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

Top 50 Detailed Work Activities, 2018-2028	2028 Employment	Percent of Annual Demand	Annual Demand
Clean work areas.	33,960	18.6%	4,793
Record operational or production data.	33,490	17.3%	4,443
Load shipments, belongings, or materials.	23,960	12.2%	3,137
Clean production equipment.	22,660	11.7%	3,014
Operate cranes, hoists, or other moving or lifting equipment.	23,140	11.5%	2,964
Disassemble equipment for maintenance or repair.	23,170	11.4%	2,930
Secure cargo.	22,140	11.4%	2,926
Calculate costs of goods or services.	19,700	11.3%	2,913
Move materials, equipment, or supplies.	20,620	11.0%	2,823
Order materials, supplies, or equipment.	23,200	10.6%	2,733
Mark materials or objects for identification.	19,900	10.6%	2,721
Lubricate production equipment.	19,980	10.5%	2,703
Greet customers, patrons, or visitors.	18,190	10.5%	2,700
Load materials into production equipment.	19,760	10.5%	2,694
Repair production equipment or tools.	19,740	10.5%	2,694
Sort materials or products for processing, storing, shipping, or grading.	19,030	10.2%	2,614
Answer telephones to direct calls or provide information.	18,570	10.0%	2,586
Clean facilities or work areas.	18,040	10.0%	2,569
Sell products or services.	17,200	9.9%	2,539
Package materials or products.	18,260	9.7%	2,486
Review work orders or schedules to determine operations or procedures.	18,300	9.7%	2,485
Connect cables or electrical lines.	18,160	9.6%	2,470
Monitor cargo area conditions.	18,030	9.5%	2,455
Operate packing or other material processing equipment.	17,870	9.4%	2,431
Position material handling equipment.	17,870	9.4%	2,431
Operate grinding equipment.	17,050	9.0%	2,313
Cut industrial materials in preparation for fabrication or processing.	16,220	8.7%	2,230
Set up material handling equipment (rigging, packaging, or structures)	15,660	8.7%	2,230
Sort materials or objects for processing or transport.	15,660	8.7%	2,230
Clean materials to prepare them for production.	15,720	8.5%	2,192
Receive information or instructions for performing work assignments.	15,480	8.4%	2,158
Shovel materials.	14,700	8.1%	2,092
Answer customer questions about goods or services.	13,350	8.0%	2,067
Operate forklifts or other loaders.	14,570	8.0%	2,047
Prepare documentation for contracts, transactions, or regulatory compliance.	17,700	7.9%	2,033
Collect deposits, payments or fees.	16,970	7.9%	2,027
Sort recyclable materials.	14,310	7.8%	2,018
Maintain records of sales or other business transactions.	12,980	7.8%	2,017
Maintain material moving equipment in good working condition.	14,090	7.8%	1,997
Operate recycling equipment.	13,860	7.7%	1,971
Reconcile records of sales or other financial transactions.	12,110	7.5%	1,939
Provide customers with general information or assistance.	9,950	7.3%	1,873
Respond to customer problems or complaints.	15,650	7.2%	1,854
Explain technical product or service information to customers.	11,340	7.1%	1,838
Execute sales or other financial transactions.	15,100	6.9%	1,787
Process sales or other transactions.	10,600	6.9%	1,769
Monitor inventories of products or materials.	14,170	6.6%	1,695
Prepare foods for cooking or serving.	9,720	6.4%	1,647
Clean food preparation areas, facilities, or equipment.	9,400	6.2%	1,587
Serve food or beverages.	8,390	5.6%	1,451

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/

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DEPARTMENT OF LABOR & INDUSTRY
CENTER FOR WORKFORCE INFORMATION & ANALYSIS

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

Top 50 Tools & Technologies, 2018-2028	2028 Employment	Percent of Annual Demand	Annual Demand
Spreadsheet software	140,940	63.0%	16,212
Office suite software	139,460	62.3%	16,036
Word processing software	131,850	57.2%	14,728
Data base user interface and query software	125,150	56.5%	14,554
Personal computers	120,890	53.6%	13,811
Electronic mail software	114,330	48.7%	12,544
Desktop computers	98,600	42.7%	10,997
Operating system software	91,990	42.2%	10,866
Enterprise resource planning ERP software	95,430	41.6%	10,701
Internet browser software	80,100	32.4%	8,333
Presentation software	76,510	31.3%	8,053
Notebook computers	75,840	29.5%	7,595
Project management software	69,680	28.2%	7,254
Desktop publishing software	58,600	27.8%	7,150
Accounting software	60,550	27.3%	7,036
Inventory management software	53,220	24.0%	6,187
Forklifts	50,080	23.9%	6,146
Computer aided design CAD software	51,520	23.7%	6,092
Video conferencing software	53,770	23.4%	6,026
Screwdrivers	48,010	23.2%	5,962
Medical software	51,760	22.1%	5,684
Web page creation and editing software	48,800	21.7%	5,589
Document management software	50,160	21.4%	5,515
Scanners	48,250	20.4%	5,258
Graphics or photo imaging software	48,970	20.2%	5,191
Video creation and editing software	49,260	19.9%	5,125
Hand trucks or accessories	41,210	19.9%	5,110
Calendar and scheduling software	49,820	19.6%	5,043
Point of sale POS software	33,610	18.8%	4,847
Laser printers	43,430	18.3%	4,716
Hoists	38,160	18.2%	4,687
Power saws	36,870	17.9%	4,616
Analytical or scientific software	45,660	16.8%	4,334
Human resources software	41,020	16.7%	4,303
Cash registers	27,550	16.6%	4,276
Customer relationship management CRM software	38,390	16.6%	4,272
Hammers	33,430	16.4%	4,227
Bar code reader equipment	29,470	16.1%	4,148
Photocopiers	39,130	15.3%	3,944
Industrial control software	33,520	15.2%	3,917
Instant messaging software	31,100	15.2%	3,911
Jacks	31,320	15.1%	3,885
Laser fax machine	36,920	15.0%	3,854
Desktop communications software	34,700	14.7%	3,785
Magnetic stripe readers and encoders	24,380	14.2%	3,663
Time accounting software	36,240	14.2%	3,660
Personal digital assistant PDAs or organizers	33,990	14.2%	3,651
Information retrieval or search software	35,200	13.5%	3,474
Pallet trucks	26,210	13.4%	3,449
Scaffolding	26,870	13.3%	3,434

Tools & Technologies - Machines, equipment, tools, and information technologies that one could be expected to use in a particular occupation.

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