

Top Job Skills by Projected Employment and Openings West 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	14,700	17.2%	449
Calculate costs of goods or services	11,670	14.9%	388
Sell products or services	11,320	14.4%	375
Clean work areas	10,900	13.7%	357
Greet customers, patrons, or visitors	10,360	12.1%	315
Monitor inventories of products or materials	10,470	11.7%	306
Record operational or production data	10,270	11.1%	290
Clean food preparation areas, facilities, or equipment	7,110	10.9%	284
Maintain records of sales or other business transactions	8,190	10.7%	278
Process customer bills or payments	6,610	10.5%	275
Cook foods	6,830	10.4%	272
Answer customer questions about goods or services	7,820	10.3%	269
Serve food or beverages	6,640	10.2%	267
Administer basic health care or medical treatments	8,590	10.1%	264
Explain technical product or service information to customers	7,560	10.0%	261
Reconcile records of sales or other financial transactions	7,320	9.6%	251
Process sales or other transactions	6,500	9.4%	244
Take customer orders	5,430	9.1%	237
Communicate with customers to resolve complaints or ensure satisfaction	5,400	8.8%	229
Clean food service areas	5,320	8.6%	224
Arrange tables or dining areas	5,140	8.6%	224
Collect deposits, payments or fees	9,510	8.4%	220
Prepare hot or cold beverages	5,300	8.4%	219
Communicate dining or order details to kitchen personnel	4,780	8.1%	212
Prepare documentation for contracts, transactions, or regulatory compliance	9,530	7.8%	203
Clean tableware	5,020	7.6%	198
Collect dirty dishes or other tableware	4,560	7.6%	197
Set up merchandise displays	5,900	7.2%	188
Purchase stocks of merchandise or supplies	5,900	7.1%	185
Train food preparation or food service personnel	4,530	7.1%	185
Prepare sales or other contracts	5,830	7.0%	183
Package food or supplies	4,380	7.0%	183
Arrange delivery of goods or services	5,570	6.8%	178
Advise customers on the use of products or services	5,370	6.8%	177
Assist chefs or caterers with food or drink preparation	4,410	6.7%	174
Provide information to coworkers	6,480	6.6%	172
Maintain inventories of materials, equipment, or products	6,130	6.6%	171
Estimate costs or terms of sales	5,170	6.6%	171
Recommend products or services to customers	5,150	6.5%	169
Demonstrate products to consumers	5,080	6.5%	169
Operate cash registers	4,070	6.5%	169
Collect biological specimens from patients	5,290	6.4%	168
Execute sales or other financial transactions	7,660	6.3%	163
Arrange food for serving	4,320	6.3%	163
Maintain financial or account records	6,180	6.2%	162
Gather customer or product information to determine customer needs	4,890	6.2%	162
Prepare foods for cooking or serving	4,150	6.2%	161
Monitor work areas to provide security	4,690	6.1%	160
Explain regulations, policies, or procedures	6,000	6.0%	156
Move equipment, supplies or food to required locations	4,020	5.9%	155

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 West Central Workforce Development Area, 2014-2024

Top 50 Tools & Technologies, 2014-2024	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	70,480	75.3%	1,963
Data base user interface and query software	64,100	70.0%	1,824
Personal computers	63,420	68.3%	1,781
Word processing software	61,550	63.4%	1,653
Desktop computers	56,430	60.3%	1,572
Office suite software	55,640	60.2%	1,570
Electronic mail software	48,470	49.8%	1,298
Notebook computers	46,620	47.0%	1,225
Internet browser software	43,580	44.4%	1,157
Presentation software	35,840	35.5%	925
Accounting software	31,310	33.6%	875
Calendar and scheduling software	31,390	33.0%	860
Enterprise resource planning ERP software	30,390	31.3%	815
Laser printers	25,120	27.6%	720
Project management software	28,020	26.9%	701
Medical software	22,710	26.1%	681
Point of sale POS software	19,040	25.9%	675
Personal digital assistant PDAs or organizers	23,100	25.1%	654
Cash registers	18,030	25.0%	651
Operating system software	21,380	24.2%	632
Photocopiers	23,920	22.7%	592
Screwdrivers	21,530	22.7%	591
Scanners	24,260	22.2%	579
Bar code reader equipment	15,610	21.2%	553
Magnetic stripe readers and encoders	14,770	20.9%	546
Adjustable wrenches	18,500	19.7%	513
Point of sale POS terminal	13,970	19.6%	511
Analytical or scientific software	18,350	18.8%	491
Ladders	17,170	18.5%	483
Forklifts	17,770	18.1%	472
Laser fax machine	19,760	18.0%	469
Inventory management software	17,200	17.8%	465
Graphics or photo imaging software	18,240	17.8%	463
Special purpose telephones	18,610	17.7%	462
Tape measures	15,140	17.1%	447
Hammers	14,250	16.5%	429
Adjustable widemouth pliers	14,170	15.5%	403
Human resources software	15,320	15.4%	402
Hoists	13,280	14.5%	377
Tablet computers	13,640	14.1%	368
Document management software	15,910	13.7%	357
Power saws	13,700	13.6%	354
Desktop calculator	12,530	13.5%	352
Desktop publishing software	14,960	13.4%	350
Touch screen monitors	9,680	13.0%	339
Hand trucks or accessories	12,210	12.9%	335
Pocket calculator	11,950	12.8%	334
Power drills	12,680	12.7%	331
Two way radios	12,820	12.5%	326
Time accounting software	14,430	12.4%	324

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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