



## Workforce Development Board

## ***Tompkins County Workforce Development***

### ***Executive Committee***

TC Workforce Development Board Conference Room  
119 E. Seneca St., Suite 200, Ithaca, NY 14850

## **Meeting Minutes - Tuesday, May 6, 2025**

**Present:** S. Pronti, K. Babuka, P. Levesque, B. Nugent

**Excused:**

**Staff:** C. Sponn, D. Achilles, T. Basilius, A. Jacot

### **Call to Order**

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:36 a.m.

Mr. Levesque arrived at 8:47 a.m.

### **Approval of Minutes - April 1, 2025**

It was moved by Mr. Levesque, seconded by Ms. Babuka and unanimously adopted by voice vote of members present to approve the minutes, with modifications, of April 1, 2025.

### **Approval to Contract 2025 Summer Youth Employment Program (SYEP)**

It was moved by Mr. Levesque, seconded by Ms. Babuka and unanimously adopted by voice vote of members present to approve to Contract 2025 Summer Youth Employment Program (SYEP). The Workforce Development Board will ratify this approval at the Tuesday, May 27, 2025, meeting.

### **Approval of Transitional Jobs Policy**

It was moved by Mr. Levesque, seconded by Ms. Babuka and unanimously adopted by voice vote of members present to approve the revision of the Transitional Jobs Policy, with modifications to the living wage section.

### **Approval of Individual Training Account (ITA) Policy**

Tabled until Tuesday, June 3, 2025 Executive Committee Meeting.

## **Financial Report- March 2025**

Ms. Achilles reported that the March 2025 Workforce Development Financial Report includes all the new funding that the Board approved at the Tuesday, February 2, 2025 meeting. Due to the additional funds, percentages went down. Ms. Achilles reported that the percentages will go back up once the proposed purchases are made with the new funding, however, they will remain low this fiscal year.

Ms. Achilles reported that wage and fringe will increase due to the hiring of the Transition Workforce Specialist, Mr. Governale who has started at the Career Center. Mr. Sponn and Ms. Bailius have finished the interview process for the Dislocated Workforce Coordinator (DRC) that will start Tuesday, May 27, 2025. Rent line is low due to the Career Center rent for the first quarter will be entered on April reports. Ms. Achilles reported that the rent is based on the prior year's monthly rent amount. Ms. Achilles reported that the participants' wage and fringe is in line with 31 JobLink participants and 21 YEP participants currently.

Ms. Achilles reported that the Office of Just Energy Transition (OJET) funds have been extended to November 30, 2025. Therefore, the new Fiscal Year Budget will include a portion of this funding.

Ms. Achilles reported that the only concern is \$32,796 of Dislocated Worker funds may not be fully used by the closing date of June 30, 2025. Ms. Achilles is hopeful that with trainings, Transitional Job opportunities, and staff wage & fringe we should be really close of expending all the PY 23 Dislocated Worker funds.

## **Work Updates**

### **Local Plan and In-Demand Jobs List**

Mr. Sponn reported that the Local Plan and In Demand Job List are due to be updated in the next year and a half. Previously, the New York State guidance was to update in-demand list every three years and has recently changed to every year. Mr. Sponn said that he intends to facilitate a discussion at the One Stop Operations and Oversight Committee meeting on Tuesday, May 13, 2025. Mr. Sponn will organize the in-demand job list by different sectors with higher priority jobs first.

### **NYSDOL Lease Updates**

Mr. Sponn reported that there is no finalized lease agreement yet with the New York State Department of Labor leadership in Albany.

### **NY SCION Additional Funds**

Mr. Sponn reported that New York State sent notification that there are additional DRC funds. The Tompkins County Workforce Development Administration

put forth a proposal that included adaptive technology, business/staff training and outreach materials and has requested an additional \$61,000.

### **May Board Meeting**

Mr. Sponn reported that Mr. Harris from the New York State Department of Labor will give a presentation at Tuesday, May 27, 2025, at the Workforce Development Board Meeting.

Mr. Sponn reported he would also like to resume the Workforce Development Board and Career Center logo discussion. Mr. Sponn reported the data from the survey reflected that Board members would like to see a new logo. Mr. Pronti asked Mr. Sponn to develop a few logo ideas and send them out to the Workforce Development Board Members prior to the meeting.

### **Committee Updates**

#### **Youth Oversight Committee**

Mr. Sponn reported that there are no updates.

#### **One Stop Operation and Oversight Committee**

Mr. Sponn reported that the One Stop Operations and Oversight Committee will meet on May 13, 2025, and discuss the Local Plan and In Demand Jobs list.

#### **Governance and Membership Committee**

Ms. Miller of the Alliance of Manufacturers (AMT) will join the Workforce Development Board on June 24, 2025. Ms. Miller is a partner on the Direct to Work program and consults manufacturers in the Southern Tier.

Mr. Anderson will fill the Ithaca Area Economic Development (IAED) seat on the Workforce Development Board as Interim President during Ithaca Area Economic Development's staffing transition.

Mr. Sponn reported that he will be reaching out to Board members with expiring terms as of June 30, 2025.

#### **Disabilities Workforce Committee**

Mr. Sponn reported that there are no updates.

### **Director's Report**

Mr. Sponn will email the Director's Report to the Executive Committee Members due to time constraints.

**Adjournment:**

Mr. Pronti thanked everyone for their time.

The meeting was adjourned at 9:57 a.m.





# Tompkins Workforce Development

Fiscal Year - July 1, 2024 to June 30, 2025

## March 31, 2025 Budget Report

75.00% Through Fiscal Year  
or 9 of 12 months

Budget Line Items	approved by Board 02.25.25	Expenses for March 2024	Expenses for March 2025	Year to Date 2024 - 2025 Expenses	Year to Date 2024 - 2025 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	734,828	42,152.51	49,456.29	457,181.79	277,646.21	62%
Staff Fringe	340,144	18,794.74	21,844.81	207,201.47	132,942.53	61%
Rent	106,694	14,498.00	2,801.60	48,770.40	57,923.60	46%
Professional Services	1,500	0.00	0.00	1,105.00	395.00	74%
Office Supplies	5,500	0.00	129.55	2,479.41	3,020.59	45%
Office Furnishings	5,000	0.00	1,150.00	2,303.19	2,696.81	46%
Software/Hardware	4,300	0.00	0.00	290.40	4,009.60	7%
Computer Equipment	18,000	0.00	2,010.00	6,896.00	11,104.00	38%
Postage	650	0.00	0.00	0.00	650.00	0%
Travel & Training	18,000	2,118.72	756.00	3,348.22	14,651.78	19%
Local Travel	10,200	128.51	0.00	1,507.91	8,692.09	15%
Phone	24,400	1,029.93	-161.40	5,708.16	18,691.84	23%
Contracts - Phone Maintenance	1,500	1,347.27	552.52	552.52	947.48	37%
Membership Dues	5,890	3,750.00	0.00	200.00	5,690.00	3%
Sub- Contracts	458,000	0.00	0.00	225,512.21	232,487.79	49%
IT Services	7,300	0.00	0.00	7,207.00	93.00	99%
Subscriptions, Periodicals	1,093	0.00	0.00	0.00	1,093.00	0%
Advertising	600	0.00	0.00	77.87	522.13	13%
Meeting Expenses - Board Retreat	2,500	0.00	0.00	2,002.90	497.10	80%
Program Expenses	47,287	0.00	0.00	11,639.11	35,647.89	25%
Printing	5,000	46.66	41.15	750.78	4,249.22	15%
Equipment Rental - Ricoh Copier	1,100	74.68	74.68	672.12	427.88	61%
Program Supplies	2,600	0.00	0.00	0.00	2,600.00	0%
Office Equipment	4,000	0.00	0.00	0.00	4,000.00	0%
Participant - Wages	399,523	10,999.76	20,545.26	170,570.69	228,952.31	43%
Participant - Fringe	47,478	1,305.67	2,471.59	20,309.11	27,168.89	43%
Incentives	5,141	0.00	0.00	0.00	5,141.00	0%
Supportive Services	25,800	567.20	46.00	2,004.53	23,795.47	8%
Tuition - (ITA)	115,000	14,591.95	4,600.00	47,361.80	67,638.20	41%
On the Job Training - (OJT)	20,000	0.00	0.00	0.00	20,000.00	0%
<b>Total Expenditures:</b>	<b>2,419,028</b>	<b>111,405.60</b>	<b>106,318.05</b>	<b>1,225,652.59</b>	<b>1,193,375.41</b>	<b>51%</b>
<b>Revenue:</b>						
	Budget approved by Board	Revenue for March 2024	Cash Order for March 2025	Year to Date 2024 - 2025 Revenue	Year to Date 2024 - 2025 Balance	Year to Date % of Budget Expended
WIOA - Adult	200,364	5,301.49	7,048.93	113,594.51	86,769.49	57%
WIOA - Youth	361,046	37,750.87	17,248.19	215,441.98	145,604.02	60%
WIOA - Dislocated Worker	224,621	4,282.84	9,885.63	62,824.24	161,796.76	28%
WIOA - DW transferred to Adult	0	0.00	0.00	0.00	0.00	0%
WIOA - Administration	127,489	6,814.84	2,721.08	30,025.79	97,463.21	24%
NY-SCION/TTW, NY-SCION OMH	126,900	7,459.58	5,923.70	71,066.94	55,833.06	56%
Tourism	28,000	1,153.06	596.75	23,945.31	4,054.69	86%
County	504,123	25,419.64	42,403.11	318,436.00	185,687.00	63%
SYEP, YEP	731,241	0.00	0.00	333,351.00	397,890.00	46%
WORC Grant, OJET-RETI	110,244	0.00	0.00	0.00	0.00	0%
Miscellaneous - Donations MADE	5,000	0.00	0.00	2,100.00	2,900.00	42%
<b>Total Revenue:</b>	<b>2,419,028</b>	<b>88,182.32</b>	<b>85,827.39</b>	<b>1,170,785.77</b>	<b>1,137,998.23</b>	<b>48%</b>

\* All Expenditures and Revenue are recorded on a cash basis and as such records may show a shortfall or surplus.  
This is not an operating expense concern.

March Cash Order \$42,827.53





**Tompkins Workforce Development - WIOA Service Provider Budget**  
**Fiscal Year - July 1, 2024 to June 30, 2025**  
**March 31, 2025 Budget Report**

75.00% Through Fiscal Year  
or 9 of 12 months

Budget Line Items	Budget approved by Board 6.25.24	Expenses for March 2024	Expenses for March 2025	Year to Date 2024 - 2025 Expenses	Year to Date 2024 - 2025 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	233,146	18,706.42	9,702.38	144,185.25	88,960.75	62%
Fringe	108,157	8,106.33	4,285.53	65,517.80	42,639.20	61%
Rent/Taxes	31,118	6,973.57	0.00	10,903.06	20,214.94	35%
Copier Contract	642	51.56	32.06	361.52	280.48	56%
Phone Maintenance	875	381.52	237.18	237.18	637.82	27%
Office Supplies	1167	0.00	22.32	396.06	770.94	34%
Office Furnishings	1000	0.00	0.00	576.59	423.41	58%
Postage	292	0.00	575.00	575.00	-283.00	197%
Travel Training	3,084	2,076.30	756.00	2,378.19	705.81	77%
Local Travel	2,334	128.51	0.00	496.91	1,837.09	21%
Phone & Internet	5,835	246.29	172.92	1,875.14	3,959.86	32%
Books, Subscription & Periodicals	408	0.00	0.00	0.00	408.00	0%
Computer Software/Hardware	175	0.00	0.00	0.00	175.00	0%
IT Services	2,392	0.00	0.00	2,216.70	175.30	93%
Printing	875	22.26	22.76	352.71	522.29	40%
Program Expenses	2,334	0.00	0.00	331.39	2,002.61	14%
Supportive Services	20,000	125.00	0.00	1,958.53	18,041.47	10%
Tuition	115,000	13,798.95	4,600.00	41,250.80	73,749.20	36%
OJT	20,000	0.00	0.00	0.00	20,000.00	0%
Participant Wages	160,000	10,999.76	9,389.13	86,477.32	73,522.68	54%
Participant Fringe	19,072	1,305.67	1,129.51	10,290.90	8,781.10	54%
<b>Total Expenditures:</b>	<b>727,906</b>	<b>62,922.14</b>	<b>30,924.79</b>	<b>370,381.05</b>	<b>357,524.95</b>	<b>51%</b>

**WIOA Expenditures Include: Adm., Adult, DW, and Youth**



## **Tompkins County Workforce Development Board Individual Training Account Policy**

### **I. Training Services**

#### **A. Overview**

Section 134(c)3 of the Workforce Innovation and Opportunity Act identifies training services that can be provided to adults and dislocated workers who:

1. Have been provided an initial assessment and have been found to be in need of Career Development Services.
2. After a comprehensive assessment, including Barriers to Employment (e.g., Language, Transportation, Child Care, Elder Care, Mental, Physical and Developmental Disabilities, Work Place Accommodations, etc.), have been determined to:
  - i. be unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through the career services described in Section 134(c)(2)(A)(xii) of the Workforce Innovation and Opportunity Act (see attachment A)
  - ii. be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment
  - iii. have the skills and qualifications to participate in the selected program of training services
3. Select programs that are directly linked to employment opportunities and the local demand occupations list.
4. Are unable to obtain other grant assistance for such services, including Federal Pell Grants or require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants. Training Services may be provided to an individual who otherwise meets the requirements of this policy while an application for a Federal Pell Grant is pending (NYS TAP, if awarded to participant, shall be used to pay training cost prior to WIOA funding),

except that if such individual is subsequently awarded a Federal Pell Grant, appropriate reimbursement shall be made from the Federal Pell Grant to the Tompkins Workforce Development Board.

