



Automotive Master Mechanics Installation, Maintenance and Repair

Repair automobiles, trucks, buses and other vehicles. Master mechanics repair virtually any part on the vehicle or specialize in the transmission system. Generally, service technicians work indoors in well-ventilated and well-lighted repair shops.

- Examine vehicles to determine how much damage was done.
- Test drive vehicles to determine what isn't functioning properly.
- Repair, adjust and align breaks.
- Perform regular maintenance on vehicles such as oil changes and tune-ups.
- Use computerized diagnostic devices to test for needed repair or upkeep.

Quick Facts

National Annual Salary Range \$22,610-\$65,430
Entry-Level Education Postsecondary non-degree award
Number of Jobs in 2016 749,900
Expected Job Openings (2016-2026) 75,600
National Outlook (2016-2026) 6.1% increase

National Outlook (2016-2026) 8.9% increase
Expected Job Openings (2016-2026) 82,000
Number of Jobs in 2016 666,900

Entry-Level Education High school diploma or equivalent
National Annual Salary Range \$32,180 To \$92,690

Quick Facts

- Install, maintain and repair electrical wiring, equipment and fixtures.
- Check completed work to make sure it meets code.
- Install or service street lights, intercom systems or electrical control systems.
- Diagnose problems with systems that are not working properly.
- Connect wires to circuit breakers and transformers.
- Maintain current electrician license and identification card.

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.

Electricians Construction and Extraction



National Annual Salary Range \$25,630 To \$62,500
Entry-Level Education No formal educational credential
Number of Jobs in 2016 5,700
Expected Job Openings (2016-2026) 500
National Outlook (2016-2026) 5.3% increase

Quick Facts

- Cover interior walls and ceilings of rooms with wallpaper.
- Remove old wallpaper using chemicals and scrapers.
- Clean and smooth surface to be wallpapered.
- Lay out and cut wallpaper pieces.
- Match wallpaper design to pieces already hung.
- Smooth hung pieces of paper to remove wrinkles and air bubbles.

Cover interior walls or ceilings of rooms with decorative wallpaper or fabric or attach advertising posters on surfaces such as walls and billboards. May remove old materials or prepare surfaces to be papered.

Wallpaper/Paperhangers Construction and Extraction





Computer Programmers Computer and Mathematical

Create, modify and test the code, forms and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate and retrieve specific documents, data and information.

- Code information into computer language.
- Develop and write computer programs.
- Store, locate and retrieve data, documents and information.
- Read and analyze project specifications and logical flowcharts to prepare for programming.
- Program websites.

Quick Facts

National Annual Salary Range \$47,090-\$132,530
Entry-Level Education Bachelor's degree
Number of Jobs in 2016 294,900
Expected Job Openings (2016-2026) 15,500
National Outlook (2016-2026) -7.2% increase



Craft Artists Arts, Design, Entertainment, Sports and Media

Create or reproduce handmade objects for sale and exhibition using a variety of techniques, such as welding, weaving, pottery and needlecraft.

- Create handmade objects for sale or exhibit.
- Cut, shape, fit, join and mold materials to create objects.
- Attend craft shows to market products.
- Select materials for use.
- Apply finishes to objects.
- Develop concepts and creative ideas.
- Develop patterns and templates to guide production.
- Create prototypes or models of objects.

Quick Facts

National Annual Salary Range \$20,300 To \$71,650
Entry-Level Education No formal educational credential
Number of Jobs in 2016 12,500
Expected Job Openings (2016-2026) 1,100
National Outlook (2016-2026) 4.8% increase

National Outlook (2016-2026) 15.1% increase
Expected Job Openings (2016-2026) 19,400
Number of Jobs in 2016 248,000

Entry-Level Education Postsecondary training, non-degree award
National Annual Salary Range \$21,880 To \$56,990

Quick Facts

- Assess injuries and administer emergency medical care to people.
- Free trapped individuals.
- Transport injured or sick people to medical facilities.
- Operate equipment such as electrocardiograms, external defibrillators and air masks.
- Evaluate the extent of illness or injury to determine the best way to treat it.
- Report treatment given and condition of the person to doctors or hospital staff.
- Administer drugs and perform intravenous procedures if directed by a doctor.

