

# Career Profile for \_\_\_\_\_



Last Occupation Title \_\_\_\_\_

SOC CODE: \_\_\_\_\_

Median Wage & Range: \_\_\_\_\_

Top Skills Requested by Employers: \_\_\_\_\_

Education: \_\_\_\_\_

Approx. Job Openings in County: \_\_\_\_\_

Similar occupation titles:

Update  
Date:  
\_\_\_\_\_

## Websites and Sources of Specialized Information

*Other Information*

### Job Search Sites

Sometimes switching up where you look and apply for jobs can help you reach employers you otherwise wouldn't find. While some businesses may not be hiring, some major employers in the area for \_\_\_\_\_ industry include \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

Other good sources to look for jobs/potential employers include...

CareerOneStop.Org  
AZStats.gov/find-employer-data-query-tool/  
AZJobConnection.gov

US.Jobs

Print outs of Business Lookout Tool businesses are included.

### Contacts for More Information

## Top Hiring Industries Based on Employment Growth

### Current Employers Hiring in County/State

A.)

B.) There are \_\_\_\_\_ [# of businesses] in \_\_\_\_\_ County in \_\_\_\_\_ [industry].  
Go to <http://azstats.gov/find-employer-data-query-tool/> for specifics.

### Training Options

Relevant Training/Certifications/Education:

# How to Complete an Occupational Profile with Labor Market Information

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# How to find occupation SOC Code:

Also how to find NAICS codes, FIP Codes, and O\*NET Codes.

## **Why:**

The US Bureau of Labor Statistics (BLS) identified approximately 840 occupation and 1,066 industry classifications for research and community assistance purposes. Because there is so much data available for public use on these occupations and industries (i.e. wages, education, experience, job duties, skills, number of people employed/unemployed, etc.), two sets of codes were created to help quickly and efficiently sort the information.

All occupations are identified by a unique six-digit SOC (Standard Occupation Classification) code to be identified by. All industries are identified by a unique six-digit NAICS (North American Industry Classification System) code. When using various federal sources, these codes are useful to quickly find relevant information. This is especially useful if it's necessary to go directly into a data file for a piece of information a client can't find using one of the tools available. It is also useful if a client refers to their occupation/industry by a non-standard name, or are looking for similar occupations (numbers close together will be related occupations/industries).

## **How:**

### **Option A:**

Step 1: Navigate to [www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm).

Step 2: Select the major occupation group which houses the desired specific occupation. Then, look for the desired occupation among the occupation titles displayed.

### **Option B:**

Step 1: Navigate to [www.bls.gov/soc/2010/soc\\_alph.htm](http://www.bls.gov/soc/2010/soc_alph.htm)

Step 2: Search the list of occupation titles for the occupation in question.

Step 3: If the occupation title does not provide enough detail to determine whether it is the correct occupation, click on the occupation title to see a summary description of the occupation. You will also be able to see what occupation grouping the occupation title is within. This can help create broader searches. For example, you could review information on the Portfolio Manager occupation, or you could review information on all Finance occupations.

Step 4: The number to the left of the occupation title is the SOC code.

### **Option C:**

If you have the correct title for the occupation, you can enter the name and phrase "soc code" in a Google search (i.e. "Astronomer" and "Soc Code")

### **More Information:**

If interested, another major code system used is the FIPS (Federal Information Processing Standards) code. These codes are used to identify geographical location. Every state, county, and metro area (MSA) has its own FIPS code. Typically, the state, county, or MSA names are

included by each data source, but familiarizing yourself with the FIPS code can help you efficiently look at data regarding commuting patterns or wages based on location.

A list of FIPS codes can be found at [www.census.gov/geo/reference/codes/cou.html](http://www.census.gov/geo/reference/codes/cou.html) .

O\*NET codes are simply SOC codes with 2 additional digits to provide a further level of detail. They are used for categorizing the skills, knowledge, and abilities needed to be successful in an occupation. O\*NET codes and the occupational details can be found at [www.onetonline.org/](http://www.onetonline.org/) .

