



FAMILY & CONSUMER SCIENCES

HEALTH SCIENCE

SKILLED & TECHNICAL SCIENCES

MARKETING

INFORMATION TECHNOLOGY

BUSINESS

AGRICULTURE

TECHNOLOGY & ENGINEERING

KEY to the information in the CAREER CHARTS*

Star Rating

The Utah Department of Workforces Services created the star rating system to rank jobs based on both outlook (90 percent on the number of annual openings projected for the occupation, and 10 percent on the growth rate) and wages (median annual wages for the occupation in Utah). "Five Star" jobs are those with the strongest employment outlook and high wages, with four, three, two and one star ratings applied as the rankings go down. Please note, however, that occupations are grouped by training level and so the wages for a "high paying" job that requires just short-term on-the-job training, will not match the wages of a "high paying" job that requires a college education. In addition, a five star rating does not necessarily mean that a job will be easy to find since that will depend on the number of qualified applicants available to fill openings. Think "demand vs. supply."

Occupational Title & Description

Occupational titles and descriptions reflect information developed by the U. S. Department of Labor to use in the Occupational Information Network, also known as "O*NET." (<http://online.onetcenter.org/>)

Interest Code

Also known as "Holland codes," the interest codes assigned to occupations in the chart come from O*NET. You may have taken an interest assessment to help you understand your personal career interest code, and that will help you find occupations that are suited to your interests. For more information on "Realistic (R)," "Investigative (I)," "Artistic (A)," "Social (S)," "Enterprising (E)," and "Conventional (C)" interest types (and combinations thereof), talk to your school counselor and complete the Interest Profiler in UtahFutures.

Statewide Hourly Wages

The first amount listed in this column is for “inexperienced” workers and reflects the average wage of the bottom third of the people working in that occupation in Utah. The second amount in the column is the “median” wage, representing the middle wage in the full range of wages paid to workers in that occupation in Utah. Source of data: Utah Department of Workforce Services.

Utah Job Openings

This column reflects the average number of annual openings (total of openings due to growth, plus net replacement, 2006-16) that are pro-

jected for the occupation, as well the total number of people in Utah projected to be employed in this occupation by the year 2018 (reflecting the size of that occupation in Utah). Source of data: Utah Department of Workforce Services.

**As a total group, the occupations reflected in this series of charts by Area of Study, reflect the large majority of the jobs in which people are employed in Utah.*

Education/ Training Level

There are eleven levels of education and training defined by the U. S. Department of Labor to describe that level generally needed to qualify for employment. “Long-term” is training that lasts 12 months or more; “Moderate-term” lasts 1-12 months; and “Short-term” is under 0-1 month long. If you have questions about other terms used, talk to your counselor or consult the glossary in Utah-Futures. Source of Data: Utah Department of Workforce Services.

Other

Other interesting or important facts about the occupation; e.g., “Licensed” indicates that this is an occupation for which you must be licensed to practice in the state of Utah. (Full list of licensed occupations in Utah can be found at: <http://jobs.utah.gov/opencms/wi/pubs/licensedoccup>.)

Shaded Cells:

You may have noticed that some of the cells in “Wages,” “Job Openings” and “Training Level” are shaded. The shading indicates that this occupation meets the criterion for “High wage” (more than \$15.70/hour), “High Demand” (50 or more annual openings), and/or “High Skills” (training results in certification, licensure, or college degree), defined by the Utah State Office of Education.





BUSINESS

Did you know?

Business management and administrative services is projected to be one of the fastest growing industries through the year 2014.