B. Types of Training Services [Section 134(b)(3)D]

1. Occupational skills training, including training for nontraditional employment
2. On-the-job training (OJT)
3. Incumbent worker training in accordance with subsection (d)(4)
4. Programs that combine workplace training with related instruction
5. Training programs provided by the private sector
6. Skill upgrading and retraining
7. Entrepreneurial training
8. Job readiness training provided in combination with other services
9. Transitional jobs in accordance with subsection (d)(5)
10. Adult education and literacy activities provided in combination with other services
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

C. Individual Training Accounts (ITAs)

Training services offered through eligible providers must be offered through the use of individual training accounts or vouchers provided to eligible individuals through the Tompkins Workforce New York Career Center.

## II. Local Policy

- A. The Tompkins County Workforce Development Board has established the following limits for funding.

<p><b>Training Costs include:</b></p> <ul style="list-style-type: none"><li>• Tuition</li><li>• Fees</li><li>• Required Training Expenses</li><li>• Supportive Services</li><li>• Types of Training Services, including On-the-Job Training (OJT)</li></ul> <p>Maximum funding cap for <u>Fees &amp; Required Training Expenses</u> is <b>\$2,000</b> of the total <b>\$5,000</b> funding cap. These expenses include:</p> <ul style="list-style-type: none"><li>• Miscellaneous Fees (Including immunizations)</li><li>• Required Equipment</li></ul>	<p><b>Funding cap not to exceed \$5,000</b></p>
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<ul style="list-style-type: none"><li>• Required Supplies</li><li>• Certification Testing</li></ul>	
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\*To support participants in training, supportive services are provided. These supportive services include transportation, mileage reimbursement, bus pass or childcare. Please refer to *Supportive Services Policy* for provisions of these services.

\*\* Maximum amount cannot exceed over participants lifetime.

Note: This policy will be reviewed on an annual basis and is subject to change.

- B. Training may not exceed two years in length.
- C. The Tompkins Workforce New York Career Center must ensure that training services provided with funding available for adults and dislocated workers are directly linked to occupations in demand in the local area. The Board may also approve training services for occupations determined to be in sections of the economy that have a high potential for sustained demand or growth in the local area. Any exceptions to this policy must be well documented and approved by the Director of the Tompkins County Workforce Development Board. Potential trainees should **not** contact the WDB for the approval of individual requests. It is the responsibility of the board to approve providers and course offerings in demand occupations, not individual participants; that is the responsibility of the Career Center staff.
- D. The Board encourages consumer choice with the understanding that the training is in a demand occupation, the provider must be on the approved list, the training is within the cap allocated or the customer has identified additional funding. It is the responsibility of the Career Center staff to assist the customer with seeking other funding sources (Pell, TAP, loans) to meet their needs. Loans should only be for ITA costs that exceed the policy limit.

### **III. Customer Approval Procedures**

- A. Upon completion of assessment, registration, Individual Employment Plan, elements of Section I (A) 1-4 of this policy, priority of service has been determined and funding is available training can be initiated.
- B. Staff person reviews "Training Account Plan" which forms the basis for customer request for training.
- C. Staff and customer review the eligible provider list to assure provider and offering are approved. If customer chooses a provider not yet approved, see procedure explained in Section IV of this policy.
- D. Once training and provider are selected, staff person reviews demand occupation list for appropriateness of approval.

- E. Staff reviews Training Contract and creates Training Plan with customer.
- F. Staff completes Authorization for Training and Supportive Services and requests review from OET Director.
- G. After Director signs, staff reserve funds by placing amount, authorization #, name of trainee, name of provider, customer eligibility for DW or Adult funding, on WIOA Authorization spreadsheet located in Workforce folder on network or provides signed authorization to Employment and Training Clerk.

#### **IV. Training Provider Approval**

- A. In order to be eligible for approval by the Tompkins County Workforce Development Board, the provider must be registered on the NYS Provider Network at <https://applications.labor.ny.gov/ETPL/> and follow directions for “Eligible Training Providers.”
- B. Once entered, Tompkins County Workforce Development Board will receive notification of request for approval. Staff will review for completeness and relevance to demand occupations list.

#### **V. Demand Occupations**

- A. Demand Occupations approved for Tompkins County can be found at <https://dol.ny.gov/lmi-workforce-planning>

Demand Occupations are updated yearly.

#### **VI. Priority for Training Services**

- A. Priority for training services is identified in attached Priority of Service Policy.

#### **VII. Self Sufficiency**

- A. The WIOA Adult self-sufficiency definition is individual earnings of 250% of the poverty level. Updated Poverty Guidelines can be found at <https://dol.ny.gov/system/files/documents/2021/03/poverty-guidelines.pdf>

**ATTACHMENT A**

PUBLIC LAW 113-128-JULY 22, 2014

128 STAT. 1527

(xi) assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under this Act;

(xii) services, if determined to be appropriate in order for an individual to obtain or retain employment, that consist of-

(I) comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include-

(aa) diagnostic testing and use of other assessment tools; and

(bb) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

(II) development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;

(III) group counseling;

(IV) individual counseling;

(V) career planning;

(VI) short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;

(VII) internships and work experiences that are linked to careers;

(VIII) workforce preparation activities;

(IX) financial literacy services, such as the activities described in section 129(b)(2)(D);

(X) out-of-area job search assistance and relocation assistance; or

(XI) English language acquisition and integrated education and training programs; and

(xiii) Follow up services, including counseling Time period. regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

(B) USE OF PREVIOUS ASSESSMENTS.-A one-stop operator or one-stop partner shall not be required to conduct a new interview, evaluation, or assessment of a participant under subparagraph (A)(xii) if the one-stop operator or one-stop partner determines that it is appropriate to use a recent interview, evaluation, or assessment of the participant conducted pursuant to another education or training program.

(C) DELIVERY OF SERVICES.- The career services described in subparagraph (A) shall be provided through the one-stop delivery system-





## **Tompkins County Workforce Development Board Transitional Jobs Policy**

### **I. Overview of Transitional Jobs**

Transitional Jobs is one strategy for individuals to receive workforce preparation funded through the Workforce Innovation and Opportunity Act (WIOA). § 680.195 LWDA may use up to 10% of combined total of adult and dislocated worker allocations for transitional jobs and must be combined with comprehensive career services and support services.

A Transitional Job is one that provides a limited work experience that is subsidized in the public, private, or non-profit sectors for those individuals who are chronically unemployed and/or have a inconsistent work history.

Transitional Jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment.

Transitional Jobs is a practical workforce strategy that uses time-limited, wage-paying jobs that combine real work, skill development, and supportive services, to transition participants to the labor market and to reinforce skills learned in a classroom setting.

### **II. Identification of Potential Businesses**

Businesses eligible as Transitional Job Sites must meet the following criteria:

1. The business must provide information, including their Federal Employer Identification Number, to demonstrate they are a legitimate employer with full-time employees and are conducting their business at an appropriate worksite.
2. The business must comply and agree to follow all local, state and/or federal labor laws to participate in the program, and Is not in violation of any local, state or federal labor laws.
3. The business must provide a working environment, which conforms to federal and state health and safety standards.
4. They may not have relocated, either in whole or in part, if such relocation resulted in the loss of employment for any employee of the company at the original location, until the company has operated at the location for 120 days.
5. An on-site review will be conducted with the business that will function as the worksite. This review will allow staff to see where the participant will be working, meet the trainee's supervisor, and gain a better understanding of the business' facility and operations. The site visit may also determine whether the employment opportunity will afford a viable on-the-job training opportunity.

6. Presently employed workers cannot be fully or partially displaced by a Transitional Job participant, including a partial displacement such as a reduction in hours, wages, or employment benefits.
7. Previous employees and immediate family members of the business may not be placed in a Transitional Job at that site.

### **III. Pre-Award Review**

- Preliminary Review – Transitional Jobs Worksite Agreement

Business Services Rep must have potential employers complete and sign.

- Responsibility Questionnaire - Business Services Rep must have Company complete and sign. Staff will then review responses to Questionnaire for any “yes” responses to the questionnaire. In the event of “Yes” responses to the Questionnaire, Tompkins Workforce Investment Board staff will need to be contacted for determination as to whether the “Yes” responses preclude doing an OJT.

If a business has completed a Responsibility Questionnaire within the past year all that is needed is an attestation that the information presented in the form remains true, accurate and complete. This form is attached.

- Registration with the New York Department of State’s Division of Corporations. This search can be conducted on-line at: [http://www.dos.state.ny.us/corps/bus\\_entity\\_search.html](http://www.dos.state.ny.us/corps/bus_entity_search.html).

- Federal OSHA records. These records are found on-line at: <http://www.osha.gov/pls/imis/establishment.html>. Search under New York State only.

- New York State Department of Labor (NYSDOL) records. Requests for evaluation of this information should be made to [OJTduediligence@labor.ny.gov](mailto:OJTduediligence@labor.ny.gov) using the OJT Due Diligence Request Form. The Subject Area should read “Local Area OJT Due Diligence Request – [Business Name]. The appropriate Regional Business Services Representative (Catherine Leonard) should be listed in the cc line of the requesting email. Upon receipt of the request, NYSDOL will send a confirmation email to the requesting local area. It is strongly recommended that the request be made as early in the process as possible in order to allow for a timely response. NYSDOL will provide a response to due diligence requests via email within three business days from the time confirmation of receipt is provided. Due to the confidential nature of the information in question, NYSDOL will not provide any specifics for the categories of information. Instead, NYSDOL will provide a response of “Found to be Responsible,” “Issues pending,” Or “Not Found to be Responsible” via email for each entity. The records to be checked will include:

- Unemployment Insurance records.
  - WARN notices.
  - Open investigations with NYSDOL’s Public Works, Labor Standards and/or Safety and Health Divisions.
  - Workers’ Compensation Insurance and Disability Insurance coverage.

This review provides a snapshot of the organization at the point in time the review takes place. The information reviewed is updated on an annual basis. For this reason, the review is considered valid for one year beginning on the date the review is completed. The organization

must undergo a new due diligence review if it wishes to enter into a new contract. Copies of all documents must be retained in a separate folder for the business. The folder will need to contain all vetting documents including:

- Transitional Jobs Worksite Agreement
- Signed, Completed Responsibility Questionnaire
- Printed Search of New York Department of State's Division of Corporations Website
- Printed Search of Federal OSHA Records website

#### **IV. Identification of Training Candidates**

Transitional Jobs participants must meet the current eligibility criteria as defined by the Workforce Innovation and Opportunity Act under its current definitions. The individual must receive an Employment Plan. The potential trainee should also express an interest in the area of work and the ability and willingness to learn and/or perform the skills outlined in the job description. They must be "chronically unemployed" or have an "inconsistent work history. An individual is considered to be "chronically unemployed" or to "have inconsistent work history" if the individual has sporadic, problematic and inconsistent work histories within the last two or more years prior to engaging in the program, based on factors such as the date of last employment, types of skill and wage levels for past jobs, the number of jobs the individual has held within the past two years, the types of prior employment history (contract, temporary, permanent, etc.).

