

Labor Market

Data:

What's on the
other side of the
bridge?

**2014 Education and
Business Summit**

June 2014

Lorraine Faulds
**Workforce Intelligence
Coordinator**

**SC Department of
Employment &
Workforce**



**Goal for this
workshop:**

A female soccer goalkeeper in a red long-sleeved jersey and black shorts is diving horizontally to her right to catch a white soccer ball. She is wearing white and blue goalkeeper gloves. The background shows a white goal net and a yellow goalpost. The scene is set on a green grass field.

**Build a bridge between
labor market information
and students to help make
better education and career
choices.**

Why is career planning important?

20 million Americans (17%) change jobs each year.

41% of adults said they had a career plan.

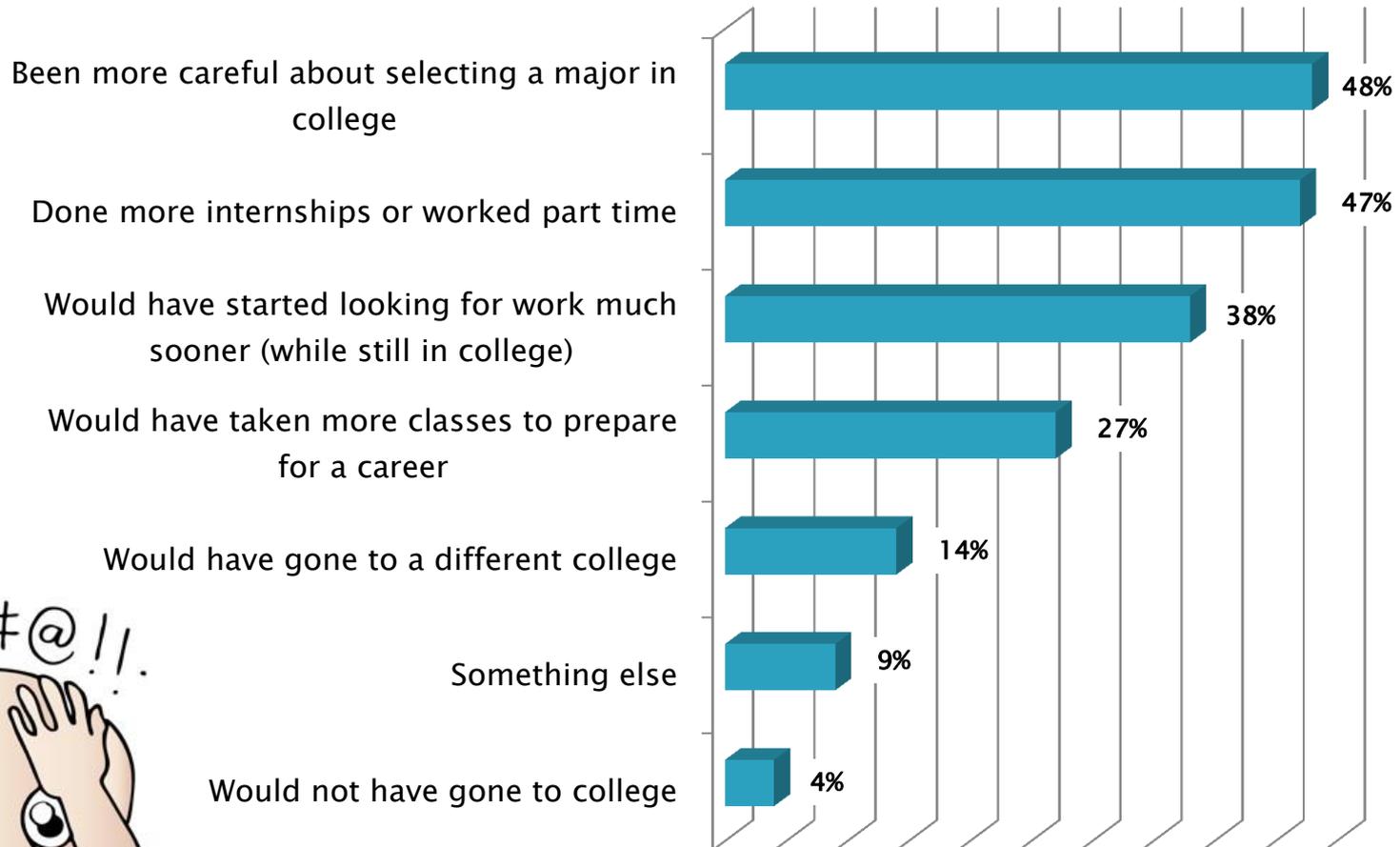
69% said if they were starting over, they would try to get more career information.

Educational “false starts” cost in tuition, possible occupational mismatches, employee turnover, and unemployment.



Source: The Importance of Career Planning, Montana Department of Labor & Industry

What Students Would Have Done Differently To Be Successful in Today's Labor Market



Source: *Unfulfilled Expectations: Recent College Graduates Struggle in a Troubled Economy*, John J. Heldrich Center for Workforce Development, Rutgers University, May 2011

So we need information to make intelligent decisions...

Information such as:

Population

Labor force

Educational data

Industries

Occupations

Wages

So you can know what's coming through your doors!



A look at the local area...

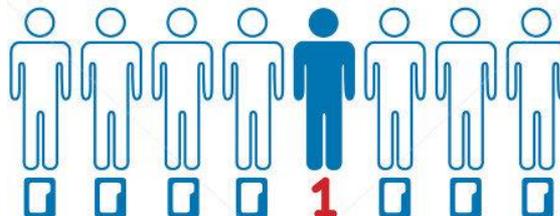
(population & labor force)



Population

	SC	US
2012 Total Population	4,630,351	309,138,711
Under 5 years old	6.5%	6.5%
5-24 years old	27.2%	27.4%
25-64 years old	52.5%	52.9%
65 years old and over	13.8%	13.2%
White	67.1%	74.2%
African American/Black	27.9%	12.6%
Other	5.0%	13.2%
Hispanic/Latino	5.0%	16.4%
Language other than English spoken at home, age 5+	6.8%	20.5%
HS graduate or higher, age 25+	84.0%	85.7%
Bachelor's or higher, age 25+	24.6%	28.5%
Veterans (Age 18+)	11.3%	9.3%
Median household income, 2010-12	43,490	53,046
Persons below the poverty level, 2010-12	18.5%	14.9%

Source: US Census Bureau, American Fact Finder



Labor Force Information



First, a few definitions...

Employed: Persons 16 years old or older who worked for pay (at least one hour) any time during the week that included the 12th of the month.

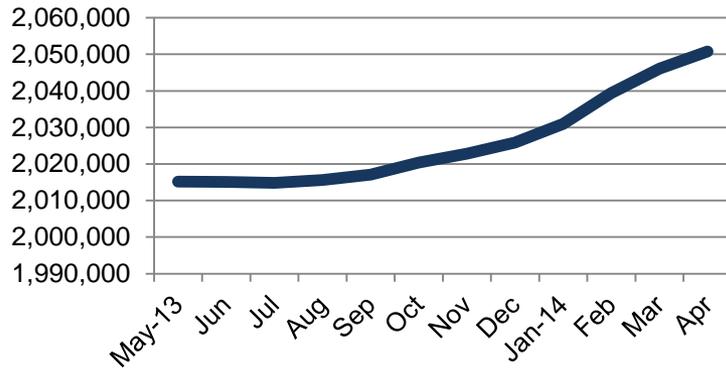
Unemployed: Persons 16 years old or older who are not working but want a job, and are able and willing to work.

Labor Force: Employed plus unemployed.

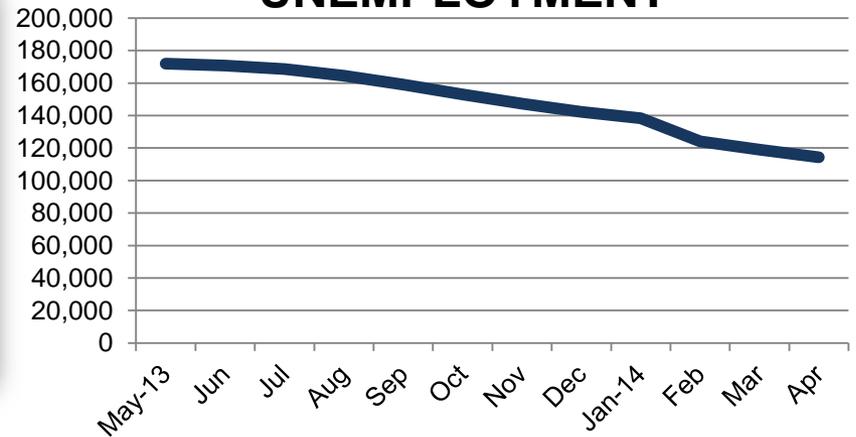
Unemployment Rate: Unemployment divided by labor force.

