

Cattaraugus-Allegany Workforce Investment Board, Inc.

DEMAND OCCUPATIONS LIST

Adopted by WIB Resolution 1-3-03
Amended 2-7-03; 9-5-03; 10-1-04; 8-05-05; 11-04-05;
4-07-06; 6-02-06; 3-16-07; 6-1-07; 4-04-08

*For more information, please refer to www.stats.bls.gov/soc/.

SOC	Title
13-2011	<u>Accountants & Auditors</u> Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.
49-3023	<u>Automotive Service Technicians & Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles. Exclude "Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096).
43-3031	<u>Bookkeeping, Accounting, Auditing Clerks</u> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.
53-3022	<u>Bus Drivers, School</u> Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.
53-3021	<u>Bus Drivers, Transit & Intercity</u> Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.
49-3031	<u>Bus, Truck & Diesel Engine Specialists</u> Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Include mechanics working primarily with automobile diesel engines.
15-1021	<u>Computer Programmers</u> Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May program web sites.
15-1041	<u>Computer Supportive Services Technician</u> Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071).
15-1051	<u>Computer System Analysts</u> Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. Exclude persons working primarily as "Engineers" (17-2011 through 17-2199), "Mathematicians" (15-2021), or "Scientists" (19-1011 through 19-3099). May supervise computer programmers.
33-3012	<u>Correctional Officers & Jailers</u> Guard inmates in penal or rehabilitative institution in accordance with established

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	regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Include deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.
43-4051	<u>Customer Service Representatives – Eff. 6/2/06</u> Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. Exclude individuals whose duties are primarily sales or repair.
21-1010	<u>Counselors</u> This broad occupation includes the following six detailed occupations: 21-1011 Substance Abuse and Behavioral Disorder Counselors; 21-1014 Mental Health Counselors
31-9091	<u>Dental Assistants</u> Assist dentist, set up patient and equipment, and keep records.
17-3023	<u>Electrical & Electronic Engineering Technicians</u> Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012).
47-2111	<u>Electricians</u> Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service streetlights, intercom systems, or electrical control systems. Exclude "Security and Fire Alarm Systems Installers" (49-2098).
43-6011	<u>Executive Secretaries and Administrative Assistants</u> Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014).
49-9021	<u>Heating, Air Conditioning, Refrigeration & Installation Mechanics</u> Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.
31-1011	<u>Home Health Aides</u> Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.
49-9041	<u>Industrial Machinery Mechanics</u> Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. Exclude "Millwrights" (49-9044), "Mobile Heavy Equipment Mechanics, Except Engines" (49-3042), and "Maintenance Workers, Machinery" (49-9043) who perform only routine tasks.
43-6012	<u>Legal Secretaries</u> Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.
29-2061	<u>Licensed Practical and Licensed Vocational Nurses</u> Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.
51-4030	<u>Machine Tool Cutting Operators, Setters, & Tenders, Metal and Plastic</u> This broad occupation includes the following five detailed occupations: 51-4031 Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic

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	<p>51-4032 Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic</p> <p>51-4033 Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic</p> <p>51-4034 Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic</p> <p>51-4035 Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic</p>
51-4041	<p><u>Machinists</u> Set up and operate a variety of machine tools to produce precision parts and instruments. Include precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.</p>
49-9042	<p><u>Maintenance Repair Workers, General</u> Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. Exclude "Maintenance Workers, Machinery" (49-9043).</p>
17-3013	<p><u>Mechanical Drafters</u> Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.</p>
31-9092	<p><u>Medical Assistants</u> Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants" (29-1071).</p>
29-2071	<p><u>Medical Records and Health Information Technicians</u> 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.</p>
43-6013	<p><u>Medical Secretaries</u> Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.</p>
21-1090	<p><u>Miscellaneous Community & Social Service Specialists</u> This broad occupation includes the following four detailed occupations: 21-1091 Health Educators; 21-1092 Probation Officers and Correctional Treatment Specialists; 21-1093 Social and Human Service Assistants; 21-1099 Community and Social Service Specialists, All Others.</p>
31-1012	<p><u>Nursing Aides, Orderlies & Attendants</u> Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Exclude "Home Health Aides" (31-1011) and "Psychiatric Aides" (31-1013).</p>
29-1122	<p><u>Occupational Therapists</u> Assess, plan, organize, and participate in rehabilitative programs that help restore vocational, homemaking, and daily living skills, as well as general independence, to disabled persons.</p>

