



# Key Demand Occupations – 2012 – Benton Harbor Area

## 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>		<b>80</b>	<b>8.6%</b>	<b>\$40.82</b>
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. <b>Key Skills:</b> Active Listening, Management of Personnel Resources, Time Management, Judgment & Decision Making, Monitoring			
<b>Sales Managers (11-2022)</b>		<b>30</b>	<b>19.5%</b>	<b>\$34.95</b>
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 & inventory requirements and monitor the preferences of customers. <b>Key Skills:</b> Active Listening, Speaking, Mathematics, Time Management, Service Orientation			
<b>Computer and Information Systems Managers (11-3021)</b>		<b>30</b>	<b>23.4%</b>	<b>\$41.86</b>
Work Exp. + Bachelor's	Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. <b>Key Skills:</b> Reading Comprehension, Critical Thinking, Active Listening, Judgment & Decision Making, Active Learning			
<b>Education Administrators, Postsecondary (11-9033)</b>		<b>30</b>	<b>11.2%</b>	<b>\$28.69</b>
Work Exp. + Bachelor's	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>Key Skills:</b> Active Listening, Reading Comprehension, Critical Thinking, Writing, Judgment & Decision Making			
<b>Professional Occupations</b>				
<b>Training and Development Specialists (13-1073)</b>		<b>20</b>	<b>12.9%</b>	<b>\$25.86*</b>
Bachelor's	Conduct training and development programs for employees. <b>Key Skills:</b> Active Listening, Speaking, Time Management, Reading Comprehension, Writing			
<b>Management Analysts (13-1111)</b>		<b>20</b>	<b>11.1%</b>	<b>\$28.88</b>
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. <b>Key Skills:</b> Critical Thinking, Judgment & Decision Making, Active Listening, Coordination, Time Management			
<b>Accountants and Auditors (13-2011)</b>		<b>65</b>	<b>9.4%</b>	<b>\$24.49</b>
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. <b>Key Skills:</b> Mathematics, Active Listening, Critical Thinking, Monitoring, Judgment & Decision Making			
<b>Loan Officers (13-2072)</b>		<b>30</b>	<b>15.7%</b>	<b>\$17.04</b>
Bachelor's	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>Key Skills:</b> Active Listening, Time Management, Reading Comprehension, Persuasion, Speaking			
<b>Computer Software Engineers, Applications (15-1031)</b>		<b>20</b>	<b>15.2%</b>	<b>\$35.73*</b>
Bachelor's	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>Key Skills:</b> Programming, Critical Thinking, Complex Problem Solving, Active Listening, Troubleshooting			
<b>Computer Support Specialists (15-1041)</b>		<b>35</b>	<b>15.4%</b>	<b>\$21.35</b>
Associate's	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>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>				
	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>60</b>	<b>22.7%</b>	<b>\$34.51*</b>
Bachelor's	<b>Key Skills:</b> Active Learning, Reading Comprehension, Complex Problem Solving, Critical Thinking, Active Listening			
<b>Industrial Engineers (17-2112)</b>				
	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.	<b>45</b>	<b>12.5%</b>	<b>\$33.89</b>
Bachelor's	<b>Key Skills:</b> Critical Thinking, Active Listening, Time Management, Reading Comprehension, Complex Problem Solving			
<b>Mechanical Engineers (17-2141)</b>				
	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>40</b>	<b>7.1%</b>	<b>\$33.41*</b>
Bachelor's	<b>Key Skills:</b> Mathematics, Complex Problem Solving, Critical Thinking, Reading Comprehension, Science			
<b>Mechanical Engineering Technicians (17-3027)</b>				
	Apply theory and principles of mechanical engineering to modify, develop, and test machinery and equipment under direction of engineering staff or physical scientists.	<b>25</b>	<b>11.7%</b>	<b>\$23.24*</b>
Associate's	<b>Key Skills:</b> Reading Comprehension, Active Listening, Coordination, Judgment & Decision Making, Complex Problem Solving			
<b>Child, Family, and School Social Workers (21-1021)</b>				
	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>40</b>	<b>14.6%</b>	<b>\$21.55</b>
Bachelor's	<b>Key Skills:</b> Speaking, Active Listening, Monitoring, Social Perceptiveness, Service Orientation			
<b>Directors, Religious Activities and Education (21-2021)</b>				
	Direct and coordinate activities of a denominational group to meet religious needs of students. Plan, direct, or coordinate church school programs designed to promote religious education among church membership. May provide counseling and guidance relative to marital, health, financial, and religious problems.	<b>45</b>	<b>15.2%</b>	<b>\$17.38</b>
Bachelor's	<b>Key Skills:</b> Speaking, Active Listening, Reading Comprehension, Service Orientation, Social Perceptiveness			
<b>Public Relations Specialists (27-3031)</b>				
	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>35</b>	<b>19.3%</b>	<b>\$24.27</b>
Bachelor's	<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>				
	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>305</b>	<b>15.9%</b>	<b>\$27.50*</b>
Associate's	<b>Key Skills:</b> Active Listening, Reading Comprehension, Critical Thinking, Instructing, Speaking, Time Management			
<b>Dental Hygienists (29-2021)</b>				
	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.	<b>30</b>	<b>17.1%</b>	<b>\$29.08</b>
Associate's	<b>Key Skills:</b> Active Listening, Speaking, Reading Comprehension, Active Learning, Time Management			
<b>Medical Records and Health Information Technicians (29-2071)</b>				
	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>45</b>	<b>35.3%</b>	<b>\$14.56*</b>
Associate's	<b>Key Skills:</b> Active Listening, Reading Comprehension, Time Management, Speaking, Writing			