Employment & Unemployment in SC (Last 12 Months)

EMPLOYMENT

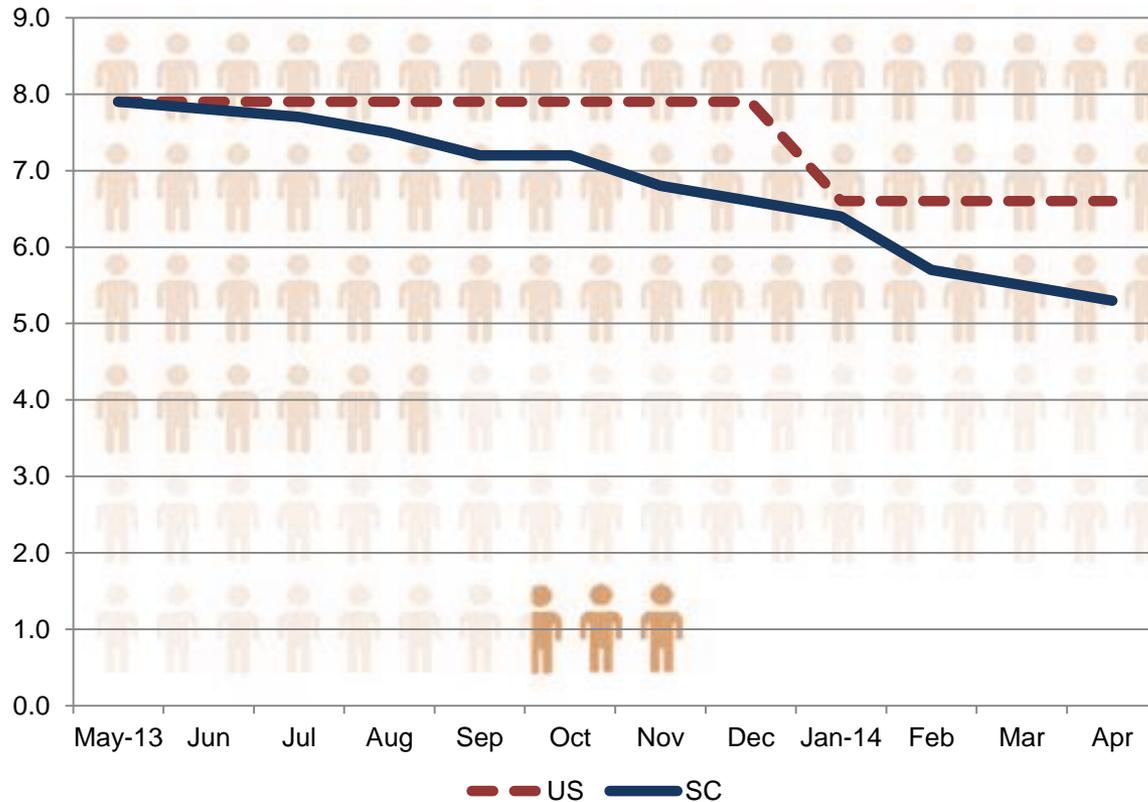


UNEMPLOYMENT



Source: SC DEW, Local Area Unemployment Statistics program

SC and US Unemployment Rates (Last 12 Months)

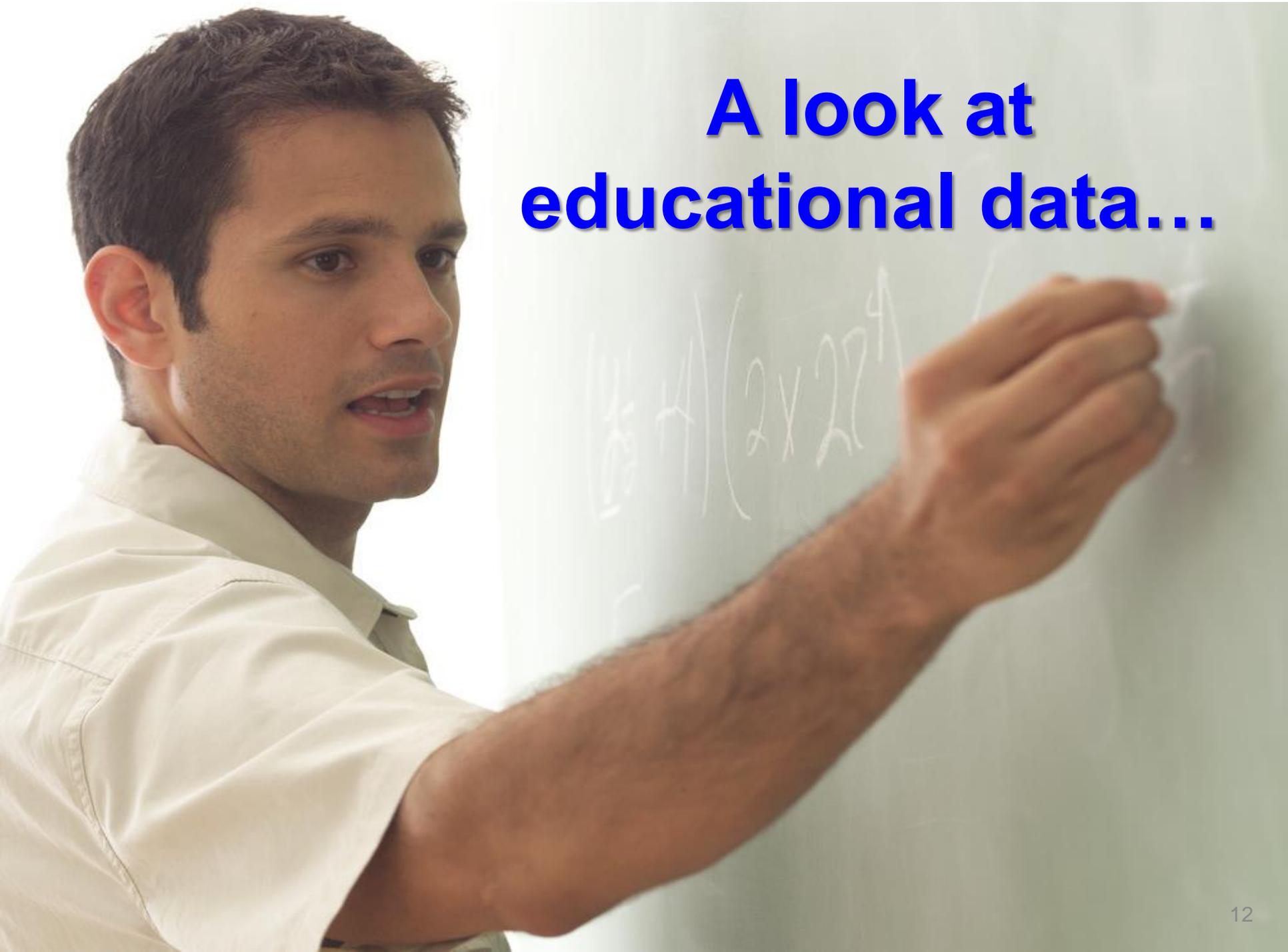


Just released...

May 2014
SC
Unemployment
Rate:
_____ %

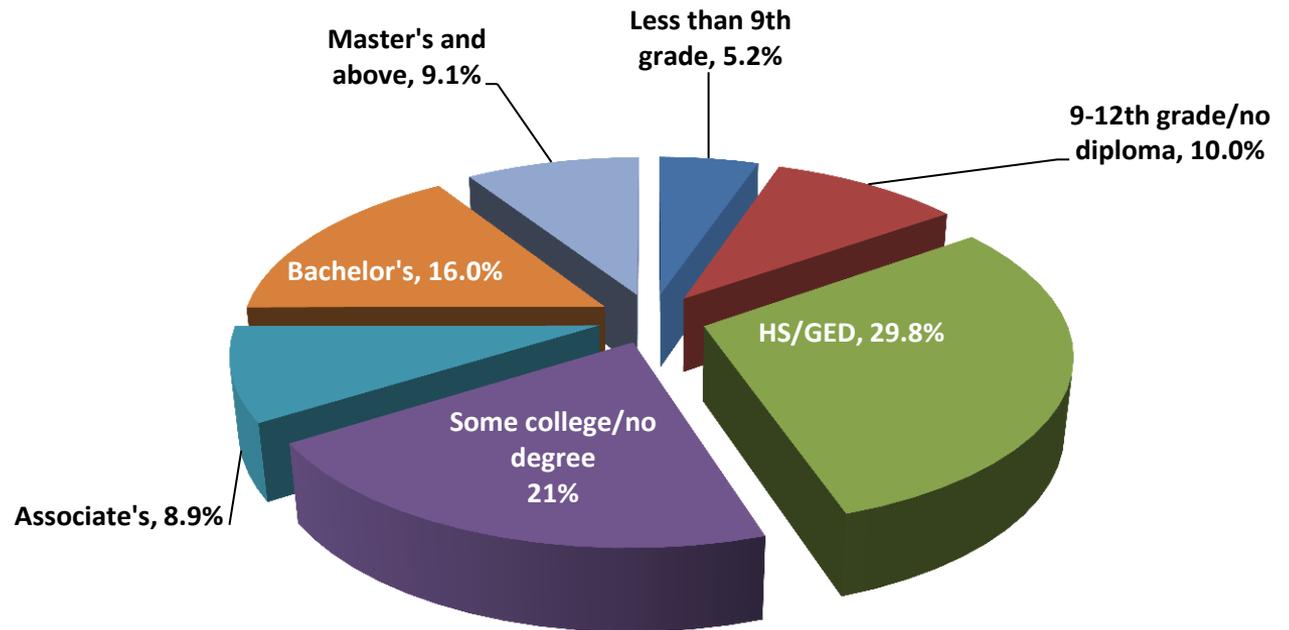
Source: SC DEW, Local Area Unemployment Statistics program

A look at educational data...



