

A guide to career strategies, job advice, education, training, wages, job descriptions and local, statewide and online resources







# A MESSAGE FROM THE COMMISSIONER



Dear Reader:

Welcome to the Connecticut Career Paths, your personal guide to career decision-making. This publication is created to provide you the information about the skills and training to prepare yourself for a successful career in one of over 340 occupations in the state.

For each of the occupations included in the Career Table, information is provided on number employed, job openings, education and training requirements and the earning potential for your chosen field.

Being aware of what jobs are in demand and taking the time to do a little research can go a long way toward ensuring a satisfying career. The occupations in Connecticut Career Paths have been organized to reflect the 16 national career clusters adopted by the Connecticut State Department of Education.

The publication also contains tips on résumé design basics, job interviews, avoiding employment scams, and using CTHires and other on-line tools to continue your career exploration.

We wish you well as you begin the journey to your future, and we are certain that Connecticut Career Paths will provide you with valuable insight to help plan a road map to your most rewarding career.

Very Best Regards,

Scott D. Jackson Commissioner Connecticut Department of Labor

# ABOUT US

Connecticut Career Resource Network (CCRN) is a program administered by the Connecticut Department of Labor (DOL). CCRN is dedicated to supplying career information to educators, counselors, and job seekers.

### For further information, contact:

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### CONNECTICUT CAREER PATHS is also available online at www1.ctdol.state.ct.us/lmi/careerpaths.asp

The Connecticut Department of Labor is an Affirmative Action/Equal Opportunity employer and equal opportunity program and services provider. Auxiliary aids and services are available upon request to individuals with disabilities.













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# CONNECTICUT'S CAREER PATHWAYS

# **Connecticut's Sixteen Career Clusters**

**Agriculture, Food and Natural Resources** - careers in the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources.

**Architecture and Construction** - careers in computer aided drafting and design, planning, managing, building and maintaining the physical infrastructure environment, e.g. buildings, homes, parks, bridges, roads and highways, etc.

**Arts, A/V Technology and Communications** - careers in designing, producing, exhibiting, performing, writing, and publishing multimedia content, e.g. visual and performing arts and design, journalism, etc.

**Business, Management and Administration** - careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

**Education and Training** - careers in planning, managing and providing education and training services, and related learning support services.

**Finance** - careers in services for financial and investment planning, banking, insurance, and business financial management.

**Government and Public Administration** - careers unique to government including governance, national security, regulation, and management and administration at the local, state, and federal levels.

**Health Sciences** - careers in planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

**Hospitality and Tourism** - careers in the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

**Human Services** - careers that prepare individuals for employment that relates to families and human needs.

**Information Technology** - entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.

**Law, Public Safety, Corrections and Security** - careers in planning, managing, and providing legal aid, public safety, protective services and homeland security, including professional and technical support services.

**Manufacturing** - careers in planning, managing and performing the processing of materials into intermediate or final products, and related professional and technical support activities.

**Marketing, Sales and Service** - careers in planning, managing, and performing marketing activities to reach organizational objectives.

**Science, Technology, Engineering and Mathematics (STEM)** - careers in planning, managing, and providing scientific research and professional/technical services, including research and development services.

**Transportation, Distribution and Logistics** - careers in the planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water, and related professional/technical support services.

For more information regarding the Connecticut Career Pathways Initiative, go to CT State Department of Education's website at: CT.gov/sde

# STATE OF CONNECTICUT DOL OFFICE OF RESEARCH PRODUCTS

The Connecticut Department of Labor's Office of Research gathers, analyzes, and disseminates information on the economy, workforce and careers that is used to evaluate the economic health of Connecticut, to support and promote state workforce development activities, and to assist students and job seekers in making career choices.

We recognize that the employment, occupational, and other data we collect, develop and transform into useful information, commonly referred to as Labor Market Information, are essential for career decisionmaking and for establishing workforce-training opportunities. We are committed to providing the highest quality, accessible and relevant information about the economy, workforce and careers in Connecticut to aid the State's businesses, workers, students, policy makers and others in making informed decisions about their future and the future of Connecticut.

This information on our State's labor markets also influences decisions related to business investment, government spending, course offerings at academic institutions, and the evaluation of the quality of life in our State. We, therefore, strive to produce timely reliable Labor Market Information that can be used for all of these purposes. In support of the State's comprehensive workforce development initiative, the Office of Research continues to improve the quality and quantity of LMI products available on the Internet and has developed a number of Web-based tools to support the State's workforce development system.

### CONNECTICUT JOB AND CAREER CONNECTION www1.ctdol.state.ct.us/jcc

Intended for use by students, teachers, counselors, job developers, job seekers, and anyone else in need of information on jobs and careers. The Job & Career ConneCTion helps you identify occupations that may be a good match for your skills, interests, and personality, and provides you with detailed information on these occupations. It will help you find appropriate education and training opportunities and identify employers who may hire people for those occupations.

### STATE OF CONNECTICUT OCCUPATIONAL PROJECTIONS www1.ctdol.state.ct.us/lmi/projections.asp

The State of Connecticut's Department of Labor Office of Research economists create ten year industry employment forecasts. We examine historical trends and other forecasts to help project Connecticut's employment changes between 2014-24. These forecasts are used in conjunction with occupational forecasts to help students decide on careers, schools decide on training programs, businesses decide on strategic plans, and governments decide on budgets and services.

# Agriculture, Food & Natural Resources

- 🕕 Farmers, Ranchers, & Other Agricultural Managers
- Direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, or other agricultural establishments.<sup>[11-9013]</sup>
- NUMBER EMPLOYED: 2,357
  ANNUAL TOTAL OPENINGS: 40
  AVERAGE ANNUAL/HOURLY WAGES: \$74,920 / \$36.02
  SKILLS: M, SP, CPS, AL, W, S, TM, CT

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### CONNECTICUT OCCUPATIONAL EMPLOYMENT & WAGES www1.ctdol.state.ct.us/lmi/wages/

OES provides accurate and meaningful wage information to employers, job seekers, counselors, students, planners of vocational education programs, economic developers, Regional Workforce Development Boards, and others. Employers may find the data useful as a guide in analyzing pay scales; job seekers and students could utilize the information in making employment and career decisions; program planners can use the employment and wage levels in determining training programs to be offered.

### CONNECTICUT EDUCATION & TRAINING CONNECTION www1.ctdol.state.ct.us/etc

Intended for use by students, teachers, counselors, job seekers, job developers, and others in need of information on education and training. It offers several search options to explore the world of education and training in Connecticut, find providers in your area that offer the program or course you are interested in, or find out which programs or courses are related to the occupation you are interested in.

### SEARCH FOR STATE OF CONNECTICUT EMPLOYERS www1.ctdol.state.ct.us/lmi/empsearch.asp

Find contact information for more than 140,000 employers in Connecticut. Search by Geographic Region, Industry, Occupation Commonly Employed, Company Name, or find the largest employers by geographic region.

# CONNECTICUT CAREER TABLE

# OCCUPATIONAL TITLE, JOB DESCRIPTION, AND SOC CODE:

This column indicates the title and duties of each occupation. The Standard Occupational Classification (SOC) System classifies occupations based upon work performed and on required skills, education, training, and credentials. The duties performed will depend upon the employer, training, and experience. Each occupation is identified by a code that can be used to find more detailed information about that occupation.

JOB OUTLOOK: Number Employed, Annual Openings based on Connecticut 2014-24 Employment Projections.

### **AVERAGE ANNUAL/HOURLY WAGES:** Connecticut OES wage data (1st Quarter 2017)

**SKILLS:** This column indicates some of the fundamental skills and knowledge that employers often look for in job candidates and the occupation's typical work environment.