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47-2073	<u>Operating Engineers and Other Construction Equipment Operators – Eff. 6/2/06</u> Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. Exclude "Crane and Tower Operators" (53-7021) and equipment operators who work in extraction or other non-construction industries
31-2011	<u>Occupational Therapist Assistants</u> Assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in development of treatment plans, carry out routine functions, direct activity programs, and document the progress of treatments. Generally requires formal training.
39-9021	<u>Personal & Home Care Aides</u> Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide meals and supervised activities at non-residential care facilities. May advise families, the elderly, and disabled on such things as nutrition, cleanliness, and household utilities.
29-1123	<u>Physical Therapists</u> Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.
31-2021	<u>Physical Therapist Assistants</u> Assist physical therapists in providing physical therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally requires formal training.
47-2152	<u>Plumbers, Pipefitters, and Steamfitters</u> Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.
33-3051	<u>Police and Sheriff's Patrol Officers – Effective 7/1/05</u> Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform combination of following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.
29-2034	<u>Radiologic Technologists & Technicians</u> Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Include technologists who specialize in other modalities, such as computed tomography and magnetic resonance. Include workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.
29-1111	<u>Registered Nurses</u> Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Include advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and

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	specialized roles.
43-6014	<u>Secretaries, Except Medical, Legal & Executive</u> Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Exclude legal, medical, or executive secretaries and administrative assistants (43-6011 through 43-6013).
33-9032	<u>Security Guards – Effective 7/1/05</u> Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.
21-1020	<u>Social Workers</u> This broad occupation includes the following four detailed occupations: 21-1021 Child, Family, and School Social Workers; 21-1022 Medical and Public Health Social Workers; 21-1023 Mental Health and Substance Abuse Social Workers; 21-1029 Social Workers, All Other
25-9041	<u>Teachers' Assistants</u> Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.
25-2021	<u>Teachers, Elementary</u> Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills. Exclude "Special Education Teachers" (25-2041 through 25-2043).
25-2010	<u>Teachers, Pre-School & Kindergarten</u> Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. Exclude "Child Care Workers" (39-9011) and "Special Education Teachers" (25-2041 through 25-2043). Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification. Exclude "Special Education Teachers" (25-2041 through 25-2043).
25-2031	<u>Teachers, Secondary</u> Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers. Exclude "Vocational Education Secondary School Teachers" (25-2032) and "Special Education Teachers" (25-2041 through 25-2043).
25-2040	<u>Teachers, Special Education</u> This broad occupation includes the following three detailed occupations: 25-2041 Special Education Teachers, Preschool, Kindergarten, and Elementary School 25-2042 Special Education Teachers, Middle School 25-2043 Special Education Teachers, Secondary School
51-4111	<u>Tool & Die Makers</u> Analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinists' hand tools.
53-3032	<u>Truck Drivers, Heavy & Tractor Trailer</u> Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.
53-3033	<u>Truck Drivers, Light or Delivery Service</u>

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	Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck. Exclude "Couriers and Messengers" (43-5021).
31-9096	<u>Veterinary Assistants and Laboratory Animal Caretakers – Effective 4/7/06</u> Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. May provide routine post-operative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians, veterinarians, or scientists. Exclude "Nonfarm Animal Caretakers" (39-2021).
25-2023	<u>Vocational Education Teachers, Middle School</u> Teach or instruct vocational or occupational subjects at the middle school level. Exclude "Special Education Teachers" (25-2041 through 25-2043)
25-1194	<u>Vocational Education Teachers, Postsecondary</u> Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Include correspondence school instructors; industrial, commercial and government training instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.
25-2032	<u>Vocational Education Teachers, Secondary School</u> Teach or instruct vocational or occupational subjects at the secondary school level.
51-4121	<u>Welders, Cutters, Solderers & Brazers</u> Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.