



# Key Demand Occupations – 2012 – Upper Peninsula

## College Degree Required

Education	Title / Description / Key Skills	Projected Job Growth	% Job Growth 2002 - 2012	Hourly Wage
<b>Management Occupations</b>				
<b>General and Operations Managers (11-1021)</b>				
	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.	<b>100</b>	<b>8.8%</b>	<b>\$33.38</b>
Work Exp. + Bachelor's	<b>Key Skills:</b> Active Listening, Management of Personnel Resources, Time Management, Decision Making, Monitoring			
<b>Sales Managers (11-2022)</b>				
	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 customer preferences.	<b>40</b>	<b>20.7%</b>	<b>\$29.27</b>
Work Exp. + Bachelor's	<b>Key Skills:</b> Active Listening, Speaking, Mathematics, Time Management, Service Orientation			
<b>Financial Managers (11-3031)</b>				
	Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.	<b>30</b>	<b>10.7%</b>	<b>\$31.82</b>
Work Exp. + Bachelor's	<b>Key Skills:</b> Mgt. of Financial Resources, Mathematics, Critical Thinking, Decision Making, Reading Comprehension			
<b>Education Administrators, Postsecondary (11-9033)</b>				
	Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities at postsecondary institutions, including universities, colleges, and junior and community colleges.	<b>25</b>	<b>8.7%</b>	<b>\$38.57</b>
Work Exp. + Bachelor's	<b>Key Skills:</b> Active Listening, Reading Comprehension, Critical Thinking, Writing, Judgment & Decision Making			
<b>Medical and Health Services Managers (11-9111)</b>				
	Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.	<b>65</b>	<b>22.7%</b>	<b>\$30.69</b>
Work Exp. + Bachelor's	<b>Key Skills:</b> Active Listening, Reading Comprehension, Critical Thinking, Monitoring, Speaking			
<b>Professional Occupations</b>				
<b>Accountants and Auditors (13-2011)</b>				
	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.	<b>80</b>	<b>9.3%</b>	<b>\$22.15</b>
Bachelor's	<b>Key Skills:</b> Mathematics, Active Listening, Critical Thinking, Monitoring, Judgment & Decision Making			
<b>Personal Financial Advisors (13-2052)</b>				
	Advise clients on financial plans utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives to establish investment strategies.	<b>45</b>	<b>21.9%</b>	<b>\$21.81</b>
Bachelor's	<b>Key Skills:</b> Active Listening, Speaking, Mathematics, Judgment & Decision Making, Service Orientation			
<b>Loan Officers (13-2072)</b>				
	Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payments. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters.	<b>25</b>	<b>10.3%</b>	<b>\$26.41</b>
Bachelor's	<b>Key Skills:</b> Active Listening, Time Management, Reading Comprehension, Persuasion, Speaking			
<b>Computer Software Engineers, Applications (15-1031)</b>				
	Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.	<b>50</b>	<b>52.0%</b>	<b>\$36.46</b>
Bachelor's	<b>Key Skills:</b> Programming, Critical Thinking, Complex Problem Solving, Active Listening, Troubleshooting			
<b>Computer Support Specialists (15-1041)</b>				
	Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printers.	<b>40</b>	<b>12.9%</b>	<b>\$18.47</b>
Associate's	<b>Key Skills:</b> Troubleshooting, Reading Comprehension, Critical Thinking, Active Listening, Writing			