#### **V. Occupational Requirements**

The following guidelines will determine whether a position may be considered a suitable employment opportunity for Transitional Jobs:

1. A detailed job description must be provided by the business outlining the required skills and education for the position. If necessary, Tompkins Workforce New York staff will assist with the development of the job description using resources such as O\*Net ([www.onetonline.org](http://www.onetonline.org)).
2. Transitional Jobs funding cannot be used to fund commission-based positions.
3. The position must not include political or religious activity.

#### **VI. Composition of the Transitional Jobs Agreement**

The Transitional Jobs agreements will include, among other information, the following components:

1. Business Name, Address, Telephone number and FEIN
2. Contact name and title
3. Supervisor name and title (if different)
4. Job description
5. Start and end dates, hours, and pay
6. Responsibilities of all parties

#### **VII. Duration and Wages**

Participants will be paid living wage for Tomkins County, New York currently at \$15.32/hr and will be employees of Tompkins County for the duration of the agreement.

The maximum length of Transitional Jobs agreement will be 24 weeks or up to 480 hours (whichever is shorter) and the minimum of 20 hours and the maximum hours per week is 35 to 40.

A business may hire the participant upon completion of the transitional job assignment, or before. An On-the-Job Training may be considered for participants offered on-going employment and lacking the necessary skills to perform the job.

### **VIII. Monitoring**

1. Monitoring visits will be made to the work site to assess the participant's progress and insure that the terms and conditions of the agreement are being met. The participant's progress will then be noted in the Comments section of OSOS.
2. Phone and email monitoring may also be conducted throughout the agreement period. This monitoring will preferably occur with both the business representative and the participant. Progress will then be noted in the Comments section of OSOS.
3. A formal Progress Report that evaluates both the Job Specific and Work Maturity skill is required upon completion of the Transitional Job experience if the participant is not hired for on-going employment. It is preferable this report be reviewed by supervisor with participant prior to the experience ending.

### **IX. Exceptions**

1. Transitional Jobs are being offered when funds are available and will be suspended once funds are exhausted. This policy may be changed at any time with little or no notice.



	A	B	C	D	E	F
1	<b>Tompkins County In-Demand Occupations</b>					
2	<b>Industry and Occupation</b>		<b>Mean Annual Wages</b>	<b>SOC Code</b>	<b>Description</b>	<b>Additional Job Titles</b>
3	<b>Accommodation and Food Services</b>					
4		<b>Food Service Managers</b>	67,370 per year, 32.39 per hour	11-9051.00	Plan, direct, or coordinate activities of an organization or department that serves food and beverages.	Banquet Manager, Catering Manager, Food and Beverage Director, Food and Beverage Manager, Food Service Director, Food Service Manager, Food Service Supervisor, Kitchen Manager, Restaurant General Manager, Restaurant Manager
5		<b>Chefs and Head Cooks</b>	59,130 per year, 28.43 per hour	35-1011	Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts.	Banquet Chef, Certified Executive Chef (CEC), Chef, Cook, Executive Chef (Ex Chef), Executive Sous Chef, Head Cook, Kitchen Manager, Pastry Chef, Sous Chef
6		<b>First-Line Supervisors of Food Preparation and Serving Workers</b>	40,420 per year, 19.44 per hour	35-1012	Directly supervise and coordinate activities of workers engaged in preparing and serving food.	Cafeteria Manager, Dietary Supervisor, Food and Nutrition Services Supervisor, Food Production Supervisor, Food Service Director, Food Service Supervisor, Kitchen Manager, Kitchen Supervisor
7		<b>Cooks, Restaurant</b>	36,990 per year, 17.79 per hour	35-2014	Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.	Appetizer Preparer, Back Line Cook, Banquet Cook, Breakfast Cook, Broil Cook, Cook, Fry Cook, Grill Cook, Line Cook, Prep Cook (Preparation Cook)
8		<b>Food Preparation Workers</b>	34,130 per year, 16.41 per hour	35-2021	Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.	Deli Clerk (Delicatessen Clerk), Diet Aide, Dietary Aide, Dietary Assistant, Food Prep (Food Preparer), Food Service Aide, Food Service Worker, Nutrition Aide, Pantry Cook, Slicer
9		<b>Fast Food and Counter Workers</b>	33,870 per year, 16.28 per hour	35-3023	Perform duties such as taking orders and serving food and beverages. Serve customers at counter or from a steam table. May take payment. May prepare food and beverages.	Cafe Server, Cafeteria Server, Concession Cashier, Deli Worker (Delicatessen Worker), Food Server, Food Service Aide, Food Service Assistant, Food Service Worker, School Cafeteria Cook, Snack Bar Attendant
10		<b>Baristas</b>	33,870 per year, 16.28 per hour	35-3023	Prepare or serve specialty coffee or other beverages. Serve food such as baked goods or sandwiches to patrons.	Barista, Catering Barista
11		<b>Waiters and Waitresses</b>	46,330 per year, 22.28 per hour	35-3031	Take orders and serve food and beverages to patrons at tables in dining establishment.	Banquet Server, Buffet Server, Cocktail Server, Food Runner, Food Server, Restaurant Server, Server, Waiter, Waitress, Waitstaff
12		<b>Food Servers, Nonrestaurant</b>	37,130 per year, 17.85 per hour	35-3041	Serve food to individuals outside of a restaurant environment, such as in hotel rooms, hospital rooms, residential care facilities, or cars.	Food Server, Food Service Worker, Kitchen Runner, Room Server, Room Service Server, Tray Server
13		<b>Dining Room and Cafeteria Attendants and Bartender Helpers</b>	33,120 per year, 15.92 per hour	35-9011	Facilitate food service. Clean tables; remove dirty dishes; replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food; and serve items such as water, condiments, and coffee to patrons.	Barback, Buffet Attendant, Bus Boy, Bus Person, Busser, Dining Room Attendant, Food Service Aide, Food Service Helper, Server Assistant, Server's Assistant
14		<b>Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop</b>	32,000 per year, 15.38 per hour	35-9031	Welcome patrons, seat them at tables or in lounge, and help ensure quality of facilities and service.	Buffet Hostess, General Teller, Greeter, Host, Hostess, Seater
15		<b>Food Preparation and Serving Related Workers, All Other</b>	36,160 per year, 17.38 per hour	35-9099		
16		<b>First-Line Supervisors of Housekeeping and Janitorial Workers</b>	53,460 per year, 25.70 per hour	37-1011	Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.	Building Services Supervisor, Buildings and Grounds Supervisor, Custodian Supervisor, Environmental Services Supervisor (EVS), Executive Housekeeper, Housekeeping Supervisor, Janitorial Supervisor, Laundry Supervisor, Maintenance Supervisor

	A	B	C	D	E	F
17		<b>Maids and Housekeeping Cleaners</b>	34,180 per year, 16.43 per hour	37-2012	Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.	Chambermaid, Cleaner, Cottage Attendant, Environmental Services Aide, Environmental Services Worker, Guest Room Attendant (GRA), Housekeeper, Housekeeping Laundry Worker, Room Cleaner
18		<b>Cashiers</b>	32,690 per year, 15.72 per hour	41-2011	Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks.	Cashier, Center Aisle Cashier, Central Aisle Cashier, Checker, Customer Assistant, Sales Associate, Toll Collector
19		<b>Hotel, Motel, and Resort Desk Clerks</b>	33,450 per year, 16.08 per hour	43-4081	Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.	Desk Clerk, Front Desk Agent, Front Desk Associate, Front Desk Clerk, Front Office Agent, Guest Service Agent, Guest Service Representative, Guest Services Agent (GSA), Night Auditor
20		<b>Driver/Sales Workers</b>	37,810 per year, 18.18 per hour	53-3031	Drive truck or other vehicle over established routes or within an established territory and sell or deliver goods, such as food products, including restaurant take-out items, or pick up or deliver items such as commercial laundry. May also take orders, collect payment, or stock merchandise at point of delivery.	Delivery Man, Driver, Driver Salesman, Pizza Delivery Driver, Route Delivery Driver, Route Driver, Route Sales Driver, Route Sales Representative, Route Salesman, Sales Route Driver
21		<b>Administrative and Support Services</b>				
22		<b>Human Resources Specialists</b>	76,470 per year, 36.77 per hour	13-1071	Recruit, screen, interview, or place individuals within an organization. May perform other activities in multiple human resources areas.	Corporate Recruiter, Employment Representative, HR Analyst (Human Resources Analyst), HR Coordinator (Human Resources Coordinator), HR Generalist (Human Resources Generalist), Human Resources Representative (HR Rep), Human Resources Specialist (HR Specialist), Personnel Analyst, Personnel Officer, Recruiter
23		<b>Security Guards</b>	44,240 per year, 21.27 per hour	33-9032	Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.	Armed Security Officer, Campus Security Officer (CSO), Custom Protection Officer (CPO), Customer Service Security Officer, Hotel Security Officer, Loss Prevention Officer, Safety and Security Officer, Security Agent, Security Guard, Security Officer
24		<b>First-Line Supervisors of Housekeeping and Janitorial Workers</b>	53,460 per year, 25.70 per hour	37-1011	Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.	Building Services Supervisor, Buildings and Grounds Supervisor, Custodian Supervisor, Environmental Services Supervisor (EVS), Executive Housekeeper, Housekeeping Supervisor, Janitorial Supervisor, Laundry Supervisor, Maintenance Supervisor
25		<b>Janitors and Cleaners, Except Maids and Housekeeping Cleaners</b>	35,620 per year, 17.12 per hour	37-2011	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.	Building Custodian, Building Services Technician (Building Services Tech), Building Services Worker, Cleaner, Custodial Worker, Custodian, Facilities Worker, Heavy Duty Custodian, Janitor, School Custodian
26		<b>Lanscaping and Groundskeeping Workers</b>	38,230 per year, 18.38 per hour	37-3011	Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.	Gardener, Greenskeeper, Grounds Maintenance Worker, Grounds Person, Grounds Specialist, Grounds Worker, Groundskeeper, Landscape Specialist, Landscape Technician, Outside Maintenance Worker
27		<b>Production Workers, All Others</b>	36,940 per year, 17.76 per hour	51-9199		

