile Layers

Occupational Objective(s): *Hard Tile Layers*

Approximate Cost to Complete:	Union dues and tools
Average Time to Complete:	3 years
Self-Paced Learning?	No
Program Entry Requirements:	Valid CA driver's license, vehicle, tile experience

Sacramento Area Drywall/Lather JATC

Address: 23217 Kidder Street, Hayward, CA 94545
Phone: 510-785-5885
Fax: 510-785-4434
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 20

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Drywall/Lathing

Occupational Objective(s): *Drywall Installers, Lathers, Metal Stud Framers*

Approximate Cost to Complete:	Union dues and tools
Average Time to Complete:	4 years
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

Sacramento Area Electrical JATC

Address: 2840 El Centro Road, Suite 112, Sacramento, CA 95833
Phone: 916-646-6688
Fax: 916-646-0170
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Electrical Apprenticeship

Occupational Objective(s): *Electricians*

Approximate Cost to Complete:	Union dues and tools
Average Time to Complete:	5 years
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

Sacramento Automotive JAC

Address: 967 Venture Court, Sacramento, CA 95825
Phone: 916-929-1040
Fax: 916-929-3794
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Apprenticeship Program(s) Offered

Auto Body Repairers Apprenticeship

Occupational Objective(s): *Auto Body Repairers*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 1-4 years
Self-Paced Learning? No
Program Entry Requirements: Valid CA driver's license

Auto Mechanics Apprenticeship

Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 1-4 years
Self-Paced Learning? No
Program Entry Requirements: Valid CA driver's license

Auto Painters Apprenticeship

Occupational Objective(s): *Auto Painters*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 1-4 years
Self-Paced Learning? No
Program Entry Requirements: Valid CA driver's license

Diesel Mechanics Apprenticeship

Occupational Objective(s): *Bus and Truck Mechanics and Diesel Engine Specialists*
Approximate Cost to Complete: Union dues and tools
Average Time to Complete: 1-4 years
Self-Paced Learning? No
Program Entry Requirements: Valid CA driver's license

Sacramento City College

Address: 3835 Freeport Blvd., Sacramento, CA 95822
Phone: 916-558-2111
Fax: 916-650-2909
Website: http://www.scc.losrios.cc.ca.us
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 85
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Accounting
Administration of Justice (various options)
Advanced Transportation Technology (various options)
Anthropology
Art
Biology
Business - General
Business - Transfer
Business: Bookkeeping and Office Management
Business: Management
Business: Marketing
Business: Office Administration
Business: Real Estate
Chemistry
Community Studies
Computer Information Science (various options)
Cosmetology
Dental Assisting
Dental Hygiene
Early Childhood Education (various options)
Electronics Technology (various options)
Engineering Design Technology (various options)
English
Ethnic Studies
Family and Consumer Science (various options)

Sacramento City College - continued

Fine Arts
General Studies
Gerontology
Graphic Communication
History
Humanities
Industrial Technology
Instructional Assisting (various options)
International Studies
Journalism
Liberal Studies
Library and Information Technology
Mathematics
Mechanical - Electrical Technology (various options)
Metals Industry Technology: Metals Fabrication
Motorcycle Maintenance Technician
Music (various options)
Nursing: Associate Degree Nursing
Nursing: Licensed Vocational Nursing
Occupational Therapy Assistant
Photography
Physical Education
Physical Therapist Assistant
Science
Social Sciences
Sociology
Speech Communication
Theater Arts
Women's Studies

Certificate Program(s) Offered

Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Administration of Justice: Correctional Services

Occupational Objective(s): *Correctional Officers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Administration of Justice: Police Services
Occupational Objective(s): *Law Enforcement Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Administration of Justice: Private Security Services Management
Occupational Objective(s): *Detectives and Investigators, Security Officers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Advanced Cisco Networking
Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Advanced Transportation Technology: Railroad Operations
Occupational Objective(s): *Railroad Related Occupations*
Approximate Cost to Complete: $11/unit + $250/supplies
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Aeronautics/Airframe
Occupational Objective(s): *Aircraft Mechanics*
Approximate Cost to Complete: $11/unit + $250/supplies
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Aeronautics: Aircraft Structure Manufacture and Repair
Occupational Objective(s): *Aircraft Manufacturing Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Aeronautics: Flight Technology
Occupational Objective(s): *Aircraft Pilots - Commercial*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sacramento City College - continued

Aeronautics: Non-Destructive Testing Technician
Occupational Objective(s): *Aeronautics Testing Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1 semester
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Biology, Field Ecology
Occupational Objective(s): *Environmental Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Bookkeeping - Junior Entry Level
Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Bookkeeping - Senior Entry Level
Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Bookkeeping and Office Management
Occupational Objective(s): *Office Managers, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science
Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: Database
Occupational Objective(s): *Computer Database Administrators*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: Information Processing Technician
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: Management Information Science
Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: Microcomputer Technician
Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: Network Administration
Occupational Objective(s): *Computer Network Administrators*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: Network Design
Occupational Objective(s): *Computer Network Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: PC Support
Occupational Objective(s): *Computer Support Specialists*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: Processing
Occupational Objective(s): *Computer Support Specialists*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sacramento City College - continued

Computer Information Science: Programming
Occupational Objective(s): *Computer Programmers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: Software Application
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Science: Word Processing
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Sciences: Web Publishing
Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Cosmetology
Occupational Objective(s): *Hairstylists*
Approximate Cost to Complete: $11/unit + $500/supplies
Average Time to Complete: 3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Dental Assisting
Occupational Objective(s): *Dental Assistants*
Approximate Cost to Complete: $11/unit + $1,200/supplies
Average Time to Complete: 2 semesters + 1 summer session
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Early Childhood Education (various options)
Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Electric Vehicle Technician
Occupational Objective(s): *Electric Vehicle Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Electronics Technology: Automated Systems Technician
Occupational Objective(s): *Electrical/Electronic Engineering Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Electronics Technology: Electronic Facilities Maintenance Technician
Occupational Objective(s): *Maintenance Repairers - General Utility*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Electronics Technology: Electronics Mechanic
Occupational Objective(s): *Electrical/Electronic Engineering Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Electronics Technology: Microcomputer Technician
Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Electronics Technology: Telecommunications Technician
Occupational Objective(s): *Telecommunications Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Engineering Design Technology (various options)
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sacramento City College - continued

Family and Consumer Science: Custom Apparel and Alterations
Occupational Objective(s): *Sewing Machine Operators*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1 semester
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Family and Consumer Science: Fashion Design and Production
Occupational Objective(s): *Designers - Fashion/Apparel*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1 semester
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Family and Consumer Science: Interior Design Sewing
Occupational Objective(s): *Sewing Machine Operators*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1 semester
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Gerontology
Occupational Objective(s): *Gerontology Related Occupations, Human Service Workers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Graphic Communication (various options)
Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Designers, Graphic Art Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Instructional Assisting
Occupational Objective(s): *Instructional Aides*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Journalism: Publications Specialist
Occupational Objective(s): *Journalists, Public Relations Specialists/Publicity Writers, Writers and Editors*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Library and Information Technology
Occupational Objective(s): *Library Technicians/Specialists*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Management
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Marketing
Occupational Objective(s): *Marketing/Advertising/Public Relations Managers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Mechanical - Electrical Technology
Occupational Objective(s): *Electrical/Electronic Engineering Technicians, Mechanical Engineering Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Mechanical - Electrical Technology: Machinery Systems Technician
Occupational Objective(s): *Machinery Maintenance Mechanics*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Mechanical - Electrical Technology: Vending and Automatic Merchandising
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Mechanical - Electrical Technology: Wastewater Treatment Plant Operation
Occupational Objective(s): *Water Treatment Plant Operators*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sacramento City College - continued

Metals Industry Technology: Metals Fabrication
Occupational Objective(s): *Assemblers and Fabricators, Metal Fabricators, Welders and Cutters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Motorcycle Maintenance Technician
Occupational Objective(s): *Motorcycle Mechanics*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Music (various options)
Occupational Objective(s): *TV/Radio Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Nursing: Licensed Vocational Nursing
Occupational Objective(s): *Licensed Vocational Nurses*
Approximate Cost to Complete: $11/unit + $600/supplies
Average Time to Complete: 3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED, complete prerequisites

Office Administration
Occupational Objective(s): *Office Managers, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Photography (various options)
Occupational Objective(s): *Photo Lab Technicians, Photographers, Photographer's Helpers*
Approximate Cost to Complete: $11/unit + $100/supplies
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Real Estate
Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Recreational Vehicle Service Technology

Occupational Objective(s): *Recreational Vehicle Maintenance Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Retail Management

Occupational Objective(s): *Sales Managers - Retail*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Small Business Management

Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Surveying Geomatics

Occupational Objective(s): *Surveying and Mapping Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sacramento County Regional Occupational Program (ROP)

Address: 10170 Missile Way, Mather, CA 95655
Phone: 916-228-2721
Fax: 916-228-2505
Website: http://www.sacrop.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 35
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Agriculture Sales, Marketing, and Animal Industries
Occupational Objective(s): *Agricultural Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Agriculture: Mechanic (Advanced)
Occupational Objective(s): *Farm Equipment Mechanics*
Approximate Cost to Complete: Call for information
Average Time to Complete: 42 weeks (1,050 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Agriculture: Sales and Service
Occupational Objective(s): *Butchers and Meatcutters*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Auto Body Painting and Repair I

Occupational Objective(s): *Auto Body Repairers, Auto Painters*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Auto Body Painting and Repair II (Advanced)

Occupational Objective(s): *Auto Body Repairers, Auto Painters*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Auto Mechanic Technician I

Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (270 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Auto Mechanic Technician II

Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (270 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Auto Mechanic Technician III

Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (270 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Bakery Academy

Occupational Objective(s): *Bakers, Bread and Pastry*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Sacramento County ROP - continued

Banking and Financial Careers

Occupational Objective(s): *Tellers*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	36 weeks (540 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Building Maintenance and Repair

Occupational Objective(s): *Janitors/Custodians, Maintenance Repairers - General Utility*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	18 weeks (270 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Call Center Training

Occupational Objective(s): *Call Center Workers, Customer Service Related Occupations*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	8 weeks (120 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Careers with Children

Occupational Objective(s): *Child Care Workers/Providers*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	36 weeks (540 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Chiropractic Assistant

Occupational Objective(s): *Chiropractic Assistants*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	36 weeks (540 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Computer Animation

Occupational Objective(s): *Animators - Computer*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	18 weeks (270 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Computer Animation - Advanced
Occupational Objective(s): *Animators - Computer*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computer Assisted Design/Drafting
Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18-36 weeks (270-540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computer Graphics
Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computer Programming via Internet (Introduction)
Occupational Objective(s): *Computer Programmer Aides*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computer Technician - Service and Repair
Occupational Objective(s): *Computer Service Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computer/Business Technologies
Occupational Objective(s): *Business Related Occupations, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Sacramento County ROP - continued

Construction Technology
Occupational Objective(s): *Construction Related Occupations, Helpers, Construction*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (270 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Dental Careers: Back Office
Occupational Objective(s): *Dental Assistants*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Electronics Technology
Occupational Objective(s): *Electrical and Electronic Assemblers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Emergency Medical Technician I
Occupational Objective(s): *Emergency Medical Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (180 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Employability Skills - Business
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Employability Skills - Vital Link
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: Call for information
Average Time to Complete: 8 weeks (90 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Fire Control Technician

Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Floral Design and Merchandising

Occupational Objective(s): *Floral Designers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (180 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Food Service and Hospitality Occupations

Occupational Objective(s): *Food Service Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Heating, Ventilation and Air Conditioning I and II

Occupational Objective(s): *HVAC Mechanics/Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (270 hours per program)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Heavy Duty Truck Driver Training

Occupational Objective(s): *Bus Drivers, Truck Drivers - Heavy/Tractor-Trailer*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (720 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Hospital and Community Health Services

Occupational Objective(s): *Medical Assistants*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Sacramento County ROP - continued

Information Systems Management: Cisco Networking I - V

Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	90 weeks (1,020 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Information Systems Management: Oracle I, II, and III (Java)

Occupational Objective(s): *Computer Database Administrators*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	36 weeks (180 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Law Enforcement: Legal Careers I and II

Occupational Objective(s): *Correctional Officers, Security Officers*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	36 weeks (540 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Machinist

Occupational Objective(s): *Machinists*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	36 weeks (540 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Manufacturing Technology: Metals

Occupational Objective(s): *Assemblers and Fabricators, Welders and Cutters*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	36 weeks (540 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Medical Assistant

Occupational Objective(s): *Medical Assistants, Receptionists*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	36 weeks (540 hours)
Self-Paced Learning?	No
Program Entry Requirements:	High school students (16 or older), or adults (if openings exist)

Medical Terminology

Occupational Objective(s): *Medical Secretaries*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (90 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Motorcycle and Recreational Vehicle Repair

Occupational Objective(s): *Motorcycle Mechanics, Recreational Vehicle Maintenance Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Nursery and Floriculture Careers

Occupational Objective(s): *Floral Designers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (180 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Nursery, Landscaping and Grounds Maintenance

Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Nursing Assistant/Home Health Aide

Occupational Objective(s): *Home Health Aides, Nurse Aides*
Approximate Cost to Complete: Call for information
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Pharmacy Clerk

Occupational Objective(s): *Pharmacy Clerks*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Sacramento County ROP - continued

Photography: Digital Imaging
Occupational Objective(s): *Photo Lab Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Radio Production
Occupational Objective(s): *TV/Radio Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (270 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Retail Sales and Merchandising
Occupational Objective(s): *Salespersons - Retail*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Small Business Ownership and Management/Entrepreneurship
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 15 weeks (180 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Sports Therapy and Fitness Technician
Occupational Objective(s): *Instructors/Coaches - Sports/Physical Training, Physical Therapy Aides*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Stagecraft Production
Occupational Objective(s): *Theater Arts Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Stagecraft Technology

Occupational Objective(s): *Theater Arts Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Television Occupations

Occupational Objective(s): *TV/Video Production Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Travel and Tourism Careers

Occupational Objective(s): *Travel Agents*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Visual Communications and Graphics Portfolio

Occupational Objective(s): *Graphic Art Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Warehouse Worker/Forklift Certification