OJT = On-the-job Training

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\* Michigan Wage Data

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	<b>Computer Systems Analysts (15-1051)</b>	<b>50</b>	<b>21.3%</b>	<b>\$24.56</b>
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. <b>Key Skills:</b> Active Learning, Reading Comprehension, Complex Problem Solving, Critical Thinking, Active Listening			
	<b>Network and Computer Systems Administrators (15-1071)</b>	<b>50</b>	<b>25.9%</b>	<b>\$22.78</b>
Bachelor's	Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. <b>Key Skills:</b> Reading Comprehension, Troubleshooting, Active Listening, Complex Problem Solving			
	<b>Mechanical Engineers (17-2141)</b>	<b>15</b>	<b>9.6%</b>	<b>\$28.21</b>
Bachelor's	Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems. <b>Key Skills:</b> Mathematics, Complex Problem Solving, Critical Thinking, Reading Comprehension, Science			
	<b>Child, Family, and School Social Workers (21-1021)</b>	<b>35</b>	<b>9.7%</b>	<b>\$18.53</b>
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. <b>Key Skills:</b> Speaking, Active Listening, Monitoring, Social Perceptiveness, Service Orientation			
	<b>Mental Health and Substance Abuse Social Workers (21-1023)</b>	<b>60</b>	<b>19.0%</b>	<b>\$20.51</b>
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. <b>Key Skills:</b> Active Listening, Social Perceptiveness, Critical Thinking, Speaking, Reading Comprehension			
	<b>Public Relations Specialists (27-3031)</b>	<b>50</b>	<b>22.6%</b>	<b>\$16.24</b>
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. <b>Key Skills:</b> Writing, Critical Thinking, Reading Comprehension, Active Listening, Judgment & Decision Making			
<b>Health Care Occupations</b>				
	<b>Registered Nurses (29-1111)</b>	<b>570</b>	<b>21.6%</b>	<b>\$23.02</b>
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. <b>Key Skills:</b> Active Listening, Reading Comprehension, Critical Thinking, Instructing, Speaking, Time Management			
	<b>Medical and Clinical Laboratory Technologists (29-2011)</b>	<b>30</b>	<b>15.2%</b>	<b>\$21.61</b>
Bachelor's	Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff. <b>Key Skills:</b> Quality Control Analysis, Equipment Maintenance, Reading Comprehension, Troubleshooting, Operation and Control			
	<b>Radiological Technologists and Technicians (29-2034)</b>	<b>40</b>	<b>18.0%</b>	<b>\$20.75</b>
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. <b>Key Skills:</b> Active Listening, Speaking, Reading Comprehension, Time Management, Critical Thinking			
	<b>Medical Records and Health Information Technicians (29-2071)</b>	<b>50</b>	<b>31.4%</b>	<b>\$13.26</b>
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. <b>Key Skills:</b> Active Listening, Reading Comprehension, Time Management, Speaking, Writing			

# Key Demand Occupations – 2012 – Upper Peninsula

## Job Training Required

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<b>Professional Occupations</b>				
	<b>Purchasing Agents, Except Wholesale, Retail and Farm (13-1023)</b>	<b>35</b>	<b>17.6%</b>	<b>\$21.33</b>
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. <b>Key Skills:</b> Speaking, Active Listening, Critical Thinking, Judgment & Decision Making, Reading Comprehension			
	<b>Cost Estimators (13-1051)</b>	<b>25</b>	<b>15.8%</b>	<b>\$22.21</b>
Work Exp. in Related Occupation	Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured. <b>Key Skills:</b> Active Listening, Reading Comprehension, Mathematics, Time Management, Writing			
	<b>Preschool Teachers, Except Special Education (25-2011)</b>	<b>45</b>	<b>25.9%</b>	<b>\$13.09</b>
Post-Secondary Vocational Training	Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. <b>Key Skills:</b> Active Listening, Instructing, Speaking, Reading Comprehension, Learning Strategies			
<b>Health Care Occupations</b>				
	<b>Licensed Practical &amp; Licensed Vocational Nurses (29-2061)</b>	<b>90</b>	<b>7.4%</b>	<b>\$15.31</b>
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. <b>Key Skills:</b> Active Listening, Reading Comprehension, Time Management, Writing, Active Learning			
	<b>Medical Transcriptionists (31-9094)</b>	<b>30</b>	<b>15.0%</b>	<b>\$13.14</b>
Post-Secondary Vocational Training	Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms. <b>Key Skills:</b> Active Listening, Reading Comprehension, Time Management, Writing, Active Learning			
<b>Service Occupations</b>				
	<b>Fire Fighters (33-2011)</b>	<b>50</b>	<b>17.8%</b>	<b>\$15.50</b>
Long-Term OJT	Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster management. <b>Key Skills:</b> Active Listening, Coordination, Equipment Selection, Critical Thinking, Equipment Maintenance			
	<b>Police and Sheriff's Patrol Officers (33-3051)</b>	<b>160</b>	<b>20.7%</b>	<b>\$20.59</b>
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. <b>Key Skills:</b> Judgment and Decision Making, Active Listening, Critical Thinking, Writing, Speaking			
	<b>Chefs and Head Cooks (35-1011)</b>	<b>30</b>	<b>13.8%</b>	<b>\$12.32</b>
Work Exp. in Related Occupation	Direct 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. May participate in cooking. <b>Key Skills:</b> Coordination, Management of Materials, Management of Personnel Resources, Speaking, Time Management			
<b>Sales Occupations</b>				
	<b>First-Line Supervisors/Managers of Retail Sales Workers (41-1011)</b>	<b>155</b>	<b>8.9%</b>	<b>\$14.07</b>
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. <b>Key Skills:</b> Management of Personnel Resources, Active Listening, Service Orientation, Time Management, Instructing			
	<b>Real Estate Sales Agents (41-9022)</b>	<b>35</b>	<b>12.1%</b>	<b>\$24.71</b>
Post-Secondary Vocational Training	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. <b>Key Skills:</b> Active Listening, Time Management, Negotiation, Speaking, Reading Comprehension			