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28		Laborers and Freight, Stock, and Material Movers, Hand	38,270 per year, 18.40 per hour	53-7062	Manually move freight, stock, luggage, or other materials, or perform other general labor. Includes all manual laborers not elsewhere classified.	Dock Worker, Laborer, Line Tender, Loader, Material Handler, Merchandise Pick Up Associate, Receiver, Receiving Associate, Shipping and Receiving Materials Handler, Warehouse Worker
29	<b>Agriculture, Forestry, Fishing, and Hunting</b>					
30						
31	<b>Arts, Entertainment, and Recreation</b>					
32		Producers and Directors	60,550 per year, 29.11 per hour	27-2012	Produce or direct stage, television, radio, video, or film productions for entertainment, information, or instruction. Responsible for creative decisions, such as interpretation of script, choice of actors or guests, set design, sound, special effects, and choreography.	Artistic Director, Director, Executive Producer, Multimedia Producer, News Producer, Producer, Production Director, Radio Producer, Television News Producer (TV News Producer), Television Producer (TV Producer)
33		Coaches and Scouts	40,420 per year	27-2022	Instruct or coach groups or individuals in the fundamentals of sports for the primary purpose of competition. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching certifications should be reported in the appropriate teaching category.	Baseball Coach, Basketball Coach, Coach, Cross Country Coach, Football Coach, Gymnastics Coach, Soccer Coach, Softball Coach, Track and Field Coach, Volleyball Coach
34		Editors	92,680 per year, 44.56 per hour	27-3041	Plan, coordinate, revise, or edit written material. May review proposals and drafts for possible publication.	Acquisitions Editor, Business Editor, Editor, Features Editor, Legal Editor, News Editor, Newspaper Copy Editor, Science Editor, Sports Editor, Web Editor
35		Audio and Video Technicians	48,660 per year, 23.39 per hour	27-4011	Set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment for live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events.	Audio Technician, Audio Visual Specialist (AV Specialist), AV Tech (Audio Visual Technician), Media Technician, Operations Technician, Stagehand, Video Technician
36	<b>Construction</b>					
37		Glazier	65,410 per year, 31.45 per hour	47-2121	Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops.	Auto Glass Tech (Automobile Glass Technician), Commercial Glazier, Field Glazier, Glass Installer, Glass Technician (Glass Tech), Glassman, Glazer, Glazier, Glazier Worker, Union Glazier
38		Painters, Construction and Maintenance	51,520 per year, 24.77 per hour	47-2141	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.	Facilities Painter, Highway Painter, House Painter, Industrial Painter, Maintenance Painter, Painter
39		Structural Iron and Steel Workers	93,210 per year, 44.81 per hour	47-2221	Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings.	Fitter, Iron Worker, Ironworker, Steel Fabricator, Steel Worker, Structural Steel Erector, Tower Hand
40		Welders, Cutters, Solderers, and Brazers	55,470 per year, 26.67 per hour	51-4121	Use hand-welding, flame-cutting, hand-soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.	Assembly Line Brazier, Brazier, Fabrication Welder, Maintenance Welder, MIG Welder (Metal Inert Gas Welder), Solderer, TIG Welder (Tungsten Inert Gas Welder), Welder, Welder Fitter, Wirer
41		First-Line Supervisors of Construction Trades and Extraction Workers	64,510 per year, 31.02 per hour	47-1011	Directly supervise and coordinate activities of construction or extraction workers.	Coal Mine Production Foreman, Construction Foreman, Construction Supervisor, Electrical Supervisor, Field Operations Supervisor, Field Supervisor, Insulation Foreman, Roustabout Field Supervisor, Sheet Metal Foreman, Site Superintendent

	A	B	C	D	E	F
42		<b>Carpenters</b>	53,050 per year, 25.51 per hour	47-2031	Construct, erect, install, or repair structures and fixtures made of wood and comparable materials, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall, and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.	Bridge Carpenter, Cabinet Maker, Carpenter, Concrete Carpenter, Construction Carpenter, Form Carpenter, Framer, Maintenance Carpenter, Rough Carpenter, Scaffold Builder
43		<b>Construction Laborers</b>	44,550 per year, 21.42 per hour	47-2061	Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris, and other waste materials. May assist other craft workers.	Bituminous Asphalt Technician, Construction Laborer, Construction Worker, Drop Crew Laborer, Equipment Operator (EO), Form Setter, Post Framer, Scaffolding Operator, Site Work Laborer, Toolman
44		<b>Operating Engineers and Other Construction Equipment Operators</b>	52,000 per year, 25.00 per hour	47-2073	Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties.	Back Hoe Operator, Engineering Equipment Operator, Equipment Operator (EO), Forklift Operator, Heavy Equipment Operator (HEO), Hot Mix Asphalt Operator, Machine Operator, Motor Grader Operator, Operating Engineer, Track Hoe Operator
45		<b>Electricians</b>	67,930 per year, 32.66 per hour	47-2111	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.	Control Electrician, Electrical Journey Person, Electrical Troubleshooter, Electrician, Housing Maintenance Electrician, Industrial Electrician, Inside Wireman, Maintenance Electrician, Paper Mill Electrician, Wireman
46		<b>Plumbers, Pipefitters, and Steamfitters</b>	64,370 per year, 30.95 per hour	47-2152	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinkler fitters.	Drain Technician, Fire Sprinkler Service Technician, Pipe Welder, Pipefitter, Plumber, Plumbing Installer, Residential Plumber, Service Plumber, Sprinkler Fitter, Steamfitter
47		<b>First-Line Supervisors of Mechanics, Installers, and Repairers</b>	66,710 per year, 32.07 per hour	49-1011	Directly supervise and coordinate the activities of mechanics, installers, and repairers. May also advise customers on recommended services. Excludes team or work leaders.	Electrical and Instrumentation Supervisor (E and I Supervisor), Facilities Maintenance Supervisor, Facility Maintenance Supervisor, Maintenance Coordinator, Maintenance Foreman, Maintenance Manager, Maintenance Planner, Maintenance Superintendent, Maintenance Supervisor, Service Manager
48		<b>Telecommunications Equipment Installers and Repairers, Except Line Installers</b>	82,990 per year, 39.90 per hour	49-2022	Install, set up, rearrange, or remove switching, distribution, routing, and dialing equipment used in central offices or headends. Service or repair telephone, cable television, Internet, and other communications equipment on customers' property. May install communications equipment or communications wiring in buildings.	Broadband Technician, Central Office Technician, Combination Technician, Customer Service Technician (CST), Field Technician, Install and Repair Technician, Installer, Outside Plant Technician, Service Technician, Telecommunications Technician
49		<b>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</b>	63,760 per year, 30.66 per hour	49-9021	Install or repair heating, central air conditioning, HVAC, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.	A/C Tech (Air Conditioning Technician); HVAC Installer (Heating, Ventilation, and Air Conditioning Installer); HVAC Mechanic (Heating, Ventilation, and Air Conditioning Mechanic); HVAC Service Tech (Heating, Ventilation, and Air Conditioning Service Technician); HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist); HVAC Tech (Heating, Ventilation, and Air Conditioning Technician); Refrigeration Mechanic; Refrigeration Operator; Refrigeration Technician (Refrigeration Tech); Service Technician (Service Tech)



	A	B	C	D	E	F
50	<b>Educational Services</b>					
51		Health Specialties teacher, Postsecondary	139,250 per year	25-1071	Teach courses in health specialties, in fields such as dentistry, laboratory technology, medicine, pharmacy, public health, therapy, and veterinary medicine.	Assistant Professor, Associate Professor, Clinical Professor, Instructor, Lecturer, Occupational Therapy Professor, Pharmacology Professor, Physical Therapy Professor, Professor, Public Health Professor
52		Education Administrators, Postsecondary	134,510 per year, 64.67 per hour	11-9033.00	Plan, direct, or coordinate student instruction, administration, and services, as well as other research and educational activities, at postsecondary institutions, including universities, colleges, and junior and community colleges.	Academic Affairs Vice President (Academic Affairs VP), Academic Dean, Admissions Director, College President, Dean, Financial Aid Director, Institutional Research Director, Provost, Registrar, Students Dean
53		Training and Development Specialists	74,230 per year, 35.69 per hour	13-1151.00	Design or conduct work-related training and development programs to improve individual skills or organizational performance. May analyze organizational training needs or evaluate training effectiveness.	Computer Training Specialist, Corporate Trainer, Job Training Specialist, Leadership Development Specialist, Learning and Development Consultant, Learning and Development Specialist (L and D Specialist), Management Development Specialist, Trainer, Training and Development Consultant, Training Specialist
54		Computer User Support Specialists	59,420 per year, 28.57 per hour	15-1232	Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.	Computer Support Specialist, Computer Tech (Computer Technician), Desktop Support Technician (Desktop Support Tech), Help Desk Analyst, Help Desk Tech (Help Desk Technician), IS Tech (Information Systems Technician), IT Specialist (Information Technology Specialist), IT Support Specialist (Information Technology Support Specialist), IT Tech (Information Technology Technician), Technical Support Specialist
55		Biological Technicians	50,410 per year, 24.24 per hour	19-4021	Assist biological and medical scientists. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, collect data and samples, make observations, and calculate and record results. May analyze organic substances, such as blood, food, and drugs.	Biological Science Laboratory Technician (Biological Science Lab Tech), Biological Science Technician, Biological Technician, Laboratory Technician, Marine Fisheries Technician, Research Assistant, Research Associate, Research Specialist, Research Technician, Wildlife Biology Technician
56		Educational, Guidance, and Career Counselors and Advisors	58,490 per year, 28.12 per hour	21-1012	Advise and assist students and provide educational and vocational guidance services.	Academic Advisor, Academic Counselor, Admissions Counselor, Career Counselor, College Counselor, Guidance Counselor, School Adjustment Counselor, School Counselor, Student Development Advisor, Student Services Coordinator
57		Business Teachers, Postsecondary	129,500 per year	25-1011	Teach courses in business administration and management, such as accounting, finance, human resources, labor and industrial relations, marketing, and operations research. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research.	Accounting Instructor, Accounting Professor, Associate Professor, Business Administration Professor, Business Instructor, Business Professor, Instructor, Management Professor, Marketing Professor, Professor
58		Computer Science Teachers, Postsecondary	103,160 per year	25-1021	Teach courses in computer science. May specialize in a field of computer science, such as the design and function of computers or operations and research analysis. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research.	Assistant Professor, Associate Professor, Computer Information Systems Instructor (CIS Instructor), Computer Science Instructor, Computer Science Professor, Faculty Member, Information Technology Instructor (IT Instructor), Instructor, Lecturer, Professor
59		Preschool Teachers, Except Special Education	38,270 per year, 18.40 per hour	25-2011	Instruct preschool-aged students, following curricula or lesson plans, in activities designed to promote social, physical, and intellectual growth.	Child Development Teacher, Early Childhood Teacher, Group Teacher, Infant Teacher, Montessori Preschool Teacher, Nursery Teacher, Pre-Kindergarten Teacher (Pre-K Teacher), Teacher, Toddler Teacher
60		Elementary School Teachers, Except Special Education	64,070 per year	25-2021	Teach academic and social skills to students at the elementary school level.	Art Teacher, Classroom Teacher, Educator, Elementary Education Teacher, Elementary School Teacher, Elementary Teacher, Teacher
61		Secondary School Teachers, Except Special and Career/Technical Education	75,340 per year	25-2031	Teach one or more subjects to students at the secondary school level.	Art Teacher, English Teacher, High School Science Teacher, History Teacher, Mathematics Instructor (Math Instructor), Science Teacher, Secondary Teacher, Social Studies Teacher, Spanish Teacher, Teacher

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62		<b>Tutors</b>	39,060 per year, 18.78 per hour	25-3041	Instruct individual students or small groups of students in academic subjects to support formal class instruction or to prepare students for standardized or admissions tests.	Academic Coach, Academic Guidance Specialist, Accounting Tutor, Finance Tutor, Grade School Tutor, Private Mathematics Tutor, Private Tutor, Professional Tutor, Tutor
63		<b>Teachers and Instructors, All Other</b>	83,450 per year	25-3099		
64		<b>Instructional Coordinators</b>	73,930 per year, 35.54 per hour	25-9031	Develop instructional material, coordinate educational content, and incorporate current technology into instruction in order to provide guidelines to educators and instructors for developing curricula and conducting courses. May train and coach teachers. Includes educational consultants and specialists, and instructional material directors.	Curriculum and Instruction Director, Curriculum Coordinator, Curriculum Director, Curriculum Specialist, Education Specialist, Instructional Designer, Instructional Systems Specialist, Instructional Technologist, Learning Development Specialist, Program Administrator
65		<b>Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education</b>	35,660 per year	25-9042	Assist a preschool, elementary, middle, or secondary school teacher with instructional duties. Serve in a position for which a teacher has primary responsibility for the design and implementation of educational programs and services.	Educational Assistant, Instructional Assistant, Paraeducator, Paraprofessional, Teacher Aide, Teacher Assistant
66		<b>Teaching Assistants, Special Education</b>	35,660 per year	25-9043	Assist a preschool, elementary, middle, or secondary school teacher to provide academic, social, or life skills to students who have learning, emotional, or physical disabilities. Serve in a position for which a teacher has primary responsibility for the design and implementation of educational programs and services.	Special Education Aide, Special Education Paraprofessional, Special Education Teacher Assistant
67		<b>Teaching Assistants, Postsecondary</b>	46,360 per year	25-9044	Assist faculty or other instructional staff in postsecondary institutions by performing instructional support activities, such as developing teaching materials, leading discussion groups, preparing and giving examinations, and grading examinations or papers.	Graduate Assistant, Graduate Fellow, Graduate Research Assistant, Graduate Student, Graduate Student Instructor (GSI), Graduate Teaching Assistant (GTA), Research Assistant (RA), Teaching Assistant (TA), Teaching Fellow
68		<b>Teaching Assistants, All Other</b>	35,660 per year	25-9049		
69		<b>Coaches and Scouts</b>	40,420 per year	27-2022	Instruct or coach groups or individuals in the fundamentals of sports for the primary purpose of competition. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching certifications should be reported in the appropriate teaching category.	Baseball Coach, Basketball Coach, Coach, Cross Country Coach, Football Coach, Gymnastics Coach, Soccer Coach, Softball Coach, Track and Field Coach, Volleyball Coach
70		<b>Cooks, Institution and Cafeteria</b>	38,990 per year, 18.75 per hour	35-2012	Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.	Cafeteria Cook, Cook, Dietary Cook, Dinner Cook, Food Service Specialist, Food Service Worker, Prep Cook (Preparatory Cook), School Cook, Sous Chef
71		<b>Janitors and Cleaners, Except Maids and Housekeeping Cleaners</b>	35,620 per year, 17.12 per hour	37-2011	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.	Building Custodian, Building Services Technician (Building Services Tech), Building Services Worker, Cleaner, Custodial Worker, Custodian, Facilities Worker, Heavy Duty Custodian, Janitor, School Custodian
72		<b>Office Clerks, General</b>	35,940 per year, 17.28 per hour	43-9061	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.	Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Services Specialist, Office Support Assistant