AL	Active Listening	Μ
ALearn	Active Learning	Ma
Со	Coordination	MFF
CPS	Complex Problem Solving	MPI
CT	Critical Thinking	Ν
EM	Equipment Maintenance	OA
ES	Equipment Selection	OC
I	Instructing	ОМ
Instal	Installation	Ρ
J	Judgment and Decision Making	Per
LS	Learning Strategies	QCA

A	Monitoring
Ла	Mathematics
ИFR	Management of Financial Resources
MPR	Management of Personnel Resources
٧	Negotiation
DA	Operations Analysis
C	Operation and Control
MC	Operation Monitoring
þ	Programming
Pers	Persuasion
QCA	Quality Control Analysis

RC	Reading Comprehension
Rpr	Repairing
S	Speaking
SA	Systems Analysis
Sci	Science
SE	Systems Evaluation
SO	Service Orientation
SP	Social Perceptiveness
Т	Troubleshooting
TM	Time Management
W	Writing

# **EDUCATION AND TRAINING ROUTES:** Typical requirements to work in the profession are listed with the abbreviations below:

- Slower Than Average Growth Rank.
  Average Growth Rank / Much Faster than Average.
  Faster Than Average Growth Rank.
  On-the-Job training by the employer.
  Apprenticeship training from two to four years in length, depending upon the trade.
  High School or Technical High School diploma or equivalent.
  Up to two years of post-secondary training resulting in a diploma, certificate or license.
  Associate's degree program requiring two years of college.
  Bachelor's degree program requiring four years of college.
  Master's degree program requiring one to two years of college beyond the Bachelor's level.
  - Toctorate degree program requiring four to five years beyond the Bachelor's level.

### **INTERESTS:** Preferences for work environments.

- Realistic occupations involve work activities that include practical hands-on problems and solutions.
- Investigative occupations involve working with ideas, and require an extensive amount of thinking and searching for facts.
- Artistic occupations involve working with forms, designs and patterns without a clear set of rules; requires self-expression.
- 💓 Social occupations involve working and communicating with people; helping, teaching, or providing services to others.
- Priterprising occupations involve starting up and carrying out projects, often leading people to make (business) decisions.
- Conventional occupations involve following set procedures and routines, working with details and data more than with ideas.

To find an occupation or employment data not included in the Career Table or to look up the very latest salary and wage data, visit the Connecticut Department of Labor website at: www1.ctdol.state.ct.us/lmi and select the "Occupational Wages" link from the Data drop-down list, or contact the Office of Research at (860) 263-6285.



Agriculture, Food & Natural Resources

### Farmers, Ranchers and Other Agricultural Managers

Direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, or other agricultural establishments.<sup>[11-9013]</sup>

NUMBER EMPLOYED: 2,357

### ANNUAL TOTAL OPENINGS: 40

AVERAGE ANNUAL/HOURLY WAGES: \$74,920 / \$36.02 SKILLS: M, SP, CPS, AL, W, S, TM, CT



### **Natural Sciences Managers**

Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields. <sup>[11-9121]</sup>

### NUMBER EMPLOYED: 1,139 ANNUAL TOTAL OPENINGS: 28

AVERAGE ANNUAL/HOURLY WAGES: \$161,625 / \$77.71 SKILLS: W, AL, RC, CT, Sci, S



### **Environmental Engineers**

Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology. <sup>[17-2081]</sup>

NUMBER EMPLOYED: 604

### **ANNUAL TOTAL OPENINGS:** 23

AVERAGE ANNUAL/HOURLYWAGES: \$86,145 / \$41.42 SKILLS: ALearn, AL, CPS, CT, RC



### **Biological Technicians**

Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results. May analyze organic substances, such as blood, food, and drugs. <sup>[19-4021]</sup> NUMBER EMPLOYED: 594

ANNUAL TOTAL OPENINGS: 22 AVERAGE ANNUAL/HOURLY WAGES: \$51,179 / \$24.61 SKILLS: CPS, AL, CT, Sci, RC



### Environmental Science and Protection Technicians, Including Health

Perform laboratory and field tests to monitor the environment and investigate sources of pollution, including those that affect health, under the direction of an environmental scientist, engineer, or other specialist. May collect samples of gases, soil, water, and other materials for testing. <sup>[19-4091]</sup> NUMBER EMPLOYED: 332

ANNUAL TOTAL OPENINGS: 14 AVERAGE ANNUAL/HOURLY WAGES: \$50,521 / \$24.28 SKILLS: TM, J, M, Sci, AL, W, S, CT, RC



## **Nonfarm Animal Caretakers**

Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, such as dogs, cats, ornamental fish or birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquariums. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks. <sup>[39-2021]</sup>

NUMBER EMPLOYED: 2,645 ANNUAL TOTAL OPENINGS: 83

AVERAGE ANNUAL/HOURLY WAGES: \$27,292 / \$13.13 SKILLS: TM, S, AL, J, OM



### Farmworkers and Laborers, Crop, Nursery and Greenhouse

Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. Duties may include tilling soil and applying fertilizers; transplanting, weeding, or pruning crops; applying pesticides; or cleaning, grading, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. <sup>[45-2092]</sup>

NUMBER EMPLOYED: 2,645 ANNUAL TOTAL OPENINGS: 71

AVERAGE ANNUAL/HOURLY WAGES: \$26,864/\$12.91



### **Pest Control Workers**

Apply or release chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas. <sup>[37-2021]</sup>

### NUMBER EMPLOYED: 477

ANNUAL TOTAL OPENINGS: 12 AVERAGE ANNUAL/HOURLY WAGES: \$39,525 / \$19.00



### Hazardous Materials Removal Workers

Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, or contaminated soil. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earthmoving equipment or trucks. <sup>[47-4041]</sup> NUMBER EMPLOYED: 809

### ANNUAL TOTAL OPENINGS: 29

AVERAGE ANNUAL/HOURLY WAGES: \$46,594 / \$22.40 SKILLS: SP, AL, S



### Farm Equipment Mechanics and Service Technicians

Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems. <sup>[49-3041]</sup>

### NUMBER EMPLOYED: 137 ANNUAL TOTAL OPENINGS: 5

AVERAGE ANNUAL/HOURLY WAGES: \$42,569 / \$20.46 SKILLS: CT, J, T, Rpr, QCA



### Water and Wastewater Treatment Plant and System Operators

Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater. <sup>[51-8031]</sup>

# NUMBER EMPLOYED: 1,131

ANNUAL TOTAL OPENINGS: 33 AVERAGE ANNUAL/HOURLY WAGES: \$64,046 / \$30.79 SKILLS: MPR, SP, S, Co, CT, M, SO, AL



### Refuse and Recyclable Material Collectors

Collect and dump refuse or recyclable materials from containers into truck. May drive truck. <sup>[53-7081]</sup>

### NUMBER EMPLOYED: 871

ANNUAL TOTAL OPENINGS: 28 AVERAGE ANNUAL/HOURLY WAGES: \$41,980 / \$20.18 SKILLS: EM, OM, Co, CT, S, OC





# Architecture & Construction

## **Construction Managers**

Plan, direct, or coordinate activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in development of construction projects and oversee scheduling, budgeting, and implementation. <sup>[11-9021]</sup>

NUMBER EMPLOYED: 6,183 ANNUAL TOTAL OPENINGS: 121 AVERAGE ANNUAL/HOURLY WAGES: \$104,308 / \$50,15

SKILLS: RC, CPS, TM, Co, MPR, CT, S, AL



### **Cost Estimators**

Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured. <sup>[13-1051]</sup>

### NUMBER EMPLOYED: 2,175

ANNUAL TOTAL OPENINGS: 83

AVERAGE ANNUAL/HOURLY WAGES: \$77,338 / \$37.18 SKILLS: RC, MFR, J, AL, S, CT, Ma



### Architects, Except Landscape & Naval

Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property. <sup>[17-1011]</sup>

NUMBER EMPLOYED: 2,402

ANNUAL TOTAL OPENINGS: 46 AVERAGE ANNUAL/HOURLYWAGES: \$86,753 / \$41.71 SKILLS: RC, J, S, CPS, AL, CT



### **Surveyors**

Make exact measurements and determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes. <sup>[17-1022]</sup> NUMBER EMPLOYED: 512

ANNUAL TOTAL OPENINGS: 16 AVERAGE ANNUAL/HOURLY WAGES: \$62,601 / \$30.10 SKILLS: TM, Co, AL, W, S, CT, Ma, RC



# **Civil Engineers**

Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, and water and sewage systems. <sup>[17-2051]</sup>

NUMBER EMPLOYED: 3,947 ANNUAL TOTAL OPENINGS: 136

AVERAGE ANNUAL/HOURLY WAGES: \$90,429 / \$43.47 SKILLS: AL, S, OA, RC, Ma, J, CPS, CT



# **Civil Engineering Technicians**

Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists. <sup>[17-3022]</sup>

NUMBER EMPLOYED: 434 ANNUAL TOTAL OPENINGS: 11

AVERAGE ANNUAL/HOURLY WAGES: \$65,953 / \$31.71 SKILLS: S, W, AL, CT, RC



### **Interior Designers**

Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. May specialize in a particular field, style, or phase of interior design. <sup>[27-1025]</sup>