## How to find occupation wage range:

### **Why:**

Occupation wage data can be used to:

- (a) Help workers plan their careers and pick occupations which allow for higher living standards
- (b) Help workers with wage negotiations.
- (c) Help employers determine current wage standards.

### **How:**

#### **Option A:**

Step 1. Login to [AZCIS.intocareers.org/materials/portal/home.html](http://AZCIS.intocareers.org/materials/portal/home.html) or select 'just browsing'.

Step 2. Click on 'Occupations' tab and choose 'Occupations'.

Step 3. Select an occupation about which you wish to learn more about, and once on the occupation-specific page, select the 'wages' tab from the left-side list.

#### **Option B:**

Step 1: Go to the [laborstats.az.gov](http://laborstats.az.gov) website.

Step 2: Hover over the 'Data by Topic' tab and select 'Wages & Income'.

Step 3: Click on the state or relevant local area data table.

Step 4: Use <Control> and <F> keys to search for the occupation code you are looking for. There you will see the mean and percentile wages for the occupation.

### **More Information:**

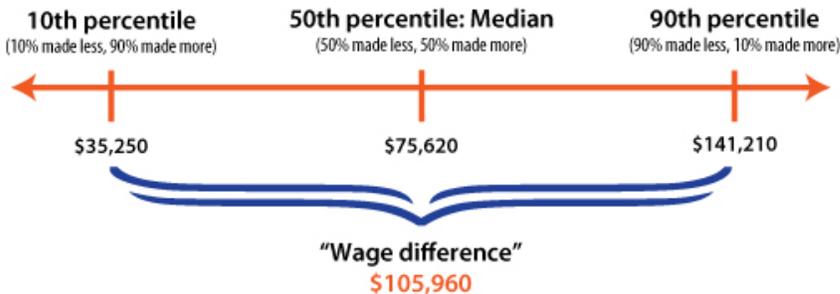
**Mean** wage is the average wage of all employees who are reported as working in that occupation in the specified area. It is calculated by adding the wages for people working in an occupation, and dividing it by the total number of workers.

**Median** wage is the middle-most wage of all of the people working in a given occupation. If you are looking at the median wage, half the people in an occupation make more than that amount, and half make below.

**Percentile** wages help tell how many workers make more or less than specified amounts. For example, at the 10<sup>th</sup> percentile, 10 percent of workers employed in an occupation earn less.

# Percentile wages and wage difference

## Commercial pilots, May 2014



By knowing the average, median, and percentile wages for an occupation, potential employees can negotiate higher wages by referencing pay standards in conjunction with their previous work experience and education.

## How to find top skills requested by employers for an occupation:

### Why:

When clients are trying to identify specific needs for an occupation, it can be helpful to know what skills, knowledge, and abilities are expected of them. By understanding the top requested skills by employers; potential employees can tailor their resumes and interview answers to demonstrate those skills.

An expanding business could also benefit from understanding what standard knowledge, skills, and abilities are expected across the market when hiring a new employee. Accurate job titles, salaries, and job postings will help make the hiring process easier.

### How:

#### Option A:

Step 1. Go to O\*NET OnLine at [www.onetonline.org](http://www.onetonline.org).

Step 2. Use the 'Occupation Quick Search' tool bar to search by occupation title, SOC Code, or O\*NET Code.

Step 3. Select the tab labeled 'Details' on the top, right hand corner of the screen.

Step 4. Select 'Knowledge', 'Skills', 'Abilities', or 'Education' to find the qualities most requested by employers. The information is already ranked by importance.

Providing the URL to this page can also help clients when they are writing their resumes or determining if the job would be a good fit.

**Option B:**

Step 1. Go to the Bureau of Labor Statistics Occupational Outlook Handbook.

Step 2. Search Handbook by SOC Code or Occupational Title.

Step 3. Look at the tabs labeled 'What they Do' and 'How to Become One' for more information.

**Option C.**

Step 1. Go to [www.AZCIS.intocareers.org](http://www.AZCIS.intocareers.org) . Sign in or choose 'Browse as Guest'.

Step 2. Hover over Occupations and select 'Titles Index'.