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<b>Management Occupations</b>				
<b>Food Service Managers (11-9051)</b>				
Work Exp. in Related Occupation	Plan, direct, or coordinate activities of an organization or department that serves food and beverages. <b>Key Skills:</b> Active Listening, Instructing, Speaking, Time Management, Monitoring	<b>20</b>	<b>6.2%</b>	<b>\$18.83</b>
<b>Professional Occupations</b>				
<b>Cost Estimators (13-1051)</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>35</b>	<b>16.9%</b>	<b>\$23.16</b>
<b>Preschool Teachers, Except Special Education (25-2011)</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>35</b>	<b>17.0%</b>	<b>\$15.07</b>
<b>Self-Enrichment Education Teachers (25-3021)</b>				
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. <b>Key Skills:</b> Instructing, Speaking, Active Listening, Learning Strategies, Social Perceptiveness	<b>95</b>	<b>29.9%</b>	<b>\$16.18*</b>
<b>Health Care Occupations</b>				
<b>Licensed Practical &amp; Licensed Vocational Nurses (29-2061)</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>25</b>	<b>6.0%</b>	<b>\$17.45</b>
<b>Service Occupations</b>				
<b>Police and Sheriff's Patrol Officers (33-3051)</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 & Decision Making, Active Listening, Critical Thinking, Writing, Speaking	<b>65</b>	<b>18.0%</b>	<b>\$19.61</b>
<b>Chefs and Head Cooks (35-1011)</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>20</b>	<b>12.7%</b>	<b>\$9.94</b>
<b>Cooks, Restaurant (35-2014)</b>				
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. <b>Key Skills:</b> Active Listening, Reading Comprehension, Speaking, Active Learning, Instructing	<b>85</b>	<b>16.3%</b>	<b>\$8.76</b>
<b>Hairdressers, Hairstylists, and Cosmetologists (39-5012)</b>				
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. <b>Key Skills:</b> Active Listening, Speaking, Time Management, Coordination, Social Perceptiveness	<b>60</b>	<b>6.4%</b>	<b>\$12.27</b>
<b>First-Line Supervisors/Managers of Retail Sales Workers (41-1011)</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>115</b>	<b>6.2%</b>	<b>\$18.54</b>

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<b>Construction and Repair Occupations</b>				
	<b>First-Line Supervisors of Non-Retail Sales Workers (41-1012)</b>	<b>60</b>	<b>9.1%</b>	<b>\$34.12</b>
Work Exp. in Related Occupation	Directly supervise and coordinate activities of sales workers other than retail sales workers. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties. <b>Key Skills:</b> Speaking, Time Management, Active Listening, Reading Comprehension, Social Perceptiveness			
	<b>Carpenters (47-2031)</b>	<b>175</b>	<b>12.2%</b>	<b>\$16.28</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>17.0%</b>	<b>\$25.33</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>Plumbers, Pipefitters, and Steamfitters (47-2152)</b>	<b>35</b>	<b>8.7%</b>	<b>\$23.69*</b>
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. <b>Key Skills:</b> Active Listening, Mathematics, Repairing, Troubleshooting, Complex Problem Solving			
	<b>Automotive Service Technicians and Mechanics (49-3023)</b>	<b>35</b>	<b>6.5%</b>	<b>\$15.85</b>
Post-Secondary Vocational Training	Diagnose, adjust, repair, or overhaul automotive vehicles. <b>Key Skills:</b> Troubleshooting, Repairing, Equipment Selection, Active Listening, Critical Thinking			
	<b>Mobile Heavy Equipment Mechanics (49-3042)</b>	<b>20</b>	<b>15.3%</b>	<b>\$16.00</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>12.9%</b>	<b>\$20.72</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>Supervisors of Production &amp; Operating Workers (51-1011)</b>	<b>80</b>	<b>7.0%</b>	<b>\$24.05</b>
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. <b>Key Skills:</b> Active Listening, Management of Personnel Resources, Reading Comprehension, Instructing, Monitoring			
	<b>Machinists (51-4041)</b>	<b>40</b>	<b>6.4%</b>	<b>\$14.09</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 & Control, Operation Monitoring, Mathematics, Equipment Selection, Troubleshooting			
	<b>Welders, Cutters, Solderers, and Brazers (51-4121)</b>	<b>40</b>	<b>8.6%</b>	<b>\$15.61</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, Equipment Maintenance, Mathematics, Operation Monitoring			

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