Occupational Objective(s): *Forklift/Industrial Truck Operators*
Approximate Cost to Complete: Call for information
Average Time to Complete: 3 weeks (90 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Woodworking Careers

Occupational Objective(s): *Cabinetmakers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 36 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Sacramento Executive Helicopters

Address: 6107 Freeport Blvd., Sacramento, CA 95822
Phone: 916-424-9691
Fax: 916-424-0304
Website: http://www.rotaryflight.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 15
Accreditation: Federal Aviation Administration (FAA)

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Helicopter Training Course (commercial)

Occupational Objective(s): *Aircraft Pilots - Commercial, Flight Instructors, Teachers/Instructors - Vocational Education/Training*
Approximate Cost to Complete: $43,000-$46,000
Average Time to Complete: 8 months (200 hours flight time)
Self-Paced Learning? Yes
Program Entry Requirements: 17 years or older

Sacramento Glaziers JATC

Address: 2840 El Centro Road, Suite 101, Sacramento, CA 95833
Phone: 916-568-7931
Fax: 916-568-7934
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 25

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Glaziers Apprenticeship

Occupational Objective(s): *Glaziers*

Approximate Cost to Complete:	Union dues and tools
Average Time to Complete:	5 years (8,000 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old or high school graduate/GED

Sacramento Mediation Center

Address: 2131 Capitol Avenue, Suite 205, Sacramento, CA 95816
Phone: 916-441-7979
Fax: 916-441-3645
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 15

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Basic Mediation Skills Training

Occupational Objective(s): *Mediators and Negotiators*
Approximate Cost to Complete: $475
Average Time to Complete: 28 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Integrative Mediation Skills Training

Occupational Objective(s): *Mediators and Negotiators*
Approximate Cost to Complete: $595
Average Time to Complete: 28 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Sacramento Valley Sheet Metal JAC

Address: 1624 Silica Avenue, Sacramento, CA 95815
Phone: 916-922-6400 Fax: 916-922-3574
Website: http://www.sheetmetaltraining.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 47

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Air Balance and Testing Technician

Occupational Objective(s): *HVAC Mechanics/Installers*
Approximate Cost to Complete: $100
Average Time to Complete: 5 years (1,200 class hours + 8,000 work hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pass assessment exam

Residential Sheet Metal Worker/Service Technician

Occupational Objective(s): *HVAC Mechanics/Installers, Sheet Metal Workers*
Approximate Cost to Complete: $100
Average Time to Complete: 2 years (400 class hours + 2,000 work hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pass assessment exam

Service Technician

Occupational Objective(s): *Sheet Metal Workers*
Approximate Cost to Complete: $100
Average Time to Complete: 5 years (1,200 class hours + 8,000 work hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pass assessment exam

Sheet Metal

Occupational Objective(s): *Sheet Metal Workers*
Approximate Cost to Complete: $100
Average Time to Complete: 5 years (1,200 class hours + 8,000 work hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, pass assessment exam

Sacramento Works/SETA

Address: 1215 Del Paso Blvd., Sacramento, CA 95815
Phone: 916-263-7891
Fax: 916-263-4196
Website: http://www.seta.net
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 24

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Licensed Vocational Nurse

Occupational Objective(s): *Licensed Vocational Nurses*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1-2 years
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED, complete prerequisites

Registered Nurse

Occupational Objective(s): *Registered Nurses*
Approximate Cost to Complete: Call for information
Average Time to Complete: 3-4 years
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED, complete prerequisites

SFS Educators (Sierra Family Services, Inc.)

Address: 1240 High Street, Suite 14, Auburn, CA 95603
Phone: 530-885-4632
Fax: 530-885-4669
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 21

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Office Skills and Computer Training

Occupational Objective(s): *Secretarial/Administrative Support Occupations*

Approximate Cost to Complete:	$4,359
Average Time to Complete:	9 weeks (306 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years old and high school graduate/GED

Sierra College

Address: 5000 Rocklin Road, Rocklin, CA 95677
Phone: 916-781-0430
Fax: 916-781-0403
Website: http://www.sierra.cc.ca.us
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 88
Accreditation: Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Accounting
Administration of Justice
Agriculture, General
Agriculture, Suburban
Animal Husbandry
Apparel Design and Production
Applied Art and Design
Art
Automotive Analysis
Biological Sciences
Business Administration
Business, General
Chemistry
Childhood Development
Communication Studies
Computer Information Systems
Computer Integrated Electronics
Computer Science
Construction Technology
Design Drafting
Design Drafting, Computer-Aided Drafting Specialist
Engineering
Environmental Horticulture

Equine Studies
Fashion Merchandising
Fire Technology
Forestry
General Studies
Geology
Humanities
Liberal Arts
Management
Marketing
Metals and Manufacturing Technology
Music
Natural Science
Nursing, Registered
Nursing, Vocational
Office Technology
Photography
Physics
Real Estate
Social Science

Certificate Program(s) Offered

Agriculture, General

Occupational Objective(s): *Agricultural Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Agriculture, Suburban

Occupational Objective(s): *Agricultural Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Animal Husbandry

Occupational Objective(s): *Veterinary/Animal Health Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Apparel Design and Production

Occupational Objective(s): *Designers - Fashion/Apparel*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sierra College - continued

Applied Art and Design - Graphic Design
Occupational Objective(s): *Graphic Art Designers, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Applied Art and Design - Illustration
Occupational Objective(s): *Graphic Art Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Applied Art and Design - Multimedia
Occupational Objective(s): *Multimedia Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Automotive Technology
Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Child Development Teacher
Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Systems
Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Integrated Electronics
Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Science
Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Construction Technology
Occupational Objective(s): *Cabinetmakers, Carpenters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Design Drafting
Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Environmental Horticulture
Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Equine Studies
Occupational Objective(s): *Veterinary/Animal Health Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Fashion Merchandising
Occupational Objective(s): *Salespersons - Retail*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Fire Technology
Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sierra College - continued

Management
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Marketing
Occupational Objective(s): *Marketing/Advertising/Public Relations Managers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Metals and Manufacturing Technology
Occupational Objective(s): *Assemblers and Fabricators, Welders and Cutters*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Nursing, Vocational
Occupational Objective(s): *Licensed Vocational Nurses*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Office Technology
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Photography
Occupational Objective(s): *Photographers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Real Estate
Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Sierra College - Nevada County Campus

Address: 250 Sierra College Drive, Grass Valley, CA 95945
Phone: 530-274-5300
Fax: 530-274-5324
Website: http://www.sierracollege.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 60+
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Applied Art & Design: Graphic Design
Applied Art & Design: Illustration
Applied Art & Design: Multimedia
Art
Business - General
Childhood Development
Communication Studies - Graphic Design Concentration
Communication Studies - Oral Concentration
Computer Applications
Computer Information Systems
Humanities
Liberal Arts
Natural Science
Office Technology - Administrative Support
Social Science

Certificate Program(s) Offered

Applied Art and Design: Graphic Design

Occupational Objective(s): *Graphic Art Designers*

Approximate Cost to Complete:	$11/unit
Average Time to Complete:	Call for information
Self-Paced Learning?	No
Program Entry Requirements:	18 years old or high school graduate/GED

Sierra College – Nevada County Campus - continued

Applied Art and Design: Illustration
Occupational Objective(s): *Graphic Art Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Applied Art and Design: Multimedia
Occupational Objective(s): *Multimedia Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Child Development Teacher
Occupational Objective(s): *Teachers - Preschool*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Applications
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Computer Information Systems
Occupational Objective(s): *Information Systems/Technology Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Office Technology - Administrative Support
Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: Call for information
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Snap-On Technical Training Systems

Address: 1435 North Market Blvd., Suite 5, Sacramento, CA 95834
Phone: 800-876-0883
Fax: 916-928-1662
Website: http://www.autotrainingschools.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 8
Accreditation: California Bureau of Automotive Repair

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Automotive Performance and Emissions Technology (A.P.E.T.)

Occupational Objective(s): *Automotive Mechanics, Smog Technicians*

Approximate Cost to Complete:	$6,200
Average Time to Complete:	17 weeks (520 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older, read & understand English, pass assessment exam

Software Advanced Technologies Institute (SATI)

Address: 6916 Sunrise Blvd., Suite I, Citrus Heights, CA 95610
Phone: 916-721-7777
Fax: 916-721-7779
Website: http://www.saticareers.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 2
Accreditation: Council on Occupational Education

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Internet Engineering

Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $9,490
Average Time to Complete: 30 weeks (824 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Introduction to the Internet/Java Programming

Occupational Objective(s): *Computer Support Specialists, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $1,800
Average Time to Complete: 12 weeks (55 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Software Quality Assurance Engineering

Occupational Objective(s): *Computer Systems Analysts*
Approximate Cost to Complete: $8,930
Average Time to Complete: 30 weeks (862 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Software Quality Assurance Technician

Occupational Objective(s): *Computer Support Specialists, Electronics Testers*
Approximate Cost to Complete: $5,990
Average Time to Complete: 18-24 weeks (240 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Spirit Winds School of Thai Massage & International Healing Center

Address: 11186 White Oak Way, Nevada City, CA 95959
Phone: 530-265-4678
Fax: 530-265-0782
Website: http://www.spiritwinds.net
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 5
Accreditation: International Thai Therapists Association

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Traditional Thai Massage

Occupational Objective(s): *Massage Therapists*

Approximate Cost to Complete:	$875
Average Time to Complete:	3 weeks (85 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

Stationary Engineers, Local 39

Address: 1513 Sports Drive, Suite 150, Sacramento, CA 95834
Phone: 916-928-0200
Fax: 916-928-0210
Website: http://www.local39.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 50

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Apprenticeship Program(s) Offered

Stationary Engineers Apprenticeship

Occupational Objective(s): *Stationary Engineers, Water Treatment Plant Operators*

Approximate Cost to Complete:	Union dues
Average Time to Complete:	4 years (670+ class hours + 8,000 work hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years old and high school graduate/GED, valid ID, pass entrance exam

TechSkills

Address: 1510 Arden Way, Suite 102, Sacramento, CA 95815
Phone: 916-649-9600
Fax: 916-649-9700
Website: http://www.techskills.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 9

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

A+ Certification
Occupational Objective(s): *Computer Service Technicians, Computer Support Specialists*
Approximate Cost to Complete: $1,595
Average Time to Complete: 2 months (60 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Cisco Certified Network Professional (CCNP)
Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $5,495
Average Time to Complete: 9 months (374 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Microsoft Certified Database Administrator (MCDBA)
Occupational Objective(s): *Computer Database Administrators*
Approximate Cost to Complete: $5,495
Average Time to Complete: 9 months (430 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Microsoft Certified Systems Engineer (MCSE)
Occupational Objective(s): *Computer Network Administrators, Computer Network Engineers*
Approximate Cost to Complete: $5,995
Average Time to Complete: 9 months (430 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Tech Skills - continued

Network+

Occupational Objective(s): *Computer Network Technicians, Computer Support Specialists*
Approximate Cost to Complete: $1,595
Average Time to Complete: 2 months (60 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Oracle Certified Database Administrator

Occupational Objective(s): *Computer Database Administrators*
Approximate Cost to Complete: $5,995
Average Time to Complete: 9 months (430 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

PC and Networking Technologies

Occupational Objective(s): *Computer Network Engineers, Computer Support Specialists*
Approximate Cost to Complete: $5,495
Average Time to Complete: 1 year (550 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Trinity Life Bible College

Address: 5225 Hillsdale Blvd., Sacramento, CA 95842
Phone: 916-348-4689
Fax: 916-334-2315
Website: http://www.tlbc.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 28
Accreditation: Transitional Association of Christian Colleges and Schools

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	Yes	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Biblical Studies (Associate)
Christian Studies (Associate)
Ministerial Studies (Bachelor)
Music Ministry (Associate)
Music Ministry (Bachelor)

Certificate Program(s) Offered

Biblical Counseling - Advanced

Occupational Objective(s): *Pastoral Counselors*
Approximate Cost to Complete: $7,908
Average Time to Complete: 3 years (768 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Biblical Studies

Occupational Objective(s): *Associate Pastors*
Approximate Cost to Complete: $6,575
Average Time to Complete: 2 years (720 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Trinity Life Bible College - continued

Christian Education

Occupational Objective(s): *Ministers of Christian Education*
Approximate Cost to Complete: $1,868
Average Time to Complete: 2 years (168 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Ministerial Arts

Occupational Objective(s): *Ministers and Pastors*
Approximate Cost to Complete: $13,070
Average Time to Complete: 2 years (1,440 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Music Ministry

Occupational Objective(s): *Ministers and Pastors - Music*
Approximate Cost to Complete: $19,949
Average Time to Complete: 3 years (2,184 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Youth Ministry

Occupational Objective(s): *Ministers and Pastors - Youth*
Approximate Cost to Complete: $1,868
Average Time to Complete: 2 years (1,468 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Truck Driving Academy

Address: 5711 Florin Perkins Road, Sacramento, CA 95828
Phone: 916-381-2285
Fax: 916-381-4359
Website: http://www.tdatraining.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 18
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Bus Driver Training

Occupational Objective(s): *Bus Drivers*
Approximate Cost to Complete: $2,850
Average Time to Complete: 1 week (40 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, good driving record, pass physical & drug test

Over the Road Driver Training

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer*
Approximate Cost to Complete: $3,995
Average Time to Complete: 4 weeks (160 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, good driving record, pass physical & drug test

Straight Truck Training

Occupational Objective(s): *Truck Drivers - Light and Delivery*
Approximate Cost to Complete: $2,650
Average Time to Complete: 1 week (40 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, good driving record, pass physical & drug test

Truck Driving Academy - continued

Truck Driver Training

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer*

Approximate Cost to Complete:	$4,990
Average Time to Complete:	8 weeks (320 hours)
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older, good driving record, pass physical & drug test

Truckee Tahoe Training

Address: 10015 Palisades Drive, Suite 3, Truckee, CA 96161
Phone: 530-582-0361
Fax: 530-587-3827
Website: http://www.tttschoolgo.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 5

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Computer Systems - Hardware & Software Setup

Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 3-4 weeks (21 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Introduction to Internet/Graphics