Educational Attainment

Population 25 years old and older, SC, 2012

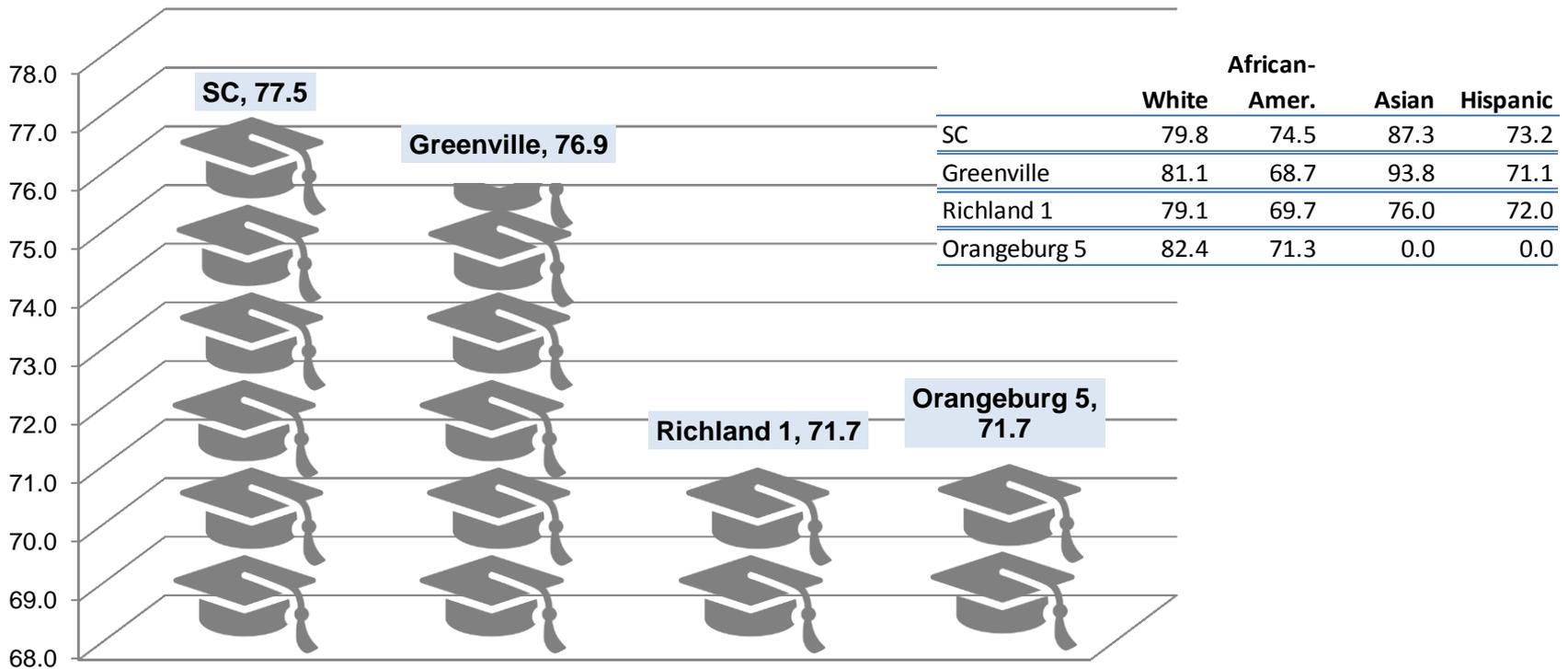




Graduation Rate

The SC Department of Education defines the graduation rate as “the number of students who graduate in 4 years with a regular diploma divided by the number of students in the adjusted cohort for the graduation class.”

Graduation Rates, 2012-13





Effect of Youth Unemployment

According to *“In This Together: The Hidden Cost of Young Adult Unemployment”* (Jan. 2014):

- Each unemployed 25-34 year old will cost government **\$9,875 per year** in lost tax revenue and benefits paid.
- The average tuition and fees for an in-state public college is **\$8,093 per year**.
- We lose more money on youth unemployment than it would cost to send them to college!

Need help with dropout prevention?

Jobs for America's Graduates (JAG)

JAG is a national non-profit organization which prevents school dropouts among youth facing challenges in career advancement opportunities.

In our state, JAG-SC is a proven dropout prevention program assisting some of our state's most deserving youth in graduating from high school and reaching their goals.

JAG-SC served 1,400 students in 24 schools in 2013 by providing middle school (grades 6-8) and multi-year high school (grades 9-12) model programs.

For more information, contact:
Elaine Midkiff
SC Dept. of Employment and Workforce
emidkiff@dew.sc.gov
803-737-0214



Chosen Career Clusters in SC, 2012

Cluster	% of Students
Health Science	23.0%
Arts, Audio/Video Technology and Communications	14.7%
Science, Technology, Engineering and Mathematics	11.8%
Law, Public Safety, Corrections and Security	7.5%
Human Service	6.4%
Business, Management and Administration	6.4%
Education and Training	6.0%
Architecture and Construction	4.4%
Transportation, Distribution, and Logistics	3.8%
Agriculture, Food and Natural Resource	3.3%
Government and Public Administration	3.2%
Information Technology	3.1%
Hospitality and Tourism	2.6%
Manufacturing	2.0%
Marketing, Sales and Service	1.1%
Finance	0.9%



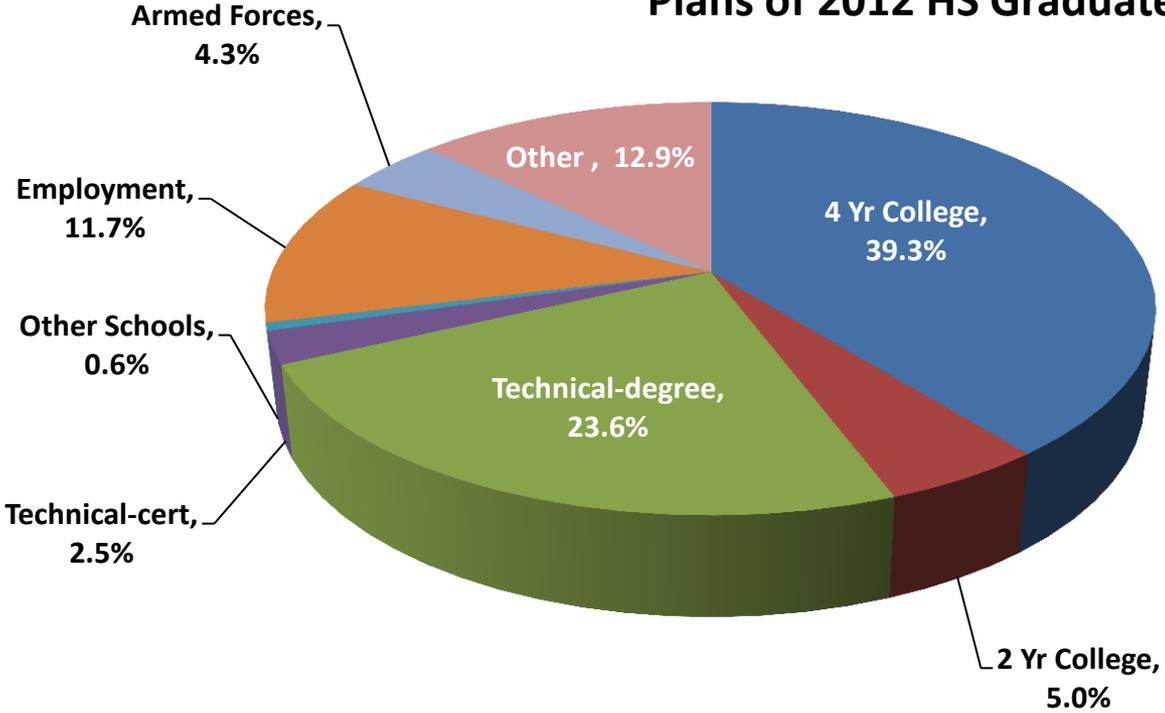
**Declared clusters for students declaring a specific cluster on their primary e-IGP for 2011-2012 year; source: SC Dept of Education*

Note: Students may declare more than one cluster or major on an e-IGP; only the first cluster or major chosen is used for reporting.



