

Network to Work Meeting

Resource Materials – April 2018

Labor Market Information (LMI) - Pennsylvania

Each state produces employment and economic statistics in cooperation with the US Dept. of Labor’s Bureau of Labor Statistics (BLS). Labor Market Information (LMI) includes employment statistics, unemployment rates, wage and salaries, and job prospects. It includes occupational trends such as projected industry growth and information about growing occupations and jobs with the most job openings.

Source: various online resources

What is Labor Market Information (LMI)?

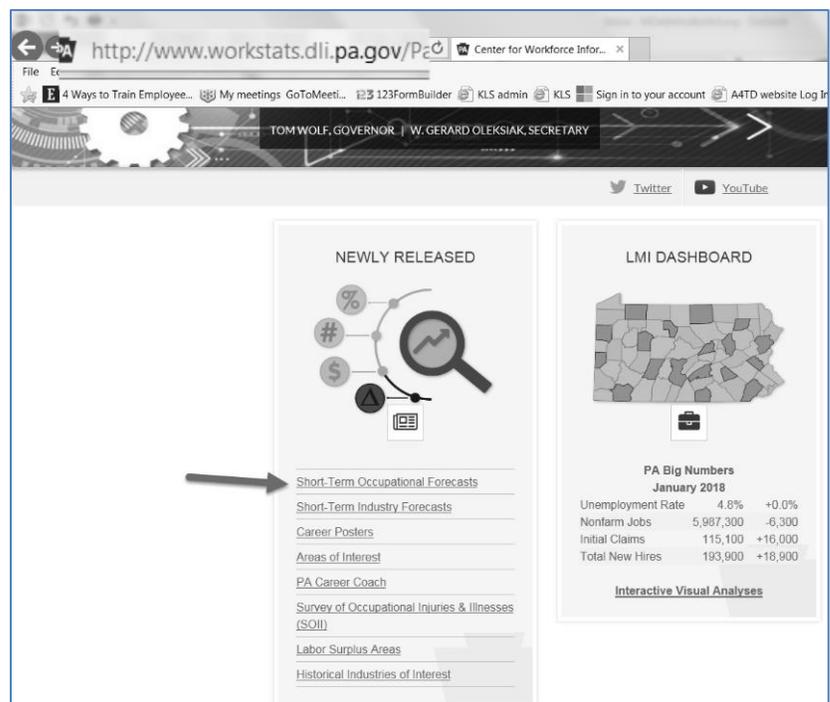
Information about people, work and the job market, including:

- ✓ Geographic area – where do people work
- ✓ Industry and Business – Who people work for
- ✓ Occupation – What people do
- ✓ Wages – How much people earn

Pennsylvania’s Labor Market Information: <http://www.workstats.dli.pa.gov/>

Explore this website to capture employment trends that can help you in your job search.

Here you can find valuable data to guide your efforts, including short term employment projections and long term job skills projections



Occupational Employment Forecast:

In the **Short Term Occupational Forecasts** section, you will learn about anticipated changes in job openings over a two year period. This data is helpful for estimating and anticipating job opportunities and employment trends.

The official forecasts can be found in a PDF format, or an Excel format (examples below):

| Pennsylvania Occupational Employment 2017-2019 Short-Term Forecast | | | | | | | | |
|--|---|--------------------|----------------|----------------|----------------------------|----------------------------|--------------------------------|----------------------------|
| SOC Code | Occupational Title | Employment Outlook | | | Annual Demand | | | |
| | | Estimated 2017 | Projected 2019 | Percent Change | Due to Growth ¹ | Due to Exits ^{2/} | Due to Transfers ^{3/} | Total Demand ^{4/} |
| 29-9099 | Healthcare Practitioners & Technical Workers, Other | 1,020 | 1,040 | 2.0% | 10 | 23 | 28 | 61 |
| 31-0000 | Healthcare Support Occupations | 201,690 | 209,130 | 3.7% | 3,720 | 11,688 | 11,154 | 26,562 |
| 31-1000 | Nursing, Psychiatric & Home Health Aides | 132,230 | 137,320 | 3.8% | 2,546 | 8,188 | 6,812 | 17,546 |
| 31-1011 | Home Health Aides | 46,950 | 50,700 | 8.0% | 1,872 | 2,966 | 2,468 | 7,306 |
| 31-1013 | Psychiatric Aides | 2,230 | 2,250 | 0.9% | 12 | 136 | 113 | 261 |
| 31-1014 | Nursing Assistants | 80,510 | 81,790 | 1.6% | 642 | 4,930 | 4,102 | 9,674 |
| 31-1015 | Orderlies | 2,540 | 2,580 | 1.6% | 20 | 156 | 130 | 306 |
| 31-2000 | Occupational & Physical Therapist Assistants & Aides | 9,960 | 10,420 | 4.6% | 228 | 466 | 744 | 1,438 |

