Top Job Skills by Projected Employment and Demand Berks Workforce Development Area, 2018-2028

Clean work areas	Top 50 Detailed Work Activities, 2018-2028	2028 Employment	Percent of Annual Demand	Annual Demand
Calculate costs of goods or services. 20,890 12,7% 3,029 Record operational or production data. 22,910 12,5% 2,984 Order materials, supplies, or equipment. 24,410 12,3% 2,917 Sell products or services. 19,360 11,2% 2,786 Greet customers, patrons, or visitors. 18,260 11,2% 2,675 Answer telephones to direct calls or provide information. 19,550 11,2% 2,676 Answer telephones to direct calls or provide information. 15,820 9,8% 2,323 Maintain records of sales or other business transactions. 15,820 9,8% 2,321 Montor inventories of products or materials. 17,10 8,8% 2,088 Reconcile records of sales or other financial transactions. 12,710 8,4% 1,992 Collect deposits, payments or fees. 16,600 8,4% 1,991 Process sales or other financial transactions, or regulatory compliance. 16,490 8,0% 1,957 Prepare documentation for contracts, transactions, or regulatory compliance. 16,490 8,0% 1,957 Prep	Clean work areas.	25,050	14.9%	3,536
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Detailed Work Activity - types of specific job behaviors or duties particular to an occupation.

Data are ranked by percent of annual demand where employment change was positive between 2018 and 2028.

For the entire list of job skills and further job skills information go to the following link: www.workstats.dli.pa.gov/Products/ProjectedJobSkills/

Data Sources: CWIA Occupational Employment Projections, 2018-2028

U.S. Department of Labor's Occupational Information Network (O*NET) Database



Top Job Skills by Projected Employment and Demand Berks Workforce Development Area, 2018-2028

Top 50 Tools & Technologies, 2018-2028	2028 Employment	Percent of Annual Demand	Annual Demand
Spreadsheet software	136,680	66.0%	15,714
Office suite software	132,600	63.8%	15,191
Data base user interface and query software	123,720	60.3%	14,344
Word processing software	125,950	59.3%	14,106
Personal computers	115,000	54.8%	13,047
Electronic mail software	112,970	52.4%	12,480
Desktop computers	103,110	49.1%	11,686
Operating system software	85,190	41.9%	9,963
Enterprise resource planning ERP software	86,670	40.2%	9,576
Internet browser software	84,450	38.4%	9,128
Presentation software	80,640	36.2%	8,612
Notebook computers	80,190	35.1%	8,363
Project management software	74,380	33.3%	7,918
Accounting software	62,540	31.0%	7,385
Web page creation and editing software	54,060	26.7%	6,363
Desktop publishing software	52,750	26.6%	6,319
Document management software	55,700	26.0%	6,194
Graphics or photo imaging software	52,430	23.8%	5,668
Screwdrivers	43,980	22.8%	5,423
Scanners	49,750	22.7%	5,400
Video creation and editing software	50,770	22.6%	5,378
Medical software	47,890	22.5%	5,351
Computer aided design CAD software	46,550	22.3%	5,310
Calendar and scheduling software	50,290	22.2%	5,290
Video conferencing software	47,600	21.9%	5,214
Laser printers	47,370	21.5%	5,125
Analytical or scientific software	51,680	21.2%	5,040
Customer relationship management CRM software	44,730	21.2%	5,038
Inventory management software	41,640	20.2%	4,811
Forklifts	38,690	19.8%	4,713
Point of sale POS software	31,680	19.4%	4,624
Human resources software	40,980	18.7%	4,460
Instant messaging software	34,680	18.4%	4,378
Cash registers	27,280	17.7%	4,215
Photocopiers Adjustable wrenches	40,130	17.3%	4,114
Adjustable wrenches	33,220	17.0%	4,034
Desktop communications software Power saws	35,420	16.6%	3,953
	32,470	16.5%	3,937
Bar code reader equipment Laser fax machine	26,800	16.2%	3,864
	35,990	16.2%	3,851
Hammers Ladders	30,440	15.9%	3,788
Tape measures	29,970	15.7% 15.3%	3,728
Personal digital assistant PDAs or organizers	30,560 33,030	15.1%	3,634 3,605
Information retrieval or search software	35,620	15.1%	3,595
Magnetic stripe readers and encoders	23,840	15.1%	3,587
Hand trucks or accessories	28,910	15.1%	3,578
Time accounting software	34,170	14.8%	3,526
Financial analysis software	32,400	14.5%	3,446
Special purpose telephones	29,270	14.1%	3,362
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Tools & Technologies - Machines, equipment, tools, and information technologies that one could be expected to use in a particular occupation.

Data are ranked by percent of annual demand where employment change was positive between 2018 and 2028.

For the entire list of job skills and further job skills information go to the following link: www.workstats.dli.pa.gov/Products/ProjectedJobSkills/

Data Sources: CWIA Occupational Employment Projections, 2018-2028

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