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<b>Construction and Repair Occupations</b>				
	<b>Managers of Construction Trades &amp; Extraction Workers (47-1011)</b>	<b>65</b>	<b>7.2%</b>	<b>\$24.34</b>
Work Exp. in Related Occupation	Directly supervise and coordinate activities of construction or extraction workers. <b>Key Skills:</b> Coordination, Management of Personnel Resources, Time Management, Speaking, Active Listening			
	<b>Carpenters (47-2031)</b>	<b>215</b>	<b>9.5%</b>	<b>\$15.75</b>
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. <b>Key Skills:</b> Mathematics, Time Management, Active Listening, Critical Thinking, Judgment & Decision Making			
	<b>Electricians (47-2111)</b>	<b>55</b>	<b>16.7%</b>	<b>\$21.93</b>
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. <b>Key Skills:</b> Installation, Active Listening, Reading Comprehension, Troubleshooting, Equipment Selection			
	<b>Managers of Mechanics, Installers, and Repairers (49-1011)</b>	<b>50</b>	<b>8.7%</b>	<b>\$23.47</b>
Work Exp. in Related Occupation	Supervise and coordinate the activities of mechanics, installers, and repairers. Sample of job titles: Maintenance Supervisor, Maintenance Foreman, Production Crew Supervisor, Maintenance Manager, Crew Leader, Maintenance Planner, Airport Skilled Maintenance Supervisor, Electrical Supervisor, Facilities Manager <b>Key Skills:</b> Management of Personnel Resources, Reading Comprehension, Active Listening, Equipment Selection, Installation			
	<b>Automotive Service Technicians and Mechanics (49-3023)</b>	<b>45</b>	<b>5.8%</b>	<b>\$14.60</b>
Post-Secondary Vocational Training	Diagnose, adjust, repair, or overhaul automotive vehicles. <b>Key Skills:</b> Troubleshooting, Repairing, Equipment Selection, Active Learning, Critical Thinking			
	<b>Mobile Heavy Equipment Mechanics (49-3042)</b>	<b>35</b>	<b>18.0%</b>	<b>\$20.23</b>
Post-Secondary Vocational Training	Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining. <b>Key Skills:</b> Troubleshooting, Repairing, Equipment Maintenance, Equipment Selection, Installation			
	<b>Industrial Machinery Mechanics (49-9041)</b>	<b>35</b>	<b>7.4%</b>	<b>\$18.90</b>
Long-Term OJT	Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. <b>Key Skills:</b> Equipment Maintenance, Repairing, Troubleshooting, Operation Monitoring, Quality Control Analysis			
<b>Production Occupations</b>				
	<b>Bakers (51-3011)</b>	<b>60</b>	<b>14.1%</b>	<b>\$9.28</b>
Long-Term OJT	Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods. <b>Key Skills:</b> Operation and Control, Reading Comprehension, Mathematics			
	<b>Machinists (51-4041)</b>	<b>45</b>	<b>14.7%</b>	<b>\$16.84</b>
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. <b>Key Skills:</b> Operation and Control, Operation Monitoring, Mathematics, Equipment Selection, Troubleshooting			
	<b>Welders, Cutters, Solderers, and Brazers (51-4121)</b>	<b>40</b>	<b>10.8%</b>	<b>\$15.27</b>
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. <b>Key Skills:</b> Operation & Control, Equipment Selection, Active Listening, Mathematics, Operation Monitoring			

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