Learn More >
www.utahcte.org/career/business.php

Star Rating	Occupational Title & Description	Interest Code	Statewide Hourly Wages Inexperienced Median	Utah Job Outlook Openings Total Emp. 2018	Education/ Training Level	Other
***	Accountant and Auditor – Analyze financial information and prepare reports describing an organization's financial activities.	CE	\$18.85 \$26.58	640 Openings 16,703 Total	Bachelor's Degree	Licensed
****	Administrative Services Manager – Plans and directs office support services of an organization.	EC	\$22.33 \$31.45	70 Openings 1,837 Total	Experience + Bachelor's	
****	Bill and Account Collector – Locates and notifies customers of delinquent accounts to solicit payment.	CE	\$11.22 \$14.02	170 Openings 4,536 Total	Short-Term OJT	
****	Billing and Posting Clerk and Machine Operator – Operates machines that calculate and record billing, accounting, sales, and inventory data.	CE	\$10.67 \$13.63	170 Openings 4,536 Total	Moderate OJT	Nontraditional for men
****	Bookkeeping, Accounting, and Auditing Clerk – Computes and records financial data according to accounting and bookkeeping procedures.	CE	\$9.60 \$13.00	560 Openings 20,527 Total	Moderate OJT	Nontraditional for men
****	Budget Analyst – Analyzes data to determine resources needed to meet obligations. Makes budget recommendations.	CEI	\$19.20 \$26.00	20 Openings 687 Total	Bachelor's Degree	
*	Cashier – Receives payments and issues receipts for sales and other financial transactions.	CE	\$6.10 \$7.70	2,050 Openings 38,457 Total	Short-Term OJT	Nontraditional for men

The three largest employers in Utah are Brigham Young University, the Department of Defense (Hill Field AFB), and the University of Utah.

Star Rating	Occupational Title & Description	Interest Code	Statewide Hourly Wages Inexperienced Median	Utah Job Outlook Openings Total Emp. 2018	Education/ Training Level	Other
*****	Chief Executive – Provides overall direction for organizations. Determines and formulates policies and strategies.	EC	\$32.66 \$62.78	160 Openings 4,713 Total	Experience + Bachelor's	Nontraditional for women
*****	Claims Adjuster, Examiner, and Investigator – Investigates and determines the extent of an insurance company's liability.	CE	\$16.70 \$24.69	70 Openings 1,784 Total	Long-Term OJT	
**	Compensation and Benefits Manager – Plans and directs compensation and benefits activities and staff of an organization.	ECS	\$26.01 \$36.47	10 Openings 392 Total	Experience + Bachelor's	
***	Counter and Rental Clerk – Greets customers and receives orders for services. May accept payment.	CE	\$8.10 \$10.94	180 Openings 5,205 Total	Short-Term OJT	
***	Courier and Messenger – Receives and delivers messages, documents, packages, and other items.	RCE	\$9.89 \$11.55	20 Openings 811 Total	Short-Term OJT	Nontraditional for women
*****	Court, Municipal, and License Clerk – Performs clerical duties in a court of law or issues licenses or permits to qualified applicants.	CE	\$11.51 \$14.04	60 Openings 1,434 Total	Short-Term OJT	Nontraditional for men
***	Dispatcher (Except Police, Fire, and Ambulance) – Schedules and dispatches workers, work crews, or service vehicles to appropriate locations.	CRE	\$11.32 \$15.31	50 Openings 1,829 Total	Moderate OJT	
*	Employment, Recruitment, and Placement Specialist – Develops relationships with employers to provide employment opportunities for job applicants.	ESC	\$13.81 \$19.27	90 Openings 1,902 Total	Bachelor's Degree	
*****	Executive Secretary and Administrative Assistant – Assists executives by coordinating and directing basic office services.	CE	\$13.94 \$18.03	360 Openings 12,361 Total	Moderate OJT	Nontraditional for men

Star Rating	Occupational Title & Description	Interest Code	Statewide Hourly Wages Inexperienced Median	Utah Job Outlook Openings Total Emp. 2018	Education/ Training Level	Other
	File Clerk – Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order.	CRE	\$8.92 \$11.87	30 Openings 983 Total	Short-Term OJT	Nontraditional for men
*****	Financial Analyst – Directs and implements financial policies and practices including preparing budgets.	EC	\$28.57 \$41.86	160 Openings 5,303 Total	Experience + Bachelor's	
*****	General and Operations Manager – Provides overall direction for establishments. Formulates policies. Plans and directs operations.	ECS	\$19.67 \$33.05	700 Openings 20,437 Total	Experience + Bachelor's	
***	General Office Clerk – Performs clerical duties to provide clerical support to office staff.	CER	\$8.49 \$11.53	970 Openings 33,109 Total	Short-Term OJT	Nontraditional for men
***	Human Resources Assistant – Compile and keep personnel records.	CES	\$12.43 \$16.51	40 Openings 1,168 Total	Short-Term OJT	Nontraditional for men
***	Industrial Production Manager – Plans, organizes, and directs the work activities and resources necessary for manufacturing products.	EC	\$27.85 \$38.60	50 Openings 1,178 Total	Bachelor's Degree	Nontraditional for women
****	Insurance Claims and Policy Processing Clerk – Obtains information for settling insurance claims or opening/changing insurance policies.	CE	\$10.14 \$13.17	40 Openings 1,669 Total	Moderate OJT	Nontraditional for men
	Law Clerk – Researches and analyzes law sources to prepare legal documents for use by attorney.	CIE	\$12.75 \$14.93	20 Openings 816 Total	Bachelor's Degree	
*****	Lawyer – Conducts criminal and civil lawsuits, prepares legal documents, advises clients on legal practices.	EI	\$30.82 \$48.39	280 Openings 8,575 Total	Professional Degree	Licensed
****	Legal Secretary – Prepares legal documents and correspondences.	CE	\$13.32 \$17.82	70 Openings 2,243 Total	Moderate OJT	Nontraditional for men

