**Ten Top In-Demand Jobs for Southwest Ohio**

**What are Ohio's In-Demand Jobs?**

In-demand jobs strengthen Ohio’s current and future strategic economic advantage and empower people with 21st century skills. These jobs have a sustainable wage and a promising future based on the projected number of openings and growth. The following criteria was used to define an “in-demand job” in Ohio:

* 80% of state median wage, $14.10 per hour, or more;
* Annual growth in the number of jobs higher than the statewide average of 36; or
* Annual job openings greater than 584.

In addition to these state labor statistics and projections, electronic job posting trend data and business responses to Ohio’s In-Demand Jobs Survey are components in defining in-demand jobs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job | Median Salary | Open | Typical Education Required | Approved Schools |
| Computer User Support Specialists | $48K | 1,440 | Some college, no degree | Great Oaks Career Campuses 513 771-8840,New Horizon Computer Learning-800 201-0555, Max Technical Training 513-322-8888 |
| Construction Laborers | $41K | 5,142 | No formal educational credential | Allied Construction Industries-513 221-8020,Great Oaks Career Campuses-513 771-8840 |
| Executive Secretaries and Administrative Assistants | $58K | 1,659 | High school diploma or equivalent | Great Oaks Career Campuses-513 771-8840, New Horizon Computer Learning-800 201-0555 |
| First-Line Supervisors/Managers of Office & Admin. Support | $56K | 4,529 | High school diploma or equivalent | Great Oaks Career Campuses-513 771-8840, New Horizon Computer Learning-800 201-0555 |
| First-Line Supervisors/Managers of Production/Operating Workers | $62K | 2,898 | High school diploma or equivalent | Great Oaks Career Campuses-513 771-8840 |
| Medical Assistants | $33K | 3,146 | Postsecondary non-degree award | Great Oaks Career Campuses-513 771-8840, Mercy Neighborhood Ministries-513 751-2500 |
| Nursing Assistants |  $28K  | 8,184 | Postsecondary non-degree award | Great Oaks Career Campuses-513 771-8840, Mercy Neighborhood Ministries-513 751-2500 |
| Receptionists and Information Clerks | $40K | 690 | High school diploma or equivalent | Great Oaks Career Campuses-513 771-8840, New Horizon Computer Learning-800 201-0555 |
| Truck Drivers | $45K | 8,465 | Postsecondary non-degree award | 160 Driving Academy 513-666-5727, Napier Truck Driving-1-888 368-2495 |
| Web Developers | $64K | 294 | Associate degree | Kable Academy 513-881-2901, Max Technical Training-513 322-8888, New Horizon Computer Learning-800 201-0555, Tech Elevator 877-606-3203 |

*Source: Governor’s Office of Workforce Transformation*

Under the direction of Governor Mike DeWine and the leadership of Lt. Governor Jon Husted, the State of Ohio extended its focus to prioritize both Ohio's economy and the health and well-being of Ohioans through Ohio's Top Jobs List. Ohio's Top Jobs List includes both In-Demand Jobs and Critical Jobs.

**What are Ohio's Critical Jobs?**

Critical jobs ensure that our state's workforce supports the health and well-being of Ohioans, their families, and our communities. Governor DeWine made developing the workforce in critical job areas, such as early childhood education, mental/behavioral health, and recovery, a priority because of their impact on the lives of Ohioans at every stage of life.

Critical Jobs are identified through the help of experts and stakeholders in eight career clusters aligning with the administration's goals. The eight priority career clusters include:

* Children and Community Health
* Early Childhood Education
* First Responders
* Lead Abatement
* Mental and Behavioral Health
* Nurses
* Physicians
* Wellness Research and Technology

**Computer User Support Specialists in Southwest Ohio Region 15-1232.00**

**Minimum Educational Level:** Some college, no degree

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $49,240, 10% of workers earn $32,320 or less, 10% of workers earn $76,940 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 21,150 employees
* Projected employment — (2028) 22,360 employees
* Projected growth — (2018-2028) 6%
* Projected annual job openings — (2018-2028) 1,910

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Abilities: Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
* Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
* Written Comprehension — The ability to read and understand information and ideas presented in writing.
* Near Vision — The ability to see details at close range (within a few feet of the observer).
* Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
* Speech Clarity — The ability to speak clearly so others can understand you.
* Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
* Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
* Speech Recognition — The ability to identify and understand the speech of another person.
* Written Expression — The ability to communicate information and ideas in writing so others will understand.