### NUMBER EMPLOYED: 1,037 ANNUAL TOTAL OPENINGS: 29

AVERAGE ANNUAL/HOURLY WAGES: \$61,994 / \$29.80 SKILLS: SO, SP, RC, S, AL



### First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers

Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities. <sup>[37-1012]</sup> NUMBER EMPLOYED: 3,011

**ANNUAL TOTAL OPENINGS:** 69

AVERAGE ANNUAL/HOURLY WAGES: \$59,616 / \$28.66 SKILLS: RC, SO, AL, S



### Landscaping and Groundskeeping Workers

Landscape or maintain grounds of property. Tasks may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. <sup>[37:3011]</sup>

NUMBER EMPLOYED: 17,372

ANNUAL TOTAL OPENINGS: 442 AVERAGE ANNUAL/HOURLY WAGES: \$36,300 / \$17.45 SKILLS: OM, TM, S, CT, AL, OC



### First-Line Supervisors of Construction Trades and Extraction Workers

Directly supervise and coordinate activities of construction or extraction workers. <sup>[47-1011]</sup> NUMBER EMPLOYED: 7,304 ANNUAL TOTAL OPENINGS: 125

AVERAGE ANNUAL/HOURLY WAGES: \$79,695 / \$38.32 SKILLS: M, Co, SO, S, AL, SP



# **Brickmasons and Blockmasons**

Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures. <sup>[47-2021]</sup> NUMBER EMPLOYED: 951

### ANNUAL TOTAL OPENINGS: 22

AVERAGE ANNUAL/HOURLY WAGES: \$63,002 / \$30.29 SKILLS: Co, AL, J, SP, CT, SO, M, S



## Carpenters

Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. <sup>[47-2031]</sup>

### NUMBER EMPLOYED: 15,104

ANNUAL TOTAL OPENINGS: 295 AVERAGE ANNUAL/HOURLY WAGES: \$54,533 / \$26.21 SKILLS: TM, N, Co, CT, M, S, AL, SP



### Cement Masons and Concrete Finishers

Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints. <sup>[47-2051]</sup>

## NUMBER EMPLOYED: 884

ANNUAL TOTAL OPENINGS: 23 AVERAGE ANNUAL/HOURLY WAGES: \$52,210 / \$25.10 SKILLS: QCA, S, TM, CT, J, AL, Co, M



### **Construction Laborers**

Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. <sup>[47-2061]</sup>

NUMBER EMPLOYED: 10,162 ANNUAL TOTAL OPENINGS: 322 AVERAGE ANNUAL/HOURLY WAGES: \$45,524 / \$21.88 SKILLS: CPS, CT, OC, OM, Co, SP, RC, S, AL



### Paving, Surfacing and Tamping Equipment Operators

Operate equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways, or equipment used for tamping gravel, dirt, or other materials. Includes concrete and asphalt paving machine operators, form tampers, tamping machine operators, and stone spreader operators. <sup>[47-2071]</sup>

ANNUAL TOTAL OPENINGS: 22

AVERAGE ANNUAL/HOURLY WAGES: \$47,715 / \$22.94 SKILLS: CPS, W, CT, RC, S, AL



### **Operating Engineers & Other Construction Equip. Operators**

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or frontend 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. <sup>[47-2073]</sup>

NUMBER EMPLOYED: 3,050 ANNUAL TOTAL OPENINGS: 78

AVERAGE ANNUAL/HOURLY WAGES: \$66,294 / \$31.87 SKILLS: W, TM, AL, CT, RC, S



### Drywall and Ceiling Tile Installers

Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings and walls to reduce or reflect sound. Includes lathers who fasten wooden, metal, or rockboard lath to walls, ceilings or partitions. <sup>[47-2081]</sup> NUMBER EMPLOYED: 650

### ANNUAL TOTAL OPENINGS: 8

AVERAGE ANNUAL/HOURLY WAGES: \$59,588 / \$28.65 SKILLS: RC, CPS, J, CT, S, AL



### **Electricians**

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. <sup>[47-2111]</sup>

NUMBER EMPLOYED: 8,077

ANNUAL TOTAL OPENINGS: 226

AVERAGE ANNUAL/HOURLY WAGES: \$58,569 / \$28.16



Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops. <sup>[47-2121]</sup> NUMBER EMPLOYED: 289

ANNUAL TOTAL OPENINGS: 5 AVERAGE ANNUAL/HOURLY WAGES: \$56,296 / \$27.07 SKILLS: SP, SO, Co, S, AL, CT



### Roofers

Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.<sup>[47-2181]</sup>

NUMBER EMPLOYED: 1,172 ANNUAL TOTAL OPENINGS: 31 AVERAGE ANNUAL/HOURLY WAGES: \$55,420 / \$26.65 SKILLS: S, OM, TM, CT, AL, OC, Co



Connecticut Career Paths

# Painters, Construction and Maintenance

Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. <sup>[47-2141]</sup> NUMBER EMPLOYED: 4.828

# ANNUAL TOTAL OPENINGS: 110

AVERAGE ANNUAL/HOURLY WAGES: \$43,211 / \$20.77 SKILLS: S, M, Co, J, TM, RC, CT, SP, AL



### Plumbers, Pipefitters and Steamfitters

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. Includes sprinklerfitters. <sup>[47-2152]</sup> NUMBER EMPLOYED: 5,714

ANNUAL TOTAL OPENINGS: 142 AVERAGE ANNUAL/HOURLY WAGES: \$63,012 / \$30.30



# **Sheet Metal Workers**

Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes. [47-2211]

#### NUMBER EMPLOYED: 1,247 ANNUAL TOTAL OPENINGS: 37 AVERAGE ANNUAL (HOURLY WAGES: \$54.0

AVERAGE ANNUAL/HOURLY WAGES: \$54,085 / \$26.01



### Structural Iron and Steel Workers

Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings. <sup>[47-2221]</sup> NUMBER EMPLOYED: 471

ANNUAL TOTAL OPENINGS: 9 AVERAGE ANNUAL/HOURLY WAGES: \$60,393 / \$29.03



### **Solar Photovoltaic Installers**

Assemble, install, or maintain solar photovoltaic (PV) systems on roofs or other structures in compliance with site assessment and schematics. May include measuring, cutting, assembling, and bolting structural framing and solar modules. May perform minor electrical work such as current checks. <sup>[47-2231]</sup>

### NUMBER EMPLOYED: 76

ANNUAL TOTAL OPENINGS: 1 AVERAGE ANNUAL/HOURLY WAGES: \$39,654 / \$19.07



### **Helpers--Carpenters**

Help carpenters by performing duties requiring less skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. <sup>[47-3012]</sup> NUMBER EMPLOYED: 241

### ANNUAL TOTAL OPENINGS: 7

AVERAGE ANNUAL/HOURLY WAGES: \$32,989 / \$15,86



# Helpers--Electricians

Help electricians by performing duties requiring less skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.<sup>[47-3013]</sup>

NUMBER EMPLOYED: 490

### ANNUAL TOTAL OPENINGS: 15

AVERAGE ANNUAL/HOURLY WAGES: \$29,218 / \$14.04 SKILLS: TM, Co, CPS, J, AL, S, CT



### Helpers--Pipelayers, Plumbers, Pipefitters and Steamfitters

Help plumbers, pipefitters, steamfitters, or pipelayers by performing duties requiring less skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. <sup>[47-3015]</sup> NUMBER EMPLOYED: 403

### ANNUAL TOTAL OPENINGS: 10

AVERAGE ANNUAL/HOURLY WAGES: \$29,167 / \$14.02 SKILLS: CT, J, AL, M, S, SP



### Elevator Installers and Repairers

Assemble, install, repair, or maintain electric or hydraulic freight or passenger elevators, escalators, or dumbwaiters. <sup>[47-4021]</sup> NUMBER EMPLOYED: 309 ANNUAL TOTAL OPENINGS: 9

AVERAGE ANNUAL/HOURLY WAGES: \$88,073 / \$42.34



### **Highway Maintenance Workers**

Maintain highways, municipal and rural roads, airport runways, and rights-ofway. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences. May also mow or clear brush from along road or plow snow from roadway. <sup>[47-4051]</sup> NUMBER EMPLOYED: 2.124

### ANNUAL TOTAL OPENINGS: 58 AVERAGE ANNUAL/HOURLY WAGES: \$54,380 / \$26.15

AVERAGE ANNUAL/ HOURLY WAGES. \$54,3807 \$26.15



### Septic Tank Servicers and Sewer Pipe Cleaners

Clean and repair septic tanks, sewer lines, or drains. May patch walls and partitions of tank, replace damaged drain tile, or repair breaks in underground piping. <sup>[47-4071]</sup>