Assess injuries, administer emergency medical care and extricate trapped individuals. Transport injured or sick persons to medical facilities.

Emergency Medical Technicians and Paramedics Health Care Practitioner and Technical



Quick Facts
National Annual Salary Range \$19,230-\$39,830
Entry-Level Education No formal educational credential
Number of Jobs in 2016 191,000
Expected Job Openings (2016-2026) 29,100
National Outlook (2016-2026) 7.6% increase

- Set oven temperature and place items in oven for baking.
 - Measure, mix and blend ingredients.
 - Prepare batters, dough, fillings and icings as needed.
 - Check the quality of raw materials to see that they meet standards.
 - Apply glazes, icing and other toppings to baked goods.
 - Check equipment to make sure it meets health and safety regulations.
- Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries or other baked goods.

Bakers Production



Expected Job Openings (2016-2026) 20,300
Number of Jobs in 2016 146,500
National Outlook (2016-2026) 9.6% increase

Entry-Level Education High school diploma or equivalent
National Annual Salary Range \$25,020 To \$78,570

Quick Facts

- Prepare and cook food.
 - Instruct cooks and other workers in preparing, cooking and presentation of food.
 - Supervise and coordinate cooks and other workers.
 - Check quality of raw food products for freshness.
 - Check the quantity and quality of received products.
 - Estimate the amount and cost of required supplies.
 - Determine the price of menu items.
- Direct and potentially participate in 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.

Chefs and Head Cooks Food Preparation and Serving Related





Bank Tellers Office and Administrative Support Workers

Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.

- Take deposits, pay bills and cash checks for bank customers.
- Keep records of money paid out or received.
- Inventory cash drawer at the end of the day to make sure no mistakes were made while taking in or giving cash.
- Answer customer questions regarding banking services and products.
- May open new accounts.
- Resolve customer complaints.
- Help customers use their safe deposit boxes.
- Sell travelers checks and money orders.

Quick Facts

National Annual Salary Range \$21,360-\$38,330
Entry-Level Education High school diploma or equivalent
Number of Jobs in 2016 502,700
Expected Job Openings (2016-2026) 51,500
National Outlook (2016-2026) 8.3% increase

National Outlook (2016-2026) 15.7% increase

Expected Job Openings (2016-2026) 61,000

Number of Jobs in 2016 480,600

Entry-Level Education High school diploma or equivalent

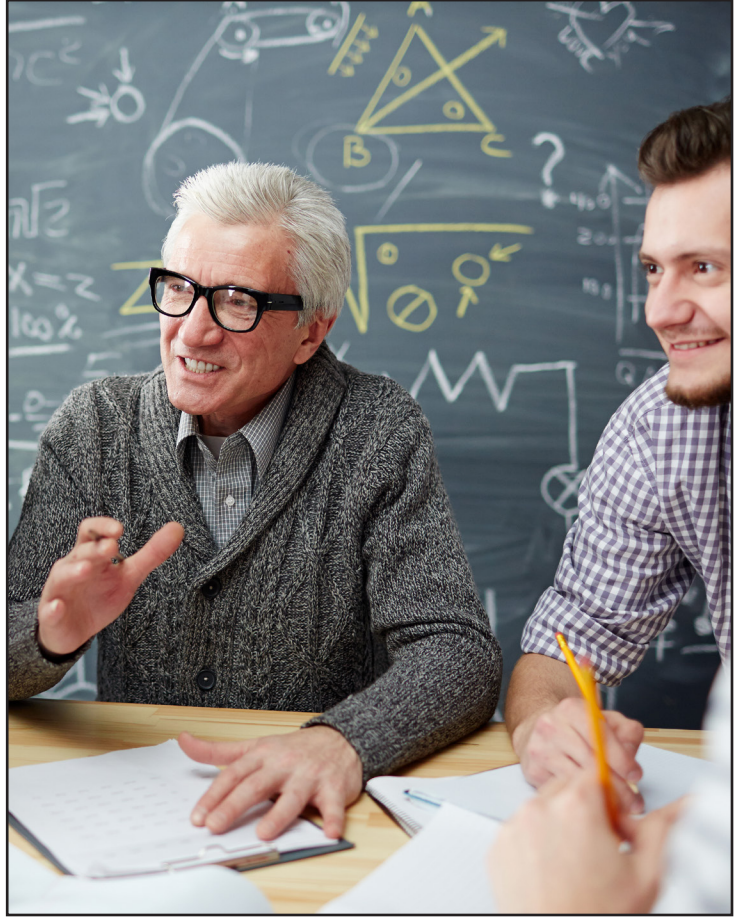
National Annual Salary Range \$31,470 To \$91,810