Occupational Objective(s): *Computer Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 2-3 weeks (16 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Office Preparation

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 3-4 weeks (32 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Spreadsheet and Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: Call for information
Average Time to Complete: 3-4 weeks (57 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years old and high school graduate/GED

Truckee Tahoe Training - continued

Word Processing and Keyboarding

Occupational Objective(s): *Secretarial/Administrative Support Occupations*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	3-4 weeks (63 hours)
Self-Paced Learning?	Yes
Program Entry Requirements:	18 years old and high school graduate/GED

UC Davis Extension, University of California

Address: Sutter Square Galleria, 2901 K Street, Sacramento, CA 95816
Phone: 800-752-0881
Fax: 530-757-8558
Website: http://www.universityextension.ucdavis.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 42

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Business Administration (Certificate Program)
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $3,120
Average Time to Complete: 12-18 months (105 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Construction Management (Certificate Program)
Occupational Objective(s): *Construction Managers*
Approximate Cost to Complete: $3,321
Average Time to Complete: 18-24 months (220 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Database Design and Development (Certificate Program)
Occupational Objective(s): *Computer Database Administrators, Computer Programmers*
Approximate Cost to Complete: $5,000
Average Time to Complete: 18-24 months (180 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Fire Protection (Certificate Program)
Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: $3,960
Average Time to Complete: 18-24 months (180 hours)
Self-Paced Learning? No
Program Entry Requirements: Call for information

UC Davis Extension, University of California - continued

Health and Safety Trainer (Specialized Studies Program)
Occupational Objective(s): *Health and Safety Trainers*
Approximate Cost to Complete: $2,300
Average Time to Complete: 12-18 months (130 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Human Resource Development and Management (Certificate Program)
Occupational Objective(s): *Personnel/Human Resources Managers*
Approximate Cost to Complete: $4,300
Average Time to Complete: 18-24 months (220 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Information Security (Certificate Program)
Occupational Objective(s): *Information Systems/Technology Occupations, Security Officers - Computers/IT*
Approximate Cost to Complete: $8,000
Average Time to Complete: 18-24 months (200 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Information Systems Analysis (Certificate Program)
Occupational Objective(s): *Information Systems/Technology Occupations*
Approximate Cost to Complete: $4,500
Average Time to Complete: 18-24 months (180 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Labor - Management Relations (Certificate Program)
Occupational Objective(s): *Personnel/Human Resources Managers*
Approximate Cost to Complete: $3,850
Average Time to Complete: 18-24 months (210 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Land Use and Environmental Planning (Certificate Program)
Occupational Objective(s): *Natural Resources Managers*
Approximate Cost to Complete: $4,500
Average Time to Complete: 18-24 months (250 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Marketing (Specialized Studies Program)
Occupational Objective(s): *Business Related Occupations, Marketing/Advertising/Public Relations Managers*
Approximate Cost to Complete: $2,615
Average Time to Complete: 12-18 months (90 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Network Administration and Management (Certificate Program)
Occupational Objective(s): *Computer Network Administrators*
Approximate Cost to Complete: $5,000
Average Time to Complete: 18-24 months (280 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Object Oriented Programming and Analysis (Certificate Program)
Occupational Objective(s): *Computer Programmers, Computer Systems Analysts*
Approximate Cost to Complete: $5,000
Average Time to Complete: 18-24 months (160 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Personal Financial Planning (Certificate Program)
Occupational Objective(s): *Financial Planners*
Approximate Cost to Complete: $4,500
Average Time to Complete: 18-24 months (235 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Professional Brewer (Certificate Program)
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $7,500
Average Time to Complete: 8 weeks
Self-Paced Learning? No
Program Entry Requirements: Call for information

Project Management (Certificate Program)
Occupational Objective(s): *Project Managers*
Approximate Cost to Complete: $4,505
Average Time to Complete: 18-24 months (220 hours)
Self-Paced Learning? Yes
Program Entry Requirements: None

Public Relations (Specialized Studies Program)
Occupational Objective(s): *Marketing/Advertising/Public Relations Managers*
Approximate Cost to Complete: $2,990
Average Time to Complete: 12-18 months (94 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Teaching English to Speakers of Other Languages (Specialized Studies Program)
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $2,195
Average Time to Complete: 12-24 months (180 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

UC Davis Extension, University of California - continued

Teaching K-12 Reading (Certificate Program)
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $2,790
Average Time to Complete: 18-24 months (180 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Transportation Management (Certificate Program)
Occupational Objective(s): *Transportation Managers*
Approximate Cost to Complete: $3,500
Average Time to Complete: 12-18 months (180 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Web Database Application Development (Certificate Program)
Occupational Objective(s): *Computer Database Administrators, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $6,000
Average Time to Complete: 18-24 months (190 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Web Page Design (Specialized Studies Program)
Occupational Objective(s): *Graphic Art Technicians, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $3,500
Average Time to Complete: 18-24 months (120 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Web Server Architecture and Protocols (Specialized Studies Program)
Occupational Objective(s): *Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $3,500
Average Time to Complete: 12-18 months (125 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Web Site Design (Certificate Program)
Occupational Objective(s): *Graphic Art Designers, Internet Web Site Designers/Developers (Webmasters)*
Approximate Cost to Complete: $6,800
Average Time to Complete: 18-24 months (215 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Worker's Compensation (Certificate Program)
Occupational Objective(s): *Call for information*
Approximate Cost to Complete: $3,300
Average Time to Complete: 18-24 months (185 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Workplace Health and Safety (Certificate Program)

Occupational Objective(s): *Health and Safety Specialists*
Approximate Cost to Complete: $3,980
Average Time to Complete: 5 weeks (180 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Workplace Health and Safety (Certificate Program)

Occupational Objective(s): *Health and Safety Specialists*
Approximate Cost to Complete: $4,800
Average Time to Complete: 18-24 months (210 hours)
Self-Paced Learning? Yes
Program Entry Requirements: Call for information

Union Institute & University

Address: 3604 Fair Oaks Blvd., Suite 250, Sacramento, CA 95864
Phone: 916-485-3276
Fax: 916-485-0397
Website: http://www.tui.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 38
Accreditation: North Central Association of Colleges and Schools

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Business and Management (Undergraduate)
Communications (Undergraduate)
Criminal Justice (Undergraduate)
Education (Undergraduate)
Health Care Administration (Undergraduate)
Human Resource Development (Undergraduate)
Liberal Arts (Undergraduate)
Psychology and Counseling (Undergraduate)
Social Sciences

United Food & Commercial Workers (UFCW) Apprenticeship

Address: 2200 Professional Drive, Suite 190, Roseville, CA 95661
Phone: 916-786-0588
Fax: 916-786-0958
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 30
Accreditation: California Department of Apprenticeship Standards

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Apprenticeship Program(s) Offered

Meatcutters Apprenticeship

Occupational Objective(s): *Butchers and Meatcutters*
Approximate Cost to Complete: $100
Average Time to Complete: 2-2½ years (3,200 hours)
Self-Paced Learning? No
Program Entry Requirements: Call for information

Universal School of Master Locksmithing

Address: 3201 Fulton Avenue, Sacramento, CA 95821
Phone: 916-482-4216
Fax: 916-485-9385
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 20

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Locksmith Correspondence and Shop Training

Occupational Objective(s): *Locksmiths and Safe Repairers*
Approximate Cost to Complete: $999-$2,797
Average Time to Complete: 2-4 months
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Universal Security Academy

Address: 2382 Fruitridge Road, Sacramento, CA 95822
Phone: 916-393-7878
Fax: 916-393-7886
Website: http://www.onlinesecurity.org
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 2

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Private Investigator Course

Occupational Objective(s): *Private Investigators and Loss Prevention Agents, Process Servers, Security Officers*
Approximate Cost to Complete: $4,941
Average Time to Complete: 6 weeks (236 hours)
Self-Paced Learning? No
Program Entry Requirements: Call for information

Security Officer (Advanced Course)

Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $5,380
Average Time to Complete: 8 weeks (320 hours)
Self-Paced Learning? No
Program Entry Requirements: Call for information

Security Officer (Basic Course)

Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $1,056
Average Time to Complete: 1 week (40 hours)
Self-Paced Learning? No
Program Entry Requirements: Call for information

Security Officer (Intermediate Course)

Occupational Objective(s): *Security Officers*
Approximate Cost to Complete: $2,301
Average Time to Complete: 2 weeks (80 hours)
Self-Paced Learning? No
Program Entry Requirements: Call for information

University of California, Davis

Address: One Shields Avenue, Davis, CA 95616
Phone: 530-752-9300
Fax: 530-752-6222
Website: http://www.ucdavis.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 92

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Administration (Graduate)
Aeronautical Science and Engineering (Undergraduate)
African-American and African Studies (Undergraduate)
Agricultural and Environmental Chemistry (Graduate)
Agricultural and Managerial Economics (Undergraduate)
Agricultural and Resource Economics (Graduate)
Agricultural Systems and Environment (Undergraduate)
American Studies (Undergraduate)
Animal Behavior (Graduate)
Animal Science and Management (Undergraduate and Graduate)
Anthropology (Undergraduate and Graduate)
Applied Mathematics (Graduate)
Applied Physics (Undergraduate)
Applied Science (Graduate)
Art History (Undergraduate and Graduate)
Art Studio (Undergraduate and Graduate)
Atmospheric Science (Undergraduate and Graduate)
Avian Sciences (Undergraduate and Graduate)
Biochemistry (Undergraduate)
Biochemistry and Molecular Biology (Graduate)
Biological Sciences (Undergraduate and Graduate)
Biological Systems Engineering (Undergraduate)
Biomedical Engineering (Graduate)
Biophysics (Graduate)
Biostatistics (Graduate)
Biotechnology (Undergraduate)

Cell and Developmental Biology (Graduate)
Chemical Engineering (Undergraduate)
Chemical/Biochemical Engineering (Undergraduate)
Chemical/Materials Science and Engineering (Undergraduate and Graduate)
Chemistry (Undergraduate and Graduate)
Chicana/Chicano (Mexican-American) Studies (Undergraduate)
Child Development (Graduate)
Chinese (Undergraduate)
Civil and Environmental Engineering (Graduate)
Civil Engineering (Undergraduate)
Civil Engineering/Materials Science and Engineering (Undergraduate)
Classical Civilization (Undergraduate)
Community Development (Graduate)
Community Nutrition (Undergraduate)
Comparative Literature (Undergraduate and Graduate)
Comparative Pathology (Graduate)
Computer Engineering (Undergraduate)
Computer Science (Undergraduate and Graduate)
Computer Science and Engineering (Undergraduate)
Crop Science and Management (Undergraduate)
Cultural Studies (Graduate)
Design (Undergraduate)
Dietetics (Undergraduate)
Dramatic Art (Undergraduate and Graduate)
East Asian Studies (Undergraduate)
Ecology (Graduate)
Economics (Undergraduate and Graduate)
Education (Graduate)
Electrical and Computer Engineering (Graduate)
Electrical Engineering (Undergraduate)
Electrical Engineering/Materials Science and Engineering (Undergraduate)
Engineering (Graduate)
Engineering: Applied Sciences (Graduate)
Engineering: Biological and Agricultural (Graduate)
Engineering: Biomedical (Graduate)
Engineering: Chemical and Material Science (Graduate)
Engineering: Civil and Environmental (Graduate)
Engineering: Electrical and Computer (Graduate)
Engineering: Mechanical and Aeronautical (Graduate)
English (Undergraduate and Graduate)
Entomology (Undergraduate and Graduate)
Environmental and Resource Sciences (Undergraduate)
Environmental Biology and Management (Undergraduate)
Environmental Horticulture and Urban Forestry (Undergraduate)
Environmental Policy Analysis and Planning (Undergraduate)
Environmental Toxicology (Undergraduate)
Epidemiology (Graduate)
Evolution and Ecology/Zoology (Undergraduate and Graduate)

University of California, Davis - continued

Exercise Science (Undergraduate and Graduate)
Fermentation Science (Undergraduate)
Fiber and Polymer Science (Undergraduate)
Food Biochemistry (Undergraduate)
Food Engineering (Undergraduate)
Food Science (Graduate)
French (Undergraduate and Graduate)
Genetics (Undergraduate and Graduate)
Geography (Graduate)
Geology (Undergraduate and Graduate)
German (Undergraduate and Graduate)
History (Undergraduate and Graduate)
Horticulture and Agronomy (Graduate)
Human Development (Undergraduate and Graduate)
Humanities (Undergraduate)
Hydrologic Science (Undergraduate and Graduate)
Immunology (Graduate)
International Agricultural Development (Undergraduate and Graduate)
International Commercial Law (Graduate)
International Relations (Undergraduate)
Italian (Undergraduate)
Japanese (Undergraduate)
Landscape Architecture (Undergraduate)
Law (Graduate)
Life Sciences (Undergraduate)
Linguistics (Undergraduate and Graduate)
Management (Graduate)
Materials Science and Engineering (Undergraduate)
Mathematics (Undergraduate and Graduate)
Mechanical Engineering (Undergraduate)
Mechanical Engineering/Materials Science and Engineering (Undergraduate)
Medical Informatics (Graduate)
Medicine (Graduate)
Medieval Studies (Undergraduate)
Microbiology (Undergraduate and Graduate)
Molecular, Cellular, and Integrative Physiology (Graduate)
Music (Undergraduate and Graduate)
Native American Studies (Undergraduate and Graduate)
Nature and Culture (Undergraduate)
Neuroscience (Graduate)
Nutrition (Graduate)
Nutrition Science (Undergraduate)
Pharmacology and Toxicology (Graduate)
Philosophy (Undergraduate and Graduate)
Physical Science (Undergraduate)
Physics (Undergraduate and Graduate)

