

Top Job Skills by Projected Employment and Openings Three Rivers 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	108,790	15.4%	3,264
Calculate costs of goods or services	98,690	14.8%	3,127
Sell products or services	93,180	14.5%	3,071
Monitor inventories of products or materials	89,160	11.6%	2,448
Greet customers, patrons, or visitors	77,550	11.0%	2,318
Clean work areas	66,290	10.8%	2,277
Process customer bills or payments	52,200	10.6%	2,248
Clean food preparation areas, facilities, or equipment	54,400	10.5%	2,226
Cook foods	54,190	10.4%	2,197
Serve food or beverages	51,260	10.0%	2,111
Maintain records of sales or other business transactions	63,510	9.9%	2,104
Collect deposits, payments or fees	88,430	9.4%	1,994
Answer customer questions about goods or services	59,540	9.4%	1,990
Communicate with customers to resolve complaints or ensure satisfaction	44,490	9.3%	1,960
Explain technical product or service information to customers	59,140	9.3%	1,959
Take customer orders	42,220	9.1%	1,914
Administer basic health care or medical treatments	65,010	9.0%	1,913
Prepare documentation for contracts, transactions, or regulatory compliance	90,300	8.9%	1,879
Arrange tables or dining areas	41,400	8.6%	1,827
Reconcile records of sales or other financial transactions	54,840	8.6%	1,820
Process sales or other transactions	49,190	8.6%	1,812
Clean food service areas	42,170	8.5%	1,807
Communicate dining or order details to kitchen personnel	38,660	8.3%	1,763
Record operational or production data	55,230	8.2%	1,730
Provide information to coworkers	67,940	8.0%	1,689
Prepare hot or cold beverages	39,410	7.9%	1,669
Execute sales or other financial transactions	80,180	7.7%	1,637
Supervise employees	60,840	7.7%	1,632
Collect biological specimens from patients	52,670	7.5%	1,592
Explain regulations, policies, or procedures	61,100	7.5%	1,580
Collect dirty dishes or other tableware	36,000	7.4%	1,570
Prepare foods for cooking or serving	37,910	7.4%	1,566
Maintain financial or account records	55,280	6.9%	1,455
Record patient medical histories	49,070	6.8%	1,439
Collaborate with healthcare professionals to plan or provide treatment	47,470	6.8%	1,436
Respond to customer problems or complaints	56,800	6.7%	1,419
Clean tableware	35,660	6.6%	1,396
Compile data or documentation	64,980	6.3%	1,341
Prepare sales or other contracts	45,110	6.3%	1,339
Train medical providers	45,100	6.2%	1,321
Recommend products or services to customers	43,360	6.2%	1,308
Package food or supplies	30,470	6.1%	1,297
Operate diagnostic or therapeutic medical instruments or equipment	42,670	6.1%	1,294
Arrange delivery of goods or services	43,200	6.1%	1,293
Supervise patient care personnel	42,520	6.1%	1,283
Stock serving stations or dining areas with food or supplies	28,750	6.1%	1,282
Advise customers on the use of products or services	39,660	6.1%	1,281
Estimate costs or terms of sales	41,080	6.1%	1,280
Assist chefs or caterers with food or drink preparation	31,790	6.1%	1,280
Prepare medical supplies or equipment for use	42,660	6.0%	1,273

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 Three Rivers Workforce Development Area, 2014-2024

Top 50 Tools & Technologies, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	627,840	80.2%	16,955
Data base user interface and query software	590,680	77.0%	16,285
Personal computers	568,680	73.3%	15,504
Word processing software	573,560	70.9%	14,997
Desktop computers	525,680	67.6%	14,304
Office suite software	517,400	66.0%	13,960
Electronic mail software	464,740	56.9%	12,025
Notebook computers	463,620	55.8%	11,807
Internet browser software	426,130	51.6%	10,919
Presentation software	390,710	46.7%	9,881
Accounting software	302,850	37.3%	7,894
Enterprise resource planning ERP software	297,020	36.1%	7,624
Calendar and scheduling software	281,610	34.7%	7,333
Project management software	298,710	34.4%	7,277
Laser printers	235,120	30.4%	6,418
Personal digital assistant PDAs or organizers	228,170	29.7%	6,273
Photocopiers	250,300	29.5%	6,232
Scanners	254,290	28.7%	6,059
Medical software	215,700	28.5%	6,035
Operating system software	207,590	27.3%	5,770
Point of sale POS software	162,010	26.6%	5,633
Analytical or scientific software	211,230	26.0%	5,504
Graphics or photo imaging software	216,680	26.0%	5,497
Cash registers	144,160	24.9%	5,260
Laser fax machine	215,320	24.7%	5,217
Document management software	213,260	23.2%	4,910
Special purpose telephones	196,780	22.6%	4,787
Bar code reader equipment	125,290	21.3%	4,504
Screwdrivers	157,400	20.2%	4,268
Magnetic stripe readers and encoders	115,550	19.8%	4,194
Tablet computers	156,330	19.6%	4,150
Desktop publishing software	179,680	19.2%	4,070
Human resources software	158,480	19.1%	4,035
Point of sale POS terminal	106,040	18.7%	3,957
Development environment software	135,100	17.7%	3,749
Information retrieval or search software	158,450	17.6%	3,712
Desktop calculator	130,560	17.1%	3,612
Customer relationship management CRM software	154,030	16.6%	3,520
Inventory management software	127,130	16.2%	3,428
Time accounting software	143,660	16.1%	3,396
Ladders	120,440	15.9%	3,361
Adjustable wrenches	117,100	15.5%	3,275
Tape measures	106,800	14.6%	3,096
Pocket calculator	110,850	14.5%	3,074
Hammers	103,350	14.5%	3,068
Computer aided design CAD software	116,470	14.4%	3,042
Data base reporting software	127,300	14.0%	2,964
Adjustable widemouth pliers	102,640	13.6%	2,885
Financial analysis software	118,100	13.6%	2,873
Digital cameras	119,700	13.5%	2,849

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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