Quick Facts

- Assemble pipe sections, tubing and fittings.
 - Cut openings in structures to fit pipes in.
 - Measure, cut, thread and bend pipe to required sizes and angles.
 - Repair and maintain plumbing.
 - Replace defective washers, broken pipes and clogged drains.
 - Connect fixtures to plumbing pipes and systems.
- Assemble, install or repair pipes, fittings or fixtures of heating, water or drainage systems, according to specifications or plumbing codes.

Plumbers Construction and Extraction





University Professors Education, Training and Library

Teach students in one or more subjects, such as English, mathematics or social studies at the postsecondary level in public or private schools. May be designated according to subject matter specialty.

- Instruct students in postsecondary public or private schools in a number of subjects.
- Prepare coursework such as syllabi, homework and handout.
- Plan course content, course materials and methods of instruction.
- Supervise student fieldwork and research.
- Lead students in classroom discussions.
- Prepare, administer and grade exams.
- Keep up with developments in the field by reading, talking to other professionals and participating in professional conferences.

Quick Facts

National Annual Salary Range \$21,020 To \$131,390
Entry-Level Education Doctoral or professional degree
Number of Jobs in 2016 236,500
Expected Job Openings (2016-2026) 20,700
National Outlook (2016-2026) 9.4% increase



Lawyers

Legal

Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

- Represent people in legal proceedings.
- Prepare legal documents.
- Manage and advise clients of legal transactions.
- Draw up estate plans, personal wills and power of attorney for clients.
- Represent clients in courts of law.
- Research law and apply principles to cases when necessary.

Quick Facts

National Annual Salary Range \$57,430 to N/A
Entry-Level Education Doctoral or professional degree
Number of Jobs in 2016 792,500
Expected Job Openings (2016-2026) 40,700
National Outlook (2016-2026) 8.2% increase

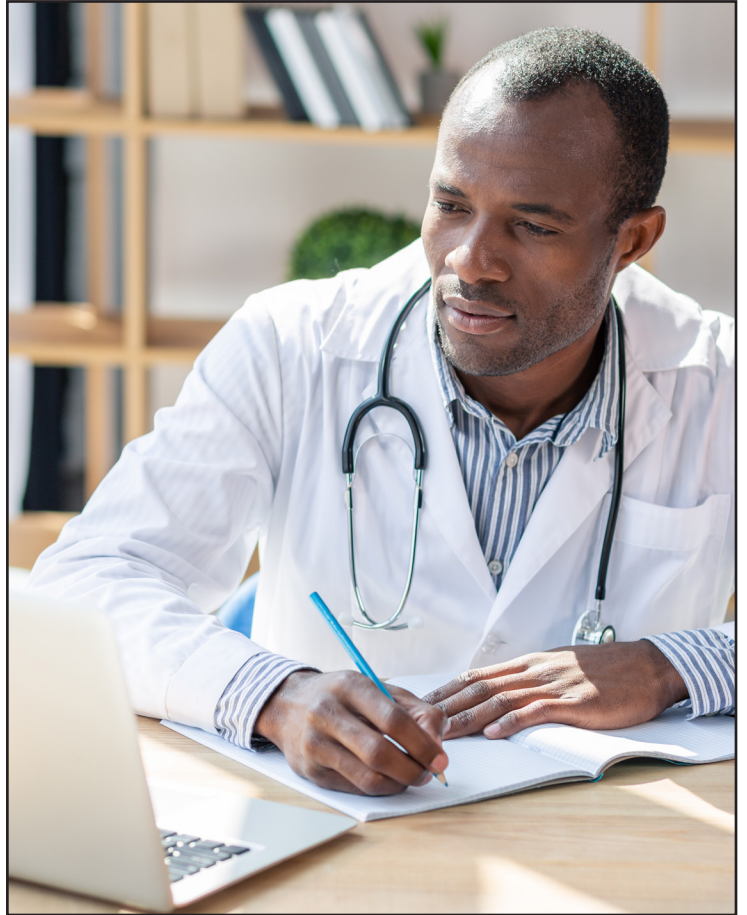
National Outlook (2016-2026) 14.5% increase
Expected Job Openings (2016-2026) 2,100
Number of Jobs in 2016 49,800
Entry-Level Education Doctoral or professional degree
National Annual Salary Range \$58,770 to N/A

