

Top Job Skills by Projected Employment and Openings North Central Workforce Development Area, 2014-2024

Top 50 Detailed Work Activities, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Order materials, supplies, or equipment	13,530	14.6%	410
Record operational or production data	14,090	13.8%	386
Calculate costs of goods or services	10,680	13.5%	379
Sell products or services	10,390	13.2%	370
Clean work areas	11,170	13.1%	366
Greet customers, patrons, or visitors	9,310	10.9%	304
Monitor inventories of products or materials	9,500	10.2%	285
Maintain records of sales or other business transactions	7,620	9.7%	271
Answer customer questions about goods or services	7,290	9.3%	261
Administer basic health care or medical treatments	8,390	9.3%	260
Explain technical product or service information to customers	6,400	8.4%	235
Reconcile records of sales or other financial transactions	6,700	8.3%	233
Collect deposits, payments or fees	9,070	8.0%	224
Process sales or other transactions	5,520	7.9%	221
Cook foods	5,540	7.9%	220
Serve food or beverages	5,540	7.9%	220
Prepare documentation for contracts, transactions, or regulatory compliance	9,040	7.2%	201
Process customer bills or payments	4,860	7.2%	201
Maintain inventories of materials, equipment, or products	7,510	7.1%	200
Measure dimensions of completed products to verify conformance to specifications	7,140	7.0%	195
Clean food service areas	4,740	6.9%	192
Disassemble equipment for maintenance or repair	6,300	6.8%	189
Clean food preparation areas, facilities, or equipment	4,760	6.7%	188
Arrange tables or dining areas	4,280	6.5%	183
Communicate with customers to resolve complaints or ensure satisfaction	4,150	6.5%	181
Take customer orders	4,150	6.5%	181
Provide information to coworkers	6,300	6.4%	180
Collect biological specimens from patients	5,520	6.4%	180
Load shipments, belongings, or materials	6,470	6.4%	179
Operate cranes, hoists, or other moving or lifting equipment	6,300	6.4%	178
Operate vehicles or material-moving equipment	6,140	6.3%	177
Clean production equipment	6,690	6.2%	174
Execute sales or other financial transactions	7,580	6.1%	170
Maintain financial or account records	5,530	5.8%	163
Review blueprints or instructions to determine operational methods or sequences	6,180	5.8%	162
Clean tableware	4,250	5.8%	162
Apply bandages, dressings, or splints	4,450	5.6%	158
Set up merchandise displays	4,700	5.6%	156
Mount attachments or tools onto production equipment	5,470	5.5%	154
Purchase stocks of merchandise or supplies	4,680	5.5%	153
Review work orders or schedules to determine operations or procedures	4,970	5.4%	152
Prepare foods for cooking or serving	3,800	5.4%	152
Compile data or documentation	6,570	5.4%	150
Maintain production or processing equipment	5,560	5.4%	150
Monitor equipment operation to ensure proper functioning	5,130	5.4%	150
Secure cargo	5,070	5.3%	149
Prepare hot or cold beverages	3,710	5.3%	149
Package materials or products	5,060	5.3%	147
Confer with coworkers to coordinate work activities	5,410	5.2%	146
Maintain vehicles in good working condition	5,590	5.2%	145

Detailed Work Activities - Types of specific job behaviors or duties particular to an occupation.

Data are ranked by percent of annual openings where employment change was positive between 2014 and 2024

For the entire list of job skills and further job skills information go to the following link:

www.workstats.dli.pa.gov/Products/ProjectedJobSkills/

Data Sources: CWIA Occupational Employment Projections, 2014-2024
U.S. Department of Labor's Occupational Information Network (O*NET) Database

Top Job Skills by Projected Employment and Openings North Central Workforce Development Area, 2014-2024

Top 50 Tools & Technologies, 2014-2024	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	72,710	72.7%	2,036
Data base user interface and query software	66,320	68.1%	1,907
Personal computers	65,750	67.1%	1,878
Word processing software	63,880	61.8%	1,729
Desktop computers	58,460	59.2%	1,658
Office suite software	56,770	56.7%	1,588
Electronic mail software	47,570	45.7%	1,279
Notebook computers	46,200	44.5%	1,247
Internet browser software	43,580	42.1%	1,178
Enterprise resource planning ERP software	31,750	31.2%	874
Presentation software	32,970	30.4%	852
Accounting software	28,970	29.0%	812
Calendar and scheduling software	27,770	27.0%	756
Screwdrivers	27,360	27.0%	755
Laser printers	25,970	26.8%	750
Project management software	28,210	25.3%	707
Forklifts	26,020	25.2%	706
Personal digital assistant PDAs or organizers	23,230	24.5%	685
Medical software	22,200	24.0%	672
Adjustable wrenches	23,860	23.9%	668
Operating system software	20,840	22.4%	627
Scanners	24,860	22.3%	625
Point of sale POS software	15,950	20.3%	569
Inventory management software	20,470	20.2%	565
Cash registers	14,840	19.8%	555
Photocopiers	20,960	19.7%	552
Bar code reader equipment	15,130	19.4%	544
Ladders	18,730	19.4%	543
Hoists	19,430	19.4%	542
Analytical or scientific software	19,740	19.3%	540
Tape measures	18,490	19.0%	533
Hammers	17,550	18.9%	529
Adjustable widemouth pliers	17,840	17.8%	498
Power saws	18,790	17.7%	496
Hand trucks or accessories	17,340	17.4%	488
Magnetic stripe readers and encoders	12,800	17.0%	477
Power drills	17,520	16.7%	468
Laser fax machine	18,580	16.6%	465
Graphics or photo imaging software	17,280	15.9%	444
Two way radios	16,080	15.3%	427
Computer aided design CAD software	15,570	15.2%	426
Special purpose telephones	16,030	14.9%	418
Calipers	15,170	14.8%	415
Point of sale POS terminal	11,100	14.6%	408
Desktop calculator	13,750	14.4%	402
Air compressors	14,840	14.1%	395
Industrial control software	12,920	13.7%	384
Safety glasses	14,780	13.3%	373
Time accounting software	15,230	13.0%	363
Micrometers	13,040	12.9%	362

Tools & Technologies - Machines, equipment, tools, and information technologies that one could be expected to use in a particular occupation. Data are ranked by percent of annual openings where employment change was positive between 2014 and 2024

For the entire list of job skills and further job skills information go to the following link:
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