

Top Job Skills by Projected Employment and Openings Northern Tier Workforce Development Area, 2014-2024

Top 50 Detailed Work Activities, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Calculate costs of goods or services	7,960	14.1%	283
Order materials, supplies, or equipment	9,820	13.8%	277
Sell products or services	7,580	13.6%	273
Clean work areas	7,750	13.3%	268
Greet customers, patrons, or visitors	6,910	11.3%	227
Record operational or production data	8,500	10.9%	218
Maintain records of sales or other business transactions	5,060	9.7%	195
Answer customer questions about goods or services	4,910	9.4%	189
Reconcile records of sales or other financial transactions	5,060	9.1%	183
Process sales or other transactions	4,350	8.9%	179
Explain technical product or service information to customers	4,280	8.7%	174
Serve food or beverages	4,480	8.6%	172
Cook foods	4,480	8.6%	172
Monitor inventories of products or materials	5,330	8.1%	163
Administer basic health care or medical treatments	5,270	8.0%	160
Clean food preparation areas, facilities, or equipment	3,950	7.5%	150
Process customer bills or payments	3,770	7.5%	150
Collect deposits, payments or fees	6,490	7.4%	149
Clean food service areas	3,630	7.3%	146
Arrange tables or dining areas	3,250	6.8%	137
Take customer orders	3,270	6.8%	136
Communicate with customers to resolve complaints or ensure satisfaction	3,130	6.6%	132
Operate cranes, hoists, or other moving or lifting equipment	4,270	6.4%	128
Prepare documentation for contracts, transactions, or regulatory compliance	6,260	6.3%	127
Prepare hot or cold beverages	3,120	6.1%	123
Load shipments, belongings, or materials	4,460	6.1%	122
Prepare foods for cooking or serving	3,120	6.0%	120
Operate vehicles or material-moving equipment	4,470	5.8%	117
Supervise sales or support personnel	2,930	5.5%	111
Train sales personnel	2,930	5.5%	111
Monitor sales activities	2,930	5.5%	111
Execute sales or other financial transactions	5,240	5.5%	110
Maintain financial or account records	4,050	5.5%	110
Collect biological specimens from patients	3,420	5.5%	110
Clean tableware	2,990	5.4%	109
Secure cargo	3,940	5.3%	107
Provide information to coworkers	3,740	5.3%	106
Maintain inventories of materials, equipment, or products	4,120	5.2%	105
Communicate dining or order details to kitchen personnel	2,480	5.2%	105
Collect dirty dishes or other tableware	2,480	5.2%	105
Review work orders or schedules to determine operations or procedures	3,730	5.1%	103
Package materials or products	3,720	4.9%	99
Monitor cargo area conditions	3,600	4.9%	99
Confer with coworkers to coordinate work activities	3,710	4.8%	96
Connect cables or electrical lines	3,540	4.7%	95
Record patient medical histories	3,180	4.7%	94
Set up merchandise displays	2,650	4.7%	94
Stock serving stations or dining areas with food or supplies	2,270	4.7%	94
Issue money, credit, or vouchers	2,180	4.7%	94
Stock products or parts	2,180	4.7%	94

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 Northern Tier Workforce Development Area, 2014-2024

Top 50 Tools & Technologies, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	46,990	64.4%	1,293
Data base user interface and query software	43,310	61.2%	1,228
Personal computers	42,970	60.1%	1,207
Word processing software	38,580	50.9%	1,022
Desktop computers	36,270	50.4%	1,013
Office suite software	36,710	50.0%	1,004
Electronic mail software	28,890	38.0%	763
Notebook computers	29,530	37.9%	762
Internet browser software	27,520	36.1%	725
Presentation software	20,980	26.5%	532
Accounting software	19,270	26.5%	532
Enterprise resource planning ERP software	18,710	24.9%	499
Laser printers	17,270	24.8%	498
Operating system software	15,660	23.2%	466
Screwdrivers	15,610	22.0%	442
Calendar and scheduling software	16,330	21.7%	436
Forklifts	16,000	21.0%	422
Project management software	17,270	21.0%	421
Point of sale POS software	11,530	20.8%	418
Medical software	13,700	20.5%	412
Personal digital assistant PDAs or organizers	15,010	20.4%	410
Bar code reader equipment	11,480	20.4%	410
Cash registers	11,310	20.4%	410
Scanners	16,980	19.4%	389
Adjustable wrenches	13,220	18.7%	375
Inventory management software	13,620	17.9%	359
Magnetic stripe readers and encoders	9,410	17.8%	357
Hoists	12,640	17.4%	350
Photocopiers	14,110	17.4%	349
Hammers	11,820	17.3%	347
Tape measures	11,740	17.0%	342
Power saws	11,590	15.4%	309
Ladders	10,710	15.4%	309
Analytical or scientific software	11,920	15.0%	301
Two way radios	11,470	14.9%	300
Point of sale POS terminal	8,140	14.5%	291
Hand trucks or accessories	10,450	14.4%	290
Adjustable widemouth pliers	9,810	14.4%	289
Desktop calculator	9,550	14.0%	282
Power drills	10,010	13.3%	267
Belt conveyors	7,850	13.3%	267
Laser fax machine	11,420	13.0%	262
Graphics or photo imaging software	9,960	12.9%	260
Air compressors	9,900	12.9%	259
Time accounting software	10,840	12.1%	242
Special purpose telephones	10,020	11.9%	239
Touch screen monitors	7,650	11.8%	237
Protective gloves	9,350	11.8%	236
Computer aided design CAD software	8,650	11.5%	231
Jacks	7,970	11.0%	220

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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