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73		Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	47,330 per year, 22.76 per hour	43-6014	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	Administrative Assistant (Admin Assistant), Administrative Clerk, Administrative Secretary (Admin Secretary), Administrative Specialist (Admin Specialist), Administrative Support Assistant (ASA), Administrative Technician, Department Secretary, Office Assistant, Secretary, Staff Assistant
74		Bus Drivers, School	51,090 per year, 24.56 per hour	53-3051	Drive a school bus to transport students. Ensure adherence to safety rules. May assist students in boarding or exiting.	Bus Driver, School Bus Driver, Shuttle Bus Driver, Special Education Bus Driver
75		<b>Finance and Insurance</b>				
76		Computer Systems Analyst	94,450 per year, 45.41 per hour	15-1121	Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations. May analyze or recommend commercially available software.	Applications Analyst, Business Systems Analyst, Computer Analyst, Computer Systems Analyst, Computer Systems Consultant, Information Systems Analyst (ISA), IT Analyst (Information Technology Analyst), IT Systems Analyst (Information Technology Systems Analyst), Programmer Analyst, Systems Analyst
77		Securities, Commodities, and Financial Services Sales Agents	62,460 per year, 30.03 per hour	41-3031	Buy and sell securities or commodities in investment and trading firms, or provide financial services to businesses and individuals. May advise customers about stocks, bonds, mutual funds, commodities, and market conditions.	Broker, Commodities Broker, Equity Trader, Financial Advisor, Financial Consultant, Investment Representative, Investments Advisor, Investments Specialist, Personal Banker, Trader
78		Sales and Related Workers, All Others	39,070 per year, 18.78 per hour	41-9099		
79		First-Line Supervisors of Office and Administrative Support Workers	63,210 per year, 30.39 per hour	43-1011	Directly supervise and coordinate the activities of clerical and administrative support workers.	Accounting Manager, Accounts Payable Supervisor, Accounts Receivable Manager, Administrative Supervisor, Customer Service Manager, Customer Service Supervisor, Office Coordinator, Office Manager, Office Supervisor, Staff Services Manager
80		Customer Service Representatives	49,400 per year, 23.75 per hour	43-4051	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.	Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (CSR), Customer Service Specialist, Customer Support Representative (Customer Support Rep), Guest Service Agent, Member Services Representative (Member Services Rep)
81		<b>Government</b>				
82		Management Analysts	75,530 per year, 36.31 per hour	13-1111	Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.	Administrative Analyst, Business Analyst, Business Consultant, Employment Programs Analyst, Management Analyst, Management Consultant, Organizational Development Consultant, Performance Management Analyst, Program Management Analyst
83		Appraisors and Assessors of Real Estate	77,520 per year, 37.27 per hour	13-2023	Appraise real estate, exclusively, and estimate its fair value. May assess taxes in accordance with prescribed schedules.	Appraiser, Assessor, Certified Real Estate Appraiser, Commercial Appraiser, County Assessor, Field Appraiser, Real Estate Appraiser, Real Property Appraiser, Tax Assessor, Valuation Consultant
84		Computer Occupations, All Other	64,960 per year, 31.23 per hour	15-1299	See specific occupation titles	Web Administrators, Geographic Information Systems Technologists and Technicians, Document Management Specialists, Penetration Testers, Information Security Engineers, Digital Forensics Analysts, Blockchain Engineers, Computer Systems Engineers/Architects, Information Technology Project Managers

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85		<b>Social and Human Service Assistants</b>	47,960 per year, 23.06 per hour	21-1093	Assist other social and human service providers in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.	Addictions Counselor Assistant, Advocate, Clinical Assistant, Residential Care Assistant, Social Services Aide, Social Services Assistant, Social Work Assistant, Social Work Associate, Social Worker Assistant
86		<b>Recreation Workers</b>	34,450 per year, 16.56 per hour	39-9032	Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.	Activities Assistant, Activities Director, Activity Aide, Activity Assistant, Activity Coordinator, Activity Director, Recreation Assistant, Recreation Coordinator, Recreation Supervisor
87		<b>Operating Engineers and Other Construction Equipment Operators</b>	52,000 per year, 25.00 per hour	47-2073	Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties.	Back Hoe Operator, Engineering Equipment Operator, Equipment Operator (EO), Forklift Operator, Heavy Equipment Operator (HEO), Hot Mix Asphalt Operator, Machine Operator, Motor Grader Operator, Operating Engineer, Track Hoe Operator
88		<b>Healthcare and Social Assistance</b>				
89		<b>Medical and Health Services Managers</b>	121,060 per year, 58.20 per hour	11-9111.00	Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.	Cancer Center Director, Clinical Director, Health Information Management Director (HIM Director), Health Information Manager (HIM Manager), Healthcare System Director, Medical Records Director, Medical Records Manager, Mental Health Program Manager, Nurse Manager, Nursing Director
90		<b>Medical Scientists, Except Epidemiologists</b>	90,510 per year, 43.51 per hour	10-1041	Conduct research dealing with the understanding of human diseases and the improvement of human health. Engage in clinical investigation, research and development, or other related activities.	Clinical Laboratory Scientist (Clinical Lab Scientist), Clinical Pharmacologist, Clinical Research Scientist, Medical Researcher, Physician Scientist, Research Scientist, Researcher, Scientist, Study Director, Toxicologist
91		<b>Medical Assistants</b>	45,680 per year, 21.96 per hour	31-9092	Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.	Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Medical Assistant, Doctor's Assistant, Health Assistant, Ophthalmic Assistant, Ophthalmological Assistant, Optometric Assistant, Outpatient Surgery Assistant, Registered Medical Assistant (RMA)
92		<b>Training and Development Specialists</b>	74,230 per year, 35.69 per hour	13-1151.00	Design or conduct work-related training and development programs to improve individual skills or organizational performance. May analyze organizational training needs or evaluate training effectiveness.	Computer Training Specialist, Corporate Trainer, Job Training Specialist, Leadership Development Specialist, Learning and Development Consultant, Learning and Development Specialist (L and D Specialist), Management Development Specialist, Trainer, Training and Development Consultant, Training Specialist
93		<b>Substance Abuse and Behavioral Disorder Counselors</b>	58,660 per year, 28.20 per hour	21-1011	Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.	Addictions Counselor, Case Manager, Certified Alcohol and Drug Counselor (ADAC), Chemical Dependency Counselor (CD Counselor), Chemical Dependency Professional, Clinical Counselor, Counselor, Drug and Alcohol Treatment Specialist (DATS), Prevention Specialist, Substance Abuse Counselor (SA Counselor)



	A	B	C	D	E	F
94		<b>Social and Human Service Assistants</b>	47,960 per year, 23.06 per hour	21-1093	Assist other social and human service providers in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.	Addictions Counselor Assistant, Advocate, Clinical Assistant, Residential Care Assistant, Social Services Aide, Social Services Assistant, Social Work Assistant, Social Work Associate, Social Worker Assistant
95		<b>Preschool Teachers, Except Special Education</b>	38,270 per year, 18.40 per hour	25-2011	Instruct preschool-aged students, following curricula or lesson plans, in activities designed to promote social, physical, and intellectual growth.	Child Development Teacher, Early Childhood Teacher, Group Teacher, Infant Teacher, Montessori Preschool Teacher, Nursery Teacher, Pre-Kindergarten Teacher (Pre-K Teacher), Teacher, Toddler Teacher
96		<b>Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education</b>	35,660 per year	25-9042	Assist a preschool, elementary, middle, or secondary school teacher with instructional duties. Serve in a position for which a teacher has primary responsibility for the design and implementation of educational programs and services.	Educational Assistant, Instructional Assistant, Paraeducator, Paraprofessional, Teacher Aide, Teacher Assistant
97		<b>Teaching Assistants, Special Education</b>	35,660 per year	25-9043	Assist a preschool, elementary, middle, or secondary school teacher to provide academic, social, or life skills to students who have learning, emotional, or physical disabilities. Serve in a position for which a teacher has primary responsibility for the design and implementation of educational programs and services.	Special Education Aide, Special Education Paraprofessional, Special Education Teacher Assistant
98		<b>Teaching Assistants, All Other</b>	35,660 per year	25-9049		
99		<b>Physical Therapists</b>	87,280 per year, 41.96 per hour	29-1123	Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.	Acute Care PT (Acute Care Physical Therapist), Doctor of Physical Therapy (DPT), Home Care Physical Therapist (Home Care PT), Inpatient Physical Therapist (Inpatient PT), Outpatient Physical Therapist (Outpatient PT), Pediatric Physical Therapist (Pediatric PT), Registered Physical Therapist (RPT), Therapist
100		<b>Registered Nurses</b>	97,610 per year, 46.93 per hour	29-1141	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.	Certified Operating Room Nurse (CNOR), Charge Nurse, Emergency Department RN (Emergency Department Registered Nurse), Oncology RN (Oncology Registered Nurse), Operating Room Registered Nurse (OR RN), Psychiatric RN (Psychiatric Registered Nurse), Relief Charge Nurse, School Nurse, Staff Nurse, Staff RN (Staff Registered Nurse)
101		<b>Medical and Clinical Laboratory Technologists</b>	63,010 per year, 30.29 per hour	29-2011	Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.	Clinical Laboratory Scientist (CLS), Clinical Laboratory Technologist, Histologist Technologist, Medical Laboratory Technologist (Medical Lab Tech), Medical Technologist (MT), Microbiology Technologist
102		<b>Medical and Clinical Laboratory Technicians</b>	63,010 per year, 30.29 per hour	29-2012	Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.	Certified Clinical Laboratory Technician, Clinical Laboratory Technician (Clinical Lab Technician), Laboratory Assistant (Lab Assistant), Laboratory Technician (Lab Tech), Medical Laboratory Technician (MLT), Medical Laboratory Technicians (Medical Lab Technician), Medical Technician
103		<b>Cardiovascular Technologists and Technicians</b>	81,960 per year, 39.41 per hour	29-2031	Conduct tests on pulmonary or cardiovascular systems of patients for diagnostic, therapeutic, or research purposes. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary functions, lung capacity, and similar tests.	Cardiac Catheterization Laboratory Technologist, Cardiac Catheterization Technician, Cardiac Technician, Cardio Tech (Cardiovascular Technician), Cardiology Technician, Cardiopulmonary Technician, Cardiovascular Technologist (CVT), Electrocardiogram Technician (EKG Tech), Registered Cardiovascular Invasive Specialist (RCIS)

