

Top Job Skills by Projected Employment and Openings Westmoreland-Fayette 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	31,050	16.8%	983
Sell products or services	27,620	16.4%	963
Calculate costs of goods or services	25,900	15.5%	910
Clean work areas	24,180	14.0%	820
Greet customers, patrons, or visitors	21,980	12.3%	723
Record operational or production data	23,220	11.6%	681
Monitor inventories of products or materials	22,310	11.6%	677
Maintain records of sales or other business transactions	18,300	11.1%	648
Answer customer questions about goods or services	17,890	10.8%	635
Explain technical product or service information to customers	16,640	10.2%	599
Reconcile records of sales or other financial transactions	16,170	9.9%	579
Cook foods	13,810	9.8%	572
Process sales or other transactions	14,690	9.7%	568
Serve food or beverages	13,540	9.7%	566
Clean food preparation areas, facilities, or equipment	13,560	9.5%	558
Communicate with customers to resolve complaints or ensure satisfaction	12,650	9.4%	550
Process customer bills or payments	12,380	9.3%	544
Collect deposits, payments or fees	20,640	8.9%	522
Take customer orders	11,250	8.6%	504
Arrange tables or dining areas	11,330	8.4%	492
Prepare documentation for contracts, transactions, or regulatory compliance	20,890	8.3%	485
Clean food service areas	10,690	7.9%	463
Prepare foods for cooking or serving	10,180	7.5%	437
Communicate dining or order details to kitchen personnel	9,500	7.3%	427
Administer basic health care or medical treatments	13,230	7.2%	422
Provide information to coworkers	14,620	7.1%	417
Maintain financial or account records	13,190	6.7%	395
Collect dirty dishes or other tableware	8,940	6.6%	386
Prepare hot or cold beverages	8,940	6.6%	386
Set up merchandise displays	11,440	6.3%	369
Purchase stocks of merchandise or supplies	11,510	6.3%	367
Execute sales or other financial transactions	16,490	6.2%	362
Advise customers on the use of products or services	10,640	6.0%	349
Load shipments, belongings, or materials	12,360	5.9%	348
Clean tableware	8,680	5.9%	348
Prepare sales or other contracts	10,740	5.8%	342
Arrange delivery of goods or services	10,640	5.8%	340
Monitor sales activities	9,180	5.7%	336
Compile data or documentation	13,740	5.7%	333
Train sales personnel	9,130	5.7%	332
Operate vehicles or material-moving equipment	11,500	5.6%	330
Confer with coworkers to coordinate work activities	11,920	5.6%	329
Supervise sales or support personnel	8,830	5.6%	329
Train food preparation or food service personnel	8,250	5.6%	329
Stock products or parts	8,810	5.6%	326
Recommend products or services to customers	10,060	5.5%	325
Collect biological specimens from patients	9,820	5.5%	323
Estimate costs or terms of sales	9,780	5.5%	323
Demonstrate products to consumers	9,680	5.5%	322
Operate cranes, hoists, or other moving or lifting equipment	10,540	5.5%	321

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 Westmoreland-Fayette Workforce Development Area, 2014-2024

Top 50 Tools & Technologies, 2014-2024

	2024 Employment	Percent of Annual Openings	Annual Openings
Spreadsheet software	145,950	71.3%	4,178
Data base user interface and query software	133,810	66.8%	3,913
Personal computers	127,520	62.9%	3,687
Word processing software	125,710	59.1%	3,462
Desktop computers	115,570	57.0%	3,339
Office suite software	117,100	57.0%	3,337
Electronic mail software	95,300	44.1%	2,583
Notebook computers	92,350	42.5%	2,492
Internet browser software	88,320	40.5%	2,374
Accounting software	66,950	32.3%	1,891
Presentation software	72,660	32.3%	1,890
Enterprise resource planning ERP software	66,660	31.5%	1,846
Laser printers	54,890	27.4%	1,606
Cash registers	42,710	27.4%	1,604
Calendar and scheduling software	57,140	27.2%	1,592
Point of sale POS software	42,600	26.6%	1,557
Project management software	59,950	25.9%	1,520
Personal digital assistant PDAs or organizers	49,970	25.6%	1,500
Operating system software	50,190	25.3%	1,482
Screwdrivers	50,060	24.3%	1,422
Bar code reader equipment	38,930	24.2%	1,415
Medical software	45,050	23.8%	1,394
Scanners	50,570	21.4%	1,255
Magnetic stripe readers and encoders	33,090	21.3%	1,247
Forklifts	44,930	21.1%	1,234
Photocopiers	45,370	20.2%	1,185
Adjustable wrenches	40,060	19.4%	1,137
Analytical or scientific software	41,590	18.9%	1,110
Tape measures	36,230	18.4%	1,075
Point of sale POS terminal	28,250	18.3%	1,071
Ladders	36,020	18.2%	1,066
Inventory management software	37,940	18.1%	1,061
Hammers	34,390	18.1%	1,061
Graphics or photo imaging software	37,980	16.9%	991
Laser fax machine	39,580	16.9%	989
Hoists	33,730	16.8%	982
Power saws	34,680	16.0%	939
Adjustable widemouth pliers	31,980	15.7%	917
Desktop calculator	29,560	15.4%	903
Special purpose telephones	34,130	15.1%	883
Hand trucks or accessories	29,650	14.9%	875
Power drills	31,330	14.3%	837
Computer aided design CAD software	30,660	14.3%	836
Two way radios	30,480	13.6%	799
Human resources software	29,200	13.6%	794
Document management software	33,840	13.1%	770
Belt conveyors	20,630	13.0%	763
Touch screen monitors	20,460	12.5%	733
Time accounting software	29,290	12.3%	719
Desktop publishing software	29,700	12.2%	714

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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