Quick Facts

- Provide treatment for disease or injury.
- Examine patient to determine the nature of the disease or injury.
- Diagnose the problem and recommend treatment.
- Review treatment options including medications and nonsurgical procedures.
- Write prescriptions for medications.
- Discuss alternatives for treatment.

Diagnose and provide nonsurgical treatment of diseases and injuries of internal organ systems. Provide care mainly for adults who have a wide range of problems associated with the internal organs.

Doctors, Internists, General Health Care Practitioner and Technical





Veterinarians Health Care Practitioner and Technical

Diagnose, treat or research diseases and injuries of animals. Includes veterinarians who conduct research and development, inspect livestock or care for pets and companion animals.

- Treat animals for illnesses and injuries.
- Examine animals to determine what is wrong.
- Teach animal owners how to care for their animals.
- Prescribe medication, set broken bones and bandage wounds.
- Collect body samples for examination and analysis.
- Give animals shots to prevent various diseases.
- Train and supervise workers who handle and care for animals.
- Study dead animals to determine why they died.

Quick Facts

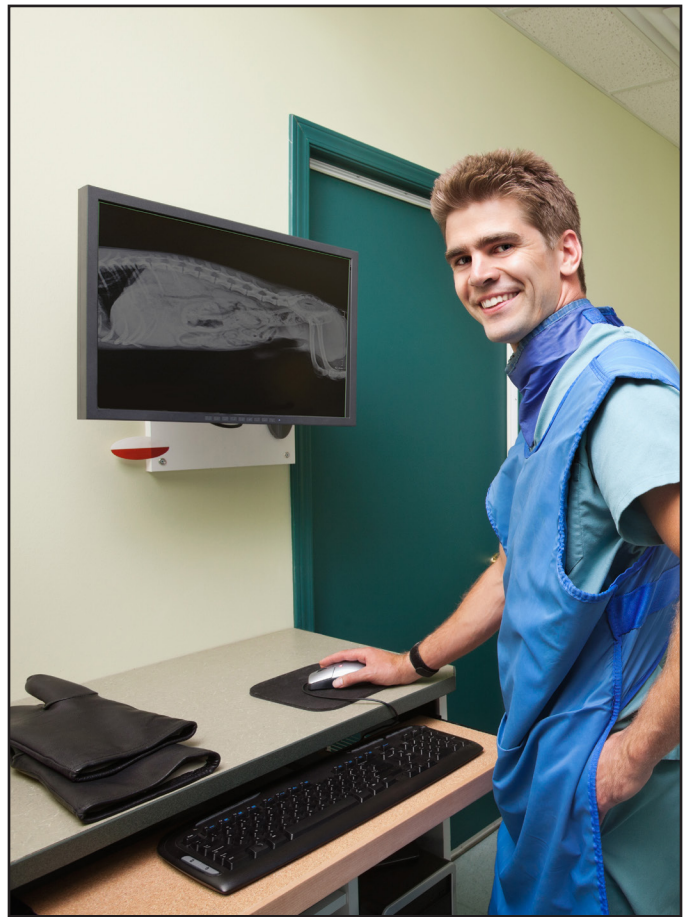
National Annual Salary Range \$53,980-\$159,320
Entry-Level Education Doctoral or professional degree
Number of Jobs in 2016 79,600
Expected Job Openings (2016-2026) 4,500
National Outlook (2016-2026) 18.8% increase

