



Key Demand Occupations – 2012 – Muskegon-Oceana

College Degree Required

| Education | Title / Description / Key Skills | Projected Job Growth | % Job Growth 2002 - 2012 | Hourly Wage |
|--|--|----------------------|--------------------------|-----------------|
| Management Occupations | | | | |
| General and Operations Managers (11-1021) | | | | |
| | | 80 | 12.3% | \$37.07 |
| Work Exp. + Bachelor's | Plan, direct, or coordinate the operations of companies or public and private sector organizations. 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. Includes owners and managers who head small business establishments whose duties are primarily managerial. Key Skills: Active Listening, Management of Personnel Resources, Time Management, Decision Making, Monitoring | | | |
| Sales Managers (11-2022) | | | | |
| | | 25 | 21.6% | \$39.92 |
| Work Exp. + Bachelor's | Direct 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. Key Skills: Active Listening, Speaking, Mathematics, Time Management, Service Orientation | | | |
| Computer and Information Systems Managers (11-3021) | | | | |
| | | 20 | 28.6% | \$40.02 |
| Work Exp. + Bachelor's | Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Key Skills: Reading Comprehension, Critical Thinking, Active Listening, Judgment & Decision Making, Active Learning | | | |
| Medical and Health Services Managers (11-9111) | | | | |
| | | 25 | 18.8% | \$34.18 |
| Work Exp. + Bachelor's | Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations. Key Skills: Active Listening, Reading Comprehension, Critical Thinking, Monitoring, Speaking | | | |
| Social and Community Services Managers (11-9151) | | | | |
| | | 35 | 21.2% | \$27.24 |
| Work Exp. + Bachelor's | Plan, organize, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers. Key Skills: Active Listening, Social Perceptiveness, Speaking, Time Management, Instructing | | | |
| Professional Occupations | | | | |
| Management Analysts (13-1111) | | | | |
| | | 55 | 28.0% | \$38.42* |
| Work Exp. + Bachelor's | Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. Key Skills: Critical Thinking, Judgment & Decision Making, Active Listening, Coordination, Time Management | | | |
| Accountants and Auditors (13-2011) | | | | |
| | | 60 | 10.2% | \$26.04 |
| Bachelor's | Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Key Skills: Mathematics, Active Listening, Critical Thinking, Monitoring, Judgment & Decision Making | | | |
| Computer Systems Analysts (15-1051) | | | | |
| | | 25 | 20.6% | \$31.52 |
| Bachelor's | Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. Key Skills: Active Learning, Reading Comprehension, Complex Problem Solving, Critical Thinking, Active Listening | | | |
| Industrial Engineers (17-2112) | | | | |
| | | 25 | 14.2% | \$30.71 |
| Bachelor's | Design, develop, test, and evaluate integrated systems for managing industrial production processes including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination. Key Skills: Critical Thinking, Active Listening, Time Management, Reading Comprehension, Complex Problem Solving | | | |
| Mental Health Counselors (21-1014) | | | | |
| | | 25 | 20.9% | \$18.84* |
| Master's | Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental health. May help individuals deal with addictions and substance abuse; family, parenting, and marital problems; suicide; stress management; problems with self-esteem; and issues associated with aging and mental and emotional health. Key Skills: Active Listening, Social Perceptiveness, Critical Thinking, Service Orientation, Active Learning | | | |

OJT = On-the-job Training

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| | Child, Family, and School Social Workers (21-1021) | 30 | 11.1% | \$23.83 |
| Bachelor's | Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist single parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers on how to deal with problem children. Key Skills: Speaking, Active Listening, Monitoring, Social Perceptiveness, Service Orientation | | | |
| | Mental Health and Substance Abuse Social Workers (21-1023) | 25 | 24.0% | \$18.68* |
| Master's | Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education. Key Skills: Active Listening, Social Perceptiveness, Critical Thinking, Speaking, Reading Comprehension | | | |
| | Public Relations Specialists (27-3031) | 20 | 21.2% | \$20.59 |
| Bachelor's | Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media. May prepare and arrange displays, and make speeches. Key Skills: Writing, Critical Thinking, Reading Comprehension, Active Listening, Judgment & Decision Making | | | |