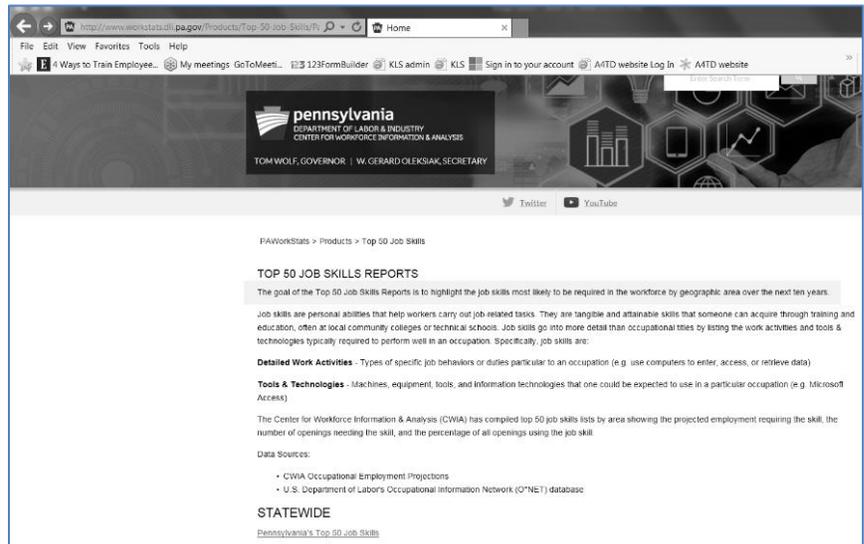
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| 39-9000 | Other Personal Care & Service Workers | 178,590 | 185,810 | 4.0% | 3,606 | 14,118 | 12,439 | 30,163 |
| 39-9011 | Childcare Workers | 47,590 | 48,110 | 1.1% | 264 | 3,906 | 2,964 | 7,134 |
| 39-9021 | Personal Care Aides | 95,040 | 101,150 | 6.4% | 3,056 | 7,829 | 5,898 | 16,783 |
| 39-9031 | Fitness Trainers & Aerobics Instructors | 11,690 | 11,850 | 1.4% | 80 | 770 | 1,178 | 2,028 |
| 39-9032 | Recreation Workers | 14,030 | 14,260 | 1.6% | 116 | 926 | 1,415 | 2,457 |

Similar information by *industry* can be found by following the link for **Short Term Industry Forecasts**.

The screenshot shows the Pennsylvania Workforce Development website interface. The browser address bar displays 'http://www.workstats.dli.pa.gov/P'. The page features a navigation menu with several options. An arrow points to the 'Short-Term Occupational Forecasts' link. Other visible links include 'Short-Term Industry Forecasts', 'Career Posters', 'Areas of Interest', 'PA Career Coach', 'Survey of Occupational Injuries & Illnesses (SOII)', 'Labor Surplus Areas', and 'Historical Industries of Interest'. The main content area includes a 'NEWLY RELEASED' section with a magnifying glass icon, an 'LMI DASHBOARD' with a map of Pennsylvania and 'PA Big Numbers January 2018' data, and a 'FEATURED PRODUCTS' section with a PA state icon and links to 'Top 50 Job Skills Reports', 'High Priority Occupations', 'Career Guide', and 'PA Quarterly WorkStats'.

Top 50 Job Skills Reports:

Other valuable information can be found in the **“Top 50 Job Skills Reports”** provided for *each* of the Workforce Development Areas as well as for the entire state. These reports highlight the job skills most likely to be required in the workforce by geographic area over the next ten years.