After High School...

Plans of 2012 HS Graduates



Source: <http://ed.sc.gov/agency/rda/documents/2011-12CollegeFreshmanReport.pdf>

What about college graduates?

The top 15 college majors in SC, 2013

Business, Management, Marketing, and Related

Health Professions

Education

Liberal Arts/General Studies/Humanities

Engineering/Engineering technologies

Biology

Social Science

Psychology

Visual/Performing Arts

Mechanic/Repair Technology

Computer and IT

Security and Protective Services

Communication, Journalism

Public Administration/Social Services

Parks, Recreation, Leisure, Fitness



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About the jobs...

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EMPLOYMENT

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Jobs by Industry



Industry Employment in SC, 3rd Quarter 2013

Industry	Employment	% of Employment
Health Care and Social Assistance	241,333	13.1%
Retail Trade	233,900	12.7%
Manufacturing	224,670	12.2%
Accommodation and Food Services	204,250	11.0%
Educational Services	149,010	8.1%
Administrative and Waste Services	144,668	7.8%
Public Administration	109,798	5.9%
Professional and Technical Services	82,928	4.5%
Construction	80,753	4.4%
Finance and Insurance	67,368	3.6%
Wholesale Trade	66,622	3.6%
Transportation and Warehousing	58,189	3.1%
Other Services, Ex. Public Admin	49,577	2.7%
Arts, Entertainment, and Recreation	32,059	1.7%
Information	28,401	1.5%
Real Estate and Rental and Leasing	27,887	1.5%
Utilities	17,422	0.9%
Management of Companies and Enterprises	17,155	0.9%
Agriculture, Forestry, Fishing & Hunting	11,628	0.6%
Mining	1,140	0.1%

Top 4 Industries

Health Care and Social Assistance

- General Medical and Surgical Hospitals
- Offices of Physicians, ex. Mental Health
- Nursing Care Facilities

Retail Trade

- Supermarkets and Other Grocery Stores
- Gasoline Stations w/ Convenience Stores
- New Car Dealers

Manufacturing

- Poultry Processing
- Broadwoven Fabric Mills
- Ball and Roller Bearing Manufacturing

Accommodation and Food Services

- Full-Service Restaurants
- Limited-Service Restaurants
- Hotels (except Casino Hotels) and Motels

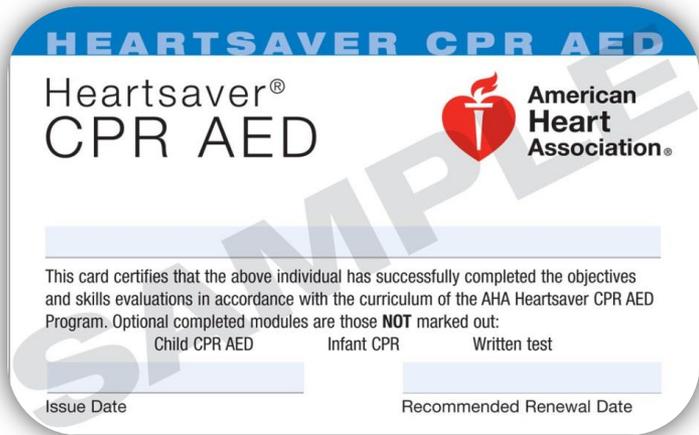


Current Online Job Openings

Top 20 in SC

(March 12-June 12, 2014)

Heavy and Tractor-Trailer Truck Drivers
First-Line Supervisors of Retail Sales Workers
Registered Nurses
Retail Salespersons
First-Line Supervisors of Food Prep./Serving Workers
Customer Service Representatives
Combined Food Prep./Serving Workers, Inc. Fast Food
Cashiers
Industrial Engineers
First-Line Supervisors of Office/Admin. Support Workers
Stock Clerks and Order Fillers
Maintenance and Repair Workers, General
Sales Reps, Wholesale.Mfg., Exc. Technical/Scientific Products
Insurance Sales Agents
Computer Occupations, All Other
First-Line Supervisors of Production and Operating Workers
Computer Systems Analysts
Computer User Support Specialists
Medical and Health Services Managers
Network and Computer Systems Administrators



Certificates for Online Jobs

Top 10 in SC

(March 12-June 12, 2014)

Commercial Driver's License

Certified Registered Nurse

Basic Life Support

Certification in Cardiopulmonary Resuscitation

Occupational Safety & Health Administration Certification

Food safety programs

Licensed Practical Nurse

Advanced Cardiac Life Support

Certified in Nursing Administration

Basic Cardiac Life Support

7 of the top 10
requested
certificates are
healthcare-
related

We can also get soft skills requested by employers...more on that later!

Jobs in the Future

Top 20 jobs with the most openings in SC (2010-2020)



Retail Salespersons

Registered Nurses

Combined Food Prep. & Serving Workers, Inc. Fast Food

Cashiers

Office Clerks

Laborers & Freight, Stock, & Material Movers, Hand

Customer Service Representatives

Personal Care Aides

Landscaping & Groundskeeping Workers

Tractor-Trailer Truck Drivers

Nursing Aides, Orderlies, & Attendants

Waiters & Waitresses

Receptionists & Information Clerks

Elementary School Teachers (not Special Ed.)

Janitors & Cleaners (not Maids/Housekeepers)

Bookkeeping, Accounting, & Auditing Clerks

Childcare Workers

Supervisors of Office & Administrative Workers

Security Guards

First-Line Supervisors of Retail Sales Workers

Top 50 Jobs with the Most Openings in SC

South Carolina's Top 50 Projected Occupations for 2020

(sorted by number of jobs)

Occupation Title	# Change (2010-20)	% Change (2010-20)	Avg. Hourly Wage (\$)	Career Cluster	Education Level*
Retail Salespersons	10,867	17.0	11.63	Marketing Sales and Service	Less than high school
Registered Nurses	10,238	24.7	28.33	Health Science	Associate's degree
Combined Food Prep. & Serving Workers, Inc. Fast Food	6,651	18.7	8.46	Hospitality and Tourism	Less than high school
Cashiers	6,328	11.1	8.88	Marketing Sales and Service	Less than high school
Office Clerks	6,112	17.3	12.72	Business, Management and Administration	High school diploma or equivalent
Laborers & Freight, Stock, & Material Movers, Hand	5,223	17.1	11.95	Transportation, Distribution, and Logistics	Less than high school



See handout for complete list.

Declining Occupations

Top 20 Declining Jobs in SC (2010-2020)

Correctional Officers and Jailers
Door-to-Door Sales Workers, News and Street Vendors
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Switchboard Operators, Including Answering Service
Postal Service Clerks
Textile Knitting and Weaving Machine Setters, Operators, and Tenders
Textile Winding, Twisting, and Drawing Out Machine
Sewing Machine Operators
Chemical Plant and System Operators
Data Entry Keyers
Food Service Managers
File Clerks
Photographic Process Workers and Processing Machine Operators
Geoscientists, Except Hydrologists and Geographers
Textile Bleaching and Dyeing Machine Operators and Tenders
Information and Record Clerks, All Other
Legislators
Pressers, Textile, Garment, and Related Materials
Rehabilitation Counselors
Floral Designers



Educational Requirements for the Top 50 Jobs in SC

Education	# of Occs.
High school diploma or equivalent	27
Less than high school	14
Bachelor's degree	4
Postsecondary non-degree award	3
Associate's degree	2

41 out of 50 do not require classroom training beyond high school!

But remember, many of these occupations do not pay well because they do not require much education.