Physiology (Undergraduate)
Plant Biology (Graduate)
Plant Biology/Botany (Undergraduate)
Plant Pathology (Graduate)
Plant Protection and Pest Management (Graduate)
Political Science (Undergraduate and Graduate)
Political Science: Public Service (Undergraduate)
Population Biology (Graduate)
Preventive Veterinary Medicine (Graduate)
Psychology (Undergraduate and Graduate)
Range and Wildlands Science (Undergraduate)
Religious Studies (Undergraduate)
Rhetoric and Communication (Undergraduate)
Russian (Undergraduate)
Social Science (Undergraduate)
Sociology (Undergraduate and Graduate)
Sociology/Organizational Studies (Undergraduate)
Soil and Water Science (Undergraduate)
Soil Science (Graduate)
Spanish (Undergraduate and Graduate)
Statistics (Undergraduate and Graduate)
Teaching Credential Programs
Textile Arts and Costume Design (Graduate)
Textiles (Graduate)
Textiles and Clothing (Undergraduate)
Transportation Technology and Policy (Graduate)
Veterinary Medicine (Graduate)
Viticulture and Enology (Undergraduate and Graduate)
Wildlife, Fish, and Conservation Biology (Undergraduate)
Women's Studies (Undergraduate)

University of Phoenix - Sacramento Campus

Address: 2890 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833
Phone: 916-923-2107
Fax: 916-648-9110
Website: http://www.phoenix.edu
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 25+
Accreditation: North Central Association of Colleges and Schools

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Business Accounting (Undergraduate)
Business Administration (Undergraduate and Graduate)
Business Management (Undergraduate)
Business: e-Business (Undergraduate)
Counseling (Graduate)
Criminal Justice (Undergraduate)
Education (Graduate)
Healthcare Services (Undergraduate)
Human Services (Undergraduate)
Information Systems (Graduate)
Information Technology (Undergraduate)
Nursing (Undergraduate and Graduate)
Organizational Management (Graduate)
Teacher Credentialing (Graduate)

Certificate Program(s) Offered

A+ Certification

Occupational Objective(s): *Computer Service Technicians, Computer Support Specialists*
Approximate Cost to Complete: $1,500
Average Time to Complete: 5 weeks (40 hours)
Self-Paced Learning? No
Program Entry Requirements: 23 years or older, computer knowledge

Network and Networking Technology Essentials

Occupational Objective(s): *Computer Network Technicians*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	Call for information
Self-Paced Learning?	No
Program Entry Requirements:	Call for information

University of San Francisco

Address: 1485 Response Road, Suite 226, Sacramento, CA 95815
Phone: 916-920-0157
Fax: 916-920-1349
Website: http://www.usfca.edu/regions
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 31
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Applied Economics (Undergraduate)
Counseling Psychology (Graduate)
Health Services Administration (Graduate)
Human Resources and Organization Development (Graduate)
Information Systems (Undergraduate and Graduate)
Law Enforcement Leadership (Undergraduate)
Non-Profit Administration (Graduate)
Organizational Behavior (Undergraduate)
Public Administration (Graduate)
Public Administration (Undergraduate)

University of Southern California, Sacramento Center

Address: 1800 I Street, Sacramento, CA 95814
Phone: 916-442-6911
Fax: 916-444-7712
Website: http://www.usc.edu/sacto
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 31
Accreditation: Accrediting Commission on Education for Health Services Administration, National Association of Schools of Public Affairs and Administration, Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Health Administration (Graduate)
Planning and Development Studies (Graduate)
Public Administration (Graduate)

Certificate Program(s) Offered

Political Management

Occupational Objective(s): *Legislative Chief of Staff, Lobbyists, Policy Analysts*
Approximate Cost to Complete: $10,700 + books
Average Time to Complete: 12 months (168 hours)
Self-Paced Learning? No
Program Entry Requirements: Bachelor degree or experience and recommendation

University of the Pacific/McGeorge School of Law

Address: 3200 5th Avenue, Sacramento, CA 95817
Phone: 916-739-7105
Fax: 916-739-7134
Website: http://www.mcgeorge.edu
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 77
Accreditation: California Committee of Bar Examiners, American Bar Association, American Association of Law Schools

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Juris Doctorate Program
Transnational Business Practice (LL.M.)

USA Schools

Address: 1350 Meredith Way, Carmichael, CA 95608
Phone: 800-987-7402
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 15
Accreditation: California Department of Real Estate

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	No	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Real Estate Principals

Occupational Objective(s): *Real Estate Agents, Real Estate Brokers*
Approximate Cost to Complete: $130
Average Time to Complete: 2-3 weeks (45 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Valley Roofers & Waterproofers JATC

Address: 2840 El Centro Road, Room 117, Sacramento, CA 95833
Phone: 916-646-6754
Fax: 916-924-8675
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Roofers Apprenticeship

Occupational Objective(s): *Roofers*

Approximate Cost to Complete:	Union dues and tools
Average Time to Complete:	3 years
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

Vocational Evaluation Services

Address: 9719 Lincoln Village Drive, Suite 201, Sacramento, CA 95827
Phone: 916-364-8488
Fax: 916-364-8486
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No
Years in Operation: 7

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Bookkeeping/Accounting
Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $6,025
Average Time to Complete: 15-22 weeks (440 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 17 years or older

Computer Applications
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $5,425
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 17 years or older

Front Office/Medical
Occupational Objective(s): *Medical Secretaries*
Approximate Cost to Complete: $6,025
Average Time to Complete: 15-22 weeks (440 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 17 years or older

General Office/Receptionist
Occupational Objective(s): *Receptionists*
Approximate Cost to Complete: $3,425
Average Time to Complete: 8-12 weeks (240 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 17 years or older

Vocational Evaluation Services - continued

Medical Billing

Occupational Objective(s): *Billing Clerks - Medical*
Approximate Cost to Complete: $5,525
Average Time to Complete: 15-22 weeks (440 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 17 years or older

Non-Emergency Dispatching

Occupational Objective(s): *Dispatchers*
Approximate Cost to Complete: $5,425
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 17 years or older

Transcriptionist

Occupational Objective(s): *Medical Transcriptionists*
Approximate Cost to Complete: $5,525
Average Time to Complete: 14-20 weeks (400 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 17 years or older

WECA Electrical Apprenticeship Program

Address: 9719 Lincoln Village Drive, Suite 303, Sacramento, CA 95827
Phone: 916-453-0112
Fax: 916-452-7011
Website: http://www.weca-iec.org
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 12

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	No	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Apprenticeship Program(s) Offered

Electrical Apprenticeship

Occupational Objective(s): *Electricians*
Approximate Cost to Complete: $2,500 (books and tools)
Average Time to Complete: 5 years (720 class hours + 8,000 work hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Residential Wireman

Occupational Objective(s): *Electricians*
Approximate Cost to Complete: $1,800 (books and tools)
Average Time to Complete: 3 years (432 class hours + 4,800 work hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Western Career College

Address: 8909 Folsom Blvd., Sacramento, CA 95826
Phone: 916-361-1660
Fax: 916-361-6666
Website: http://www.westerncollege.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? Yes
Years in Operation: 34
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Dental Assisting

Occupational Objective(s): *Dental Assistants*
Approximate Cost to Complete: $11,375-$17,535
Average Time to Complete: 10-15 months
Self-Paced Learning? No
Program Entry Requirements: 17 years old and high school graduate/GED, pass entrance exam

Massage Therapy

Occupational Objective(s): *Massage Therapists*
Approximate Cost to Complete: $11,375-$17,535
Average Time to Complete: 14-16 months
Self-Paced Learning? No
Program Entry Requirements: 17 years old and high school graduate/GED, pass entrance exam

Medical Administrative Assisting

Occupational Objective(s): *Medical Secretaries*
Approximate Cost to Complete: $17,535
Average Time to Complete: 15 months
Self-Paced Learning? No
Program Entry Requirements: 17 years old and high school graduate/GED, pass entrance exam

Medical Assisting

Occupational Objective(s): *Medical Assistants*
Approximate Cost to Complete: $11,375-$17,535
Average Time to Complete: 10-15 months
Self-Paced Learning? No
Program Entry Requirements: 17 years old and high school graduate/GED, pass entrance exam

Medical Billing

Occupational Objective(s): *Billing Clerks - Medical*
Approximate Cost to Complete: $17,535
Average Time to Complete: 15-18 months
Self-Paced Learning? No
Program Entry Requirements: 17 years old and high school graduate/GED, pass entrance exam

Pharmacy Technology

Occupational Objective(s): *Pharmacy Technicians*
Approximate Cost to Complete: $18,224
Average Time to Complete: 16 months
Self-Paced Learning? No
Program Entry Requirements: 17 years old and high school graduate/GED, pass entrance exam

Veterinary Technology

Occupational Objective(s): *Veterinary/Animal Health Technicians*
Approximate Cost to Complete: $18,490
Average Time to Complete: 16 months
Self-Paced Learning? No
Program Entry Requirements: 17 years old and high school graduate/GED, pass entrance exam

Vocational Nursing

Occupational Objective(s): *Licensed Vocational Nurses*
Approximate Cost to Complete: $22,600-$27,440
Average Time to Complete: 15-18 months
Self-Paced Learning? No
Program Entry Requirements: 17 years old and high school graduate/GED, pass entrance exam

Western Pacific Truck School

Address: 8720 Fruitridge Road, Sacramento, CA 95826
Phone: 916-388-2180
Fax: 916-388-2185
Website: http://www.wptruckschool.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 25
Accreditation: Accrediting Commission of Career Schools and Colleges of Technology

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	No	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Advanced Tractor Trailer Operator Program

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer*
Approximate Cost to Complete: $4,287
Average Time to Complete: 4-5 weeks (180 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, possess driver's license, pass medical & drug screening

Class B Commercial Driver's License Program

Occupational Objective(s): *Truck Drivers - Light and Delivery*
Approximate Cost to Complete: $2,050
Average Time to Complete: 2 weeks (80 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, possess driver's license, pass medical & drug screening

Western Truck School

Address: 4519 West Capitol Avenue, West Sacramento, CA 95691
Phone: 916-372-9984
Fax: 916-372-6242
Website: http://www.westerntruckschool.com
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? No
Years in Operation: 25

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Mobile Equipment Operator's Certification

Occupational Objective(s): *Forklift/Industrial Truck Operators*
Approximate Cost to Complete: $850
Average Time to Complete: 4 hours
Self-Paced Learning? Yes
Program Entry Requirements: 18 years or older

Passenger Bus Operator (Class P)

Occupational Objective(s): *Bus Drivers*
Approximate Cost to Complete: $3,026
Average Time to Complete: 1 week (40 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years or older

Straight Truck Operator (Class B)

Occupational Objective(s): *Truck Drivers - Light and Delivery*
Approximate Cost to Complete: $2,676
Average Time to Complete: 1 week (40 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years or older

Tractor/Trailer Operator Program (Class A)

Occupational Objective(s): *Truck Drivers - Heavy/Tractor-Trailer*
Approximate Cost to Complete: $5,176
Average Time to Complete: 4-8 weeks (160 hours)
Self-Paced Learning? Yes
Program Entry Requirements: 21 years or older

Wilrick Institute of Technology

Address: 3437 Myrtle Avenue, Suite 390, North Highlands, CA 95660
Phone: 916-332-6162
Fax: 916-332-9539
Website: http://www.wilrick.com
Multiple Training Site Locations? No
Continuing Education Classes/Seminars? No

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	Yes	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	No	Distance/Online Learning:	No
Academic Advising:	No	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Construction Inspection (various options)

Occupational Objective(s): *Construction and Building Inspectors*

Approximate Cost to Complete:	Call for information
Average Time to Complete:	Call for information
Self-Paced Learning?	No
Program Entry Requirements:	18 years or older

Winterstein Adult Center - SJUSD Career Training Institute

Address: 900 Morse Avenue, Sacramento, CA 95864
Phone: 916-971-7419
Fax: 916-482-8857
Website: http://www.sanjuan.edu/programs/adulted
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 47
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	No	GED Assistance:	Yes
Job Placement Assistance:	Yes	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	Yes	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Certificate Program(s) Offered

Custodial Services

Occupational Objective(s): *Janitors/Custodians*
Approximate Cost to Complete: $50 + books
Average Time to Complete: 10 weeks (200 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Data Entry Clerk

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $75 + books and supplies
Average Time to Complete: 18 weeks (150 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Horticulture and Landscape Technology

Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: $30-$90
Average Time to Complete: 10-30 weeks (200 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Winterstein Adult Center – SJUSD Career Training Institute - continued

Hospital Unit Coordinator/Ward Clerk

Occupational Objective(s): *Hospital Unit Coordinators, Hospital Ward Clerks*
Approximate Cost to Complete: $40 + books
Average Time to Complete: 18 weeks (108 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED

Medical Assistant

Occupational Objective(s): *Medical Assistants*
Approximate Cost to Complete: $200 + books and supplies
Average Time to Complete: 18 weeks (540 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, TB screening

Medical Terminology

Occupational Objective(s): *Medical Secretaries*
Approximate Cost to Complete: $40 + books
Average Time to Complete: 18 weeks (108 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Medical Transcription

Occupational Objective(s): *Medical Transcriptionists*
Approximate Cost to Complete: $40 + books
Average Time to Complete: 18 weeks (108 hours)
Self-Paced Learning? No
Program Entry Requirements: Medical terminology, type 35 wpm

Microsoft Office User Specialist (MOUS)

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $65 per test
Average Time to Complete: 2 hours
Self-Paced Learning? No
Program Entry Requirements: Call for information

Nurse Assistant

Occupational Objective(s): *Nurse Aides*
Approximate Cost to Complete: $60 + books and supplies
Average Time to Complete: 7 weeks (210 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old and high school graduate/GED, physical exam, TB screening & finger printing

Office Assistant

Occupational Objective(s): *Receptionists, Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $135 + books and supplies
Average Time to Complete: 18-24 weeks (282-354 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older, Workplace Skills certificate

Sign Language Interpreter

Occupational Objective(s): *Interpreters, Sign Language*
Approximate Cost to Complete: $350 + books and supplies
Average Time to Complete: 2 years (350 hours)
Self-Paced Learning? No
Program Entry Requirements: High school graduate/GED

Small Business Solutions

Occupational Objective(s): *Bookkeeping/Accounting Clerks, Business Related Occupations*
Approximate Cost to Complete: $100 + books and supplies
Average Time to Complete: 18 weeks (92 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years or older

Woodland Community College, Yuba Community College District

Address: 41605 Gibson Road, Woodland, CA 95776
Phone: 530-661-5700
Fax: 530-666-9028
Website: http://www.woodland.cc.ca.us
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 28
Accreditation: Western Association of Schools and Colleges

Are the following services provided?