**Occupational Interests:**

* Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.
* Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
* Investigative — Investigative occupations frequently involve working with ideas and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.
* Social — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

**Work Values:**

* Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
* Working Conditions — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.
* Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
* Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
* Recognition — Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

**Approved Schools:**

* Great Oaks Career Campuses 513 771-8840
* New Horizon Computer Learning-800 201-0555
* Max Technical Training 513-322-8888

**Construction Laborers in Southwest Ohio Region 47-2061.00**

**Minimum Educational Level:**

* High school diploma or equivalent
* Less than high school diploma

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $40,130, 10% of workers earn $26,690 or less, 10% of workers earn $65,440 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 48,000 employees
* Projected employment — (2028) 52,890 employees
* Projected growth — (2018-2028) 10%
* Projected annual job openings — (2018-2028) 6,100

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Tend pumps, compressors, or generators to provide power for tools, machinery, or equipment or to heat or move materials, such as asphalt.
* Lubricate, clean, or repair machinery, equipment, or tools.
* Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
* Read plans, instructions, or specifications to determine work activities.
* Measure, mark, or record openings or distances to layout areas where construction work will be performed.
* Clean or prepare construction sites to eliminate possible hazards.
* Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.
* Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations, according to project plans or specifications.
* Position, join, align, or seal structural components, such as concrete wall sections or pipes.
* Perform site activities required of green certified construction practices, such as implementing waste management procedures, identifying materials for reuse, or installing erosion or sedimentation control mechanisms.

**Occupational Interests:**

* Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

**Work Values:**

* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
* Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

**Approved Schools:**

* Allied Construction Industries-513 221-8020,
* Great Oaks Career Campuses-513 771-8840

**Executive Secretaries and Executive Administrative Assistants 43-6011.00**

**Minimum Educational Level:**

* High school diploma or equivalent

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $58,520, 10% of workers earn $37,300 or less, 10% of workers earn $82,950 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 16,700 employees
* Projected employment — (2028) 13,050 employees
* Projected growth — (2018-2028) -22%
* Projected annual job openings — (2018-2028) 1,300

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Manage and maintain executives' schedules.
* Make travel arrangements for executives.
* Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
* Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.
* Answer phone calls and direct calls to appropriate parties or take messages.
* Prepare responses to correspondence containing routine inquiries.
* Open, sort, and distribute incoming correspondence, including faxes and email.
* Greet visitors and determine whether they should be given access to specific individuals.
* Prepare agendas and make arrangements, such as coordinating catering for luncheons, for committee, board, and other meetings.
* Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards of directors.

**Occupational Interests:**

* Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
* Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

**Work Values:**

* Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

**Approved Schools:**

* New Horizon Computer Learning-800 201-0555
* Breakthrough Performance Group-513 335-9864
* Great Oaks Career Campuses-513 771-8840

**First-Line Supervisors of Office and Administrative Support Workers 43-1011.00**

**Minimum Educational Level:**

* High school diploma or equivalent

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $57,250, 10% of workers earn $850 or less, 10% of workers earn $89,210 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 48,550 employees
* Projected employment — (2028) 47,340 employees
* Projected growth — (2018-2028) -3%
* Projected annual job openings — (2018-2028) 4,900

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Supervise the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
* Resolve customer complaints or answer customers' questions regarding policies and procedures.
* Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.
* Review records or reports pertaining to activities such as production, payroll, or shipping to verify details, monitor work activities, or evaluate performance.
* Discuss job performance problems with employees to identify causes and issues and to work on resolving problems.
* Prepare and issue work schedules, deadlines, and duty assignments for office or administrative staff.
* Recruit, interview, and select employees.
* Interpret and communicate work procedures and company policies to staff.
* Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action.
* Train or instruct employees in job duties or company policies or arrange for training to be provided.

**Occupational Interests:**

* Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
* Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
* Social — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

**Work Values:**

* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
* Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
* Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
* Working Conditions — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.
* Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
* Recognition — Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

**Approved Schools:**

* Breakthrough Performance Group-513 335-9864
* New Horizon Computer Learning-800 201-0555
* Great Oaks Career Campuses-513 771-8840

**First-Line Supervisors of Production and Operating Workers 51-1011.00**

**Minimum Educational Level:**

* High school diploma or equivalent

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $66,250, 10% of workers earn $42,350 or less, 10% of workers earn $97,960 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 32,020 employees
* Projected employment — (2028) 31,950 employees
* Projected growth — (2018-2028) 0%
* Projected annual job openings — (2018-2028) 3,260

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Enforce safety and sanitation regulations.
* Keep records of employees' attendance and hours worked.
* Inspect materials, products, or equipment to detect defects or malfunctions.
* Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
* Plan and establish work schedules, assignments, and production sequences to meet production goals.
* Confer with other supervisors to coordinate operations and activities within or between departments.
* Interpret specifications, blueprints, job orders, and company policies and procedures for workers.
* Observe work and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards.
* Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, or fabricators.
* Conduct employee training in equipment operations or work and safety procedures, or assign employee training to experienced workers.

**Occupational Interests:**

* Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
* Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.
* Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

**Work Values:**

* Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
* Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
* Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
* Recognition — Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.
* Working Conditions — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

**Approved Schools:**

* Breakthrough Performance Group-513 335-9864
* Great Oaks Career Campuses-513 771-8840

**Medical Assistants 31-9092.00**

**Minimum Educational Level:**

* Postsecondary non-degree award

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $45,700, 10% of workers earn $33,150 or less, 10% of workers earn $62,460 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 78,550 employees
* Projected employment — (2028) 82,990 employees
* Projected growth — (2018-2028) 6%
* Projected annual job openings — (2018-2028) 9,630

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
* Follow appropriate safety procedures for transporting dangerous goods.
* Inspect loads to ensure that cargo is secure.
* Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.
* Secure cargo for transport, using ropes, blocks, chain, binders, or covers.
* Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
* Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
* Obtain receipts or signatures for delivered goods and collect payment for services when required.
* Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations, to transport and deliver products, livestock, or other materials.
* Check all load-related documentation for completeness and accuracy.