Health Care Occupations

| | | | | |
|-------------|--|------------|--------------|-----------------|
| | Registered Nurses (29-1111) | 290 | 20.3% | \$27.50* |
| Associate's | 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. Key Skills: Active Listening, Reading Comprehension, Critical Thinking, Instructing, Speaking, Time Management | | | |
| | Respiratory Therapists (29-1126) | 25 | 39.3% | \$19.17 |
| Associate's | Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. Key Skills: Active Listening, Instruction, Reading Comprehension, Critical Thinking, Monitoring | | | |
| | Medical and Clinical Laboratory Technologists (29-2011) | 15 | 18.8% | \$22.80* |
| Bachelor's | Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff. Key Skills: Quality Control Analysis, Equipment Maintenance, Reading Comprehension, Troubleshooting, Operation and Control | | | |
| | Dental Hygienists (29-2021) | 25 | 23.7% | \$26.62* |
| Associate's | Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants. Key Skills: Active Listening, Speaking, Reading Comprehension, Active Learning, Time Management | | | |
| | Radiological Technologists and Technicians (29-2034) | 15 | 19.7% | \$18.35 |
| Associate's | Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen. Key Skills: Active Listening, Speaking, Reading Comprehension, Time Management, Critical Thinking | | | |
| | Medical Records and Health Information Technicians (29-2071) | 30 | 40.5% | \$12.81 |
| Associate's | Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards. Key Skills: Active Listening, Reading Comprehension, Time Management, Speaking, Writing | | | |

Service Occupations

| | | | | |
|------------|---|-----------|--------------|----------------|
| | Recreation Workers (39-9032) | 35 | 15.9% | \$10.28 |
| Bachelor's | 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. Key Skills: Service Orientation, Active Listening, Speaking, Instruction, Judgment and Decision Making | | | |

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| Management Occupations | | | | |
| Food Service Managers (11-9051) | | | | |
| Work Exp. in Related Occupation | Plan, direct, or coordinate activities of an organization or department that serves food and beverages. Key Skills: Active Listening, Instructing, Speaking, Time Management, Monitoring | 25 | 9.4% | \$20.29* |
| Professional Occupations | | | | |
| Purchasing Agents, Except Wholesale, Retail and Farm (13-1023) | | | | |
| Work Exp. in Related Occupation | Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing. Key Skills: Speaking, Active Listening, Critical Thinking, Judgment & Decision Making, Reading Comprehension | 20 | 11.1% | \$21.93 |
| Self-Enrichment Education Teachers (25-3021) | | | | |
| Work Exp. in Related Occupation | Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may or may not take place in a traditional educational institution. Key Skills: Instructing, Speaking, Active Listening, Learning Strategies, Social Perceptiveness | 55 | 35.7% | \$16.18* |
| Health Care Occupations | | | | |
| Licensed Practical & Licensed Vocational Nurses (29-2061) | | | | |
| Post-Secondary Vocational Training | Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. Key Skills: Active Listening, Reading Comprehension, Time Management, Writing, Active Learning | 20 | 4.1% | \$17.20 |
| Service Occupations | | | | |
| Police and Sheriff's Patrol Officers (33-3051) | | | | |
| Long-Term OJT | Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform combination of following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. Key Skills: Judgment & Decision Making, Active Listening, Critical Thinking, Writing, Speaking | 50 | 17.7% | \$23.48 |
| First-Line Supervisors of Food Preparation Workers (35-1012) | | | | |
| Work Exp. in Related Occupation | Supervise workers engaged in preparing and serving food. Key Skills: Speaking, Active Listening, Time Management, Instruction, Reading Comprehension | 70 | 12.6% | \$13.88* |
| Cooks, Restaurant (35-2014) | | | | |
| Long-Term OJT | Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu. Key Skills: Active Listening, Reading Comprehension, Speaking, Active Learning, Instructing | 55 | 13.3% | \$10.11 |
| Hairdressers, Hairstylists, and Cosmetologists (39-5012) | | | | |
| Post-Secondary Vocational Training | Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Key Skills: Active Listening, Speaking, Time Management, Coordination, Social Perceptiveness | 45 | 6.4% | \$11.10* |
| Sales Occupations | | | | |
| First-Line Supervisor/Managers of Retail Sales Workers (41-1011) | | | | |
| Work Exp. in Related Occupation | Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties. Key Skills: Management of Personnel Resources, Active Listening, Service Orientation, Time Management, Instructing | 205 | 8.3% | \$16.46 |
| First-Line Supervisors/Managers of Non-Retail Workers (41-1012) | | | | |
| Work Exp. in Related Occupation | Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties, such as budgeting, accounting, and personnel work, in addition to supervisory duties. Key Skills: Speaking, Time Management, Active Listening, Reading Comprehension, Social Perceptiveness | 30 | 4.8% | \$30.03 |