Step 3. Choose the relevant occupation and once on the occupation's page, click on the 'Skills and Abilities' and 'Knowledge' tabs to learn more about what is needed to be competitive for the occupation.

**BONUS: Find Occupation-Specific Technical Skills**

Step 1. Go to [www.careeronestop.org](http://www.careeronestop.org), hover over the 'Toolkit' tab, and select 'Tools & Technology Finder'. You can also go straight to [www.careeronestop.org/toolkit/careers/find-tools-technology.aspx?newsearch=true](http://www.careeronestop.org/toolkit/careers/find-tools-technology.aspx?newsearch=true)

Step 2. Identify the technology or tool with which a client has experience with for a list of relevant occupations. You can also type in the occupation for which the client is applying for to see a list of relevant tools and technology that could help the client when applying for a job.

## How to find where the top websites to search for jobs are:

**Why:**

Such information could assist clients in streamlining their job application search.

**How:**

**Option A.**

Step 1: Login to Wanted Analytics Account.

Step 2. Click on the 'Hiring Demand Dashboard' in the top, right hand corner of the screen.

Step 3. Add the following filters: Age → 0 to 29 days, Occupation → [Occupation Title] , Location → [County name].

Step 4. Review the 'Monthly Source Volume' and record the top 3 websites with job postings for the specified occupation, in the specified county.

### Option B.

Step 1: Go to [www.laborstats.az.gov/business-lookup](http://www.laborstats.az.gov/business-lookup) and select 'interactive query tool'.

Step 2. Select 'Search by Industry' and specify your county as the 'Area'. Select the related industry for the occupation of choice and select 'Find Employers'. If you are unsure which industry to select, use *the instructions for finding the top hiring industries by employment growth* included in this packet.

Step 3. Download as excel file or save as screenshot for client.

## How to find employers hiring for a particular occupation in a county or state:

### How:

#### Option A:

Step 1: Login to Wanted Analytics account.

Step 2. Click on the 'Summary' tab. In the job criteria hand bar specify the occupational title and location.

Step 3. Record the number of current job openings, which employers are hiring now, and the top titles of related employment.

#### Option B:

Go to government sponsored or generally recognized websites for hiring to better protect from employment scams.

For example:

CareerOneStop.org

AZJobConnection.gov

US.Jobs

- *Part of the National Labor Exchange*

AZCIS.IntroCareers.org

- *Provides strategies for looking for and gaining employment*

## How to find other specialized sources of occupation information:

### Why:

Sometimes you might be working on helping someone get into an industry or occupation in which you are not an expert in. Being able to point clients towards relevant, credible sources could be helpful in setting them on a successful path. One way to find credible sources of

industry/occupation data is through the Bureau of Labor Statistic's Occupational Outlook Handbook.

**How:**

**Option A:**

Step 1. Go to [www.bls.gov/ooh](http://www.bls.gov/ooh)

Step 2. Search the handbook for the primary occupation at which the client is looking by either using the search bar or navigating the "occupation groups".

Step 3. Click on the correct occupation title.

Step 4. Choose the tab labeled "More Info".

These resources, in addition to the link to the occupation's page in the Occupational Outlook Handbook can be provided to your client.

**Option B:**

Step 1. Go to [www.AZCIS.intocareers.org](http://www.AZCIS.intocareers.org) . Sign in or choose "Browse as Guest".

Step 2. Hover over Occupations and select "Titles Index".