National Annual Salary Range \$22,880-\$49,350
Entry-Level Education Associate degree
Expected Job Openings (2016-2026) 10,700
Number of Jobs in 2016 102,000
National Outlook (2016-2026) 20.0% increase

Quick Facts

- Prepare and administer medications, vaccines and treatments prescribed by veterinarians.
 - Collect, prepare and label samples for laboratory testing.
 - Care for and monitor the condition of animals recovering from surgery.
 - Assist veterinarian with physical examinations of animals.
 - Clean and sterilize instruments, equipment and materials.
 - Take and develop x-rays of animals.
 - Do laboratory tests on blood and other bodily fluids to determine what is wrong.
- Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines. May assist a veterinarian during surgery.

Veterinary Technologists and Technicians Health Care Practitioner and Technical



Expected Job Openings (2016-2026) 1,800
Entry-Level Education Bachelor's degree
National Annual Salary Range \$38,260 To \$120,130
Number of Jobs in 2016 17,000
National Outlook (2016-2026) 8.2% increase

Quick Facts

- Determine what happens to make food deteriorate.
 - Analyze food content.
 - Discover new food sources.
 - Research ways to make processed food safe and healthy.
 - Determine the best way to process, package, preserve, store and distribute food.
 - Test new products for flavor, texture, color and nutritional content.
 - Develop quality assurance programs for food processing.
 - Inspect food processing areas to make sure facilities are in compliance with government regulations.
- Use chemistry, microbiology, engineering and other sciences to study the principles underlying the processing and deterioration of foods; analyze food content to determine levels of vitamins, fat, sugar and protein; discover new food sources; research ways to make processed foods safe, palatable and healthful; and apply food science knowledge to determine best ways to process, package, preserve, store and distribute food.

Food Scientists and Technologists Life, Physical and Social Science



National Outlook (2016-2026) 7.3% increase

Expected Job Openings (2016-2026) 1,400

Number of Jobs in 2016 12,300

Entry-Level Education Postsecondary non-degree award

National Annual Salary Range \$34,800 To \$95,960

Quick Facts

- Investigate fires and explosions to determine what caused them.
 - Package pieces of evidence to protect them.
 - Examine fire sites and collect evidence such as glass, metal, charred wood or chemicals.
 - Teach children about the dangers of fire.
 - Talk with witnesses and building owners to determine what may have caused the fire or explosion.
 - Arrest and process anyone who set a fire on purpose.
 - Testify in court cases involving arson or false alarms.
- Conduct investigations to determine causes of fires and explosions.

Fire Investigators Protective Service





Optometrists Health Care Practitioner and Technical

- Diagnose, manage and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses and provide treatment. May prescribe therapeutic drugs to treat specific eye conditions.
- Diagnose, manage and treat conditions of the human eye.
 - Examine eyes to determine problems.
 - Prescribe corrective lenses.
 - Prescribe drugs to treat eye diseases.
 - Analyze test results and develop treatment plans.
 - Remove foreign bodies from eyes.
 - Educate patients on the use of contact lenses, visual hygiene and other eye-safety factors.

Quick Facts

National Annual Salary Range \$53,740 To \$190,090
Entry-Level Education Doctoral or professional degree
Number of Jobs in 2016 40,200
Expected Job Openings (2016-2026) 2,000
National Outlook (2016-2026) 17.9% increase



Economists Life, Physical and Social Sciences

Conduct research, prepare reports or formulate plans to address economic problems related to the production and distribution of goods and services or monetary and fiscal policy. May collect and process economic and statistical data using sampling techniques and econometric methods.

- Study economic or statistical data in area of specialization.
- Provide advice regarding economics to businesses and private or public agencies.
- Analyze data, explain economic trends and forecast market trends.
- Recommend policies or plans to solve economic problems.
- Develop economical guidelines and standards.
- Teach theories, principles and methods of economics.