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104		Licensed Practical and Licensed Vocational Nurses	57,770 per year, 27.77 per hour	29-2061	Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.	Charge Nurse, Clinic Licensed Practical Nurse (Clinic LPN), Clinic Nurse, Home Health Licensed Practical Nurse (Home Health LPN), Licensed Vocational Nurse (LVN), Office Nurse, Pediatric LPN (Pediatric Licensed Practical Nurse), Private Duty Nurse, Radiation Oncology Nurse, Triage LPN (Triage Licensed Practical Nurse)
105		Home Health Aides	33,460 per year, 16.09 per hour	31-1121	Monitor the health status of an individual with disabilities or illness, and address their health-related needs, such as changing bandages, dressing wounds, or administering medication. Work is performed under the direction of offsite or intermittent onsite licensed nursing staff. Provide assistance with routine healthcare tasks or activities of daily living, such as feeding, bathing, toileting, or ambulation. May also help with tasks such as preparing meals, doing light housekeeping, and doing laundry depending on the patient's abilities.	Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurses Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice Aide, In Home Caregiver
106		Nursing Assistants	42,300 per year, 20.34 per hour	31-1131	Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants.	Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, Patient Care Assistant (PCA), State Tested Nursing Assistant (STNA)
107		Massage Therapists	36,390 per year, 17.50 per hour	31-9011	Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.	Bodywork Therapist, Certified Massage Therapist (CMT), Clinical Massage Therapist, Integrated Deep Tissue Massage Therapist, Licensed Massage Practitioner (LMP), Licensed Massage Therapist (LMT), Massage Therapist, Registered Massage Therapist (RMT), Soft Tissue Specialist, Therapeutic Massage Technician
108		Dental Assistants	44,700 per year, 21.49 per hour	31-9091	Perform limited clinical duties under the direction of a dentist. Clinical duties may include equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, and providing patients with instructions for oral healthcare procedures. May perform administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.	Certified Dental Assistant (CDA), Certified Registered Dental Assistant, Dental Assistant (DA), Expanded Dental Assistant, Expanded Duty Dental Assistant (EDDA), Expanded Functions Dental Assistant (EFDA), Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant), Registered Dental Assistant (RDA), Surgical Dental Assistant
109		Phlebotomists	48,510 per year, 23.32 per hour	31-9097	Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.	Lab Liaison Technician, Mobile Examiner, Patient Service Technician (PST), Phlebotomist, Phlebotomy Technician, Registered Phlebotomist
110		Cooks, Institution and Cafeteria	38,990 per year, 18.75 per hour	35-2012	Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.	Cafeteria Cook, Cook, Dietary Cook, Dinner Cook, Food Service Specialist, Food Service Worker, Prep Cook (Preparatory Cook), School Cook, Sous Chef
111		Food Servers, Nonrestaurant	37,130 per year, 17.85 per hour	35-3041	Serve food to individuals outside of a restaurant environment, such as in hotel rooms, hospital rooms, residential care facilities, or cars.	Food Server, Food Service Worker, Kitchen Runner, Room Server, Room Service Server, Tray Server
112		Childcare Workers	34,680 per year, 16.67 per hour	39-9011	Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.	Caregiver, Child Care Worker, Child Caregiver, Childcare Provider, Childcare Worker, Daycare Teacher, Daycare Worker, Infant Teacher, Toddler Teacher

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113		Personal Care Aides	33,460 per year, 16.09 per hour	31-1122	Provide personalized assistance to individuals with disabilities or illness who require help with personal care and activities of daily living support (e.g., feeding, bathing, dressing, grooming, toileting, and ambulation). May also provide help with tasks such as preparing meals, doing light housekeeping, and doing laundry. Work is performed in various settings depending on the needs of the care recipient and may include locations such as their home, place of work, out in the community, or at a daytime nonresidential facility.	Care Provider, Caregiver, Direct Care Worker, Home Care Aide, Medication Aide, Personal Care Aide, Personal Care Assistant (PCA), Personal Care Attendant (PCA), Resident Assistant, Resident Care Assistant (RCA)
114		Recreation Workers	34,450 per year, 16.56 per hour	39-9032	Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.	Activities Assistant, Activities Director, Activity Aide, Activity Assistant, Activity Coordinator, Activity Director, Recreation Assistant, Recreation Coordinator, Recreation Supervisor
115		First-Line Supervisors of Office and Administrative Support Workers	63,210 per year, 30.39 per hour	43-1011	Directly supervise and coordinate the activities of clerical and administrative support workers.	Accounting Manager, Accounts Payable Supervisor, Accounts Receivable Manager, Administrative Supervisor, Customer Service Manager, Customer Service Supervisor, Office Coordinator, Office Manager, Office Supervisor, Staff Services Manager
116		Receptionists and Information Clerks	37,010 per year, 17.79 per hour	43-4171	Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.	Clerk Specialist, Front Desk Receptionist, Greeter, Information Assistant (Info Assistant), Medical Receptionist, Member Services Representative (Member Services Rep), Office Assistant, Receptionist, Registration Clerk, Scheduler
117		Medical Secretaries and Administrative Assistants	44,300 per year, 21.30 per hour	43-6013	Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.	Clinic Office Assistant, Front Desk Receptionist, Medical Office Specialist, Medical Receptionist, Medical Secretary, Physician Office Specialist, Secretary, Unit Clerk, Unit Support Representative, Ward Clerk
118		Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	47,330 per year, 22.76 per hour	43-6014	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	Administrative Assistant (Admin Assistant), Administrative Clerk, Administrative Secretary (Admin Secretary), Administrative Specialist (Admin Specialist), Administrative Support Assistant (ASA), Administrative Technician, Department Secretary, Office Assistant, Secretary, Staff Assistant
119		Office Clerks, General	35,940 per year, 17.28 per hour	43-9061	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.	Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Services Specialist, Office Support Assistant
120		Shuttle Drivers and Chauffeurs	33,180 per year, 15.95 per hour	53-3053	Drive a motor vehicle to transport passengers on a planned or scheduled basis. May collect a fare. Includes nonemergency medical transporters and hearse drivers.	Airport Shuttle Driver, Chauffeur, Driver, Limo Driver (Limousine Driver), Motor Coach Driver, Shuttle Bus Driver, Shuttle Driver, Special Needs Bus Driver, Van Driver
121	<b>Information</b>					
122		Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	117,680 per year, 56.58 per hour	41-4011	Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of postsecondary education.	Inside Sales Representative, Marketing Representative, Sales Representative

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123		Web Developers	76,410 per year, 36.74 per hour	15-1254	Develop and implement websites, web applications, application databases, and interactive web interfaces. Evaluate code to ensure that it is properly structured, meets industry standards, and is compatible with browsers and devices. Optimize website performance, scalability, and server-side code and processes. May develop website infrastructure and integrate websites with other computer applications.	Technology Applications Engineer, Web Architect, Web Design Specialist, Web Developer, Webmaster
124		Producers and Directors	60,550 per year, 29.11 per hour	27-2012	Produce or direct stage, television, radio, video, or film productions for entertainment, information, or instruction. Responsible for creative decisions, such as interpretation of script, choice of actors or guests, set design, sound, special effects, and choreography.	Artistic Director, Director, Executive Producer, Multimedia Producer, News Producer, Producer, Production Director, Radio Producer, Television News Producer (TV News Producer), Television Producer (TV Producer)
125		Editors	92,680 per year, 44.56 per hour	27-3041	Plan, coordinate, revise, or edit written material. May review proposals and drafts for possible publication.	Acquisitions Editor, Business Editor, Editor, Features Editor, Legal Editor, News Editor, Newspaper Copy Editor, Science Editor, Sports Editor, Web Editor
126		Audio and Video Technicians	48,660 per year, 23.39 per hour	27-4011	Set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment for live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events.	Audio Technician, Audio Visual Specialist (AV Specialist), AV Tech (Audio Visual Technician), Media Technician, Operations Technician, Stagehand, Video Technician
127		Telecommunications Equipment Installers and Repairers, Except Line Installers	82,990 per year, 39.90 per hour	49-2022	Install, set up, rearrange, or remove switching, distribution, routing, and dialing equipment used in central offices or headends. Service or repair telephone, cable television, Internet, and other communications equipment on customers' property. May install communications equipment or communications wiring in buildings.	Broadband Technician, Central Office Technician, Combination Technician, Customer Service Technician (CST), Field Technician, Install and Repair Technician, Installer, Outside Plant Technician, Service Technician, Telecommunications Technician
128	<b>Management of Companies and Enterprises</b>					
129		Marketing Managers	134,090 per year, 64.47 per hour	11-2021.00	Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.	Account Supervisor, Brand Manager, Business Development Director, Business Development Manager, Commercial Lines Manager, Market Development Executive, Marketing Coordinator, Marketing Director, Marketing Manager, Product Manager
130	<b>Manufacturing</b>					
131		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	61,890 per year, 29.76 per hour	41-4012	Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.	Account Representative, Customer Account Technician, Inside Salesperson, Outside Sales Representative, Route Sales Representative, Sales Consultant, Sales Professional, Sales Representative (Sales Rep), Salesman, Salesperson
132		Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	64,180 per year, 30.86 per hour	51-9162	Develop programs to control machining or processing of materials by automatic machine tools, equipment, or systems. May also set up, operate, or maintain equipment.	CAD CAM Programmer (Computer-Aided Design Computer-Aided Manufacturing Programmer), Computer Numerical Control Machinist (CNC Machinist), Computer Numerical Control Programmer (CNC Programmer), Programmer
133		Welders, Cutters, Solderers, and Brazers	55,470 per year, 26.67 per hour	51-4121	Use hand-welding, flame-cutting, hand-soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.	Assembly Line Brazier, Brazier, Fabrication Welder, Maintenance Welder, MIG Welder (Metal Inert Gas Welder), Solderer, TIG Welder (Tungsten Inert Gas Welder), Welder, Welder Fitter, Wirer

	A	B	C	D	E	F
134		<b>Architectural and Engineering Managers</b>	152,600 per year, 73.37 per hour	11-9041.00	Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.	Civil Engineering Manager, Electrical Engineering Manager, Engineering Director, Engineering Group Manager, Engineering Program Manager, Mechanical Engineering Manager, Process Engineering Manager, Project Engineering Manager, Project Manager
135		<b>Mechanical Engineers</b>	83,910 per year, 40.34 per hour	17-2141	Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.	Application Engineer, Design Engineer, Design Maintenance Engineer, Equipment Engineer, Mechanical Design Engineer, Mechanical Engineer, Process Engineer, Product Engineer, Project Engineer, Test Engineer
136		<b>Electrical and Electronic Engineering Technologists and Technicians</b>	73,740 per year, 35.45 per hour	17-3023	Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, adjust, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.	Communications Technologist, Electrical Engineering Technician, Electrical Technician, Electronics Engineering Technician, Electronics Technician, Engineering Technician (Engineering Tech), Engineering Technologist, System Technologist, Technologist
137		<b>Chemical Technicians</b>	56,180 per year, 27.01 per hour	19-4031	Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences.	Analytical Laboratory Technician (Analytical Lab Technician), Chemical Analyst, Chemical Technician, Laboratory Analyst (Lab Analyst), Laboratory Technician (Lab Tech), Laboratory Tester (Lab Tester), Organic Preparation Analyst (Organic Prep Analyst), Quality Control Laboratory Technician (QC Lab Tech), Quality Control Technician (QC Tech), Research Technician
138		<b>Graphic Designers</b>	60,010 per year, 28.85 per hour	27-1024	Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.	Artist, Brand Designer, Designer, Graphic Artist, Graphic Design Coordinator, Graphic Designer, Online Producer, Production Artist, Publications Designer, Technical Illustrator
139		<b>Maintenance and Repair Workers, General</b>	45,870 per year, 22.05 per hour	49-9071	Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.	Building Mechanic, Equipment Engineering Technician, Facilities Technician, Maintenance Engineer, Maintenance Journeyman, Maintenance Man, Maintenance Mechanic, Maintenance Specialist, Maintenance Technician, Maintenance Worker
140		<b>First-Line Supervisors of Production and Operating Workers</b>	76,940 per year, 36.99 per hour	51-1011	Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Excludes team or work leaders.	Assembly Supervisor, Line Supervisor, Manufacturing Supervisor, Molding Supervisor, Plant Supervisor, Production Manager, Production Supervisor, Quality Assurance Supervisor (QA Supervisor)
141		<b>Electrical and Electronic Equipment Assemblers</b>	39,340 per year, 18.91 per hour	51-2022	Assemble or modify electrical or electronic equipment, such as computers, test equipment telemetering systems, electric motors, and batteries.	Assembler, Assembly Worker, Electrical Assembler, Electronic Assembler, Electronics Assembler, Factory Assembler, Manufacturing Assembler, Transformer Assembler
142		<b>Electromechanical Equipment Assemblers</b>	39,340 per year, 18.91 per hour	51-2023	Assemble or modify electromechanical equipment or devices, such as servomechanisms, gyros, dynamometers, magnetic drums, tape drives, brakes, control linkage, actuators, and appliances.	Assembler, Electrical Assembler, Electromechanical Assembler, Electromechanical Equipment Assembler, Electronic Assembler, Electronic Technician, Electronics Assembler, Mechanical Assembler, Production Associate, Wiring Technician
143		<b>Bakers</b>	39,190 per year, 18.84 per hour	51-3011	Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.	Baker, Cake Decorator, Dough Mixer, Mixer, Pastry Chef, Scaler