Financial Aid/Assistance:	Yes	Tutorial Services:	Yes
Public Transit Nearby:	Yes	ESL Course/Program:	Yes
Child Care Services On-Site:	Yes	GED Assistance:	Yes
Job Placement Assistance:	No	Services for the Disabled:	Yes
Career Counseling/Development:	Yes	Learning Disabilities Program:	Yes
Vocational Evaluation Services:	No	Distance/Online Learning:	Yes
Academic Advising:	Yes	Veteran Assistance/Approved:	Yes

Degree Program(s) Offered

Accounting
Administration of Justice
Administrative Assistant
Agriculture: Business
Agriculture: Environmental Horticulture and Technology
Agriculture: Landscape Design
Agriculture: Nursery Worker
Art
Business
Cosmetology
Early Childhood Education
Emergency Medical Technology
English
Environmental Horticulture
General Business Management
History
Human Services: Chemical Dependency Awareness
Nursing: LVN and RN
Social Science

Certificate Program(s) Offered

Agricultural and Environmental Technology

Occupational Objective(s): *Agricultural Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Agricultural Business

Occupational Objective(s): *Agricultural Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Business: Accounting

Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2-3 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Business: Administrative Secretary

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Business: Computer Applications

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Cisco Network Training

Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Clerical

Occupational Objective(s): *Receptionists*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1 semester
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Woodland Community College, Yuba Community College District - continued

Cosmetology
Occupational Objective(s): *Hairstylists*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 10 months (1,600 hours)
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Early Childhood Education
Occupational Objective(s): *Child Care Workers/Providers, Teachers - Preschool*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-4 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Emergency Medical Technology
Occupational Objective(s): *Emergency Medical Technicians*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1 semester
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Environmental Horticulture
Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

General Business Management
Occupational Objective(s): *Business Related Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Landscape Design
Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Landscape Installation
Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1 semester
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Landscape Maintenance
Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Legal Office Skills
Occupational Objective(s): *Legal Secretaries*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Licensed Vocational Nurse
Occupational Objective(s): *Licensed Vocational Nurses*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 years
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Manicuring
Occupational Objective(s): *Manicurists*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 400 hours
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Medical Office Skills
Occupational Objective(s): *Medical Secretaries*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Nursery Worker
Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 1-2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Word Processing
Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: $11/unit
Average Time to Complete: 2 semesters
Self-Paced Learning? No
Program Entry Requirements: 18 years old or high school graduate/GED

Yolo County Regional Occupational Program (ROP)

Address: 1240 Harter Avenue, Woodland, CA 95776
Phone: 530-668-3755
Fax: 530-668-3850
Multiple Training Site Locations? Yes
Continuing Education Classes/Seminars? Yes
Years in Operation: 27
Accreditation: Western Association of Schools and Colleges

Note: The services and program information for this training/education provider is reprinted from last year's training directory because the provider did not respond to requests for updated information.

Are the following services provided?

Financial Aid/Assistance:	No	Tutorial Services:	No
Public Transit Nearby:	Yes	ESL Course/Program:	No
Child Care Services On-Site:	No	GED Assistance:	No
Job Placement Assistance:	No	Services for the Disabled:	No
Career Counseling/Development:	Yes	Learning Disabilities Program:	No
Vocational Evaluation Services:	Yes	Distance/Online Learning:	No
Academic Advising:	Yes	Veteran Assistance/Approved:	No

Certificate Program(s) Offered

Agri-Biotechnology

Occupational Objective(s): *Ag-Biotech Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year (360 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Agriculture: Crop Science

Occupational Objective(s): *Agricultural Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Agriculture: Mechanics

Occupational Objective(s): *Farm Equipment Mechanics*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Animal Care Management

Occupational Objective(s): *Animal Caretakers, Veterinary Assistants*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year (194 class hours + 416 community hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Automotive Technology

Occupational Objective(s): *Automotive Mechanics*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Cabinetmaking and Furniture Technology

Occupational Objective(s): *Cabinetmakers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Careers with Children

Occupational Objective(s): *Child Care Workers/Providers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Certified Nursing Assistant

Occupational Objective(s): *Home Health Aides, Nurse Aides*
Approximate Cost to Complete: Call for information
Average Time to Complete: 18 weeks (180 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computer Business Applications

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Yolo County ROP - continued

Computer Programming
Occupational Objective(s): *Computer Programmer Aides*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Computerized Accounting
Occupational Objective(s): *Bookkeeping/Accounting Clerks*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Cosmetology
Occupational Objective(s): *Hairstylists, Manicurists*
Approximate Cost to Complete: Call for information
Average Time to Complete: 10 months (1,600 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Desktop Publishing
Occupational Objective(s): *Desktop Publishing Specialists, Graphic Art Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Drafting: Architectural and Engineering
Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Drafting: Architectural Design/Advanced Mechanical
Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Drafting: Computer Aided

Occupational Objective(s): *Drafters/CAD Operators*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Fire Science Technology

Occupational Objective(s): *Firefighters*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year (360 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Floriculture Design

Occupational Objective(s): *Floral Designers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Food Service (Educated Eatery)

Occupational Objective(s): *Cooks - Restaurant*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Health Careers: Diagnostics Services

Occupational Objective(s): *Audiology Assistants, Electrocardiograph (EKG) Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Health Careers: Support Services

Occupational Objective(s): *Healthcare Related Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Yolo County ROP - continued

Health Careers: Therapeutic Services

Occupational Objective(s): *Physical Therapy Aides, Speech Therapy Assistants*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Internetworking: Level I and II - Cisco

Occupational Objective(s): *Computer Network Administrators, Computer Network Technicians*
Approximate Cost to Complete: Call for information
Average Time to Complete: 2 years (360 hours)
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Landscaping Design

Occupational Objective(s): *Landscaping/Groundskeeping/Nursery Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Office Technology

Occupational Objective(s): *Secretarial/Administrative Support Occupations*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Warehouse/Forklift Operations

Occupational Objective(s): *Forklift/Industrial Truck Operators, Shipping/Receiving Clerks, Stock Clerks/Warehouse Workers*
Approximate Cost to Complete: Call for information
Average Time to Complete: 6 weeks (180 hours)
Self-Paced Learning? Yes
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Welding Technology

Occupational Objective(s): *Welders and Cutters*
Approximate Cost to Complete: Call for information
Average Time to Complete: 1 year
Self-Paced Learning? No
Program Entry Requirements: High school students (16 or older), or adults (if openings exist)

Appendix

The California Cooperative CCOIS Occupational Information System

Please return completed questionnaire to:
Sacramento Works/Sacramento Employment & Training Agency (SETA)
1217 Del Paso Blvd. Sacramento, CA 95815
Phone: 916-383-4141 Fax: 800-886-3372

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL
Whom should we contact with any further questions?
Name: _____
Position: _____
Phone: _____ Fax: _____

Automotive Mechanics: Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists (OES 853020).

Does your firm employ any individual performing the duties in the occupation described above? ☐ **Yes** ☐ **No**
If yes, please complete this survey for the occupation described.
If no, please return this questionnaire to the above address.
If your firm has multiple locations, please confine your answers to locations in Sacramento and Yolo Counties.

1. What job title(s) does your firm use for **these duties**? _____

2a. How many employees does your firm currently have **in this occupation**? _____

2b. **In this occupation**, how many are: Male? _____ Female? _____

2c. **In this occupation**, how many current employees are there, and, on average, how many weekly hours do they work?

Regular, Full Time:	_____	Average Weekly Hours Worked:	_____
Regular, Part Time:	_____	Average Weekly Hours Worked:	_____
Temporary/On Call:	_____	Average Weekly Hours Worked:	_____
Seasonal:	_____	Average Weekly Hours Worked:	_____

3. In your firm, what shifts are available for **this occupation**? (check all that apply)
☐ Day ☐ Swing ☐ Graveyard ☐ Other (Please specify): _____

4. Has your firm hired **in this occupation** within the last 12 months? ☐ Yes ☐ No
If yes,
How many were hired to fill vacancies resulting from promotions within your firm? _____
How many were hired to fill vacancies resulting from people in permanent positions leaving your firm? _____
How many were hired to fill new permanent positions resulting from growth? _____
How many were hired to fill temporary, on call, or seasonal positions? _____

5a. During the last 12 months, did your firm's employment **in this occupation**: (Check one)
☐ Decline ☐ Remain Stable ☐ Grow

5b. Over the next 24 months, do you expect your firm's employment **in this occupation** to: (Check one)
☐ Decline ☐ Remain Stable ☐ Grow

6a. When you hire applicants for **this occupation**, is prior experience in this occupation required? ☐ Yes ☐ No ☐ Not required, but preferred
If **yes** or **preferred**, how much experience **in this occupation** is required/preferred? _____ (months)

6b. Is experience in other occupations accepted? ☐ Yes ☐ No
If yes, please specify: Occupation: _____ _____ (months)

7. If prior experience is required when you hire applicants **for this occupation**, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one) Not Difficult = 1 2 3 4 = Difficult

8. If prior experience is <u>not</u> required when you hire applicants **for this occupation**, please indicate how difficult it is for your firm to find qualified applicants. (Circle one) Not Difficult = 1 2 3 4 = Difficult

9. Does your firm accept training as a substitute for experience **in this occupation**? ☐ Yes ☐ No
If yes, how many months of training can generally be substituted? _____ (months)

Automotive Mechanics

10. Is technical or vocational training required prior to employment **in this occupation**?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, what kind of training is required/preferred? _____ _____ (months)

11. What is the minimum level of education your firm **requires** when hiring an applicant **in this occupation**? (Check one).

☐ Less than high school diploma ☐ High school diploma or equivalent ☐ Associate Degree (2 year) ☐ Bachelor Degree (4 year) ☐ Graduate Study

12a. What is the usual income earned by your firm's employees **in this occupation** at the following levels of skill and experience?

	Base Wage or Salary
• New hires, no experience (trained or untrained):	$_____
• New hires who are experienced:	$_____
• Experienced employees after 3 years:	$_____

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

12b. For other compensation, if applicable, please indicate the average overall earnings and types(s) of compensation.

• New hires, no experience (trained or untrained):	$_____
• New hires who are experienced:	$_____
• Experienced employees after 3 years:	$_____

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

Type of Compensation: ☐ Commission ☐ Tips ☐ Bonus ☐ Piece Rate ☐ Other (Please specify):

_____

13. Are the wages for employees **in this occupation** subject to a collective bargaining or union agreement?

☐ Yes ☐ No If yes, what is the name of the union or local number? _____

14. Please check which benefits your firm offers full-time **(FT)** and part-time **(PT)** employees **in this occupation** and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	☐	☐	☐	☐	☐	☐	☐	☐
Dental Insurance	☐	☐	☐	☐	☐	☐	☐	☐
Vision Insurance	☐	☐	☐	☐	☐	☐	☐	☐
Life Insurance	☐	☐	☐	☐	☐	☐	☐	☐
Sick Leave	☐	☐	☐	☐	☐	☐	☐	☐
Vacation	☐	☐	☐	☐	☐	☐	☐	☐
Retirement Plan	☐	☐	☐	☐	☐	☐	☐	☐
Child Care	☐	☐	☐	☐	☐	☐	☐	☐
Other (Please Specify):	☐	☐	☐	☐	☐	☐	☐	☐

15. What computer software skills, if any, does your firm seek in applicants **for this occupation**? (Check all that apply)

☐ None ☐ Word Processing ☐ Spreadsheet ☐ Database ☐ Desktop Publishing ☐ Other (Please specify):

Specify software names: _____ _____ _____ _____ _____

16. What other new skills are needed to perform the duties of this occupation?

_____ _____

Automotive Mechanics

17. When your firm hires employees **for this occupation**, please select your **top three** most successful recruitment methods?

☐ In-house promotions or transfers ☐ Newspaper ads ☐ Internet
☐ EDD ☐ Walk-in applicants ☐ Colleges/Universities
☐ School/program referrals ☐ Union hall referrals ☐ Employee referrals
☐ Private employment agencies ☐ Trade journals ☐ Other (Please specify):

_____ _____

18. Does your firm ever promote employees into this occupation from **lower level** positions? ☐ Yes ☐ No

If yes, what is the typical career path that leads to this occupation?

_____ _____ _____

19a. Does your firm ever promote employees in this occupation to higher level positions? ☐ Yes ☐ No

If yes, what are the titles of the positions to which they may be promoted?

_____ _____ _____

19b. What skills are important for career advancement?

_____ _____ _____

20. Are you aware of any skill deficiencies within **this occupation** in regard to your recent hires or job applicants? ☐ Yes ☐ No

If yes, please describe those problematic skill areas.

_____ _____ _____

21. For what occupations do you have the most difficulty finding qualified applicants?

Please specify the occupation(s).

_____ _____ _____

22. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes ☐ No

If yes, please specify:

_____ _____ _____

23. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes ☐ No

Thank you for your participation in the CCOIS program!