### NUMBER EMPLOYED: 776

ANNUAL TOTAL OPENINGS: 29 AVERAGE ANNUAL/HOURLY WAGES: \$42,446 / \$20.41 SKILLS: CT, T, OC, OM



### Earth Drillers, Except Oil and Gas

Operate a variety of drills such as rotary, churn, and pneumatic to tap sub-surface water and salt deposits, to remove core samples during mineral exploration or soil testing, and to facilitate the use of explosives in mining or construction. <sup>[47-5021]</sup> NUMBER EMPLOYED: 228

ANNUAL TOTAL OPENINGS: 8 AVERAGE ANNUAL/HOURLY WAGES: \$51,272 / \$24.65 SKILLS: CT, J, S, M



### Control and Valve Installers and Repairers, Except Mechanical Door

Install, repair, and maintain mechanical regulating and controlling devices, such as electric meters, gas regulators, thermostats, safety and flow valves, and other mechanical governors. <sup>[49-9012]</sup> NUMBER EMPLOYED: 533

ANNUAL TOTAL OPENINGS: 21 AVERAGE ANNUAL/HOURLY WAGES: \$67,320 / \$32.36



### Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. <sup>[49-9021]</sup>

NUMBER EMPLOYED: 3,552

### ANNUAL TOTAL OPENINGS: 84

AVERAGE ANNUAL/HOURLY WAGES: \$57,519 / \$27.65 SKILLS: S, T, CT, RC, OM, QCA



## Millwrights

Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings. <sup>[49-9044]</sup> NUMBER EMPLOYED: 212 ANNUAL TOTAL OPENINGS: 8

AVERAGE ANNUAL/HOURLY WAGES: \$62,738 / \$30.16



### Electrical Power-Line Installers and Repairers

Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers. <sup>[49-9051]</sup> NUMBER EMPLOYED: 792

## ANNUAL TOTAL OPENINGS: 34

AVERAGE ANNUAL/HOURLY WAGES: \$87,074 / \$41.86 SKILLS: OM, RC, CT, M, OC



### Structural Metal Fabricators and Fitters

Fabricate, position, align, and fit parts of structural metal products. <sup>[51-2041]</sup> NUMBER EMPLOYED: 621

ANNUAL TOTAL OPENINGS: 15 AVERAGE ANNUAL/HOURLY WAGES: \$49,977 / \$24.02 SKILLS: ES, J, AL, QCA, CT, OM, OC



### **Crane and Tower Operators**

Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions. <sup>[53-7021]</sup>

### NUMBER EMPLOYED: 426

ANNUAL TOTAL OPENINGS: 18 AVERAGE ANNUAL/HOURLY WAGES: \$47,413 / \$22.80 SKILLS: Co, CT, RC, M, SP, AL, S, SO



# The Labor Department's Job Bank...CTHIRES.com



CTHires, the Connecticut Department of Labor's electronic job bank, is a place to be "found" by employers. CTHires features thousands of REAL Connecticut jobs with no spam or duplicates.

# **Employers**

- Are verified by the Connecticut Department of Labor.
- Can search a résumé database at no cost.
- Can contact job seekers about jobs.
- Can post jobs at no cost.

# **Job Seekers**

- Can search for jobs.
- Can post résumés so they can be found by employers.
- Can use Virtual Recruiters to be notified about new jobs.

Virtual Recruiter is a tool that immediately notifies you when new jobs matching your criteria have been posted on CTHires. You control the specifics of the search criteria, how often you're notified and the method of contact.

# Résumé Design Basics

The purpose of a résumé is to answer the employer's questions so you get a job interview.

- Use 11+ point font for greater readability.
- Proofread to ensure no errors or typos.
- Use a phone number with a professional voice mail.
- On average, résumés are 1-2 pages.
- Provide professional email address.

Résumés can be written in fragment sentences which help deliver the same message in fewer words (fragment sentences exclude words like a, an or the).

Your résumé does not need the phrase "References furnished upon request." However, you should have a minimum of three references who can speak to your skills, abilities and professionalism.

Have your résumé critiqued by a Certified Professional Résumé Writer at no charge at your local American Job Center.



# Arts, A/V Technology & Communications

### **Art Directors**

Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design. <sup>[27-1011]</sup>

NUMBER EMPLOYED: 1,399

ANNUAL TOTAL OPENINGS: 30

AVERAGE ANNUAL/HOURLY WAGES: \$84,008 / \$40.39 SKILLS: CPS, RC, CT, J, TM, AL, S



### Fine Artists, Including Painters, Sculptors and Illustrators

Create original artwork using any of a wide variety of media and techniques. <sup>[27-1013]</sup> NUMBER EMPLOYED: 202

### ANNUAL TOTAL OPENINGS: 5

AVERAGE ANNUAL/HOURLY WAGES: N/A / N/A SKILLS: CT, AL, J, ALearn



### Multimedia Artists and Animators

Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials. <sup>[27-1014]</sup>

NUMBER EMPLOYED: 1,321

ANNUAL TOTAL OPENINGS: 31

AVERAGE ANNUAL/HOURLY WAGES: \$79,867 / \$38.40 SKILLS: J, S, Co, TM, CT, RC, AL



### Commercial and Industrial Designers

Develop and design manufactured products, such as cars, home appliances, and children's toys. Combine artistic talent with research on product use, marketing, and materials to create the most functional and appealing product design. <sup>[27-1021]</sup> NUMBER EMPLOYED: 509

ANNUAL TOTAL OPENINGS: 14 AVERAGE ANNUAL/HOURLY WAGES: \$60,627 / \$29.14 SKILLS: CPS, RC, S, AL, CT





Design clothing and accessories. Create original designs or adapt fashion trends. <sup>[27-1022]</sup> NUMBER EMPLOYED: 74

ANNUAL TOTAL OPENINGS: 3

AVERAGE ANNUAL/HOURLY WAGES: \$78,307 / \$37.65 SKILLS: J, SP, Co, ALearn, S, AL, CT



### **Graphic Designers**

Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects. <sup>[27-1024]</sup>

NUMBER EMPLOYED: 3,631

ANNUAL TOTAL OPENINGS: 96 AVERAGE ANNUAL/HOURLY WAGES: \$58,804 / \$28.27 SKILLS: CT, RC, S, AL, W, OA



# Set and Exhibit Designers

Design special exhibits and movie, television, and theater sets. May study scripts, confer with directors, and conduct research to determine appropriate architectural styles. <sup>[27-1027]</sup> NUMBER EMPLOYED: 291

### **ANNUAL TOTAL OPENINGS:** 9

AVERAGE ANNUAL/HOURLY WAGES: \$65,680 / \$31.57 SKILLS: RC, M, OA, Co, CT, J, TM, AL



### Actors

Play parts in stage, television, radio, video, motion picture productions, or other settings for entertainment, information, or instruction. Interpret serious or comic role by speech, gesture, and body movement to entertain or inform audience. May dance and sing. <sup>[27-2011]</sup>

NUMBER EMPLOYED: 671 ANNUAL TOTAL OPENINGS: 32 AVERAGE ANNUAL/HOURLY WAGES: N/A / N/A SKILLS: M, OC, OM



### **Producers and Directors**

Produce or direct stage, television, radio, video, or motion picture productions for entertainment, information, or instruction. Responsible for creative decisions, such as interpretation of script, choice of actors or guests, set design, sound, special effects, and choreography. <sup>[27-2012]</sup>

NUMBER EMPLOYED: 2,528 ANNUAL TOTAL OPENINGS: 94 AVERAGE ANNUAL/HOURLY WAGES: \$68,991 / \$33.17



# Choreographers

Create new dance routines. Rehearse performance of routines. May direct and stage presentations. <sup>[27-2032]</sup>

NUMBER EMPLOYED: 232

ANNUAL TOTAL OPENINGS: 9 AVERAGE ANNUAL/HOURLY WAGES: \$54,915 / \$26.40 SKILLS: M, OM, OC



# Music Directors and Composers

Conduct, direct, plan, and lead instrumental or vocal performances by musical groups, such as orchestras, bands, choirs, and glee clubs. Includes arrangers, composers, choral directors, and orchestrators. <sup>[27-2041]</sup>