Jobs that require OJT

(from the top 50 occupations in SC)

- **Bookkeeping/Accounting Clerks (\$16.18)**
- **Customer Services Reps (\$14.31)**
- **Retail Salespersons (\$11.50)**
- **Security Guards (\$12.81)**





**OJT jobs
where a
certificate will
help...**

Pharmacy Technicians (\$13.54)

Truck Drivers, Heavy/Tractor Trailer (\$18.71)

Medical Assistants (\$14.20)

**Jobs that require
Postsecondary/
Career Training or
an Associate's
Degree**



Registered Nurses (\$28.69)

Nursing Assistants (\$10.69)

HVAC Mechanics/Installers (\$18.86)

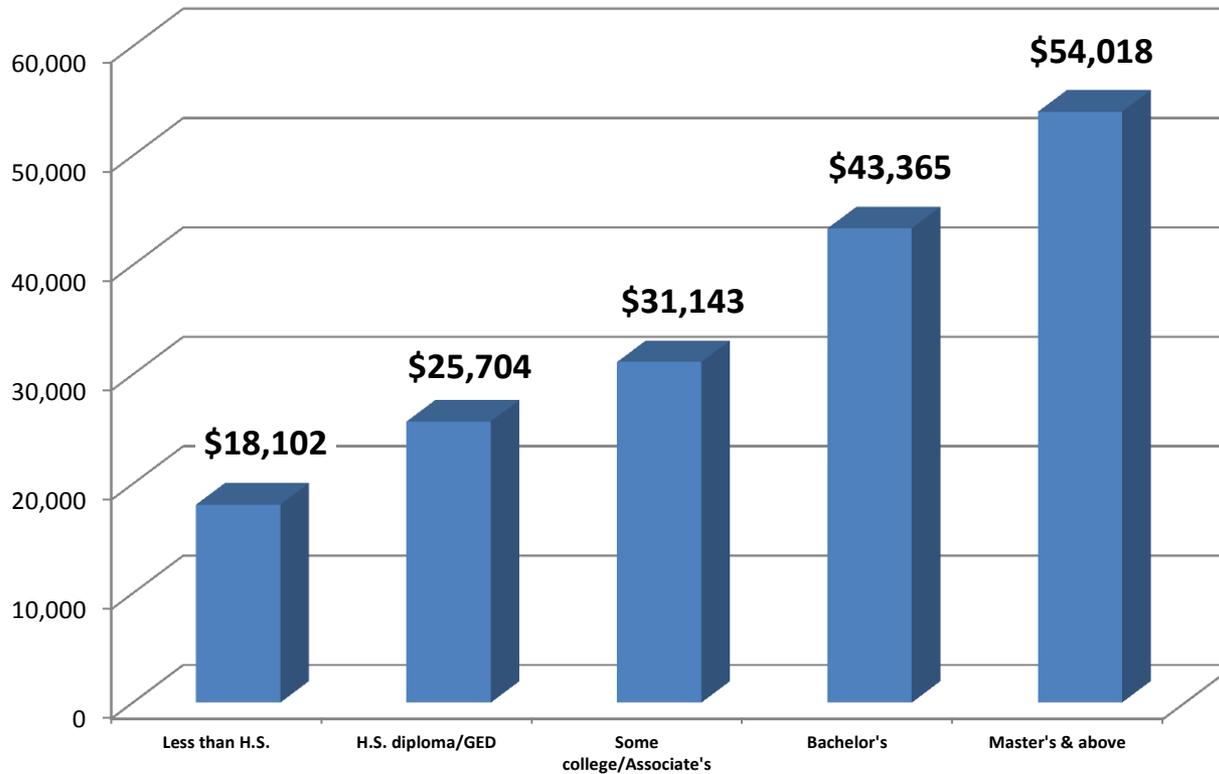
Licensed Practical Nurses (LPN) (\$18.59)

BUT REMEMBER...

The more you learn,
the more you earn!!



Income by Education Level in SC, 2012



A woman with dark hair in a bun, wearing glasses and a white short-sleeved shirt, stands in profile on the left side of the frame. She is looking towards a chalkboard that fills the background. The chalkboard is covered in handwritten mathematical equations in white chalk. The equations include various algebraic and calculus problems, such as $\frac{dx}{\sqrt{x^3 + \sqrt{x^2}}}$, $\frac{dx}{\sqrt{x^3 + \sqrt{x^2}}} = \left[\frac{6}{x^3 + \sqrt{x^2}} \right] dt$, and $\frac{6t}{\epsilon} + 2$. The woman's hand is near her chin in a thoughtful pose.

Jobs that require a Bachelor's Degree or higher

Elementary School Teachers (\$23.23)

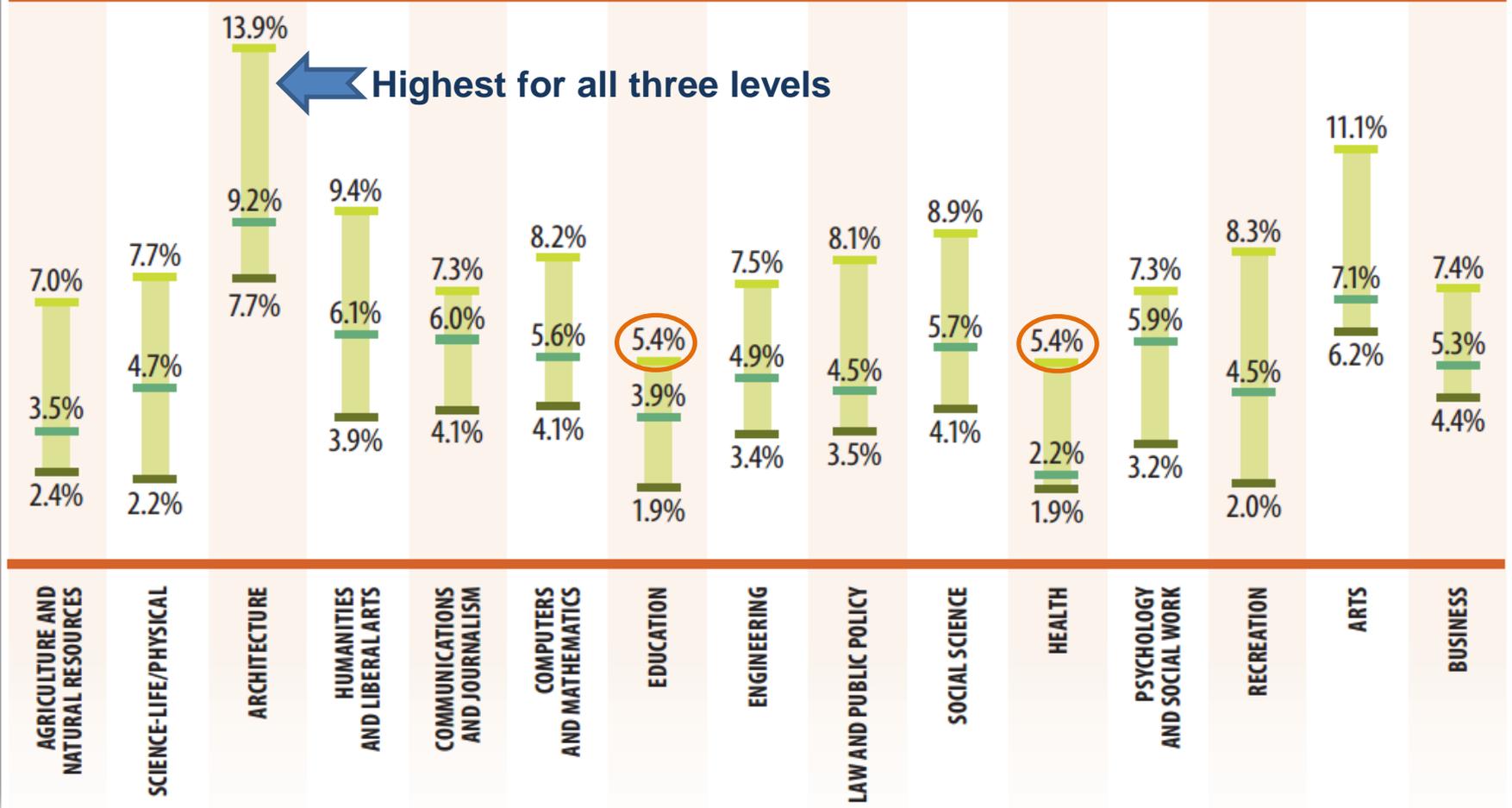
Management Analysts (\$33.99)

Accountants & Auditors (\$28.35)

Middle School Teachers (\$23.56)

Going to college? Think about your major!