Occupation – Training Index

Accountants and Auditors
California State University, Sacramento
National University
University of Phoenix - Sacramento Campus

Acoustical Ceiling Installers
Carpenters Training Committee for Northern California

Aeronautical and Astronautical Engineers
University of California, Davis

Aeronautics Testing Technicians
Sacramento City College

Ag-Biotech Related Occupations
Yolo County Regional Occupational Program (ROP)

Agricultural and Food Scientists
University of California, Davis

Agricultural Engineers
University of California, Davis

Agricultural Related Occupations
Cosumnes River College
D-Q University
Sacramento County Regional Occupational Program (ROP)
Sierra College
University of California, Davis
Woodland Community College, Yuba Community College District
Yolo County Regional Occupational Program (ROP)

Aircraft Manufacturing Occupations
Sacramento City College

Aircraft Mechanics
Aviation & Electronic Schools of America
Sacramento City College

Aircraft Pilots
Executive Flyers

Aircraft Pilots - Commercial
Sacramento City College
Sacramento Executive Helicopters

Alarm Installers and Technicians
California Alarm & Lock Institute
North State Technical Institute

Animal Caretakers
49er Regional Occupational Program (ROP)
Central Sierra Regional Occupational Program (ROP)
Yolo County Regional Occupational Program (ROP)

Animal Trainers/Instructors
American & International Chauffeur's, Security, & K-9 Training Academy

Animators - Computer
49er Regional Occupational Program (ROP)
Sacramento County Regional Occupational Program (ROP)

Architects - Landscape
University of California, Davis

Assemblers and Fabricators
Central Sierra Regional Occupational Program (ROP)
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Sierra College

Audiology Assistants
Yolo County Regional Occupational Program (ROP)

Auto Body Repairers
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Sacramento Automotive JAC
Sacramento County Regional Occupational Program (ROP)

Auto Painters
Charles A. Jones Skills & Business Education Center
Sacramento Automotive JAC
Sacramento County Regional Occupational Program (ROP)

Automotive Mechanics
49er Regional Occupational Program (ROP)
American River College
Center for Employment Training
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Cosumnes River College
Cosumnes River College - El Dorado Center
Sacramento Automotive JAC
Sacramento County Regional Occupational Program (ROP)

Automotive Mechanics - continued
Sierra College
Snap-On Technical Training Systems
Yolo County Regional Occupational Program (ROP)

Ayurvedic Health Practitioners
California College of Ayurveda

Bail Agents/Fugitive Recovery Persons
California Bail Agents Association

Bakers, Bread and Pastry
American River College
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Cosumnes River College
Institute of Technology - Sacramento
Lake Tahoe Community College
Sacramento County Regional Occupational Program (ROP)

Bar Managers
Bartenders School of Sacramento
Napoli Culinary Academy

Barbers
Moler Barber College
Northern California Barbering & Cosmetology Apprenticeship

Bartenders
Bartenders School of Sacramento
Napoli Culinary Academy

Billing Clerks
49er Regional Occupational Program (ROP)
Center for Employment Training

Billing Clerks - Medical
California School Of Medical Sciences
Institute of Technology - Sacramento
MTI College of Business & Technology
New Directions Learning Center
Northern California Institute of Business
OSC Computer Training
Vocational Evaluation Services
Western Career College

Biological Scientists
California State University, Sacramento
University of California, Davis

Body Guards
Advanced Security Institute
American & International Chauffeur's, Security, & K-9 Training Academy
California Security Training Academy

Boilermakers
Boilermaker JAC

Bookkeeping/Accounting Clerks
49er Regional Occupational Program (ROP)
American River College
Business & Technology Training Institute (BTTI)
Center for Employment Training
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Cosumnes River College
Cosumnes River College - El Dorado Center
Cosumnes River College - Folsom Lake Center
Heald College, Roseville Campus
Heald College, Sacramento Campus
Institute of Technology - Sacramento
MTI College of Business & Technology
New Directions Learning Center
Northern California Institute of Business
OSC Computer Training
Placer School for Adults
Roseville Adult School
Sacramento City College
Truckee Tahoe Training
Vocational Evaluation Services
Winterstein Adult Center - SJUSD Career Training Institute
Woodland Community College, Yuba Community College District
Yolo County Regional Occupational Program (ROP)

Boom Truck Drivers/Operators
Northern California Teamsters Apprenticeship

Brake Repairers
Center for Employment Training

Brickmasons
Sacramento Area Brick, Tile, & Marble Layers

Bus and Truck Mechanics and Diesel Engine Specialists
American River College
Charles A. Jones Skills & Business Education Center
Sacramento Automotive JAC

Bus Drivers

Center for Employment Training
Sacramento County Regional Occupational Program (ROP)
Truck Driving Academy
Western Truck School

Business Related Occupations

49er Regional Occupational Program (ROP)
American & International Chauffeur's, Security, & K-9 Training Academy
American River College
Business & Technology Training Institute (BTTI)
California State University, Sacramento
California State University, Sacramento - College of Continuing Education
Cosumnes River College
Cosumnes River College - El Dorado Center
Cosumnes River College - Folsom Lake Center
D-Q University
Golden Gate University
Heald College, Roseville Campus
Heald College, Sacramento Campus
Lake Tahoe Community College
MTI College of Business & Technology
Napoli Culinary Academy
National University
Placer School for Adults
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Sierra College
Sierra College - Nevada County Campus
UC Davis Extension, University of California
Union Institute & University
University of California, Davis
University of Phoenix - Sacramento Campus
University of San Francisco
University of Southern California, Sacramento Center
Winterstein Adult Center - SJUSD Career Training Institute
Woodland Community College, Yuba Community College District

Butchers and Meatcutters

Sacramento County Regional Occupational Program (ROP)
United Food & Commercial Workers (UFCW) Apprenticeship

Buyers - Wholesale and Retail

California Institute of Jewelry Training
California State University, Sacramento - College of Continuing Education

Cabinetmakers
Cabinetmaking & Millmen Apprenticeship
Central Sierra Regional Occupational Program (ROP)
Nevada Union Adult Education
Placer School for Adults
Sacramento County Regional Occupational Program (ROP)
Sierra College
Yolo County Regional Occupational Program (ROP)

Call Center Workers
Sacramento County Regional Occupational Program (ROP)

Cardiovascular Technologists
California School Of Medical Sciences

Carpenters
American River College
Construction Craft Training Program (CCTC)
Carpenters Training Committee for Northern California
Sierra College

Carpet Installers
Carpet, Linoleum, & Tile Layers, Local 1237

Cement Masons
Northern California Cement Masons JATC

Chauffeurs/Limousine Drivers
American & International Chauffeur's, Security, & K-9 Training Academy

Chemical Engineers
University of California, Davis

Chemists
California State University, Sacramento
University of California, Davis

Child Care Center Directors
California State University, Sacramento
Montessori Teachers College
University of California, Davis

Child Care Workers/Providers
49er Regional Occupational Program (ROP)
American River College
Central Sierra Regional Occupational Program (ROP)
Cosumnes River College

Child Care Workers/Providers - continued

Cosumnes River College - El Dorado Center
Cosumnes River College - Folsom Lake Center
D-Q University
Lake Tahoe Community College
Montessori Teachers College
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Sierra College
Woodland Community College, Yuba Community College District
Yolo County Regional Occupational Program (ROP)

Chiropractic Assistants

Sacramento County Regional Occupational Program (ROP)

Civil Engineering Technicians

American River College
Cosumnes River College
Sierra College

Civil Engineers

California State University, Sacramento
University of California, Davis

Computer Database Administrators

California State University, Sacramento - College of Continuing Education
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
TechSkills
UC Davis Extension, University of California

Computer Engineers

California State University, Sacramento
Golden Gate University
University of California, Davis

Computer Network Administrators

Advanced Career Technologies (ACTech) Institute
American River College
Aviation & Electronic Schools of America
Business & Technology Training Institute (BTTI)
California College of Technology
California State University, Sacramento - College of Continuing Education
Cosumnes River College - Folsom Lake Center
EuroTech Plus
Executrain of Sacramento

Computer Network Administrators - continued

Heald College, Roseville Campus
Heald College, Sacramento Campus
Institute of Technology - Sacramento
ITT Technical Institute
MTI College of Business & Technology
New Horizons Computer Learning Center
Northwestern Technical College
Old Marshall Adult Education Center - Sacramento City USD
OSC Computer Training
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Software Advanced Technologies Institute (SATI)
TechSkills
UC Davis Extension, University of California
Woodland Community College, Yuba Community College District
Yolo County Regional Occupational Program (ROP)

Computer Network Engineers

Aviation & Electronic Schools of America
Business & Technology Training Institute (BTTI)
California College of Technology
California State University, Sacramento - College of Continuing Education
Executrain of Sacramento
Heald College, Roseville Campus
Heald College, Sacramento Campus
Institute of Technology - Sacramento
MTI College of Business & Technology
Northwestern Technical College
Old Marshall Adult Education Center - Sacramento City USD
Software Advanced Technologies Institute (SATI)
TechSkills

Computer Network Technicians

49er Regional Occupational Program (ROP)
Advanced Career Technologies (ACTech) Institute
American River College
Aviation & Electronic Schools of America
Business & Technology Training Institute (BTTI)
California College of Technology
California State University, Sacramento - College of Continuing Education
Charles A. Jones Skills & Business Education Center
Cosumnes River College - Folsom Lake Center
EuroTech Plus

Computer Network Technicians - continued

Heald College, Roseville Campus
High-Tech Institute
Institute of Technology - Sacramento
MTI College of Business & Technology
National Career Education
New Horizons Computer Learning Center
Old Marshall Adult Education Center - Sacramento City USD
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
TechSkills
University of Phoenix - Sacramento Campus
Woodland Community College, Yuba Community College District
Yolo County Regional Occupational Program (ROP)

Computer Programmer Aides

Sacramento County Regional Occupational Program (ROP)
Yolo County Regional Occupational Program (ROP)

Computer Programmers

American River College
California State University, Sacramento - College of Continuing Education
Chapman University
EuroTech Plus
MTI College of Business & Technology
Sacramento City College
UC Davis Extension, University of California
University of California, Davis

Computer Related Occupations

American River College
California State University, Sacramento
Cosumnes River College
Cosumnes River College - El Dorado Center
Cosumnes River College - Folsom Lake Center
Lake Tahoe Community College
National University
Sacramento City College
Sierra College
Truckee Tahoe Training
University of California, Davis
University of San Francisco

Computer Service Technicians

49er Regional Occupational Program (ROP)
Advanced Career Technologies (ACTech) Institute
Aviation & Electronic Schools of America
Business & Technology Training Institute (BTTI)
California State University, Sacramento - College of Continuing Education
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Construction Plus Training
EuroTech Plus
Heald College, Roseville Campus
Heald College, Sacramento Campus
Institute of Technology - Sacramento
National Training Institute
New Horizons Computer Learning Center
OSC Computer Training
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
TechSkills
University of Phoenix - Sacramento Campus

Computer Support Specialists

49er Regional Occupational Program (ROP)
Advanced Career Technologies (ACTech) Institute
Aviation & Electronic Schools of America
Business & Technology Training Institute (BTTI)
California College of Technology
Cosumnes River College - Folsom Lake Center
EuroTech Plus
Grant Adult, Community, and Vocational/Technical Education
Heald College, Roseville Campus
Heald College, Sacramento Campus
Institute of Technology - Sacramento
MTI College of Business & Technology
Sacramento City College
Software Advanced Technologies Institute (SATI)
TechSkills
University of Phoenix - Sacramento Campus

Computer Systems Analysts

Advanced Career Technologies (ACTech) Institute
Aviation & Electronic Schools of America
Chapman University
Software Advanced Technologies Institute (SATI)
UC Davis Extension, University of California

Conference and Meeting Planners
California State University, Sacramento - College of Continuing Education

Construction and Building Inspectors
Aspire College
Careers In Construction
Construction Plus Training
Cosumnes River College
LP2A Training Institute
Wilrick Institute of Technology

Construction and Building Inspectors - Asbestos
Hazardous Environmental Education Services

Construction Contractors
Aspire College
California License Services
Construction Plus Training
Contractors State License Schools

Construction Managers
Aspire College
California State University, Sacramento
Careers In Construction
Construction Plus Training
Contractors State License Schools
Cosumnes River College
UC Davis Extension, University of California

Construction Occupations - Solar Energy
D-Q University

Construction Related Occupations
49er Regional Occupational Program (ROP)
Central Sierra Regional Occupational Program (ROP)
Construction Craft Training Program (CCTC)
Sacramento County Regional Occupational Program (ROP)

Cooks - Restaurant
American River College
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Cosumnes River College
Institute of Technology - Sacramento
Lake Tahoe Community College
Napoli Culinary Academy
Yolo County Regional Occupational Program (ROP)

Correctional Officers
Central Sierra Regional Occupational Program (ROP)
Cosumnes River College
Cosumnes River College - Folsom Lake Center
Sacramento City College
Sacramento County Regional Occupational Program (ROP)

Cost Estimators
Aspire College
Careers In Construction
Construction Plus Training
Contractors State License Schools
Cosumnes River College

Court Reporters
Charles A. Jones Skills & Business Education Center

Customer Service Related Occupations
Business & Technology Training Institute (BTTI)
Global Travel Academy
New Directions Learning Center
Sacramento County Regional Occupational Program (ROP)

Dental Assistants
49er Regional Occupational Program (ROP)
Central Sierra Regional Occupational Program (ROP)
High-Tech Institute
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Western Career College

Dental Hygienists
Sacramento City College

Dental Lab Technicians
49er Regional Occupational Program (ROP)
Elayan Dental Lab Institute

Designers - Fashion/Apparel
American River College
Sacramento City College
Sierra College
University of California, Davis

Desktop Publishing Specialists

49er Regional Occupational Program (ROP)
Business & Technology Training Institute (BTTI)
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Cosumnes River College
Institute of Technology - Sacramento
OSC Computer Training
Placer School for Adults
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Yolo County Regional Occupational Program (ROP)

Detectives and Investigators

California State University, Sacramento - College of Continuing Education
Sacramento City College

Dietetic Technicians

49er Regional Occupational Program (ROP)
Institute for Educational Therapy (IET)

Dieticians and Nutritionists

American River College
Institute for Educational Therapy (IET)
University of California, Davis

Dispatchers

New Directions Learning Center
Vocational Evaluation Services

Drafters/CAD Operators

American River College
California State University, Sacramento - College of Continuing Education
Central Sierra Regional Occupational Program (ROP)
Cosumnes River College
ITT Technical Institute
Placer School for Adults
Precision Technical Institute
Sacramento County Regional Occupational Program (ROP)
Sierra College
Yolo County Regional Occupational Program (ROP)

Drug and Alcohol Counselors

Breining Institute - College for the Advanced Study of Addictive Disorders
California Association of Addiction Recovery Resources (CAARR)
D-Q University
Lake Tahoe Community College

Drywall Installers

Sacramento Area Drywall/Lather JATC

Dump Truck Drivers/Operators

Northern California Teamsters Apprenticeship

Economists

California State University, Sacramento
University of California, Davis
University of San Francisco