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144		Machinists	51,920 per year, 24.96 per hour	51-4041	Set up and operate a variety of machine tools to produce precision parts and instruments out of metal. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.	CNC Machinist (Computer Numeric Controlled Machinist), CNC Machinist (Computer Numerically Controlled Machinist), Gear Machinist, Machine Repair Person, Machinist, Maintenance Machinist, Manual Lathe Machinist, Production Machinist, Tool Room Machinist
145		Inspectors, Testers, Sorters, Samplers, and Weighers	46,820 per year, 22.51 per hour	51-9061	Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment.	Inspector, QA Auditor (Quality Assurance Auditor), QA Inspector (Quality Assurance Inspector), QA Technician (Quality Assurance Technician), QC Technician (Quality Control Technician), Quality Auditor, Quality Control Inspector (QC Inspector), Quality Inspector, Quality Technician, Test Technician
146		Production Workers, All Others	36,940 per year, 17.76 per hour	51-9199		
147		<b>Mining, Quarrying, and Oil and Gas Extraction</b>				
148						
149		<b>Other Services (Except Public Administration)</b>				
150		General and Operations Managers	96,660 per year, 46.47 per hour	11-1021	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.	Business Manager, Center Manager, Department Manager, District Manager, General Manager (GM), Operations Director, Operations General Manager (Operations GM), Operations Manager, Plant Superintendent, Store Manager
151		Massage Therapists	36,390 per year, 17.50 per hour	31-9011	Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.	Bodywork Therapist, Certified Massage Therapist (CMT), Clinical Massage Therapist, Integrated Deep Tissue Massage Therapist, Licensed Massage Practitioner (LMP), Licensed Massage Therapist (LMT), Massage Therapist, Registered Massage Therapist (RMT), Soft Tissue Specialist, Therapeutic Massage Technician
152		Maids and Housekeeping Cleaners	34,180 per year, 16.43 per hour	37-2012	Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.	Chambermaid, Cleaner, Cottage Attendant, Environmental Services Aide, Environmental Services Worker, Guest Room Attendant (GRA), Housekeeper, Housekeeping Laundry Worker, Room Cleaner
153		Hairdressers, Hairstylists, and Cosmetologists	31,320 per year, 15.06 per hour	39-5012	Provide beauty services, such as cutting, coloring, and styling hair, and massaging and treating scalp. May shampoo hair, apply makeup, dress wigs, remove hair, and provide nail and skincare services.	Beautician, Cosmetologist, Hair Dresser, Hair Stylist, Hairdresser, Hairstylist, Stylist
154		Childcare Workers	34,680 per year, 16.67 per hour	39-9011	Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.	Caregiver, Child Care Worker, Child Caregiver, Childcare Provider, Childcare Worker, Daycare Teacher, Daycare Worker, Infant Teacher, Toddler Teacher
155		Receptionists and Information Clerks	37,010 per year, 17.79 per hour	43-4171	Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.	Clerk Specialist, Front Desk Receptionist, Greeter, Information Assistant (Info Assistant), Medical Receptionist, Member Services Representative (Member Services Rep), Office Assistant, Receptionist, Registration Clerk, Scheduler

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156		<b>First-Line Supervisors of Mechanics, Installers, and Repairers</b>	66,710 per year, 32.07 per hour	49-1011	Directly supervise and coordinate the activities of mechanics, installers, and repairers. May also advise customers on recommended services. Excludes team or work leaders.	Electrical and Instrumentation Supervisor (E and I Supervisor), Facilities Maintenance Supervisor, Facility Maintenance Supervisor, Maintenance Coordinator, Maintenance Foreman, Maintenance Manager, Maintenance Planner, Maintenance Superintendent, Maintenance Supervisor, Service Manager
157		<b>Automotive Service Technicians and Mechanics</b>	46,130 per year, 22.18 per hour	49-3023	Diagnose, adjust, repair, or overhaul automotive vehicles.	Automotive Drivability Technician (Auto Drivability Tech), Automotive Mechanic (Auto Mechanic), Automotive Service Technician (Auto Service Tech), Automotive Technician (Auto Tech), Diagnostic Technician (Diagnostic Tech), Heavy Line Technician (Heavy Line Tech), Lube Tech (Lubrication Technician), Mechanic, Quick Service Technician (Quick Service Tech), Service Technician (Service Tech)
158		<b>Cleaners of Vehicles and Equipment</b>	30,300 per year, 14.57 per hour	53-7061	Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses.	Aircraft Cleaner, Automotive Detailer (Auto Detailer), Bus Cleaner, Car Detailer, Car Washer, Cleaner, Detail Technician (Detail Tech), Detailer, Reconditioner, Sanitation Truck Cleaner
159	<b>Professional, Scientific, and Technical Services</b>					
160		<b>Computer System Analyst</b>	94,450 per year, 45.41 per hour	15-1121	Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations. May analyze or recommend commercially available software.	Applications Analyst, Business Systems Analyst, Computer Analyst, Computer Systems Analyst, Computer Systems Consultant, Information Systems Analyst (ISA), IT Analyst (Information Technology Analyst), IT Systems Analyst (Information Technology Systems Analyst), Programmer Analyst, Systems Analyst
161		<b>Medical Scientists, Except Epidemiologists</b>	90,510 per year, 43.51 per hour	10-1041	Conduct research dealing with the understanding of human diseases and the improvement of human health. Engage in clinical investigation, research and development, or other related activities.	Clinical Laboratory Scientist (Clinical Lab Scientist), Clinical Pharmacologist, Clinical Research Scientist, Medical Researcher, Physician Scientist, Research Scientist, Researcher, Scientist, Study Director, Toxicologist
162		<b>Marketing Managers</b>	134,090 per year, 64.47 per hour	11-2021.00	Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.	Account Supervisor, Brand Manager, Business Development Director, Business Development Manager, Commercial Lines Manager, Market Development Executive, Marketing Coordinator, Marketing Director, Marketing Manager, Product Manager
163		<b>Architectural and Engineering Managers</b>	152,600 per year, 73.37 per hour	11-9041.00	Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.	Civil Engineering Manager, Electrical Engineering Manager, Engineering Director, Engineering Group Manager, Engineering Program Manager, Mechanical Engineering Manager, Process Engineering Manager, Project Engineering Manager, Project Manager
164		<b>Human Resources Specialists</b>	76,470 per year, 36.77 per hour	13-1071	Recruit, screen, interview, or place individuals within an organization. May perform other activities in multiple human resources areas.	Corporate Recruiter, Employment Representative, HR Analyst (Human Resources Analyst), HR Coordinator (Human Resources Coordinator), HR Generalist (Human Resources Generalist), Human Resources Representative (HR Rep), Human Resources Specialist (HR Specialist), Personnel Analyst, Personnel Officer, Recruiter
165		<b>Management Analysts</b>	75,530 per year, 36.31 per hour	13-1111	Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.	Administrative Analyst, Business Analyst, Business Consultant, Employment Programs Analyst, Management Analyst, Management Consultant, Organizational Development Consultant, Performance Management Analyst, Program Management Analyst

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166		<b>Market Research Analysts and Marketing Specialists</b>	69,590 per year, 33.46 per hour	13-1161.00	Research conditions in local, regional, national, or online markets. Gather information to determine potential sales of a product or service, or plan a marketing or advertising campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution. May employ search marketing tactics, analyze web metrics, and develop recommendations to increase search engine ranking and visibility to target markets.	Business Development Specialist, Communications Specialist, Demographic Analyst, Market Analyst, Market Research Analyst, Market Research Consultant, Market Research Specialist, Market Researcher
167		<b>Accountants and Auditors</b>	79,880 per year, 38.41 per hour	13-2011.00	Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data.	Accountant, Accounting Officer, Audit Partner, Auditor, Certified Public Accountant (CPA), Cost Accountant, Financial Auditor, General Accountant, Internal Auditor, Revenue Tax Specialist
168		<b>Tax Preparers</b>	69,720 per year, 33.52 per hour	13-2082	Prepare tax returns for individuals or small businesses.	Certified Income Tax Preparer (CTP), Corporate Tax Preparer, Enrolled Agent, Income Tax Preparer, Tax Advisor, Tax Associate, Tax Consultant, Tax Preparer, Tax Professional, Tax Specialist
169		<b>Web Developers</b>	76,410 per year, 36.74 per hour	15-1254	Develop and implement websites, web applications, application databases, and interactive web interfaces. Evaluate code to ensure that it is properly structured, meets industry standards, and is compatible with browsers and devices. Optimize website performance, scalability, and server-side code and processes. May develop website infrastructure and integrate websites with other computer applications.	Technology Applications Engineer, Web Architect, Web Design Specialist, Web Developer, Webmaster
170		<b>Computer User Support Specialists</b>	59,420 per year, 28.57 per hour	15-1232	Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.	Computer Support Specialist, Computer Tech (Computer Technician), Desktop Support Technician (Desktop Support Tech), Help Desk Analyst, Help Desk Tech (Help Desk Technician), IS Tech (Information Systems Technician), IT Specialist (Information Technology Specialist), IT Support Specialist (Information Technology Support Specialist), IT Tech (Information Technology Technician), Technical Support Specialist
171		<b>Computer Occupations, All Other</b>	64,960 per year, 31.23 per hour	15-1299	See specific occupation titles	Web Administrators, Geographic Information Systems Technologists and Technicians, Document Management Specialists, Penetration Testers, Information Security Engineers, Digital Forensics Analysts, Blockchain Engineers, Computer Systems Engineers/Architects, Information Technology Project Managers
172		<b>Mechanical Engineers</b>	83,910 per year, 40.34 per hour	17-2141	Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.	Application Engineer, Design Engineer, Design Maintenance Engineer, Equipment Engineer, Mechanical Design Engineer, Mechanical Engineer, Process Engineer, Product Engineer, Project Engineer, Test Engineer
173		<b>Electrical and Electronic Engineering Technologists and Technicians</b>	73,740 per year, 35.45 per hour	17-3023	Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, adjust, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.	Communications Technologist, Electrical Engineering Technician, Electrical Technician, Electronics Engineering Technician, Electronics Technician, Engineering Technician (Engineering Tech), Engineering Technologist, System Technologist, Technologist
174		<b>Biological Technicians</b>	50,410 per year, 24.24 per hour	19-4021	Assist biological and medical scientists. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, collect data and samples, make observations, and calculate and record results. May analyze organic substances, such as blood, food, and drugs.	Biological Science Laboratory Technician (Biological Science Lab Tech), Biological Science Technician, Biological Technician, Laboratory Technician, Marine Fisheries Technician, Research Assistant, Research Associate, Research Specialist, Research Technician, Wildlife Biology Technician



