

Top Job Skills by Projected Employment and Openings

Southern Alleghenies 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	31,090	16.7%	939
Sell products or services	24,140	14.9%	839
Calculate costs of goods or services	23,360	14.4%	812
Clean work areas	22,490	13.6%	768
Greet customers, patrons, or visitors	21,480	12.1%	683
Monitor inventories of products or materials	21,700	11.2%	632
Record operational or production data	21,840	11.1%	625
Clean food preparation areas, facilities, or equipment	15,120	10.7%	604
Maintain records of sales or other business transactions	16,620	10.5%	594
Answer customer questions about goods or services	16,520	10.5%	589
Cook foods	14,590	10.4%	586
Process customer bills or payments	13,770	10.3%	581
Serve food or beverages	14,270	10.2%	576
Explain technical product or service information to customers	15,360	9.9%	559
Reconcile records of sales or other financial transactions	15,360	9.6%	543
Administer basic health care or medical treatments	17,510	9.4%	528
Process sales or other transactions	13,270	9.3%	523
Communicate with customers to resolve complaints or ensure satisfaction	11,630	8.9%	504
Take customer orders	11,200	8.8%	497
Clean food service areas	11,120	8.5%	476
Arrange tables or dining areas	10,760	8.4%	475
Collect deposits, payments or fees	19,760	8.2%	464
Prepare hot or cold beverages	10,620	7.9%	447
Maintain inventories of materials, equipment, or products	16,600	7.9%	446
Communicate dining or order details to kitchen personnel	9,610	7.8%	437
Prepare documentation for contracts, transactions, or regulatory compliance	20,040	7.5%	425
Prepare foods for cooking or serving	10,750	7.5%	425
Collect dirty dishes or other tableware	9,180	7.2%	406
Collect biological specimens from patients	12,390	6.9%	387
Provide information to coworkers	14,190	6.6%	370
Clean tableware	9,420	6.4%	363
Set up merchandise displays	10,900	6.3%	357
Purchase stocks of merchandise or supplies	10,790	6.2%	350
Execute sales or other financial transactions	16,350	6.2%	347
Record patient medical histories	11,230	6.1%	343
Train food preparation or food service personnel	8,320	5.9%	333
Collaborate with healthcare professionals to plan or provide treatment	10,710	5.9%	332
Arrange delivery of goods or services	9,800	5.9%	331
Maintain financial or account records	12,160	5.9%	330
Explain regulations, policies, or procedures	12,290	5.8%	329
Advise customers on the use of products or services	9,620	5.8%	329
Prepare sales or other contracts	9,910	5.8%	328
Compile data or documentation	15,420	5.8%	326
Maintain operational records	11,610	5.7%	320
Assist chefs or caterers with food or drink preparation	8,160	5.7%	319
Stock serving stations or dining areas with food or supplies	7,150	5.7%	319
Package food or supplies	7,590	5.6%	315
Recommend products or services to customers	9,170	5.6%	314
Estimate costs or terms of sales	9,020	5.6%	314
Demonstrate products to consumers	9,040	5.5%	312

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 Southern Alleghenies Workforce Development Area, 2014-2024

Top 50 Tools & Technologies, 2014-2024	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	155,400	76.4%	4,302
Data base user interface and query software	142,560	72.1%	4,059
Personal computers	136,910	68.2%	3,841
Word processing software	137,000	65.3%	3,675
Desktop computers	128,010	64.3%	3,624
Office suite software	121,270	59.9%	3,375
Notebook computers	104,910	49.1%	2,766
Electronic mail software	104,440	49.0%	2,759
Internet browser software	98,580	46.4%	2,615
Presentation software	77,490	35.2%	1,982
Accounting software	67,380	33.1%	1,867
Calendar and scheduling software	63,620	30.2%	1,703
Laser printers	59,170	29.7%	1,671
Enterprise resource planning ERP software	62,110	29.6%	1,667
Project management software	60,890	26.8%	1,512
Medical software	50,800	26.5%	1,492
Point of sale POS software	40,480	26.0%	1,466
Personal digital assistant PDAs or organizers	50,790	26.0%	1,465
Cash registers	38,710	25.6%	1,440
Screwdrivers	50,640	25.1%	1,415
Operating system software	47,090	24.4%	1,377
Photocopiers	53,130	24.1%	1,358
Scanners	53,880	22.8%	1,286
Bar code reader equipment	35,790	22.7%	1,280
Magnetic stripe readers and encoders	31,420	21.1%	1,186
Adjustable wrenches	41,310	20.5%	1,157
Forklifts	41,840	19.7%	1,112
Point of sale POS terminal	28,930	19.1%	1,074
Laser fax machine	44,230	19.0%	1,070
Tape measures	36,040	18.7%	1,051
Hammers	34,200	18.2%	1,026
Ladders	35,530	18.1%	1,020
Graphics or photo imaging software	40,010	18.1%	1,019
Analytical or scientific software	38,640	18.0%	1,012
Special purpose telephones	38,930	17.4%	982
Inventory management software	36,230	17.1%	961
Adjustable widemouth pliers	33,070	16.7%	938
Power saws	34,050	16.2%	912
Desktop calculator	30,520	15.6%	877
Tablet computers	31,240	14.9%	841
Pocket calculator	29,830	14.9%	840
Document management software	37,180	14.7%	829
Power drills	30,820	14.5%	817
Hoists	28,860	14.5%	816
Hand trucks or accessories	28,400	14.3%	808
Human resources software	30,260	14.3%	806
Two way radios	31,150	14.0%	787
Time accounting software	31,970	13.5%	763
Computer aided design CAD software	27,800	13.3%	747
Desktop publishing software	31,940	13.2%	742

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

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