Star Rating	Occupational Title & Description	Interest Code	Statewide Hourly Wages Inexperienced Median	Utah Job Outlook Openings Total Emp. 2018	Education/ Training Level	Other
*****	Loan Interviewer and Clerk – Review loan papers, prepare loan documents complete transactions upon loan approval.	CE	\$11.87 \$14.42	170 Openings 4,825 Total	Short-Term OJT	Nontraditional for men
 According to a survey conducted by Microsoft, people in the U. S. work an average of 45 hours a week, but consider 16 of those hours to be unproductive.						
*****	Loan Officer – Evaluates and recommends approval of commercial, real estate, or credit loans.	CES	\$15.85 \$23.31	190 Openings 6,952 Total	Bachelor's Degree	Licensed
	Mail Clerk and Mail Machine Operator (Except Postal Service) – Prepares incoming and outgoing mail or packages for distribution and mailing.	CR	\$8.88 \$11.77	30 Openings 1,591 Total	Moderate OJT	
*****	Management Analyst – Analyzes and suggests improvements to organizations to help management operate efficiently.	IEC	\$19.63 \$30.37	300 Openings 7,928 Total	Experience + Bachelor's	
	Meeting and Convention Planner – Coordinates the activities of staff and convention personnel to make arrangements for group meetings.	ECS	\$13.51 \$18.94	20 Openings 540 Total	Bachelor's Degree	Nontraditional for men
*	New Accounts Clerk – Interviews persons who wish to open bank accounts.	CES	\$12.24 \$13.46	40 Openings 996 Total	Related Experience	Nontraditional for men
***	Operations Research Analyst – Analyzes management and operational problems within an organization.	ICE	\$18.79 \$25.42	40 Openings 892 Total	Related Experience	
***	Order Clerk – Receives and processes incoming orders for materials, merchandise, or services.	CES	\$8.70 \$11.23	110 Openings 3,334 Total	Short-Term OJT	
*****	Paralegal and Legal Assistant – Assists lawyers by researching legal precedents, investigating facts and preparing legal documents.	CIE	\$14.75 \$19.37	80 Openings 2,197 Total	Associate Degree	Nontraditional for men

Star Rating	Occupational Title & Description	Interest Code	Statewide Hourly Wages Inexperienced Median	Utah Job Outlook Openings Total Emp. 2018	Education/ Training Level	Other
***	Payroll and Timekeeping Clerks – Keeps daily, weekly, or monthly records showing payroll activities and transactions.	CE	\$12.34 \$16.31	30 Openings 1,315 Total	Moderate OJT	Nontraditional for men
***	Personal Financial Advisor – Provides financial counseling to individuals about debt management and other financial matters.	ECS	\$16.57 \$24.68	160 Openings 4,221 Total	Bachelor's Degree	
*****	Postal Service Mail Carrier – Sorts mail for delivery, and delivers mail along an established route by vehicle or on foot.	CR	\$19.76 \$25.21	110 Openings 2,565 Total	Short-Term OJT	
*****	Production, Planning, and Expediting Clerk – Coordinates the flow of work and materials according to production schedule; primarily clerical.	CE	\$12.75 \$18.93	120 Openings 3,917 Total	Short-Term OJT	
****	Property and Real Estate Manager – Manages and oversees operations, maintenance, and administrative functions for various properties.	EC	\$15.72 \$27.36	100 Openings 3,589 Total	Bachelor's Degree	Licensed
*****	Purchasing Agent, Except Wholesale, Retail, and Farm – Directs activities involved with purchasing goods and services for an organization.	CE	\$16.76 \$24.65	140 Openings 3,572 Total	Related Experience	
 According to a study by the U.S. Small Business Association, only 2/3 of all small business startups survive the first two years and less than half make it to four years.						
**	Purchasing Manager – Plans and directs the activities of workers involved in purchasing materials, products, or services.	EC	\$27.15 \$38.35	20 Openings 515 Total	Experience + Bachelor's	
****	Real Estate Appraiser – Appraises real property to determine its value for purchase, sales, investment or loan purposes.	ECR	\$15.15 \$20.25	50 Openings 1,696 Total	Applied Technology	Licensed