**Occupational Interests:**

* Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.
* Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

**Work Values:**

* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
* Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

**Approved Schools:**

* Great Oaks Career Campuses-513 771-8840
* Mercy Neighborhood Ministries-513 751-2500

**Nursing Assistants 31-1131.00**

**Minimum Educational Level:**

* Postsecondary non-degree award

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $30,760, 10% of workers earn $24,290 or less, 10% of workers earn $38,490 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 67,330 employees
* Projected employment — (2028) 69,670 employees
* Projected growth — (2018-2028) 4%
* Projected annual job openings — (2018-2028) 7,910

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Turn or reposition bedridden patients.
* Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
* Feed patients or assist patients to eat or drink.
* Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
* Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
* Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
* Remind patients to take medications or nutritional supplements.
* Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
* Undress, wash, and dress patients who are unable to do so for themselves.
* Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.

**Occupational Interests:**

* Social — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.
* Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
* Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

**Work Values:**

* Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

**Approved Schools:**

* Great Oaks Career Campuses-513 771-8840
* Mercy Neighborhood Ministries-513 751-2500

**Receptionists and Information Clerks 43-4171.00**

**Minimum Educational Level:**

* High school diploma or equivalent

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $28,630, 10% of workers earn $19,530 or less, 10% of workers earn $41,950 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 34,370 employees
* Projected employment — (2028) 34,750 employees
* Projected growth — (2018-2028) 1%
* Projected annual job openings — (2018-2028) 4,680

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
* Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
* Schedule appointments and maintain and update appointment calendars.
* Hear and resolve complaints from customers or the public.
* File and maintain records.
* Receive payment and record receipts for services.
* Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents.
* Transmit information or documents to customers, using computer, mail, or facsimile machine.
* Analyze data to determine answers to questions from customers or members of the public.
* Collect, sort, distribute, or prepare mail, messages, or courier deliveries.

**Occupational Interests:**

* Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
* Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

**Work Values:**

* Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

**Approved Schools:**

* New Horizon Computer Learning-800 201-0555
* Breakthrough Performance Group-513 335-9864
* Great Oaks Career Campuses-513 771-8840

**Truck Drivers 53-3032.00 - Heavy and Tractor-Trailer Truck Drivers**

**Minimum Educational Level:**

* High school diploma or equivalent

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $28,630, 10% of workers earn $19,530 or less, 10% of workers earn $41,950 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 34,370 employees
* Projected employment — (2028) 34,750 employees
* Projected growth — (2018-2028) 1%
* Projected annual job openings — (2018-2028) 4,680

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
* Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
* Schedule appointments and maintain and update appointment calendars.
* Hear and resolve complaints from customers or the public.
* File and maintain records.
* Receive payment and record receipts for services.
* Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents.
* Transmit information or documents to customers, using computer, mail, or facsimile machine.
* Analyze data to determine answers to questions from customers or members of the public.
* Collect, sort, distribute, or prepare mail, messages, or courier deliveries.

**Occupational Interests:**

* Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
* Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

**Work Values:**

* Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

**Approved Schools:**

* 160 Driving Academy 513 666-5727
* Napier Truck Driving-1-888 368-2495

**Web Developers 15-1254.00**

**Minimum Educational Level:**

* Associate degree

**Wages:**

* Cincinnati, OH-KY-IN: Workers on average earn $63,060, 10% of workers earn $35,400 or less, 10% of workers earn $102,220 or more.

*Source: Bureau of Labor Statistics 2019 wage data external site.*

**Job Growth:**

* Employment — (2018) 4,860 employees
* Projected employment — (2028) 5,130 employees
* Projected growth — (2018-2028) 6%
* Projected annual job openings — (2018-2028) 410

*Source: Projections Central 2018-2028 long-term projections external site. "Projected growth" represents the estimated change in total employment over the projections period. "Projected annual job openings" represent openings due to growth and replacement.*

**Occupational Tasks:**

* Write supporting code for Web applications or Web sites.
* Design, build, or maintain Web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.
* Back up files from Web sites to local directories for instant recovery in case of problems.
* Select programming languages, design tools, or applications.
* Evaluate code to ensure that it is valid, is properly structured, meets industry standards, and is compatible with browsers, devices, or operating systems.
* Develop databases that support Web applications and Web sites.
* Perform Web site tests according to planned schedules, or after any Web site or product revision.
* Perform or direct Web site updates.
* Maintain understanding of current Web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.
* Analyze user needs to determine technical requirements.

**Occupational Interests:**

* Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
* Investigative — Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.
* Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.
* Artistic — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

**Work Values:**

* Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
* Working Conditions — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.
* Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
* Recognition — Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.
* Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
* Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

**Approved Schools:**

* New Horizon Computer Learning-800 201-0555
* Max Technical Training-513 322-8888