Education Administrators

California State University, Sacramento
California State University, Sacramento - College of Continuing Education
Chapman University
National University
University of California, Davis
University of Phoenix - Sacramento Campus

Electric Vehicle Technicians

Sacramento City College

Electrical and Electronic Assemblers

49er Regional Occupational Program (ROP)
Aviation & Electronic Schools of America
Center for Employment Training
National Training Institute
Sacramento County Regional Occupational Program (ROP)

Electrical/Electronic Engineering Technicians

American River College
Center for Employment Training
Central Sierra Regional Occupational Program (ROP)
Cosumnes River College
Cosumnes River College - El Dorado Center
Heald College, Roseville Campus
Institute of Technology - Sacramento
ITT Technical Institute
National Training Institute
Sacramento City College
Sierra College

Electrical/Electronic Engineers
California State University, Sacramento
University of California, Davis

Electricians
Construction Craft Training Program (CCTC)
Sacramento Area Electrical JATC
WECA Electrical Apprenticeship Program

Electrocardiograph (EKG) Technicians
National Career Education
Yolo County Regional Occupational Program (ROP)

Electronics Testers
Aviation & Electronic Schools of America
Center for Employment Training
Software Advanced Technologies Institute (SATI)

Emergency Medical Technicians
American River College
Nevada Union Adult Education
Northern California Training Institute
Sacramento County Regional Occupational Program (ROP)
Woodland Community College, Yuba Community College District

Enologists
University of California, Davis

Environmental Technicians
Sacramento City College

Estheticians
49er Regional Occupational Program (ROP)
Career College of Cosmetology
Central Sierra Regional Occupational Program (ROP)
Citrus Heights Beauty College
Federico College of Hairstyling
Jerrylee Beauty College
My-Le's Beauty College
Roseville Adult School

Farm Equipment Mechanics
Sacramento County Regional Occupational Program (ROP)
Yolo County Regional Occupational Program (ROP)

Fiber Optics Technicians
Aviation & Electronic Schools of America
National Training Institute

Financial Managers

California State University, Sacramento
Golden Gate University
National University
University of Phoenix - Sacramento Campus

Financial Planners

UC Davis Extension, University of California

Firefighters

49er Regional Occupational Program (ROP)
American River College
California Firefighter JAC
Central Sierra Regional Occupational Program (ROP)
Cosumnes River College
Cosumnes River College - El Dorado Center
Lake Tahoe Community College
Sacramento County Regional Occupational Program (ROP)
Sierra College
UC Davis Extension, University of California
Yolo County Regional Occupational Program (ROP)

Flight Instructors

Executive Flyers
Sacramento Executive Helicopters

Floral Designers

Folsom-Cordova Adult Education
Rose Anne Ziebarth's School of Floral Design
Sacramento County Regional Occupational Program (ROP)
Yolo County Regional Occupational Program (ROP)

Food Caterers

Institute of Technology - Sacramento
Napoli Culinary Academy

Food Service Managers

American River College
Napoli Culinary Academy

Food Service Related Occupations

Napoli Culinary Academy
Placer School for Adults
Sacramento County Regional Occupational Program (ROP)

Forest and Conservation Workers
D-Q University
Sierra College

Foresters and Conservation Scientists
University of California, Davis

Forklift/Industrial Truck Operators
Charles A. Jones Skills & Business Education Center
Old Marshall Adult Education Center - Sacramento City USD
Sacramento County Regional Occupational Program (ROP)
Western Truck School
Yolo County Regional Occupational Program (ROP)

Gerontology Related Occupations
American River College
California State University, Sacramento
California State University, Sacramento - College of Continuing Education
Cosumnes River College
Sacramento City College

Glaziers
Sacramento Glaziers JATC

Graphic Art Designers
Business & Technology Training Institute (BTTI)
California State University, Sacramento
California State University, Sacramento - College of Continuing Education
Cosumnes River College
Institute of Technology - Sacramento
MTI College of Business & Technology
Sacramento City College
Sierra College
Sierra College - Nevada County Campus
UC Davis Extension, University of California

Graphic Art Technicians
49er Regional Occupational Program (ROP)
Business & Technology Training Institute (BTTI)
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Construction Plus Training
Cosumnes River College
Institute of Technology - Sacramento
OSC Computer Training
Placer School for Adults

Graphic Art Technicians - continued

Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Sierra College
Sierra College - Nevada County Campus
UC Davis Extension, University of California
Yolo County Regional Occupational Program (ROP)

Hairstyling/Cosmetology Instructors

Career College of Cosmetology
Federico College of Hairstyling
Jerrylee Beauty College
My-Le's Beauty College

Hairstylists

49er Regional Occupational Program (ROP)
Career College of Cosmetology
Central Sierra Regional Occupational Program (ROP)
Citrus Heights Beauty College
Elite Academy
Federico College of Hairstyling
Jerrylee Beauty College
My-Le's Beauty College
Northern California Barbering & Cosmetology Apprenticeship
Placer School for Adults
Roseville Adult School
Sacramento City College
Woodland Community College, Yuba Community College District
Yolo County Regional Occupational Program (ROP)

Hard Tile Grouters/Prep Workers

Sacramento Area Brick, Tile, & Marble Layers

Hard Tile Layers

Sacramento Area Brick, Tile, & Marble Layers

Hazardous Materials - Asbestos Abatement Supervisors

Environmental Safety Training Professionals
Hazardous Environmental Education Services

Hazardous Materials - Asbestos Building Inspectors, Project Designers, and Supervisors

Environmental Safety Training Professionals

Hazardous Materials - Asbestos Management Planners

Environmental Safety Training Professionals
Hazardous Environmental Education Services

Hazardous Materials Removal Workers
Cosumnes River College
Environmental Safety Training Professionals
Hazardous Environmental Education Services
Network Environmental Systems

Hazardous Materials Technicians
Cosumnes River College

Health and Safety Specialists
UC Davis Extension, University of California

Health and Safety Trainers
UC Davis Extension, University of California

Healthcare Related Occupations
California State University, Sacramento - College of Continuing Education
Central Sierra Regional Occupational Program (ROP)
Cosumnes River College
New Directions Learning Center
Yolo County Regional Occupational Program (ROP)

Healthcare Services Managers
Chapman University
Union Institute & University
University of Phoenix - Sacramento Campus
University of San Francisco
University of Southern California, Sacramento Center

Heavy Equipment Mechanics
Operating Engineers JAC

Heavy Equipment Operators
Operating Engineers JAC

Helpers, Construction
49er Regional Occupational Program (ROP)
Center for Employment Training
Central Sierra Regional Occupational Program (ROP)
Sacramento County Regional Occupational Program (ROP)

Holistic Practitioners - Master
California College of Ayurveda
California Institute of the Healing Arts and Sciences

Home Health Aides
Grant Adult, Community, and Vocational/Technical Education
Placer School for Adults
Sacramento County Regional Occupational Program (ROP)
Yolo County Regional Occupational Program (ROP)

Home Inspectors
Aspire College
Contractors State License Schools

Horseshoers
Pacific Coast Horseshoeing School

Hospital Unit Coordinators
New Directions Learning Center
Winterstein Adult Center - SJUSD Career Training Institute

Hospital Ward Clerks
New Directions Learning Center
Winterstein Adult Center - SJUSD Career Training Institute

Hotel Desk Clerks
California Motel Training
Northern California Institute of Business

HTML Coders
MTI College of Business & Technology

Human Service Workers
American River College
Cosumnes River College
Cosumnes River College - El Dorado Center
Sacramento City College
University of Phoenix - Sacramento Campus
Woodland Community College, Yuba Community College District

HVAC Mechanics/Technicians
Center for Employment Training
Charles A. Jones Skills & Business Education Center
Institute of Technology - Sacramento
Sacramento County Regional Occupational Program (ROP)
Sacramento Valley Sheet Metal JAC
Sacramento Valley Sheet Metal JAC

Hypnotherapists
California Institute of the Healing Arts and Sciences
InnerQuest Alchemical Hypnotherapy Institute

Information Systems/Technology Occupations
California State University, Sacramento
California State University, Sacramento - College of Continuing Education
Cosumnes River College
Cosumnes River College - El Dorado Center
Cosumnes River College - Folsom Lake Center
Golden Gate University
High-Tech Institute
Sierra College - Nevada County Campus
UC Davis Extension, University of California
University of Phoenix - Sacramento Campus
University of San Francisco

Instructional Aides
49er Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Sacramento City College

Instructional Coordinators
Chapman University
Chapman University - Diamond Springs Learning Center

Instructors/Coaches - Sports/Physical Training
Sacramento County Regional Occupational Program (ROP)

Insulation Installers
Carpenters Training Committee for Northern California

Insurance Adjusters, Examiners, and Investigators
California Security Training Academy
California State University, Sacramento

Interior Designers
American River College
California College of Technology
California State University, Sacramento
Cosumnes River College

Internet Web Site Designers/Developers (Webmasters)
49er Regional Occupational Program (ROP)
American River College
Business & Technology Training Institute (BTTI)
California State University, Sacramento - College of Continuing Education

Internet Web Site Designers/Developers (Webmasters) - continued

Construction Plus Training
Executrain of Sacramento
Heald College, Roseville Campus
Institute of Technology - Sacramento
MTI College of Business & Technology
New Horizons Computer Learning Center
Placer School for Adults
Sacramento City College
Sierra College
Software Advanced Technologies Institute (SATI)
UC Davis Extension, University of California

Interpreters, Sign Language

American River College
Winterstein Adult Center - SJUSD Career Training Institute

Ironworkers

Field Ironworkers Apprenticeship & Training Program

Janitors/Custodians

Goodwill Industries of Sacramento
Sacramento County Regional Occupational Program (ROP)
Winterstein Adult Center - SJUSD Career Training Institute

Jewelers and Jewelry Designers

California Institute of Jewelry Training

Jewelry Appraisers/Buyers

California Institute of Jewelry Training

Journalists

American River College
California State University, Sacramento
Cosumnes River College - El Dorado Center
Sacramento City College

Landscaping/Groundskeeping/Nursery Occupations

American River College
Cosumnes River College
D-Q University
Sacramento County Regional Occupational Program (ROP)
Sierra College
Winterstein Adult Center - SJUSD Career Training Institute
Woodland Community College, Yuba Community College District
Yolo County Regional Occupational Program (ROP)

Lathers

Sacramento Area Drywall/Lather JATC

Law Enforcement Occupations

California State University, Sacramento
Chapman University
Cosumnes River College
Cosumnes River College - El Dorado Center
Cosumnes River College - Folsom Lake Center
Lake Tahoe Community College
National University
Sacramento City College
Sierra College
Union Institute & University
University of Phoenix - Sacramento Campus
University of San Francisco
Woodland Community College, Yuba Community College District

Law Enforcement Occupations - Forensics Specialists

California State University, Sacramento - College of Continuing Education

Lawyers

Lincoln Law School of Sacramento
Lorenzo Patino School of Law
Northwestern California University School of Law
University of California, Davis
University of the Pacific/McGeorge School of Law

Legal Secretaries

MTI College of Business & Technology
Northwestern California University School of Law
Woodland Community College, Yuba Community College District

Legislative Chief of Staff

University of Southern California, Sacramento Center

Library Technicians/Specialists

California State University, Sacramento - College of Continuing Education
Sacramento City College

Licensed Vocational Nurses

Grant Adult, Community, and Vocational/Technical Education
Sacramento City College
Sacramento Works/SETA
Sierra College
Western Career College
Woodland Community College, Yuba Community College District

Loan Officers/Processors

California Career College

Lobbyists
University of Southern California, Sacramento Center

Locksmiths and Safe Repairers
California Alarm & Lock Institute
Universal School of Master Locksmithing

Lodging/Hotel Managers
California Motel Training
Northern California Institute of Business

Machinery Maintenance Mechanics
Sacramento City College

Machinists
Sacramento County Regional Occupational Program (ROP)

Maintenance Repairers - General Utility
Center for Employment Training
D-Q University
Sacramento City College
Sacramento County Regional Occupational Program (ROP)

Manicurists
49er Regional Occupational Program (ROP)
Career College of Cosmetology
Central Sierra Regional Occupational Program (ROP)
Citrus Heights Beauty College
Federico College of Hairstyling
Jerrylee Beauty College
My-Le's Beauty College
Placer School for Adults
Woodland Community College, Yuba Community College District
Yolo County Regional Occupational Program (ROP)

Marble Masons
Sacramento Area Brick, Tile, & Marble Layers

Marketing/Advertising/Public Relations Managers
American River College
California College of Technology
California State University, Sacramento
Cosumnes River College
D-Q University
Golden Gate University
National University
Sacramento City College
Sierra College
UC Davis Extension, University of California

Massage Therapists

Body Institute, The
California Institute of the Healing Arts and Sciences
Clinical Touch School of Massage Therapy
Fair Oaks Massage Institute
Federico College of Hairstyling
Healing Arts Institute
Lake Tahoe Massage School
Makoto Kai Healing Arts
Massage Therapy Institute
Phillips School of Massage
Spirit Winds School of Thai Massage & International Healing Center
Western Career College

Mechanical Engineering Technicians

Sacramento City College
Sierra College

Mechanical Engineers

California State University, Sacramento
University of California, Davis

Mediators and Negotiators

D-Q University
Sacramento Mediation Center

Medical Assistants

Boston Reed Company
California College of Technology
California School Of Medical Sciences
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Cosumnes River College
High-Tech Institute
Institute of Technology - Sacramento
Lake Tahoe Community College
National Career Education
Sacramento County Regional Occupational Program (ROP)
Western Career College
Winterstein Adult Center - SJUSD Career Training Institute

Medical Coders

Hailes & Associates
Institute of Technology - Sacramento
MTI College of Business & Technology

Medical Secretaries

49er Regional Occupational Program (ROP)
California School Of Medical Sciences
Lake Tahoe Community College
MTI College of Business & Technology
National Career Education
New Directions Learning Center
Northern California Institute of Business
Old Marshall Adult Education Center - Sacramento City USD
OSC Computer Training
Sacramento County Regional Occupational Program (ROP)
Vocational Evaluation Services
Western Career College
Winterstein Adult Center - SJUSD Career Training Institute
Woodland Community College, Yuba Community College District