NUMBER EMPLOYED: 1,204 ANNUAL TOTAL OPENINGS: 42 AVERAGE ANNUAL/HOURLY WAGES: \$63,077 \$30.33



### **Musicians and Singers**

Play one or more musical instruments or sing. May perform on stage, for onair broadcasting, or for sound or video recording. <sup>[27-2042]</sup>

NUMBER EMPLOYED: 3,242 ANNUAL TOTAL OPENINGS: 114 AVERAGE ANNUAL/HOURLY WAGES: N/A / \$39.73



### **Reporters and Correspondents**

Collect and analyze facts about newsworthy events by interview, investigation, or observation. Report and write stories for newspaper, news magazine, radio, or television. <sup>[27-3022]</sup> NUMBER EMPLOYED: 501

### ANNUAL TOTAL OPENINGS: 16

AVERAGE ANNUAL/HOURLY WAGES: \$41,133 / \$19.78 SKILLS: CT, TM, RC, W, S, AL



### **Editors**

Plan, coordinate, or edit content of material for publication. May review proposals and drafts for possible publication. Includes technical editors. <sup>[27-3041]</sup>

### NUMBER EMPLOYED: 1,332

### **ANNUAL TOTAL OPENINGS:** 48

AVERAGE ANNUAL/HOURLY WAGES: \$62,976 / \$30.28 SKILLS: QCA, CT, AL, W, RC



### **Technical Writers**

Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work. <sup>[27-3042]</sup>

### NUMBER EMPLOYED: 643

ANNUAL TOTAL OPENINGS: 24 AVERAGE ANNUAL/HOURLY WAGES: \$84,849 / \$40.79 SKILLS: CT, AL, S, RC, W



### Writers and Authors

Originate and prepare written material, such as scripts, stories, advertisements, and other material. <sup>[27-3043]</sup> NUMBER EMPLOYED: 1,770 ANNUAL TOTAL OPENINGS: 35 AVERAGE ANNUAL/HOURLY WAGES: \$66,692 / \$32.07



### Audio and Video Equipment Technicians

Set up, or set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for concerts, sports events, meetings and conventions, presentations, and news conferences. May also set up and operate associated spotlights and other custom lighting systems. <sup>[27-4011]</sup> NUMBER EMPLOYED: 1,138

### **ANNUAL TOTAL OPENINGS: 32**

AVERAGE ANNUAL/HOURLY WAGES: \$52,222 / \$25.10 SKILLS: M, TM, S, SP, AL, Co, CT



### Sound Engineering Technicians

Operate machines and equipment to record, synchronize, mix, or reproduce music, voices, or sound effects in sporting arenas, theater productions, recording studios, or movie and video productions. <sup>[27-4014]</sup>

NUMBER EMPLOYED: 350 ANNUAL TOTAL OPENINGS: 9 AVERAGE ANNUAL/HOURLY WAGES: \$64,414 / \$30.97



# Photographers

Photograph people, landscapes, merchandise, or other subjects, using digital or film cameras and equipment. May develop negatives or use computer software to produce finished images and prints. Includes scientific photographers, aerial photographers, and photojournalists. <sup>[27-4021]</sup> NUMBER EMPLOYED: 1,530

### ANNUAL TOTAL OPENINGS: 40 AVERAGE ANNUAL/HOURLY WAGES: \$47,695 / \$22.94 SKILLS: TM, J, OC, CT, Co



### Camera Operators, Television, Video and Motion Picture

Operate television, video, or motion picture camera to record images or scenes for various purposes, such as TV broadcasts, advertising, video production, or motion pictures. <sup>[27-4031]</sup> NUMBER EMPLOYED: 529

### ANNUAL TOTAL OPENINGS: 5

AVERAGE ANNUAL/HOURLY WAGES: N/A / N/A SKILLS: OC, CT, S, Co, AL



### **Film & Video Editors**

Edit moving images on film, video, or other media. May edit or synchronize soundtracks with images. <sup>[27-4032]</sup> NUMBER EMPLOYED: 426

### ANNUAL TOTAL OPENINGS: 11

AVERAGE ANNUAL/HOURLY WAGES: \$75,026 / \$36.07 SKILLS: J. S. TM, RC, CT, AL



### Telecommunications Equipment Installers and Repairers, Except Line Installers

Install, set-up, rearrange, or remove distribution and routing equipment used in central offices or headends. Service or repair telephone, cable television, Internet, and other communications equipment on customers' property. May install communications equipment or communications wiring in buildings. <sup>[49-2022]</sup> NUMBER EMPLOYED: 2479

ANNUAL TOTAL OPENINGS: 36 AVERAGE ANNUAL/HOURLY WAGES: \$61,259 / \$29.45 SKILLS: W, CT, M, TM, S, AL, RC



# Avoid Employment Scams

If you hear about a job that sounds too good to be true, it probably is!

# Don't Be Fooled...

- When in doubt, try to verify the job with the company.
- You can also Google the job to see if any of the search results indicate something suspicious.
- No job should ever require you to provide financial information such as your bank's routing and transit number or your credit card information.

### On the other hand, be sure you present a positive image to legitimate potential employers.

Be cautious about what you post on social media. You never know who can see your Facebook, Twitter or other social media activity. Employers and recruiters use social media to screen candidates.



# Business, Management & Administration

# **Chief Executives**

Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers. <sup>[11-1011]</sup>

NUMBER EMPLOYED: 5,932

### **ANNUAL TOTAL OPENINGS:** 125

AVERAGE ANNUAL/HOURLY WAGES: \$217,320 / \$104.48 SKILLS: AL, RC, S, CT, J, CPS



### General and Operations Managers

Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. <sup>[11-1021]</sup>

### NUMBER EMPLOYED: 35,083

ANNUAL TOTAL OPENINGS: 1,153 AVERAGE ANNUAL/HOURLY WAGES: \$147,227 / \$70.78 SKILLS: M, CT, RC, AL, S



### Business Operations Specialists, All Other

All business operations specialists not listed separately. <sup>[13-1199]</sup> NUMBER EMPLOYED: 7,278 ANNUAL TOTAL OPENINGS: 129 AVERAGE ANNUAL/HOURLY WAGES: \$74,583 / \$35.86



### Computer and Information Systems Managers

Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. <sup>[11-3021]</sup> NUMBER EMPLOYED: 6,907 ANNUAL TOTAL OPENINGS: 236

AVERAGE ANNUAL/HOURLY WAGES: \$147,431 / \$70.88 SKILLS: S, Co, W, M, CPS, CT, AL, RC



# **Industrial Production Managers**

Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications. <sup>[11-3051]</sup>

NUMBER EMPLOYED: 2,686 ANNUAL TOTAL OPENINGS: 84 AVERAGE ANNUAL/HOURLY WAGES: \$118,410 / \$56.93 SKILLS: J, RC, AL, TM, Co, S, M, CT



### **Purchasing Managers**

Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers. <sup>[11-3061]</sup>

#### NUMBER EMPLOYED: 1,330 ANNUAL TOTAL OPENINGS: 36

AVERAGE ANNUAL/HOURLY WAGES: \$131,339 / \$63.14 SKILLS: S, CT, AL, Co



### **Human Resources Managers**

Plan, direct, or coordinate human resources activities and staff of an organization. <sup>[11-3121]</sup>

#### NUMBER EMPLOYED: 2,027 ANNUAL TOTAL OPENINGS: 78

ANNUAL TOTAL OPENINGS. 78 AVERAGE ANNUAL/HOURLY WAGES: \$134,523 / \$64.67 SKILLS: RC, Co, CT, MPR, SP, S, AL



Connecticut Career Paths

### **Human Resources Specialists**

Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers. <sup>[13-1071]</sup> NUMBER EMPLOYED: 5,862

### ANNUAL TOTAL OPENINGS: 188

AVERAGE ANNUAL/HOURLY WAGES: \$68,573 / \$32.97 SKILLS: Co, W, CT, RC, S, AL



### Management Analysts

Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. <sup>[13-1111]</sup>

# NUMBER EMPLOYED: 11,991

ANNUAL TOTAL OPENINGS: 352 AVERAGE ANNUAL/HOURLY WAGES: \$98,889 / \$47.54 SKILLS: J, W, CPS, CT, RC, AL, S



### Meeting, Convention, and Event Planners

Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions. <sup>[13-1121]</sup>

# NUMBER EMPLOYED: 1,158

ANNUAL TOTAL OPENINGS: 23 AVERAGE ANNUAL/HOURLY WAGES: \$63,542 / \$30.55 SKILLS: SO, SP, Co, TM, RC, CT, S, AL



### Fundraisers

Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for an organization. May design and produce promotional materials. May also raise awareness of the organization's work, goals, and financial needs. <sup>[13-1131]</sup>