Star Rating	Occupational Title & Description	Interest Code	Statewide Hourly Wages Inexperienced Median	Utah Job Outlook Openings Total Emp. 2018	Education/ Training Level	Other
***	Receptionists and Information Clerk – Greets visitors to an establishment, provides information, other assigned clerical duties.	CES	\$8.18 \$10.57	720 Openings 16,840 Total	Short-Term OJT	Nontraditional for men
***	Reservation and Transportation Ticket Agent and Travel Clerk – Makes reservations or sells tickets to transportation passengers. May check baggage.	CES	\$8.95 \$11.86	260 Openings 7,440 Total	Short-Term OJT	
****	Secretary, Except Legal, Medical, and Executive – Conducts clerical work and minor administrative or business functions for managers/officials.	CE	\$10.02 \$13.33	710 Openings 25,930 Total	Moderate OJT	Nontraditional for men
****	Shipping, Receiving, and Traffic Clerk – Verifies and keeps records of incoming and outgoing shipments. Prepares items for shipment.	CRE	\$9.72 \$12.52	290 Openings 7,710 Total	Short-Term OJT	
***	Stock Clerk and Order Filler – Receives, stores, and issues materials from stockroom or warehouse. Fills customer orders.	CR	\$8.19 \$10.37	480 Openings 15,620 Total	Short-Term OJT	
****	Supervisor/Manager of Office and Administrative Support Worker – Plans, directs, and coordinates office support services of an organization.	ECS	\$14.77 \$20.10	510 Openings 14,930 Total	Related Experience	
*	Teller – Receives and pays out money in a financial institution. Keeps records of financial transactions.	CE	\$9.45 \$11.07	400 Openings 7,170 Total	Short-Term OJT	Nontraditional for men
N/A	Title Examiner, Abstractor, and Searcher – Search real estate records, examine titles, or summarize pertinent legal or insurance details.	CER	N/A	N/A	Moderate OJT	

Star Rating	Occupational Title & Description	Interest Code	Statewide Hourly Wages Inexperienced Median	Utah Job Outlook Openings Total Emp. 2018	Education/ Training Level	Other
**	Training and Development Specialist – Plans, directs, and coordinates the training activities of an organization.	SAC	\$14.84 \$21.47	160 Openings 3,721 Total	Bachelor's Degree	
****	Transportation, Storage, and Distribution Manager – Plans, directs, and coordinates the transportation operations of an organization's schedules.	EC	\$25.26 \$34.73	30 Openings 983 Total	Related Experience	
***	Wholesale and Retail Buyer, Except Farm Products – Selects and buys merchandise or commodities (other than farm products) from suppliers for resale.	EC	\$15.29 \$22.52	40 Openings 1,336 Total	Related Experience	
**	Word Processor and Typist – Uses computer to prepare letters, reports, forms, or other material from draft or voice recording.	CE	\$8.72 \$13.40	10 Openings 502 Total (Metro)	Moderate OJT	Nontraditional for men

A Sample of Related Postsecondary Programs of Study

- Accounting
- Administrative Support
- Business Management
- Entrepreneurship
- Finance
- Office Technology
- Real Estate

The Pathways

- Accounting & Finance
- Business Administrative Support
 - Business Entrepreneurship
 - Business Management
- Business Technology Support

Additional Resources

www.utah-fbla-pbl.org/fbla

Future Business Leaders of America (FBLA) is the student leadership organization for Business Education.

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Utah Futures.org
Career Information System

Access your SEOP and get detailed education and occupational information.