UNEMPLOYMENT RATES



-  ← Recent College Grad: 22-26 years of age
-  ← Experienced: 30-54 years
-  ← Graduate: 30-54 years

Full report and more specific data at:
www.cgsnet.org/ckfinder/userfiles/files/Unemployment_Final_update1.pdf, 2010

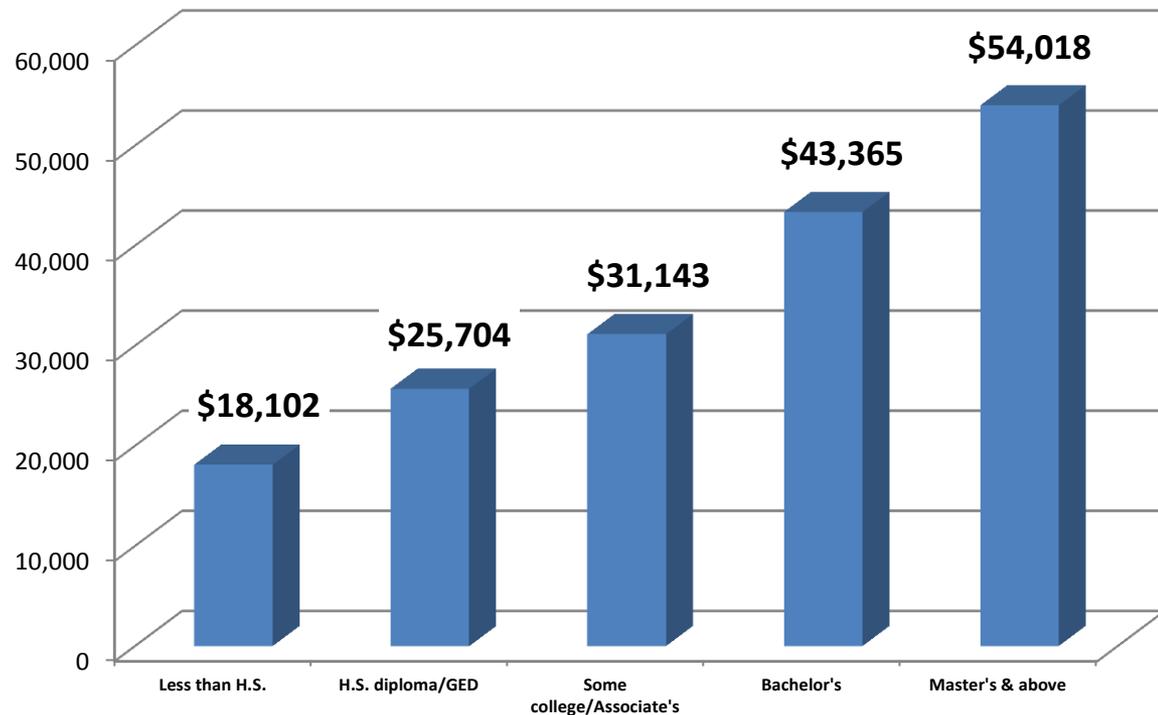
About the money...



The more you learn, the more you earn!!



Income by Education Level in SC, 2012



Reality check!

The screenshot shows the Jump\$tart Coalition website. At the top left is the logo with the text "JUMP\$TART! FINANCIAL SMARTS FOR STUDENTS". To the right is the text "Jump\$tart Coalition® for Personal Financial Literacy". In the top right corner, there are buttons for "Contact Jump\$tart", "Search Jump\$tart", and "Press Room", along with social media icons for Twitter and Facebook. A navigation menu below the header includes "About Us", "Resources", "News & Publications", "Activities & Initiatives", and "State Activities". A secondary menu below that lists "Clearinghouse", "National Standards", "Survey", "Best Practices", "Reality Check", and "Downloadable Resources". The main content area has a breadcrumb trail: "Home » Resources » Reality Check". The heading is "Jump\$tart's Reality Check". The text reads: "Okay . . . we won't bore you with details. We simply want you to imagine how you want to live once you're on your own. Will you buy a car? Where will you live? Do you go to the movies or sports events most every weekend? Remember, it's your life, you can do whatever you want . . . OR CAN YOU?" It continues: "Imagine the possibilities . . . then fill in your choices on the next page, and get ready for a **Reality Check!** Chances are you'll be surprised at how much your so-called dream life will cost." and "Once you've indicated your choices, we will show you what income you'll need to live the life you want. We'll even give you a list of careers that support your lifestyle. Now that's cool." At the bottom, there is a "JUMP\$TART COALITION" logo, the text "Reality Check", and a large blue button with yellow text that says "ENTER Reality Check". To the left of the button is the text "Ready for the challenge?".

www.jumpstart.org/reality-check.html

An example from Reality Check...

- Shelter: Share apartment with roommate
- Transportation: Used car (includes insurance, maintenance, car payment)
- Food: Eat out
- Utilities: Electric, gas & water, cell phone
- Expenses: Minimum clothing, company health insurance, Internet access
- Entertainment: Basic cable, concerts, clubs, music downloads
- Personal: Basic haircut, makeup, do laundry at laundromat, car wash, personal hygiene items, savings/gift/church fund

**Take home pay would need to be
\$15.23/hour!!**

Reality Check - What lifestyle do you want?

Based on what you told us, and after deducting 20% for state and federal taxes, you would need to make at least this much to support your lifestyle:

\$15.23 per hour OR \$609.20 per week

Want to know what jobs you need to support your lifestyle? Here are a few jobs that fall into this pay scale:

**Pest control with a salary of about \$15.28 per hour or \$611.00 per week.
Secretaries/Administrative assistants with a salary of about \$15.40 per hour or \$616.00 per week.
Flooring installer with a salary of about \$15.53 per hour or \$621.00 per week.**

Just to give you an idea of what it would take to get a job in your price range, here's the average hourly salary earned by level of education.

\$6.15 to \$8.40	Minimum Wage (Varies by state and can be lower for small businesses)
\$10.60	Less than a High School Diploma
\$15.25	High School Graduate
\$17.40	Some college, Associate Degree
\$24.85	Bachelor's Degree
\$27.15	Bachelor's Degree and higher
\$31.47	Advanced Professional Degree

Correction!
Highest min. wage in US is now \$9.32 (Washington)

The Importance of Soft Skills



Hard skills get you the job. Soft skills get you fired!

“Employers indicate that they prioritize critical thinking, communication and complex problem-solving skills over a job candidate’s major field of study when making hiring decisions.”

(Hart and Associates, It Takes More Than a Major, 2013)

In a report written by Dr. Richard Nagle from a survey conducted by the University of South Carolina for the SC Workforce Investment Board (2010), the factors in hiring and retention mentioned most by those responding were:

HIRING		RETENTION	
Attitude	3.8	Attitude	3.8
Interpersonal Skills	3.6	Willingness/Ability to Follow Directions	3.8
Communication Skills	3.5	Attendance/Punctuality	3.7
Drug Testing Issues	3.5	Self-Initiative	3.5
Critical Thinking Skills	3.3	Interpersonal Skills	3.5

Based on a 4.0-point scale; from "Hiring, Retention and Training: Employers' Perspectives on Trade and Soft Skills in South Carolina"

Soft Skills Requested by Employers

Top 10 in SC

(March 12-June 12, 2014)

Oral and written communication skills

Integrity

Team-oriented, teamwork

Customer service oriented

Detail oriented

Problem solving

Microsoft Office

Sales and operations planning

Organizational skills

Self-starting / Self-motivated





Where can we find more information?

www.scWorkforceInfo.com

**SC Department of Employment and Workforce,
Labor Market Information (LMI)**

www.bls.gov

U.S. Bureau of Labor Statistics

www.census.gov

US Census Bureau

www.onetonline.org

O*Net

SC WORKS
ONLINE SERVICES

My Workspace

My LMI Dashboard

Directory of Services

Quick Menu

Labor Market Facts

Job Search

Labor Market Analysis

Current Data Analysis

Area Profile

Occupation Profile

Industry Profile

Comparisons

Education and Training Data

Employers

Area Specific Data

Industry Specific Data

Occupation Specific Data



scworkforceinfo.com

Labor Market Information at your fingertips

Employment statistics, job forecasts, wages, demographics, and other labor market information help public and private organizations, researchers, and others better understand today's complex workforce. The Labor Market Information (LMI) Department collects, analyzes, and disseminates this data in cooperation with the U.S. Department of Labor's Bureau of Labor Statistics (BLS).

The data helps monitor and forecast national, statewide, and local economic trends, helping employers and job seekers make career, education, and economic development decisions. Better understanding employment trends and statistical trends help promote stable employment and economic growth.

Monthly Reports



Community Profile Report

A comprehensive report with economic, demographic, industry, occupation and education statistics for counties, metropolitan and workforce areas.