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175		Chemical Technicians	56,180 per year, 27.01 per hour	19-4031	Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences.	Analytical Laboratory Technician (Analytical Lab Technician), Chemical Analyst, Chemical Technician, Laboratory Analyst (Lab Analyst), Laboratory Technician (Lab Tech), Laboratory Tester (Lab Tester), Organic Preparation Analyst (Organic Prep Analyst), Quality Control Laboratory Technician (QC Lab Tech), Quality Control Technician (QC Tech), Research Technician
176		Graphic Designers	60,010 per year, 28.85 per hour	27-1024	Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.	Artist, Brand Designer, Designer, Graphic Artist, Graphic Design Coordinator, Graphic Designer, Online Producer, Production Artist, Publications Designer, Technical Illustrator
177		Veterinary Technologists and Technicians	48,130 per year, 23.14 per hour	29-2056	Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines. May assist a veterinarian during surgery.	Certified Veterinary Technician (CVT), Emergency Veterinary Technician (Emergency Vet Tech), Internal Medicine Veterinary Technician (Internal Medicine Vet Tech), Licensed Veterinary Technician (LVT), Registered Veterinary Technician (RVT), Veterinarian Technician (Vet Tech), Veterinary Laboratory Technician (Vet Lab Tech), Veterinary Nurse (Vet Nurse), Veterinary Technician (Vet Tech), Veterinary Technologist
178		Veterinary Assistants and Laboratory Animal Caretakers	37,000 per year, 17.79 per hour	31-9096	Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. May provide routine postoperative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians, veterinarians, or scientists.	Animal Care Provider, Animal Caregiver, Avian Keeper, Certified Veterinary Assistant, Emergency Veterinary Assistant, Inpatient Technician Assistant, Kennel Vet Assistant (Kennel Veterinary Assistant), Research Animal Attendant, Small Animal Caretaker, Veterinarian Assistant (Vet Assistant)
179		Bookkeeping, Accounting, and Auditing Clerks	48,470 per year, 23.30 per hour	43-3031	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.	Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk
180	<b>Real Estate and Rental and Leasing</b>					
181		Appraisers and Assessors of Real Estate	77,520 per year, 37.27 per hour	13-2023	Appraise real estate, exclusively, and estimate its fair value. May assess taxes in accordance with prescribed schedules.	Appraiser, Assessor, Certified Real Estate Appraiser, Commercial Appraiser, County Assessor, Field Appraiser, Real Estate Appraiser, Real Property Appraiser, Tax Assessor, Valuation Consultant
182		Real Estate Sales Agents	104,000 per year, 50.00 per hour	41-9022	Rent, buy, or sell property for clients. Perform duties such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents who represent buyer.	Real Estate Agent, Real Estate Salesperson, Realtor, Realtor Associate, Sales Agent
183		Maintenance and Repair Workers, General	45,870 per year, 22.05 per hour	49-9071	Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.	Building Mechanic, Equipment Engineering Technician, Facilities Technician, Maintenance Engineer, Maintenance Journeyman, Maintenance Man, Maintenance Mechanic, Maintenance Specialist, Maintenance Technician, Maintenance Worker
184	<b>Retail Trade</b>					

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185		<b>Stockers and Order Fillers</b>	36,600 per year, 17.59 per hour	53-7065	Receive, store, and issue merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May operate power equipment to fill orders. May mark prices on merchandise and set up sales displays.	Checker Stocker, Inventory Specialist, Inventory Technician (Inventory Tech), Label Maker, Marking Clerk, Order Filler, Order Picker, Stock Clerk, Stocker, Warehouse Technician (Warehouse Tech)
186		<b>Glazier</b>	65,410 per year, 31.45 per hour	47-2121	Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops.	Auto Glass Tech (Automobile Glass Technician), Commercial Glazier, Field Glazier, Glass Installer, Glass Technician (Glass Tech), Glassman, Glazer, Glazier, Glazier Worker, Union Glazier
187		<b>General and Operations Managers</b>	96,660 per year, 46.47 per hour	11-1021	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.	Business Manager, Center Manager, Department Manager, District Manager, General Manager (GM), Operations Director, Operations General Manager (Operations GM), Operations Manager, Plant Superintendent, Store Manager
188		<b>Sales Managers</b>	169,170 per year, 81.33 per hour	11-2022.00	Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.	District Sales Manager, National Sales Manager, Regional Sales Manager, Sales and Marketing Vice President (Sales and Marketing VP), Sales Director, Sales Manager, Sales Supervisor, Sales Vice President (Sales VP)
189		<b>Merchandise Displayers and Window Trimmers</b>	40,210 per year, 19.33 per hour	27-1026	Plan and erect commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.	Decorator, Display Associate, Display Decorator, Display Specialist, In-Store Marketing Associate, Merchandiser, Visual Merchandiser (VM), Visual Merchandising Specialist
190		<b>Food Preparation Workers</b>	34,130 per year, 16.41 per hour	35-2021	Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.	Deli Clerk (Delicatessen Clerk), Diet Aide, Dietary Aide, Dietary Assistant, Food Prep (Food Preparer), Food Service Aide, Food Service Worker, Nutrition Aide, Pantry Cook, Slicer
191		<b>First-Line Supervisors of Retail Sales Workers</b>	49,970 per year, 24.03 per hour	41-1011	Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.	Bakery Manager, Delicatessen Manager, Department Manager, Department Supervisor, Grocery Manager, Key Carrier, Meat Department Manager, Parts Sales Manager, Shift Manager, Store Manager
192		<b>Cashiers</b>	32,690 per year, 15.72 per hour	41-2011	Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks.	Cashier, Center Aisle Cashier, Central Aisle Cashier, Checker, Customer Assistant, Sales Associate, Toll Collector
193		<b>Sales and Related Workers, All Others</b>	39,070 per year, 18.78 per hour	41-9099		
194		<b>Retail Salespersons</b>	33,950 per year, 16.32 per hour	41-2031	Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.	Car Salesman, Customer Assistant, Retail Salesperson, Sales Associate, Sales Clerk, Sales Consultant, Sales Person, Sales Representative, Salesman
195		<b>Customer Service Representative</b>	49,400 per year, 23.75 per hour	43-4051	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.	Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (CSR), Customer Service Specialist, Customer Support Representative (Customer Support Rep), Guest Service Agent, Member Services Representative (Member Services Rep)

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196		Automotive Service Technicians and Mechanics	46,130 per year, 22.18 per hour	49-3023	Diagnose, adjust, repair, or overhaul automotive vehicles.	Automotive Drivability Technician (Auto Drivability Tech), Automotive Mechanic (Auto Mechanic), Automotive Service Technician (Auto Service Tech), Automotive Technician (Auto Tech), Diagnostic Technician (Diagnostic Tech), Heavy Line Technician (Heavy Line Tech), Lube Tech (Lubrication Technician), Mechanic, Quick Service Technician (Quick Service Tech), Service Technician (Service Tech)
197		Bakers	39,190 per year, 18.84 per hour	51-3011	Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.	Baker, Cake Decorator, Dough Mixer, Mixer, Pastry Chef, Scaler
198		Light Truck Drivers	39,430 per year, 18.96 per hour	53-3033	Drive a light vehicle, such as a truck or van, with a capacity of less than 26,001 pounds Gross Vehicle Weight (GVW), primarily to pick up merchandise or packages from a distribution center and deliver. May load and unload vehicle.	Bulk Delivery Driver, Delivery Driver, Driver, Light Truck Driver, Package Car Driver, Package Delivery Driver, Route Driver, Service Provider, Truck Driver, Warehouse Driver
199		Cleaners of Vehicles and Equipment	30,300 per year, 14.57 per hour	53-7061	Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses.	Aircraft Cleaner, Automotive Detailer (Auto Detailer), Bus Cleaner, Car Detailer, Car Washer, Cleaner, Detail Technician (Detail Tech), Detailer, Reconditioner, Sanitation Truck Cleaner
200		<b>Transportation and Warehousing</b>				
201		Stockers and Order Fillers	36,600 per year, 17.59 per hour	53-7065	Receive, store, and issue merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May operate power equipment to fill orders. May mark prices on merchandise and set up sales displays.	Checker Stocker, Inventory Specialist, Inventory Technician (Inventory Tech), Label Maker, Marking Clerk, Order Filler, Order Picker, Stock Clerk, Stocker, Warehouse Technician (Warehouse Tech)
202		Bus Drivers, School	51,090 per year, 24.56 per hour	53-3051	Drive a school bus to transport students. Ensure adherence to safety rules. May assist students in boarding or exiting.	Bus Driver, School Bus Driver, Shuttle Bus Driver, Special Education Bus Driver
203		Heavy and Tractor-Trailer Truck Drivers	49,310 per year, 23.71	53-3032	Drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. Includes tow truck drivers.	CDL Driver (Commercial Driver's License Driver), Driver, Line Haul Driver, Log Truck Driver, Over the Road Driver (OTR Driver), Production Truck Driver, Road Driver, Semi Truck Driver, Tractor Trailer Driver, Truck Driver
204		Light Truck Drivers	39,430 per year, 18.96 per hour	53-3033	Drive a light vehicle, such as a truck or van, with a capacity of less than 26,001 pounds Gross Vehicle Weight (GVW), primarily to pick up merchandise or packages from a distribution center and deliver. May load and unload vehicle.	Bulk Delivery Driver, Delivery Driver, Driver, Light Truck Driver, Package Car Driver, Package Delivery Driver, Route Driver, Service Provider, Truck Driver, Warehouse Driver
205		Taxi Drivers	35,300 per year, 16.97 per hour	53-3054	Drive a motor vehicle to transport passengers on an unplanned basis and charge a fare, usually based on a meter.	Cab Driver, Taxi Cab Driver, Taxi Driver
206		Shuttle Drivers and Chauffeurs	33,180 per year, 15.95 per hour	53-3053	Drive a motor vehicle to transport passengers on a planned or scheduled basis. May collect a fare. Includes nonemergency medical transporters and hearse drivers.	Airport Shuttle Driver, Chauffeur, Driver, Limo Driver (Limousine Driver), Motor Coach Driver, Shuttle Bus Driver, Shuttle Driver, Special Needs Bus Driver, Van Driver
207		Laborers and Freight, Stock, and Material Movers, Hand	38,270 per year, 18.40 per hour	53-7062	Manually move freight, stock, luggage, or other materials, or perform other general labor. Includes all manual laborers not elsewhere classified.	Dock Worker, Laborer, Line Tender, Loader, Material Handler, Merchandise Pick Up Associate, Receiver, Receiving Associate, Shipping and Receiving Materials Handler, Warehouse Worker
208		<b>Utilities</b>				
209						
210		<b>Wholesale Trade</b>				
211		Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	117,680 per year, 56.58 per hour	41-4011	Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of postsecondary education.	Inside Sales Representative, Marketing Representative, Sales Representative

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212		<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</b>	61,890 per year, 29.76 per hour	41-4012	Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.	Account Representative, Customer Account Technician, Inside Salesperson, Outside Sales Representative, Route Sales Representative, Sales Consultant, Sales Professional, Sales Representative (Sales Rep), Salesman, Salesperson
213		<b>Sales Managers</b>	169,170 per year, 81.33 per hour	11-2022.00	Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.	District Sales Manager, National Sales Manager, Regional Sales Manager, Sales and Marketing Vice President (Sales and Marketing VP), Sales Director, Sales Manager, Sales Supervisor, Sales Vice President (Sales VP)
214		<b>Merchandise Displayers and Window Trimmers</b>	40,210 per year, 19.33 per hour	27-1026	Plan and erect commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.	Decorator, Display Associate, Display Decorator, Display Specialist, In-Store Marketing Associate, Merchandiser, Visual Merchandiser (VM), Visual Merchandising Specialist
215		<b>Driver/Sales Workers</b>	37,810 per year, 18.18 per hour	53-3031	Drive truck or other vehicle over established routes or within an established territory and sell or deliver goods, such as food products, including restaurant take-out items, or pick up or deliver items such as commercial laundry. May also take orders, collect payment, or stock merchandise at point of delivery.	Delivery Man, Driver, Driver Salesman, Pizza Delivery Driver, Route Delivery Driver, Route Driver, Route Sales Driver, Route Sales Representative, Route Salesman, Sales Route Driver
216		<b>Heavy and Tractor-Trailer Truck Drivers</b>	49,310 per year, 23.71	53-3032	Drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. Includes tow truck drivers.	CDL Driver (Commercial Driver's License Driver), Driver, Line Haul Driver, Log Truck Driver, Over the Road Driver (OTR Driver), Production Truck Driver, Road Driver, Semi Truck Driver, Tractor Trailer Driver, Truck Driver