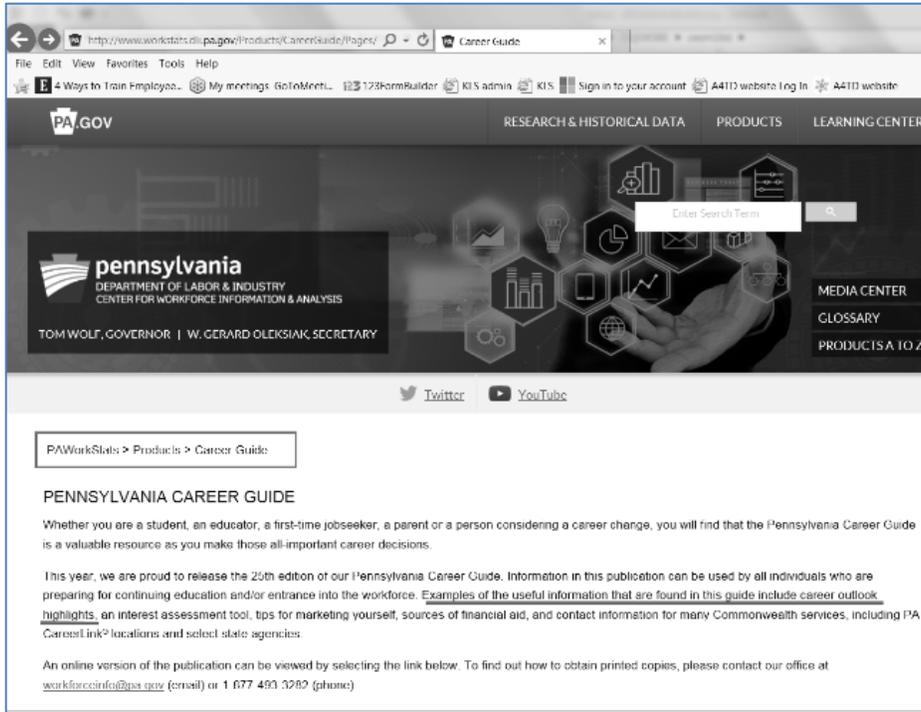


Here are the **“Top Job Skills by Projected Employment and Openings 2014 – 2024”** for the state of Pennsylvania.

| Top Job Skills by Projected Employment and Openings Pennsylvania, 2014-2024 | | | |
|--|--------------------|----------------------------------|--------------------|
| Top 50 Detailed Work Activities, 2014-2024 | 2024 Employment | Percent of Annual Openings | Annual Openings |
| Order materials, supplies, or equipment | 978,420 | 16.1% | 29,673 |
| Calculate costs of goods or services | 817,130 | 14.6% | 26,884 |
| Sell products or services | 803,450 | 14.6% | 26,877 |
| Clean work areas | 656,030 | 11.9% | 21,967 |
| Monitor inventories of products or materials | 743,120 | 11.4% | 21,078 |
| Record operational or production data | 685,350 | 11.2% | 20,592 |
| Greet customers, patrons, or visitors | 666,430 | 11.1% | 20,396 |
| Clean food preparation areas, facilities, or equipment | 451,860 | 10.2% | 18,775 |
| Maintain records of sales or other business transactions | 556,790 | 10.1% | 18,655 |
| Serve food or beverages | 431,820 | 9.8% | 18,130 |
| Process customer bills or payments | 418,560 | 9.8% | 18,005 |
| Cook foods | 436,150 | 9.7% | 17,881 |
| Answer customer questions about goods or services | 528,550 | 9.7% | 17,796 |
| Explain technical product or service information to customers | 521,300 | 9.5% | 17,505 |
| Collect deposits, payments or fees | 698,840 | 9.0% | 16,622 |
| Administer basic health care or medical treatments | 522,810 | 8.9% | 16,298 |
| Process sales or other transactions | 430,240 | 8.6% | 15,848 |
| Reconcile records of sales or other financial transactions | 466,080 | 8.5% | 15,713 |
| Clean food service areas | 355,400 | 8.5% | 15,559 |
| Prepare documentation for contracts, transactions, or regulatory compliance | 713,590 | 8.4% | 15,527 |
| Arrange tables or dining areas | 339,350 | 8.3% | 15,321 |
| Communicate with customers to resolve complaints or ensure satisfaction | 344,100 | 8.3% | 15,245 |
| Take customer orders | 331,940 | 8.2% | 15,077 |
| Provide information to coworkers | 534,830 | 7.7% | 14,085 |
| Communicate dining or order details to kitchen personnel | 297,320 | 7.4% | 13,620 |
| Prepare hot or cold beverages | 318,760 | 7.4% | 13,576 |
| Collect dirty dishes or other tableware | 297,900 | 7.2% | 13,347 |
| Explain regulations, policies, or procedures | 485,510 | 7.1% | 13,037 |
| Supervise employees | 483,100 | 7.1% | 12,997 |
| Execute sales or other financial transactions | 600,660 | 7.0% | 12,917 |
| Prepare foods for cooking or serving | 307,580 | 6.9% | 12,681 |
| Clean tableware | 309,220 | 6.7% | 12,424 |
| Maintain financial or account records | 448,270 | 6.7% | 12,381 |
| Collect biological specimens from patients | 377,230 | 6.6% | 12,071 |
| Maintain inventories of materials, equipment, or products | 444,260 | 6.5% | 11,970 |
| Prepare sales or other contracts | 389,720 | 6.4% | 11,704 |
| Compile data or documentation | 529,500 | 6.3% | 11,518 |
| Respond to customer problems or complaints | 434,490 | 6.2% | 11,349 |
| Stock serving stations or dining areas with food or supplies | 249,030 | 6.1% | 11,259 |
| Set up merchandise displays | 359,530 | 6.1% | 11,203 |
| Advise customers on the use of products or services | 346,370 | 6.0% | 11,137 |
| Arrange delivery of goods or services | 359,920 | 6.0% | 11,019 |
| Recommend products or services to customers | 352,360 | 5.9% | 10,941 |
| Record patient medical histories | 346,540 | 5.9% | 10,856 |
| Purchase stocks of merchandise or supplies | 351,290 | 5.9% | 10,776 |
| Estimate costs or terms of sales | 333,780 | 5.8% | 10,632 |
| Maintain operational records | 380,560 | 5.7% | 10,513 |
| Collaborate with healthcare professionals to plan or provide treatment | 324,050 | 5.7% | 10,408 |
| Confer with coworkers to coordinate work activities | 407,500 | 5.6% | 10,297 |
| Arrange food for serving | 268,450 | 5.6% | 10,261 |