Insights - monthly report from the SC Department of Employment & Workforce with employment and unemployment analysis and review of unemployment insurance claims

data for the state, counties and workforce areas. ([Insights Archive-Past 12 Months](#))

SC Nonfarm Employment

Seasonally Adjusted (Thousands)



Community Profiles

Home Register/Sign in Services for Individuals Services for Employers Labor Market Analysis

SC WORKS
ONLINE SERVICES

- My Workspace
 - My LMI Dashboard
 - Directory of Services
- Quick Menu
 - Labor Market Facts
 - Job Search
 - Labor Market Analysis
- Current Data Analysis
 - Area Profile
 - Occupation Profile
 - Industry Profile
 - Comparisons
 - Education and Training Data
 - Employers
 - Area Specific Data
 - Industry Specific Data
 - Occupation Specific Data

scworkforceinfo.com

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SC Nonfarm Employment

Seasonally Adjusted (Thousands)

Month	Employment (Thousands)
Apr 13	1,888
May 13	1,890
Jun 13	1,892
Jul 13	1,895
Aug 13	1,898
Sep 13	1,902
Oct 13	1,910
Nov 13	1,915
Dec 13	1,922
Jan 14	1,915
Feb 14	1,912
Mar 14	1,925
Apr 14	1,930

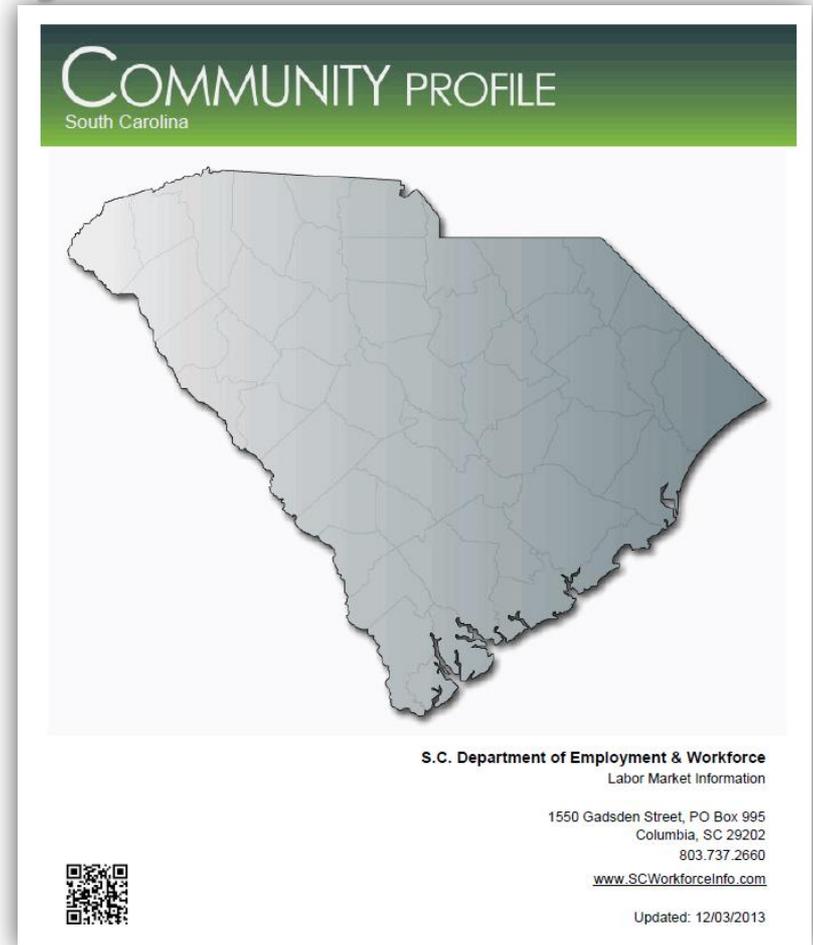
Community Profiles (con't.)

A profile of your area is only three clicks away!

1. Click on “Community Profile Report.”
2. Select your geographic area.
3. Click on “View Report.”

Comprehensive 20+page report contains:

- ▶ Economic Data
- ▶ Demographic Data
- ▶ Industry Data
- ▶ Occupational Projections Data
- ▶ Educational Data



Hands-on Tools

Job Journey in Healthcare

NOW
(Requires high school diploma/GED)

	Hourly Wage	Growth
Nursing Aide, Orderly & Attendant	\$10.45	25%
Physical Therapist Aide	\$11.98	38%
Pharmacy Technician	\$13.14	30%
Medical Assistant	\$14.11	31%
Medical Equipment Preparer	\$15.59	15%

NEXT
(Requires two to four years of education beyond high school)

EMT/Paramedic	\$15.18	25%
Medical Records Technician	\$15.70	23%
Dental Assistant	\$15.81	32%
Surgical Technologist	\$17.85	18%
Licensed Practical Nurse	\$18.73	25%
Dental Hygienist	\$26.67	39%
Registered Nurse	\$28.87	26%

LATER
(Requires four or more years of education beyond high school)

Medical Services Manager	\$39.21	23%
Physical Therapist	\$34.79	36%

SC Dept. of Labor Market Information
www.scowor.com
803-737-2660

- Business, Administration and Legal
- Construction
- Engineering
- Healthcare
- Information Technology
- Installation, Maintenance & Repair
- Manufacturing
- Transportation, Distribution & Warehousing

Good Jobs That Don't Require A 4-Year Degree

SC Department of Employment and Workforce
Labor Market Information
SCWorkforceInfo.com
803-737-2660

The 20 Fastest Growing Jobs in South Carolina for 2020

SC Department of Employment and Workforce
Labor Market Information
www.scowor.com

**Management positions may also require experience in a related occupation
%Growth rate for 2010-20;
GED=General Equivalency Diploma
SC wages are average per hour for May 2012*

Less Than High School Diploma/GED

- Personal Care Aides: +57.0%, \$9.37
- Landscaping Workers: +20.8%, \$10.69
- Food Prep & Serving Workers: +18.7%, \$8.46
- Laborers and Material Movers: +17.1%, \$11.95
- Retail Salespersons: +17.0%, \$11.63
- Waiters and Waitresses: +12.4%, \$8.76
- Janitors: +12.3%, \$10.08

High School Diploma/GED

- Receptionists: +25.1%, \$12.34
- Tractor-Trailer Truck Drivers: +21.0%, \$17.55
- Childcare Workers: +20.4%, \$8.91
- Security Guards: +20.4%, \$12.57
- Office Clerks: +17.3%, \$12.72
- Customer Service Representatives: +15.6%, \$14.41
- Managers of Office Workers*: +14.4%, \$22.06
- Bookkeeping Clerks: +14.1%, \$16.18
- Cashiers: +11.1%, \$8.88
- Managers of Retail Sales Workers*: +9.2%, \$18.67

More Than High School Diploma/GED

- Registered Nurses: +24.7%, associate's degree, \$28.34
- Nursing Aides, Orderlies, and Attendants: +21.0%, some college, \$10.44
- Elementary School Teachers: +18.9%, bachelor's degree + internship, \$23.38



Free for download or printing from the LMI website.

Power Pages

- Jobseekers
- Employers
- Educators

Coming Soon...

- Economic Development
- Entrepreneurs



JOBSEEKERS: INFORMATION IS POWER!

Do you have the information you need to find your next job?

<i>What jobs are available?</i>	If you want to see what jobs are open right now, go to https://jobs.scworks.org and start searching. Hot jobs for the future include many in the healthcare field (Registered Nurses, Physical Therapists, and Licensed Practical Nurses (LPNs)), teachers, and supervisors (Construction, Office, Cashiers, and Food Preparation).
<i>What companies are hiring?</i>	You can find out what companies have the most job openings listed by going to www.scWorkforceInfo.com . In the list on the left, select "Area Specific Data," then "Jobs, Employers, and Candidates," and finally "Employer Data." The next step is to pick the location you want. That will give you a list of employers with job openings. Click on the number of jobs next to the company name and the actual job openings will come up.
<i>What is a good wage for what I do?</i>	How much does a job pay? You need to know so you can be sure you are being offered a decent wage. Go to www.scWorkforceInfo.com , and, in the list on the left, select "Employment & Wage Data," then "Occupation Data," and finally "Occupational Wages." The next step is to pick the location you want, the most recent year, and the occupation you are interested in. You can figure out the hourly wage by dividing the annual wage by 2,080.
<i>How do I describe my skills on a resume?</i>	Your resume is like an advertisement for YOU! Make sure you know how to describe the skills you have. Go to www.ONEOnline.org and use the "Browse" area to find your occupation. When you get to the "Summary Report," look at the "Knowledge" and "Skills" sections to find words to use on your resume to describe your previous work.
<i>What jobs are similar to my previous job(s)?</i>	Don't be scared if the job you had doesn't have any openings...your skills can still transfer to a similar or related job. To find out what those jobs are, go to www.ONEOnline.org and use the "Browse" area to find your previous occupation. When you get to the "Summary Report," look at the "Related Occupations" section to find jobs that are similar and that your skills can be transferred to.
<i>Do I need more training to get a job?</i>	Maybe you need to get more skills to work at a related job or maybe you need new training for a different job. You can find out what education you need by going to www.scWorkforceInfo.com , and select "Occupation Specific Data" (from the list on the left), then "Education, Training & Work Experience," and finally "Education & Training Data." The next step is to pick the location you want, the most recent year, and the occupation you are interested in. It will give you a percentage of the education of people working in that job.
<i>Where can I get training?</i>	Go to www.scWorkforceInfo.com , and, in the list on the left, select "Education & Training Data," then "Training & Education Programs." Select the location and then type in the name of the training you need. You will get a list of training available at many of the schools/colleges in your area, contact information, how long the training lasts, and how much they cost.

Provided by the Labor Market Information (LMI) Department of the SC Department of Employment & Workforce

www.scWorkforceInfo.com

For an SC Works office near you, go to <http://dew.sc.gov/about-offices.asp>.

JUN
10

Job openings increase to 4.5 million in April; hires and separations rates unchanged

There were 4.5 million job openings on the last business day of April, up from 4.2 million in March. The hires rate (3.4 percent) and the separations rate (3.3 percent) were unchanged in April.