### NUMBER EMPLOYED: 1,726 ANNUAL TOTAL OPENINGS: 41

AVERAGE ANNUAL/HOURLY WAGES: \$62,909 \$30.25



# **Operations Research Analysts**

Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation. <sup>[15-2031]</sup>

NUMBER EMPLOYED: 1,192 ANNUAL TOTAL OPENINGS: 63 AVERAGE ANNUAL/HOURLY WAGES: \$87,765 / \$42.20



### First-Line Supervisors of Office Administrative Support Workers

Directly supervise and coordinate the activities of clerical and administrative support workers. <sup>[43-1011]</sup>

### NUMBER EMPLOYED: 25,482

### **ANNUAL TOTAL OPENINGS:** 541

AVERAGE ANNUAL/HOURLY WAGES: \$65,258 / \$31.38 SKILLS: CT, S, RC, AL



### Bookkeeping, Accounting, and Auditing Clerks

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. <sup>[43-3031]</sup>

NUMBER EMPLOYED: 20.081

### **ANNUAL TOTAL OPENINGS:** 197

AVERAGE ANNUAL/HOURLY WAGES: \$46,511 / \$22.36 SKILLS: SP, ALearn, CT, SO, RC, AL, S



# **Payroll and Timekeeping Clerks**

Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. <sup>[43-3051]</sup>

NUMBER EMPLOYED: 1,976 ANNUAL TOTAL OPENINGS: 53 AVERAGE ANNUAL/HOURLY WAGES: \$49,370 / \$23.74



# **Customer Service Reps**

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. <sup>[43-4051]</sup> NUMBER EMPLOYED: 29,776

ANNUAL TOTAL OPENINGS: 980

AVERAGE ANNUAL/HOURLY WAGES: \$41,722 / \$20.05 SKILLS: CT, M, SP, AL, RC, S



### Receptionists and Information Clerks

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. <sup>[43-4171]</sup> NUMBER EMPLOYED: 13.229

### ANNUAL TOTAL OPENINGS: 462

AVERAGE ANNUAL/HOURLY WAGES: \$34,145 / \$16.42 SKILLS: CT, SP, MPR, S, TM



### Interviewers, Except Eligibility and Loan

Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. Ask specific questions, record answers, and assist persons with completing form. May sort, classify, and file forms. <sup>[43-4111]</sup> NUMBER EMPLOYED: 1,810

ANNUAL TOTAL OPENINGS: 47 AVERAGE ANNUAL/HOURLY WAGES: \$40,497 / \$19.47 SKILLS: SO, M, AL



### Human Resources Assistants, Except Payroll and Timekeeping

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.<sup>[43-4161]</sup>

NUMBER EMPLOYED: 1,205 ANNUAL TOTAL OPENINGS: 14

AVERAGE ANNUAL/HOURLY WAGES: \$46,541 / \$22.37 SKILLS: CT, W, S, AL, RC



# **Stock Clerks and Order Fillers**

Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays. <sup>[43-5081]</sup> NUMBER EMPLOYED: 22,463

ANNUAL TOTAL OPENINGS: 781 AVERAGE ANNUAL/HOURLY WAGES: \$29,387 / \$14.13



### Secretaries and Administrative Assistants, Except Legal, Medical and Executive

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. <sup>[43-6014]</sup> NUMBER EMPLOYED: 33,710 ANNUAL TOTAL OPENINGS: 418

AVERAGE ANNUAL/HOURLY WAGES: \$44,377 / \$21.33 SKILLS: Pers, SP, Co, SO, S, AL



## Office and Administrative Support Workers, All Other

All office and administrative support workers not listed separately. <sup>[43-9199]</sup> NUMBER EMPLOYED: 5,804 ANNUAL TOTAL OPENINGS: 205 AVERAGE ANNUAL/HOURLY WAGES: \$29,336 / \$14.10 SKILLS: RC, SO, W, AL, SP, S



# Executive Secretaries and Executive Administrative Assistants

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.<sup>[43-6011]</sup> NUMBER EMPLOYED: 8.866

### ANNUAL TOTAL OPENINGS: 94

AVERAGE ANNUAL/HOURLY WAGES: \$70,986 / \$34.14 SKILLS: M, Co, SP, S, AL, SO



# **Office Clerks**

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing. <sup>[43-9061]</sup>

### NUMBER EMPLOYED: 33,956 ANNUAL TOTAL OPENINGS: 813 AVERAGE ANNUAL/HOURLY WAGES: \$38,669 / \$18.59 SKILLS: CT, RC, SP, AL, SO, S







# Education & Training

### Education Administrators. Elementary & Secondary School

Plan, direct, or coordinate the academic, administrative, or auxiliary activities of public or private elementary or secondary level schools. [11-9032 NUMBER EMPLOYED: 3.416 **ANNUAL TOTAL OPENINGS:** 104

ANNUAL AVERAGE WAGE: \$129,706 SKILLS: W, CT, RC, AL, S



### Education Administrators, Postsecondary

Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities at postsecondary institutions. [11-9033] NUMBER EMPLOYED: 1,937 **ANNUAL TOTAL OPENINGS:** 74 ANNUAL AVERAGE WAGE: \$93,512

SKILLS: W, J, M, AL, RC, S, CT



## Educational, Guidance, School and Vocational Counselors

Counsel individuals and provide group educational and vocational guidance services. [21-1012]

NUMBER EMPLOYED: 4,737 **ANNUAL TOTAL OPENINGS:** 146 ANNUAL AVERAGE WAGE: \$63,472 SKILLS: W, CT, SP, RC, AL, S



# **Business Teachers\***

Teach courses in business administration and management, such as accounting, finance, human resources, labor and industrial relations, marketing, and operations research. [25-1011]

NUMBER EMPLOYED: 1,659

**ANNUAL TOTAL OPENINGS: 45** ANNUAL AVERAGE WAGE: \$83,006 SKILLS: W, AL, LS, CT, I, RC, S



## Computer, Math, Architecture and Engineering Teachers\*

Teach courses in computer science, mathematics, architectural design, and engineering. [25-1021, 25-1022, 25-1031, 25-10 NUMBER EMPLOYED: 1,801

### ANNUAL TOTAL OPENINGS: 55 ANNUAL AVERAGE WAGE: \$73,836-\$108,190 SKILLS: ALearn, LS, CT, S, W, AL, RC, I



# **Biological Science Teachers\***

Teach courses in biological sciences. [25-1042] NUMBER EMPLOYED: 962 **ANNUAL TOTAL OPENINGS:** 31 ANNUAL AVERAGE WAGE: \$92,808 SKILLS: Sci, AL, I, W, LS, RC, S



# **Natural Science Teachers\***

Teach courses in the atmospheric, earth, marine and space sciences, chemistry, physics, environmental science, anthropology and archeology. [25-1051, 25-1052, 25-1053, 25-1054, 25-1061]

### NUMBER EMPLOYED: 752 ANNUAL TOTAL OPENINGS: 22 ANNUAL AVERAGE WAGE: \$81,517 - \$95,046 SKILLS: W, AL, CT, LS, Sci, I, RC, S



### Area. Ethnic and Cultural Studies Teachers\*

Teach courses pertaining to the culture and development of an area, an ethnic group, or any other group, such as Latin American studies, women's studies, or urban affairs. [25-1062]

NUMBER EMPLOYED: 528 ANNUAL TOTAL OPENINGS: 17 ANNUAL AVERAGE WAGE: \$79,847 SKILLS: W, LS, I, ALearn, CT, AL, S, RC



### Economics, Geography and Political Science Teachers\*

Teach courses in economics, geography, and political science. [25-1063, 25-1064, 25-1065] NUMBER EMPLOYED: 558

ANNUAL TOTAL OPENINGS: 16 ANNUAL AVERAGE WAGE: \$114,215 - \$115,491 SKILLS: LS, W, CT, S, RC, AL, I



# Psychology Teachers\*

Teach courses in psychology, such as child, clinical, and developmental psychology, and counseling. [25-1066] NUMBER EMPLOYED: 508 **ANNUAL TOTAL OPENINGS:** 17