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| Construction and Repair Occupations | | | | |
| | Managers of Construction Trades & Extraction Workers (47-1011) | 40 | 9.0% | \$27.62 |
| Work Exp. in Related Occupation | Directly supervise and coordinate activities of construction or extraction workers. Key Skills: Coordination, Management of Personnel Resources, Time Management, Speaking, Active Listening | | | |
| | Carpenters (47-2031) | 110 | 8.6% | \$14.07 |
| Long-Term OJT | Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; 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 to control the proper circulation of air through the passageways and to the working places. Key Skills: Mathematics, Time Management, Active Listening, Critical Thinking, Judgment & Decision Making | | | |
| | Electricians (47-2111) | 55 | 16.3% | \$25.99* |
| Long-Term OJT | 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. Key Skills: Installation, Active Listening, Reading Comprehension, Troubleshooting, Equipment Selection | | | |
| | Plumbers, Pipefitters, and Steamfitters (47-2152) | 15 | 12.8% | \$23.69* |
| Long-Term OJT | 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. Key Skills: Active Listening, Mathematics, Repairing, Troubleshooting, Complex Problem Solving | | | |
| | Managers of Mechanics, Installers, and Repairers (49-1011) | 25 | 11.6% | \$24.44 |
| Work Exp. in Related Occupation | Supervise and coordinate the activities of mechanics, installers, and repairers. Excludes team or work leaders. Key Skills: Management of Personnel Resources, Reading Comprehension, Active Listening, Equipment Selection, Installation | | | |
| | Automotive Service Technicians and Mechanics (49-3023) | 60 | 10.4% | \$13.55 |
| Post-Secondary Vocational Training | Diagnose, adjust, repair, or overhaul automotive vehicles. Key Skills: Troubleshooting, Repairing, Equipment Selection, Active Listening, Critical Thinking | | | |
| | Industrial Machinery Mechanics (49-9041) | 25 | 22.9% | \$23.01 |
| Long-Term OJT | Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. Key Skills: Equipment Maintenance, Repairing, Troubleshooting, Operation Monitoring, Quality Control Analysis | | | |
| Production Occupations | | | | |
| | Supervisors of Production & Operating Workers (51-1011) | 65 | 9.5% | \$23.68 |
| Work Exp. in Related Occupation | 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. Key Skills: Management of Personnel Resources, Active Listening, Service Orientation, Time Management, Instructing | | | |
| | Machinists (51-4041) | 20 | 2.6% | \$18.83 |
| Long-Term OJT | Set up and operate a variety of machine tools to produce precision parts and instruments. 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, shop mathematics, metal properties, layout, and machining procedures. Key Skills: Operation & Control, Operation Monitoring, Mathematics, Equipment Selection, Troubleshooting | | | |
| | Welders, Cutters, Solderers, and Brazers (51-4121) | 45 | 13.8% | \$15.98 |
| Long-Term OJT | 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. Key Skills: Operation & Control, Equipment Selection, Equipment Maintenance, Mathematics, Operation Monitoring | | | |

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