Pennsylvania Career Guide:

Another valuable resource found on the PAWorkStats website is the ***Pennsylvania Career Guide***. Designed for those preparing for continuing education or to enter the workforce, this Guide includes a great deal of information including career outlook highlights.



The screenshot shows a web browser window with the URL <http://www.workstats.pa.gov/Products/CareerGuide/Pages/CareerGuide>. The page header includes the PA GOV logo, navigation links for RESEARCH & HISTORICAL DATA, PRODUCTS, and LEARNING CENTER, and a search bar. The main content area features the Pennsylvania Department of Labor & Industry logo and the text "PENNSYLVANIA CAREER GUIDE". Below this, there is a paragraph describing the guide's purpose and a link to download the PDF version.

PAWorkStats > Products > Career Guide

PENNSYLVANIA CAREER GUIDE

Whether you are a student, an educator, a first-time jobseeker, a parent or a person considering a career change, this Pennsylvania Career Guide is a valuable resource as you make those all-important career decisions.

This year, we are proud to release the 25th edition of our Pennsylvania Career Guide. Information in this publication can be used by all individuals who are preparing for continuing education and/or entrance into the workforce. Examples of the useful information that are found in this guide include career outlook highlights, an interest assessment tool, tips for marketing yourself, sources of financial aid, and contact information for many Commonwealth services, including PA CareerLink® locations and select state agencies.

An online version of the publication can be viewed by selecting the link below. To find out how to obtain printed copies, please contact our office at workforceinfo@pa.gov (email) or 1-877-493-3282 (phone).



[Download Pennsylvania Career Guide \(PDF\)](#)

Once you are equipped with valuable Labor Market Information, you can use the information to target companies that have job openings available that match Labor Market Information and your job goal.

Targeting Companies

The Job Search process:

- a. Research Labor Market Information to find which occupation will have the most job openings;
- b. Identify jobs / occupations that are a good match for your skills and interests; obtain any necessary training;
- c. Consider other factors regarding what's important to you in a job, such as pay, perks, location, security, etc. (see list below);
- d. Then create a target list of companies.

How do you decide which companies to target? As we said above, Labor Market Information is an important criteria to consider. It helps you determine where the jobs are. You can then decide which jobs are a good match for your skills and interest.

Here are some other factors for you to consider as you evaluate companies to target for jobs:

What's important to you in a job?

1. Full time or part time?
2. Hours / shift; day time or night time
3. Location and distance from home
4. Rate of pay
5. Benefits and perks
6. White collar / blue collar
7. Job security
8. Opportunities for advancement
9. Company culture
10. Work environment
11. The kind of supervisor
12. Interest in / enjoyment of the work