

UP ONE LEVEL REPORT
Indiana Economic Growth Region 9

Frequent Job Openings for the following counties:

Bartholomew, Dearborn, Decatur, Franklin, Jackson, Jefferson, Jennings, Ohio, Ripley, and Switzerland



<u>2007 OES</u> <u>Region 9</u> <u>Median</u> <u>Wage</u>	<u>Occupation</u>	<u>Skill Sets</u>	<u>Possible Career Path - Up One Level*</u>	<u>2007 OES</u> <u>Region 9</u> <u>Median</u> <u>Wage</u>	<u>Education/ Training</u>
\$26,570	Customer Service Representatives	People	Executive Secretaries and Administrative Assistants	\$31,160	MTOJT
\$41,430	Postal Service Mail Sorters and Processors	Things	Industrial Machinery Mechanics	\$45,790	LTOJT
\$23,710	Data Entry Keyers	Things	Industrial Truck and Tractor Drivers	\$32,080	STOJT
\$18,530	Personal and Home Care Aides	People	Medical Assistants	\$24,820	MTOJT
\$28,500	Bookkeeping, Accounting and Auditing Clerks	Systems	Accountants and Auditors	\$45,790	BD
\$21,010	Stock Clerks	People	Security Guards	\$26,820	STOJT
\$18,470	Maids and Housekeeping Cleaners	Things	Team Assemblers	\$28,510	MTOJT
\$16,100	Cashiers	People	Customer Service Representatives	\$26,570	MTOJT
\$21,970	Janitors	Things	Maintenance and Repair Workers, General	\$32,330	LTOJT
\$32,330	Maintenance and Repair Workers, General	Things	Tool and Die Makers	\$39,840	STOJT
\$52,020	Loan Officers	People	General and Operations Managers	\$85,720	BD
\$27,250	Inspectors, Testers, Sorters, Samplers and Weighers	Things	Welders, Cutters, Solderers and Brazers	\$32,760	PC
\$18,990	Retail Salespersons	People	Dental Assistants	\$28,880	MTOJT
\$21,110	Tellers	People	Medical Secretaries	\$26,160	PC
\$31,160	Executive Secretaries and Administrative Assistants	People	Licensed Practical and Vocational Nurses	\$34,990	PC
\$30,890	Construction Carpenters	Things	Electricians	\$39,780	LTOJT
\$34,920	Construction Laborers	Things	Heating, Air Conditioning and Refrigeration Mechanics and Installers	\$33,580	LTOJT
\$20,940	Production Helpers	Things	Machinists	\$32,080	LTOJT
\$19,350	Home Health Aides	People	Dental Hygienists	\$59,560	AD
\$23,330	Cooks, Institution and Cafeteria	People	Truck Drivers, Light or Delivery	\$27,020	STOJT

* One-level (step) up occupations are only intended as examples, based on overlapping skill sets. Please see your local WorkOne office or the Hoosiers by the Numbers web site for additional information on skills-based career pathways in the Indiana Career Guide.

Research has highlighted the increasing importance of skills, basic and otherwise. Employees develop skills through a variety of ways; including past work experiences, job training, and higher education. Learning new skills will help you to further your career or find a new job in a different field. The information presented here will assist individuals investing in career preparation, planning for a career change, or offering guidance in career development.

Education/Training Key

AD = Associate's degree
BD = Bachelor's degree
LTOJT = Long term on-the-job training
MTOJT = Moderate term on-the-job training
PC = Postsecondary certificate
STOJT = Short term on-the-job training
WE = Work experience

Other Labor Market Information Publications on our Web Site

Career Guides
High Wage/High Demand Occupations
Hoosier Hot Jobs
Occupations & Starting Wages Report

Visit the R&A web site at:

HOOSIERS BY THE NUMBERS
www.hoosierdata.in.gov

Check out Indiana's 2007 Career Guides for more information on skills and other high wage and high demand occupations. If you have questions or would like additional information please contact Terry Brown at tbrown@dwd.in.gov

Source: Indiana Workforce Development, Research & Analysis

Note: These occupations were selected based on the number of job openings listed with EGR 9 WorkOne offices for the July-September 2008 time period.

Skill Sets - with associated skills

PEOPLE Skills:

Coordination, Instructing, Negotiation, Persuasion, Service Orientation, Social Perceptiveness, and Time Management

THINGS Skills:

Equipment Maintenance, Equipment Selection, Installation, Operation and Control, Operation Monitoring, Repairing and Troubleshooting

SYSTEMS Skills:

Judgment and Decision Making, Mgmt. of Financial Resources, Mgmt. of Material Resources, Mgmt. of Personnel Resources, Systems Analysis, and Systems Evaluation

INFORMATION Skills:

Complex Problem Solving, Operations Analysis, Programming, and Technology Design