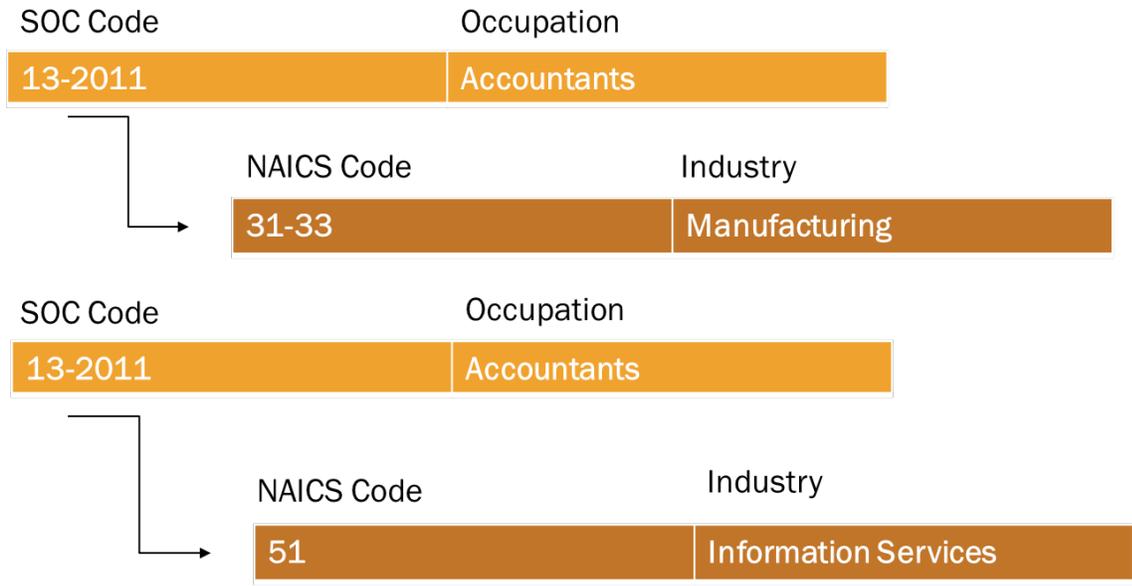
Step 3. Choose the relevant occupation.

Step 4. When on the correct occupation page, use any of the tabs under "Related Information" and "Real World Interviews" for more information on what the job is like, and what is needed to be successful.

## How to find top industries to apply for occupations in:

**Why:**

Industries are defined by the products or services entire companies create and provide. Occupations are sets of common jobs held by individuals within industries.



We can compare workers in the same occupation across all industries in an area or we can break out how certain occupations are doing within certain industries.

Some information and data is recorded by industry instead of occupation. For example, businesses are recorded as being part of specific industries, but aren't recorded as being affiliated with specific occupations. By being able to related occupational data to industry data, you will be able to help clients strategize their employment search. For example, an accountant benefit from industry staffing patterns (Option B) because they could see what industries are projected to hire more accountants over time. Such an industry might be more stable than gaining employment in an industry where a decrease in accountant employment is anticipated.

Option A:

- Step 1. Go to [www.AZCIS.intocareers.org](http://www.AZCIS.intocareers.org) . Sign in or choose "Browse as Guest".
- Step 2. Hover over Occupations and select "Titles Index".
- Step 3. Choose the relevant occupation.
- Step 4. When on the correct occupation page, click on the "Industries" tab to find relevant industries.

Option B:

- Step 1. Go to <http://www.bls.gov/ooh> . Use the Occupational Outlook Handbook search bar to look up the occupation of interest.
- Step 2. After selecting the correct occupation, click on the tab labeled "Job Outlook".
- Step 3. At the bottom of the page, there will be a section labeled "Employment by Industry". Download the excel file. The industries without highlight show projected changes in

employment. Look for industries with high levels of projected changes of employment and higher employment numbers. These are industries that will more likely be hiring for the occupation you are looking at.

## Where to find relevant, nearby training/education/certifications:

### **Why:**

If you are working with someone who is younger, or ready to commit to getting further training or education to pursue their employment goals, knowing what programs are available could be helpful. There are a few ways to go about this.

### **How:**

You could point the client to their local community college for assistance. While helpful; this means they will be dependent on the advice of that one institution. CareerOneStop.org gives more options that you could provide to your clients.

Step 1. Go to [www.careeronestop.org/getmyfuture/toolkit/find-local-training.aspx](http://www.careeronestop.org/getmyfuture/toolkit/find-local-training.aspx)

Step 2. Type in the occupation objective the client is looking for into 'search by occupation, school, or program' and specify the distance the client can travel for the program.

A list of potential schools, program names, and program lengths will show up. These can be included for the client's use!