[HTML](#) | [PDF](#) | [RSS](#)

JUN
06

Payroll employment rises by 217,000 in May; unemployment rate unchanged at 6.3%

Total nonfarm payroll employment rose by 217,000 in May, and the unemployment rate held at 6.3 percent. Employment increased in professional and business services, health care and social assistance, food services, and transportation and warehousing.

[HTML](#) | [PDF](#) | [RSS](#) | [Commissioner's Statement](#)

06/04/2014
05/28/2014
05/23/2014
05/22/2014
05/21/2014

Productivity falls 3.2% in 1st quarter 2014 (annual rate); unit labor costs grow 5.7%

April jobless rates down over the year in 357 of 372 metro areas; payroll jobs up in 302

Expenditures for July 2012-June 2013 are 1.5% higher than the 2011-2012 midyear average

Unemployment rate for the foreign born declines to 6.9% in 2013

Productivity rose in 48% of selected service-providing and mining industries in 2012

[read more »](#)

COUNTY EMPLOYMENT AND WAGES



Hurricane flood zone maps and tables

BLS has released a set of maps and data for hurricane flood zones on the Gulf and Atlantic Coasts. Employment, wages, and establishment totals are available by flood zone. [read more »](#)

1 2 3 4 5
[Archives »](#)

GEOGRAPHIC INFORMATION »

LATEST PRODUCTS	PRODUCTS BY STATE	PRODUCTS BY SUBJECT
LATEST PRODUCTS FROM THE REGIONAL OFFICES:		
New England: Boston area households paid an average of \$3.597 a gallon for gas in April 2014	Midwest: Updated economic summaries are available for select met areas in the Midwest	
New York-New Jersey: The New York CPI was almost unchanged over the month in April and up 1.6% over the year	Southwest: Dallas-Fort Worth's annual job growth rate ranks 1st among 12 largest areas in April 2014	
Mid-Atlantic: In April, Philadelphia area prices up 0.5% since	Mountain-Plains: Midwest CPI up 0.3% in April 2014, led by higher	

LATEST NUMBERS



Consumer Price Index (CPI):
+0.3% in Apr 2014



Unemployment Rate:
6.3% in May 2014



Payroll Employment:
+217,000 (p) in May 2014



Average Hourly Earnings:
+\$0.05(p) in May 2014



Producer Price Index - Final Demand:
+0.6% (p) in Apr 2014



Employment Cost Index (ECI):

www.bls.gov

The screenshot shows the BLS website's K-12 section. At the top, there is a navigation bar with links for Home, Subjects, Data Tools, Publications, Economic Releases, Students, and Beta. Below this is a secondary navigation bar with links for K-12, Games & Quizzes, Student Resources, Teacher's Desk, History of BLS, and FAQs. A search bar is also present. The main content area is titled "CLASSROOM ACTIVITIES" and features six activity cards:

- How do you spend your time?**: Includes a pie chart icon, a description of the activity, and links for Overview (PDF), Excel: Directions (XLS), Worksheet (PDF), and Print: Directions (PDF) Worksheet (PDF).
- Graphing Prices**: Includes a line graph icon, a description, and a link for Worksheet (PDF).
- The Price is Correct**: Includes a grocery store aisle icon, a description, and a link for Worksheet (PDF).
- Choosing a Career**: Includes a photo of diverse people, a description, and a link to the Occupational Outlook.
- Inflation Calculator**: Includes a calculator interface showing a value of \$8,745.47 for the year 2013.

☞ Check out the “Teacher’s Desk” section!

And the “Games & Quizzes” for students! ☞

This screenshot shows the BLS website's K-12 section with a focus on games and quizzes. The navigation bar is identical to the previous screenshot. The main content area features two interactive games:

- Word Search**: A grid of letters with a "PLAY NOW »" button. Below the grid, it says "Word Search Play the Word Search puzzle to find BLS terms."
- Memory**: A 5x5 grid of question marks with a "start" button and a "PLAY NOW »" button. Below the grid, it says "Memory Play the BLS Memory Game to test your memory skills and get acquainted with BLS publications."

www.census.gov

Quick Facts:
Fastest way to get to state and local data!

The screenshot shows the top navigation bar of the Census Bureau website with categories: Topics (Population, Economy), Geography (Maps, Geographic Data), Library (Infographics, Publications), and Data (Tools, Developers). Below this is a 'Celebrating 20 Website' banner. The 'QuickFacts' section is highlighted with an orange arrow, featuring a map of the United States and the text: 'Quick, easy access to facts about people, business, and geography. Select a state to begin'. To the left is a 'Population Clock' showing U.S. Population (318,211,346) and World Population (7,171,740,000).

Newsroom

Newsroom | Releases | Multimedia Gallery | Tip Sheets | Facts for Features | Contact Us

Facts for Features & Special Editions

Facts for Features and Special Editions consist of collections of statistics from the Census Bureau's demographic data. For previous press releases please contact the Public Information Office at 301-763-3030.

2014

May 28: [Facts for Features: Anniversary of Americans with Disabilities Act: July 26 | PDF Version \[78K\]](#)

May 13: [Facts for Features: Census Bureau Celebrates 20 Years on the Web | PDF Version \[53K\]](#)

April 23: [Facts for Features: Father's Day: June 15, 2014 | PDF Version \[77K\]](#)

April 23: [Facts for Features: Asian/Pacific American Heritage Month: May 2014 | PDF Version \[71K\]](#)



214,000

Estimated number of
stay-at-home dads in
2013.

Source: *America's Families and
Living Arrangements
Table SHP-1*

www.onetonline.org

The screenshot shows the O*NET OnLine website interface. At the top, there is a browser address bar with the URL 'www.onetonline.org' and a search bar. The main header features the O*NET logo and the text 'O*NET OnLine'. Below the header is a navigation menu with links for 'Help', 'Find Occupations', 'Advanced Search', 'Crosswalks', 'Share', and 'O*NET Sites'. A search bar labeled 'Occupation Quick Search:' is located in the top right corner. The main content area is divided into several sections: a large banner for 'Build your future with O*NET OnLine.' featuring a construction crane image and a 'What is O*NET?' button; a 'What's New?' section with a 'Learn More' button; a 'I want to be a...' section with a 'Find It Now' button; and an 'ATTN: VETERANS' section with a 'Get Started' button. At the bottom, there are three search options: 'Occupation Search' with a search bar, 'Find Occupations', 'Advanced Search', and 'Crosswalks'.

o-net O*NET OnLine

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Build your future with O*NET OnLine.

Welcome to your tool for career exploration and job analysis!

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

What is O*NET?

What's New?

Search "Bright Outlook" occupations in OnLine.

Learn More

Get O*NET news by [email](#) or [RSS](#).

I want to be a...

Start the career you've dreamed about, or find one you never imagined.

Find It Now

at My Next Move

ATTN: VETERANS

Put your military skills and experience to work in civilian life. Learn how at:

MY NEXT MOVE FOR VETERANS

Get Started

Occupation Search

Keyword or O*NET-SOC Code:

Find Occupations

Browse groups of similar occupations to explore

Advanced Search

Focus on occupations that use a specific tool or software.

Crosswalks

Connect to a wealth of O*NET data. Enter a code or title from





1

Find Occupations

Keyword or O*NET-SOC Code

Examples: 25-1011.00 dental assistant

Enter a word, phrase, or code to search for an O*NET-SOC occupation.
Enter a full or partial O*NET-SOC code to look up occupations by code.

Career Cluster

Career Clusters contain occupations in the same field of work that require similar skills. Students, parents, and educators can use Career Clusters to help focus education plans towards obtaining the necessary knowledge, competencies, and training for success in a particular career pathway.

Industry

Summary Report for: 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks

Updated 2010

Bright Outlook

3

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.

Sample of reported job titles: Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate

View report:

Summary

Details

Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Additional Information](#)

Relevance Score	Code	Occupation	
100	43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	★ Bright Outlook
87	43-3021.00	Billing and Posting Clerks	★
87	43-3021.01	Statement Clerks	★
46	43-9061.00	Office Clerks, General	★
38	43-1011.00	First-Line Supervisors of Office and Administrative Support Workers	
33	43-3021.02	Billing, Cost, and Rate Clerks	★
31	25-1011.00	Business Teachers, Postsecondary	
31	25-1194.00	Vocational Education Teachers, Postsecondary	



Wrap up!

- **Career planning is important!**
- **You need to be familiar with lots of information to be able to help your students, especially about jobs, wages, and occupations.**
- **Learn about the current and future jobs.**
- **Use the data to help students choose the right cluster, high school major, college major and/or career.**
- **Make sure soft skills are part of the learning process.**

QUESTIONS?





**KEEP
CALM
AND
COUNSEL
ON**

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(803) 737-2714 or 737-2660

www.scWorkforceInfo.com