Quick Facts

National Annual Salary Range \$56,400 To \$172,580
Entry-Level Education Master's degree

Number of Jobs in 2016 21,300

Expected Job Openings (2016-2026) 1,600

National Outlook (2016-2026) 6.1% increase

National Annual Salary Range \$44,820 To \$120,120
Entry-Level Education Bachelor's degree
Number of Jobs in 2016 148,700
Expected Job Openings (2016-2026) 15,600
National Outlook (2016-2026) 6.9% increase

Quick Facts

- Help businesses develop ways to improve how they operate.
 - Study current operating systems.
 - Make changes that will update older systems.
 - Find ways for businesses to lower the cost of operating.
 - Design new buildings to improve efficiency.
- Design or analyze operational solutions for projects such as transportation optimization, network modeling, process and methods analysis, cost containment, capacity enhancement, routing and shipment optimization or information management.

Logistics Engineers Business and Financial Operations





Chemical Technicians Life, Physical and Social Sciences

Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids and gaseous materials for research and development of new products or processes, quality control, maintenance of environmental standards and other work involving experimental, theoretical or practical application of chemistry and related sciences.

- Perform tests on solids, liquids and gaseous materials to assist scientists.
- Check the quality of material to make sure it meets certain standards.
- Set up and conduct chemical experiments.
- Gather and interpret results of tests.
- Provide technical support to chemists and engineers.
- Prepare chemical solutions.
- Maintain, clean and sterilize lab instruments and equipment.

Quick Facts

National Annual Salary Range \$28,960 To \$78,350
Entry-Level Education Associate's degree
Number of Jobs in 2016 148,700
Expected Job Openings (2016-2026) 67,300
National Outlook (2016-2026) 4.0% increase



Criminal Investigators and Special Agents Protective Service

Investigate alleged or suspected criminal violations of federal, state or local laws to determine if evidence is sufficient to recommend prosecution.

- Investigate criminal violations of federal, state or local laws.
- Determine if evidence is sufficient to recommend prosecution.
- Record evidence and documents.
- Prepare reports that detail investigation findings.
- Supervise the scope and timing of investigations.
- Testify before the grand jury concerning criminal cases.
- Analyze evidence in labs or in the field.

Quick Facts

National Annual Salary Range \$42,880 To \$135,530
Entry-Level Education High school diploma or equivalent
Number of Jobs in 2016 110,900
Expected Job Openings (2016-2026) 7,500
National Outlook (2016-2026) 4.5% increase



Urban and Regional Planners Life, Physical and Social Sciences

Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties and metropolitan areas.

- Develop plans for the use of land.
- Let officials know if plans for the use of land will work.
- Discuss with officials the purpose of plans to use land.
- Research and determine the effect on the environment, economy and others of new land use.
- Develop land area maps.
- Approve or reject requests for new land use.
- Investigate what land is available for new use.

Quick Facts

National Annual Salary Range \$44,680-\$108,170

Entry-Level Education Master's degree

Number of Jobs in 2016 36,000

Expected Job Openings (2016-2026) 3,500

National Outlook (2016-2026) 12.8% increase

Telemarketers Sales and Related

Solicit donations or orders for goods or services over the telephone.

- Work to sell merchandise to people over the telephone.
- Explain products and services to customers.
- Answer questions about cost and other information.
- Get customer information such as name and address.
- Telephone or write letters to answer letters from customers.
- Maintain records of contacts, accounts and orders.
- Schedule appointments for sales representatives to meet with customers.

Quick Facts

National Annual Salary Range \$18,410-\$40,260
Entry-Level Education No formal educational credential
Number of Jobs in 2016 216,600
Expected Job Openings (2016-2026) 33,300
National Outlook (2016-2026) 0.0% increase





Information Technology Project Managers Computer and Mathematical

Plan, initiate and manage information technology projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards and cost targets are met.

- Make systems to help people gather information using the computer.
- Manage the technical team.
- Make work schedules.
- Check progress to be sure the schedules are meeting requirements.
- Keep clients up to date on projects.
- Make budgets for projects.
- Lower costs.