ANNUAL AVERAGE WAGE: \$87,522 SKILLS: LS, AL, I, CT, W, RC, S



# **Health Specialty Teachers\***

Teach courses in health specialties, in fields such as dentristry, laboratory technology, medicine, pharmacy, public health, therapy, and veterinary medicine. [25-1051, 25-1071] NUMBER EMPLOYED: 3,197 **ANNUAL TOTAL OPENINGS:** 120 ANNUAL AVERAGE WAGE: \$162,923 SKILLS: W, AL, CT, ALearn, LS, I, RC, S



# Nursing Instructors & Teachers\*

Demonstrate and teach patient care in classroom and clinical units to nursing students. [25-1072]

NUMBER EMPLOYED: 968 **ANNUAL TOTAL OPENINGS: 34 ANNUAL AVERAGE WAGE: \$91,127** SKILLS: RC, AL, CT, ALearn, LS, W, I, S



# **Education Teachers\***

Teach courses pertaining to education, such as counseling, curriculum, guidance, instruction, teacher education, and teaching English as a second language. [25-1081]

NUMBER EMPLOYED: 666

**ANNUAL TOTAL OPENINGS:** 18 ANNUAL AVERAGE WAGE: \$80,879 SKILLS: AL, ALearn, LS, I, W, RC, S



### Law, Criminal Justice and Law Enforcement Teachers\*

Teach courses in criminal justice, corrections, and law enforcement administration. [25-1111, 25-1112]

NUMBER EMPLOYED: 470

**ANNUAL TOTAL OPENINGS:** 19 ANNUAL AVERAGE WAGE: \$70,611 - \$108,433 SKILLS: I, ALearn, LS, W, AL, RC, CT, S



### Art. Drama and Music Teachers\*

Teach courses in drama, music, and the arts including fine and applied art, such as painting and sculpture, or design and crafts. [25-1121]

NUMBER EMPLOYED: 752 **ANNUAL TOTAL OPENINGS:** 22 ANNUAL AVERAGE WAGE: \$81,517 - \$95,046 SKILLS: W, AL, CT, LS, Sci, I, RC, S



### English Language and Literature Teachers\*

Teach courses in English language and literature, including linguistics and comparative literature. [25-1123] NUMBER EMPLOYED: 812

**ANNUAL TOTAL OPENINGS: 22** ANNUAL AVERAGE WAGE: \$81,163

SKILLS: LS, AL, W, S, I, RC

### History, Philosophy and Religion Teachers\*

Teach courses in history, philosophy, religion, and theology. [25-1125, 25-1126 NUMBER EMPLOYED: 630 **ANNUAL TOTAL OPENINGS:** 19 ANNUAL AVERAGE WAGE: \$86,206 - \$90,986 SKILLS: CT, W, LS, AL, I, RC, S



# Vocational Educ. Teachers\*

Teach vocational subjects at the postsecondary level to students who have graduated or left high school. Includes adult education teachers and others. [25-1194] NUMBER EMPLOYED: 611 **ANNUAL TOTAL OPENINGS: 15** ANNUAL AVERAGE WAGE: \$49,002 SKILLS: M, AL, S, LS, I



# Preschool Teachers

Instruct preschool-aged children 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. [25-2011]

NUMBER EMPLOYED: 7,188 **ANNUAL TOTAL OPENINGS:** 241

ANNUAL AVERAGE WAGE: \$37,032 SKILLS: CT, AL, Co, SP, I, LS, S



# **Elementary School Teachers**

Teach students basic academic, social, and other formative skills in public or private schools at the elementary level. [25-2021] NUMBER EMPLOYED: 17,391 **ANNUAL TOTAL OPENINGS: 411** ANNUAL AVERAGE WAGE: \$77,710

SKILLS: AL, LS, I, S



# Middle School Teachers

Teach students in one or more subjects in public or private schools at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable laws and regulations. [25-2022]

NUMBER EMPLOYED: 9.207 **ANNUAL TOTAL OPENINGS:** 217

ANNUAL AVERAGE WAGE: \$78.226 SKILLS: W. SP, LS, RC, AL, I, S



# **Coaches and Scouts**

Instruct or coach groups or individuals in the fundamentals of sports. [27-2022] NUMBER EMPLOYED: 5.693 **ANNUAL TOTAL OPENINGS: 221** ANNUAL AVERAGE WAGE: \$47,736 SKILLS: M, MPR, S, I



# Secondary School Teachers

Teach courses in one or more subjects. such as English, mathematics, or social studies at the secondary level in public or private schools. May be designated according to subject matter specialty. [25-2031] NUMBER EMPLOYED: 13,312

### ANNUAL TOTAL OPENINGS: 334

ANNUAL AVERAGE WAGE: \$77,224 SKILLS: AL, S, I, LS



### **Career/Technical Education** Teachers, Secondary School

Teach occupational, career and technical, or vocational subjects at the secondary school level in public or private schools. [25-2032]

NUMBER EMPLOYED: 1,567 ANNUAL TOTAL OPENINGS: 37 ANNUAL AVERAGE WAGE: \$80,616 SKILLS: M, S, RC, AL, W, I

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### Special Education Teachers, Kindergarten & Elem. School

Teach elementary school subjects to educationally and physically handicapped students. Includes teachers who specilize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally inpaired. [25-2052] NUMBER EMPLOYED: 2,577

**ANNUAL TOTAL OPENINGS:** 53 ANNUAL AVERAGE WAGE: \$80,495

### Special Education Teachers, Secondary School

Teach secondary school subjects to educationally and physically handicapped students. Includes teachers who specilize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally inpaired. [25-2054] NUMBER EMPLOYED: 1,985

ANNUAL AVERAGE WAGE: \$77.831 SKILLS: SO, M, S, AL, LS, I



# Librarians

Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, and museums. May set up or work with databases and information systems to catalogue and access information. [25-4021]

NUMBER EMPLOYED: 2,308 ANNUAL TOTAL OPENINGS: 45 ANNUAL AVERAGE WAGE: \$69.396 SKILLS: M, W, S, AL, RC



### Library Technicians

Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials, and by answering questions. [25-4031]

NUMBER EMPLOYED: 1.671 **ANNUAL TOTAL OPENINGS:** 87 **ANNUAL AVERAGE WAGE: \$44,586** SKILLS: J, Co, TM, QCA, M, CT



### Instructional Coordinators

Develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses. [25-9031]

NUMBER EMPLOYED: 1,184 **ANNUAL TOTAL OPENINGS: 15** ANNUAL AVERAGE WAGE: \$85.082 SKILLS: AL, ALearn, M, LS, W, S, RC



### Teacher Assistants

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services. [25-9041] NUMBER EMPLOYED: 21,062 **ANNUAL TOTAL OPENINGS: 559** 

ANNUAL AVERAGE WAGE: \$31.898 SKILLS: SP, CPS, J, TM, Co, CT



### Interpreters and Translators

Interpret oral or sign language, or translate written text from one language into another. [27-3091]

NUMBER EMPLOYED: 460 **ANNUAL TOTAL OPENINGS:** 18 ANNUAL AVERAGE WAGE: \$51,321 SKILLS: M, CT, W, RC, S, AL



\*Includes both postsecondary teachers primarily engaged in teaching, and those who do a combination of teaching and research.

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# Finance

## **Financial Managers**

Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.<sup>[11-3031]</sup> NUMBER EMPLOYED: 14,136

ANNUAL TOTAL OPENINGS: 428

AVERAGE ANNUAL/HOURLY WAGES: \$156,309 / \$75.14



### Claims Adjusters, Examiners and Investigators

Review settled claims to determine that payments and settlements are made in accordance with company practices and procedures. Confer with legal counsel on claims requiring litigation. May also settle insurance claims. <sup>[13-1031]</sup>

# NUMBER EMPLOYED: 5,481

ANNUAL TOTAL OPENINGS: 149 AVERAGE ANNUAL/HOURLY WAGES: \$73,889 / \$35.52 SKILLS: AL, J, Co, M, CT



# **Accountants and Auditors**

Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. <sup>[13-2011]</sup>

### ANNUAL TOTAL OPENINGS: 672

AVERAGE ANNUAL/HOURLY WAGES: \$82,114 / \$39.48 SKILLS: EM, QCA, OM, OC



# **Credit Analysts**

Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with credit information for use in decision making. <sup>[13-2041]</sup>

### ANNUAL TOTAL OPENINGS: 61

AVERAGE ANNUAL/HOURLY WAGES: \$93,940 / \$45.16 SKILLS: Ma, RC, AL, S, J, ALearn, CT



## **Personal Financial Advisors**

Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.<sup>[13-2052]</sup>

### NUMBER EMPLOYED: 5,847 ANNUAL TOTAL OPENINGS: 288

AVERAGE ANNUAL/HOURLY WAGES: \$135,931 / \$65.35 SKILLS: SO, S, RC, AL, CT, J



### **Loan Officers**

Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters. <sup>[13-2072]</sup> NUMBER EMPLOYED: 2,297