Medical Transcriptionists

New Directions Learning Center
Vocational Evaluation Services
Winterstein Adult Center - SJUSD Career Training Institute

Medical/Clinical Laboratory Assistants

49er Regional Occupational Program (ROP)
Institute of Technology - Sacramento
Ja'onna's Medical & Laboratory Skills Training Program
National Career Education

Medical/Clinical Laboratory Technologists

University of California, Davis

Metal Fabricators

Sacramento City College

Metal Stud Framers

Sacramento Area Drywall/Lather JATC

Ministers and Pastors

Advantage College
Capital Bible College
Trinity Life Bible College

Motorcycle Mechanics

Sacramento City College
Sacramento County Regional Occupational Program (ROP)

Multimedia Related Occupations

Sierra College
Sierra College - Nevada County Campus

Natural Resources Managers
UC Davis Extension, University of California

Nurse Aides
49er Regional Occupational Program (ROP)
Auburn Gardens Care Center
Grant Adult, Community, and Vocational/Technical Education
Sacramento County Regional Occupational Program (ROP)
Winterstein Adult Center - SJUSD Career Training Institute
Yolo County Regional Occupational Program (ROP)

Office Managers
American River College
Cosumnes River College - El Dorado Center
Oxman College
Sacramento City College

Opticians
Charles A. Jones Skills & Business Education Center
National Career Education

Optometric Assistants
Charles A. Jones Skills & Business Education Center
National Career Education

Painters
Construction Craft Training Program (CCTC)
Painters and Tapers, Local 487

Paralegals
American River College
California Paralegal College
Lorenzo Patino School of Law
MTI College of Business & Technology
Northwestern California University School of Law
University of California, Davis

Para-Medical Examiners
Ja'onna's Medical & Laboratory Skills Training Program

Paramedics
Northern California Training Institute

Pastoral Counselors
Trinity Life Bible College

Pedicurists

49er Regional Occupational Program (ROP)
Central Sierra Regional Occupational Program (ROP)
Citrus Heights Beauty College

Personnel/Human Resources Managers

California State University, Sacramento
California State University, Sacramento - College of Continuing Education
Chapman University
Golden Gate University
Institute of Technology - Sacramento
National University
UC Davis Extension, University of California
Union Institute & University
University of San Francisco

Personnel/Human Resources Technicians

Institute of Technology - Sacramento

Pharmacy Clerks

Institute of Technology - Sacramento
Sacramento County Regional Occupational Program (ROP)

Pharmacy Technicians

Charles A. Jones Skills & Business Education Center
Institute of Technology - Sacramento
Western Career College

Phlebotomists

Boston Reed Company
Ja'onna's Medical & Laboratory Skills Training Program
National Career Education

Photo Lab Technicians

Sacramento City College
Sacramento County Regional Occupational Program (ROP)

Photographers

California State University, Sacramento
Cosumnes River College
Lake Tahoe Community College
Sacramento City College
Sierra College

Photographer's Helpers
Central Sierra Regional Occupational Program (ROP)
Sacramento City College

Physical Therapists
California State University, Sacramento

Physical Therapy Aides
49er Regional Occupational Program (ROP)
California School Of Medical Sciences
Sacramento County Regional Occupational Program (ROP)
Yolo County Regional Occupational Program (ROP)

Physical Therapy Assistants
Sacramento City College

Plans Examiners - Building
Aspire College

Plasterers and Stucco Masons
Northern California Plasterers JAC

Plumbers
Construction Craft Training Program (CCTC)
PHCC (Plumbing-Heating-Cooling Contractors) of the Sacramento Valley
Plumbers & Pipefitters JAC

Policy Analysts
University of Southern California, Sacramento Center

Printing Related Occupations
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Placer School for Adults

Private Investigators and Loss Prevention Agents
Advanced Security Institute
California Security Training Academy
Lake Tahoe Community College
National University
Sierra College
Union Institute & University
Universal Security Academy
University of San Francisco
Woodland Community College, Yuba Community College District

Process Servers
Universal Security Academy

Production/Operations/Materials Managers
California State University, Sacramento - College of Continuing Education

Project Managers
California State University, Sacramento - College of Continuing Education
UC Davis Extension, University of California

Property/Real Estate Managers/Administrators
California Career College
California Motel Training
California State University, Sacramento - College of Continuing Education
Real Estate School

Psychiatric Technicians
Grant Adult, Community, and Vocational/Technical Education

Psychologists
California State University, Sacramento
Chapman University
Chapman University - Diamond Springs Learning Center
National University
Union Institute & University
University of California, Davis

Public Relations Specialists/Publicity Writers
Sacramento City College

Purchasing Agents and Managers
California State University, Sacramento - College of Continuing Education

Radar Technicians
Aviation & Electronic Schools of America

Radio Operators
Aviation & Electronic Schools of America

Railroad Locomotive Engineers
Modoc Railroad Academy

Railroad Related Occupations
Modoc Railroad Academy
Sacramento City College

Ready Mix Truck Drivers

Northern California Teamsters Apprenticeship

Real Estate Agents

Accredited Real Estate School
American River College
California Career College
Cook School of Real Estate
Cosumnes River College
Cosumnes River College - El Dorado Center
Real Estate School
Sacramento City College
Sierra College
USA Schools

Real Estate Brokers

Accredited Real Estate School
American River College
Cook School of Real Estate
Cosumnes River College
Cosumnes River College - El Dorado Center
Real Estate School
Sacramento City College
Sierra College
USA Schools

Receptionists

49er Regional Occupational Program (ROP)
D-Q University
Folsom-Cordova Adult Education
Grant Adult, Community, and Vocational/Technical Education
Heald College, Roseville Campus
Institute of Technology - Sacramento
Nevada Union Adult Education
New Directions Learning Center
Northern California Institute of Business
Old Marshall Adult Education Center - Sacramento City USD
OSC Computer Training
Placer School for Adults
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Sierra College - Nevada County Campus
Truckee Tahoe Training
Vocational Evaluation Services
Winterstein Adult Center - SJUSD Career Training Institute
Woodland Community College, Yuba Community College District

Recreation Workers
American River College

Recreational Vehicle Maintenance Technicians
Sacramento City College
Sacramento County Regional Occupational Program (ROP)

Refrigeration Fitters and Servicers
Plumbers & Pipefitters JAC

Registered Nurses
American River College
California State University, Sacramento
National University
Sacramento City College
Sacramento Works/SETA
Sierra College
University of Phoenix - Sacramento Campus
Woodland Community College, Yuba Community College District

Residential Counselors
American River College
Breining Institute - College for the Advanced Study of Addictive Disorders
Cosumnes River College
Cosumnes River College - El Dorado Center
D-Q University
Lake Tahoe Community College

Respiratory Therapists
American River College

Roofers
Valley Roofers & Waterproofers JATC

Sales Managers - Retail
American River College
California College of Technology
Sacramento City College

Salespersons - Retail
49er Regional Occupational Program (ROP)
American River College
Business & Technology Training Institute (BTTI)
California Institute of Jewelry Training
Central Sierra Regional Occupational Program (ROP)
New Directions Learning Center
Sacramento County Regional Occupational Program (ROP)
Sierra College

Scuba Diving Instructors

Dolphin Scuba Center

Secretarial/Administrative Support Occupations

49er Regional Occupational Program (ROP)
American River College
Aviation & Electronic Schools of America
Business & Technology Training Institute (BTTI)
Central Sierra Regional Occupational Program (ROP)
Charles A. Jones Skills & Business Education Center
Cosumnes River College - El Dorado Center
D-Q University
Folsom-Cordova Adult Education
Goodwill Industries of Sacramento
Grant Adult, Community, and Vocational/Technical Education
Heald College, Roseville Campus
Heald College, Sacramento Campus
Institute of Technology - Sacramento
Lake Tahoe Community College
MTI College of Business & Technology
National Career Education
Nevada Union Adult Education
New Directions Learning Center
New Horizons Computer Learning Center
Northern California Institute of Business
Old Marshall Adult Education Center - Sacramento City USD
OSC Computer Training
Oxman College
Placer School for Adults
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
SFS Educators (Sierra Family Services, Inc.)
Sierra College
Sierra College - Nevada County Campus
Truckee Tahoe Training
Vocational Evaluation Services
Winterstein Adult Center - SJUSD Career Training Institute
Woodland Community College, Yuba Community College District
Yolo County Regional Occupational Program (ROP)

Security Officers
Advanced Security Institute
American & International Chauffeur's, Security, & K-9 Training Academy
California Security Training Academy
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Universal Security Academy

Security Officers - Computers/IT
California State University, Sacramento - College of Continuing Education
Heald College, Roseville Campus
UC Davis Extension, University of California

Sewing Machine Operators
Sacramento City College

Sheet Metal Workers
American River College
Sacramento Valley Sheet Metal JAC

Shipping/Receiving Clerks
Yolo County Regional Occupational Program (ROP)

Small Engine Specialists
Charles A. Jones Skills & Business Education Center

Smog Technicians
Snap-On Technical Training Systems

Social Workers
California State University, Sacramento
National University

Social Workers - Medical/Psychiatric
Breining Institute - College for the Advanced Study of Addictive Disorders
California State University, Sacramento

Speech Therapy Assistants
Yolo County Regional Occupational Program (ROP)

Speech-Language Pathologists and Audiologists
California State University, Sacramento

Stationary Engineers
Stationary Engineers, Local 39

Stock Clerks/Warehouse Workers
Yolo County Regional Occupational Program (ROP)

Surgical Technicians
High-Tech Institute

Surveying and Mapping Technicians
Sacramento City College

Tapers
Painters and Tapers, Local 487

Tax Preparers
H & R Block Tax School

Teachers - Elementary School
Chapman University
Chapman University - Diamond Springs Learning Center
National University
University of California, Davis
University of Phoenix - Sacramento Campus

Teachers - Kindergarten
National University
University of California, Davis

Teachers - Preschool
American River College
Cosumnes River College
Cosumnes River College - El Dorado Center
Cosumnes River College - Folsom Lake Center
D-Q University
Lake Tahoe Community College
Montessori Teachers College
Rudolf Steiner College
Sacramento City College
Sierra College
Sierra College - Nevada County Campus
Woodland Community College, Yuba Community College District

Teachers - Secondary School

Chapman University
Chapman University - Diamond Springs Learning Center
National University
University of California, Davis
University of Phoenix - Sacramento Campus

Teachers - Special Education

National University
University of California, Davis

Teachers/Instructors - Vocational Education/Training

California State University, Sacramento - College of Continuing Education
Dolphin Scuba Center
Executive Flyers
Jerrylee Beauty College
My-Le's Beauty College
Sacramento Executive Helicopters

Technical Writers and Editors

American River College
California State University, Sacramento
University of California, Davis

Telecommunications Management Occupations

Golden Gate University

Telecommunications Technicians

American River College
Aviation & Electronic Schools of America
California State University, Sacramento - College of Continuing Education
Cosumnes River College
Cosumnes River College - El Dorado Center
Institute of Technology - Sacramento
National Training Institute
Sacramento City College

Telephone/Cable Line Installers

North State Technical Institute

Tellers

49er Regional Occupational Program (ROP)
Sacramento County Regional Occupational Program (ROP)

Terrazzo Workers
Sacramento Area Brick, Tile, & Marble Layers

Theater Arts Related Occupations
American River College
Sacramento County Regional Occupational Program (ROP)

Transportation Managers
UC Davis Extension, University of California

Travel Agents
Global Travel Academy
Sacramento County Regional Occupational Program (ROP)

Truck Drivers - Heavy/Tractor-Trailer
Area Truck Driving School
California Emergency Foodlink
Center for Employment Training
Charles A. Jones Skills & Business Education Center
Northern California Teamsters Apprenticeship
Sacramento County Regional Occupational Program (ROP)
Truck Driving Academy
Western Pacific Truck School
Western Truck School

Truck Drivers - Light and Delivery
Area Truck Driving School
Center for Employment Training
Truck Driving Academy
Western Pacific Truck School
Western Truck School

TV/Radio Occupations
American River College
Sacramento City College
Sacramento County Regional Occupational Program (ROP)

TV/Video Production Occupations
49er Regional Occupational Program (ROP)
Central Sierra Regional Occupational Program (ROP)
Cosumnes River College
Sacramento County Regional Occupational Program (ROP)

Ultrasound Technologists
California School Of Medical Sciences

Veterinarians
University of California, Davis

Veterinary Assistants
49er Regional Occupational Program (ROP)
Central Sierra Regional Occupational Program (ROP)
Yolo County Regional Occupational Program (ROP)

Veterinary/Animal Health Technicians
Cosumnes River College
Sierra College
Western Career College

Vocational and Educational Counselors
California State University, Sacramento
Chapman University
Chapman University - Diamond Springs Learning Center
National University
University of Phoenix - Sacramento Campus
University of San Francisco

Water Treatment Plant Operators
Sacramento City College
Stationary Engineers, Local 39

Water Truck Drivers
Northern California Teamsters Apprenticeship

Welders and Cutters
American River College
Cal-Trade Welding School
Central Sierra Regional Occupational Program (ROP)
Cosumnes River College
Nevada Union Adult Education
Placer School for Adults
Plumbers & Pipefitters JAC
Sacramento City College
Sacramento County Regional Occupational Program (ROP)
Sierra College
Yolo County Regional Occupational Program (ROP)

Writers and Editors
American River College
Cosumnes River College - El Dorado Center
Sacramento City College

A product of the
CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM,
the most comprehensive volume of local occupation and training information available.

THIS PUBLICATION PROVIDES ESSENTIAL RESOURCE INFORMATION FOR:

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HUMAN RESOURCE MANAGEMENT • ECONOMIC DEVELOPMENT

WORKFORCE DEVELOPMENT • PROGRAM PLANNING

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Vice President of Instruction
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BARBARA MOORE
Community Services Manager and Enterprise Zone Coordinator
City of West Sacramento

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Seta

AMERICA'S WORKFORCE NETWORK SM

Cover: design by Mary Casey, photography by Tom Myers