Quick Facts

National Annual Salary Range \$46,240-\$139,390

Entry-Level Education Bachelor's degree

Number of Jobs in 2016 287,200

Expected Job Openings (2016-2026) 22,400

National Outlook (2016-2026) 9.3% increase



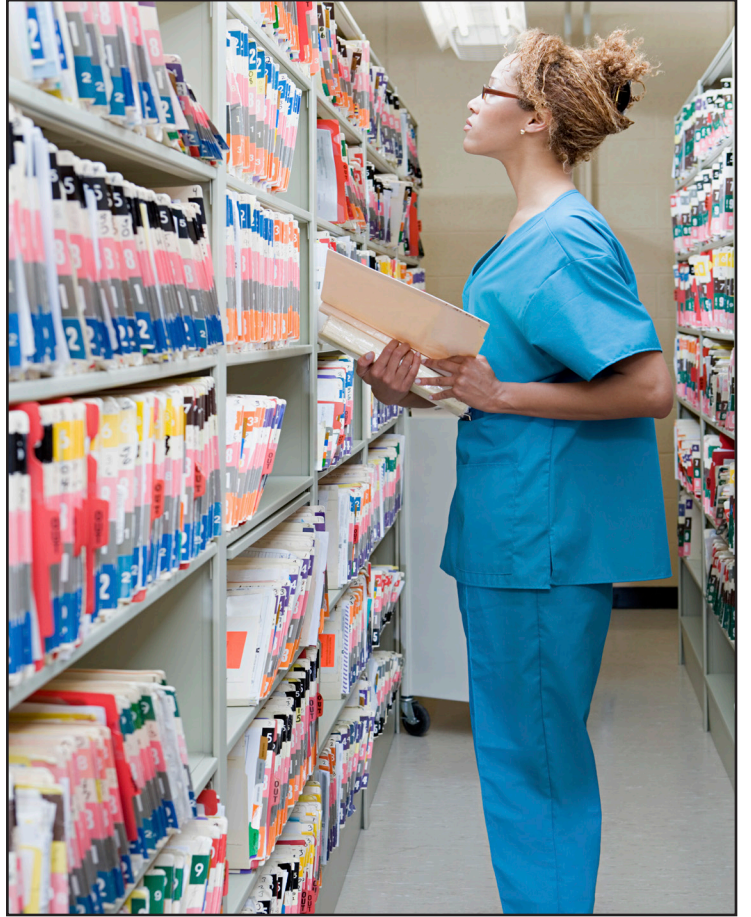
Construction Managers Management

Plan, direct or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing. Working out of a main office or out of a field office at the construction site, construction managers monitor the overall construction project.

- Plan and direct activities for construction and maintenance of structures.
- Help conceptualize projects and oversee organization.
- Schedule construction processes and implement work schedules.
- Oversee and resolve work procedures, complaints and problems.
- Develop and schedule project steps and budgets to meet deadlines.
- Inspect projects to make sure they comply with building and safety codes.
- Prepare contracts and negotiate revisions, changes and additions.
- Obtain all necessary permits and licenses.

Quick Facts

National Annual Salary Range \$54,810-\$159,560 **Entry-Level Education** Bachelor's degree
Number of Jobs in 2016 403,800
Expected Job Openings (2016-2026) 33,200
National Outlook (2016-2026) 11.1% increase



Medical Records and Health Information Technicians Health Care Practitioner and Technical

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 in a manner consistent with the health care industry's numerical coding system.

- Maintain medical records of patients.
- Follow security procedures in the filing and storing of records.
- Report patient information for health requirements and standards.
- Contact patients to retrieve missing or required information.
- Contact other professionals to obtain information or authorization.
- Respond to patient questions and inquiries regarding their health records.

Quick Facts

National Annual Salary Range \$25,810 To \$64,610
Entry-Level Education Postsecondary non-degree award
Number of Jobs in 2016 206,300
Expected Job Openings (2016-2026) 15,800
National Outlook (2016-2026) 13.5% increase

Education and training: Entry-level medical records and health information technicians usually have an associate degree. Many employers favor technicians who have a registered health information technicians credential.