ANNUAL TOTAL OPENINGS: 38 AVERAGE ANNUAL/HOURLY WAGES: \$89,165 / \$42.87 SKILLS: CT, RC, J, AL, S



Actuaries

Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits. May ascertain insurance rates required to ensure payment of future benefits. <sup>[15-2011]</sup> NUMBER EMPLOYED: 995

ANNUAL TOTAL OPENINGS: 46 AVERAGE ANNUAL/HOURLY WAGES: \$120,008 / \$57.70 SKILLS: S, AL, SE, SA, RC, CPS, J, CT, Ma



### Insurance Claims and Policy Processing Clerks

Process new insurance policies, modifications to existing policies, and claims forms. Obtain information from policyholders to verify the accuracy and completeness of information documents. Update existing policies and company records. <sup>[43-9041]</sup>

NUMBER EMPLOYED: 4,619 ANNUAL TOTAL OPENINGS: 142 AVERAGE ANNUAL/HOURLY WAGES: \$50,360 / \$24.21

**SKILLS:** M, AL, S, Ma

### **Financial Analysts**

Conduct quantitative analyses of information affecting investment programs of public or private institutions. <sup>[13-2051]</sup> NUMBER EMPLOYED: 6,167

ANNUAL TOTAL OPENINGS: 202

AVERAGE ANNUAL/HOURLY WAGES: \$107,022 / \$51.46 SKILLS: Ma, J, CPS, AL, S, RC, W, CT



### Securities, Commodities, and Financial Services Sales Agents

Buy and sell securities or commodities, or provide financial services to businesses and individuals. May advise customers about stocks, bonds, mutual funds, commodities, and market conditions. <sup>[41-3031]</sup>

### NUMBER EMPLOYED: 5,804 ANNUAL TOTAL OPENINGS: 100

AVERAGE ANNUAL/HOURLY WAGES: \$134,330 / \$64.58



### **Brokerage Clerks**

Perform duties related to the purchase, sale or holding of securities. Duties include writing orders for stock purchases or sales, computing transfer taxes, accepting and delivering securities, tracking stock price fluctuations, distributing dividends, and keeping records. <sup>[43-4011]</sup>

### NUMBER EMPLOYED: 981

ANNUAL TOTAL OPENINGS: 24 AVERAGE ANNUAL/HOURLY WAGES: \$60,449 / \$29.06



### **Loan Interviewers and Clerks**

Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers. Review loan papers and complete transactions. <sup>[43-4131]</sup> NUMBER EMPLOYED: 1,761

ANNUAL TOTAL OPENINGS: 27 AVERAGE ANNUAL/HOURLY WAGES: \$43,366 / \$20,85



### **Insurance Underwriters**

Review individual applications for insurance to evaluate degree of risk involved and determine acceptance. <sup>[13-2053]</sup> NUMBER EMPLOYED: 4,278

ANNUAL TOTAL OPENINGS: 81 AVERAGE ANNUAL/HOURLY WAGES: \$81,807 / \$39.33 SKILLS: W, S, CT, RC, AL, J



### **Insurance Sales Agents**

Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as an independent broker, or be employed by an insurance company. <sup>[41-3021]</sup>

ANNUAL TOTAL OPENINGS: 253 AVERAGE ANNUAL/HOURLY WAGES: \$73,950 / \$35.55





# Government & Public Administration

### Emergency Management Directors

Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies or hazardous materials spills) disasters or hostage situations. <sup>[11-9161]</sup>

### NUMBER EMPLOYED: 133

ANNUAL TOTAL OPENINGS: 2 AVERAGE ANNUAL/HOURLY WAGES: \$94,685 / \$45.52





# **Compliance Officers**

Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere. <sup>[13-1041]</sup> NUMBER EMPLOYED: 3,417

### ANNUAL TOTAL OPENINGS: 65

AVERAGE ANNUAL/HOURLY WAGES: \$84,297 / \$40.53



## Appraisers and Assessors of Real Estate

Appraise real property and estimate its fair value. May assess taxes. [13-2021] NUMBER EMPLOYED: 938 ANNUAL TOTAL OPENINGS: 16

AVERAGE ANNUAL/HOURLY WAGES: \$68,226 / \$32.80

# Urban and Regional Planners

Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas. <sup>[19-3051]</sup> NUMBER EMPLOYED: 324

### ANNUAL TOTAL OPENINGS: 6 AVERAGE ANNUAL/HOURLY WAGES: \$82,621 / \$39.72 SKILLS: SA, J, CT, RC, S, AL



### Eligibility Interviewers, Government Programs

Determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing. <sup>[43-4061]</sup>

ANNUAL TOTAL OPENINGS: 10

AVERAGE ANNUAL/HOURLY WAGES: \$58,784 / \$28.26 SKILLS: M, OM, QCA, AL, CT



# **Financial Examiners**

Enforce or ensure compliance with laws and regulations governing financial and securities institutions and financial and real estate transactions. May examine, verify, or authenticate records. <sup>[13-2061]</sup>

### ANNUAL TOTAL OPENINGS: 18

AVERAGE ANNUAL/HOURLY WAGES: \$102,083 / \$49.07 SKILLS: CT, AL, RC



# Construction and Building Inspectors

Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and regulations. <sup>[47-4011]</sup> NUMBER EMPLOYED: 951 ANNUAL TOTAL OPENINGS: 30 AVERAGE ANNUAL/HOURLY WAGES: \$68,291 / \$32.84



# Occupational Health and Safety Specialists

Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector. Includes environmental protection officers. <sup>[29-9011]</sup>

### NUMBER EMPLOYED: 622

ANNUAL TOTAL OPENINGS: 13 AVERAGE ANNUAL/HOURLY WAGES: \$78,733 / \$37.85 SKILLS: J, RC, S, AL, CT, CPS



# Tax Examiners & Collectors and Revenue Agents

Determine tax liability or collect taxes from individuals or business firms. <sup>[13-2081]</sup> NUMBER EMPLOYED: 845

### ANNUAL TOTAL OPENINGS: 35

AVERAGE ANNUAL/HOURLY WAGES: \$84,369 / \$40.56 SKILLS: W, S, CT, AL, RC



# Court, Municipal and License Clerks

Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees. <sup>[43-4031]</sup>

NUMBER EMPLOYED: 1,145 ANNUAL TOTAL OPENINGS: 8 AVERAGE ANNUAL/HOURLY WAGES: \$48,124 / \$23.14 SKILLS: S, M, Co, SO, SP, AL





# Health Science

### Medical and Health Services Managers

Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations. <sup>[11-9111]</sup> NUMBER EMPLOYED: 5,356

### ANNUAL TOTAL OPENINGS: 181

AVERAGE ANNUAL/HOURLY WAGES: \$132,359 / \$63.63 SKILLS: AL, CT, J, S, RC



# **Biomedical Engineers**

Apply knowledge of engineering, biology, and biomechanical principles to the design, development, and evaluation of biological and health systems and products, such as artificial organs, prostheses, instrumentation, medical information systems, and health management and care delivery systems.<sup>[17-2031]</sup>

### NUMBER EMPLOYED: 123

**ANNUAL TOTAL OPENINGS:** 7

AVERAGE ANNUAL/HOURLY WAGES: \$98,408 / \$47.31 SKILLS: AL, OA, J, CPS, RC, Sci, CT



### Medical Scientists, Except Epidemiologists

Conduct research dealing with the understanding of human diseases and the improvement of human health. Engage in clinical investigation or research and development.<sup>[19-1042]</sup> NUMBER EMPLOYED: 2,720 ANNUAL TOTAL OPENINGS: 101

AVERAGE ANNUAL/HOURLY WAGES: \$117,507 / \$56.50 SKILLS: S, CPS, W, AL, RC, Sci, CT



### Chiropractors

Assess, treat, and care for patients by manipulation of spine and musculoskeletal system. May provide spinal adjustment or address sacral or pelvic misalignment.<sup>[29-1011]</sup> NUMBER EMPLOYED: 324

### ANNUAL TOTAL OPENINGS: 10

AVERAGE ANNUAL/HOURLY WAGES: \$82,773 / \$39.80 SKILLS: SP, W, RC, S, CT, AL



### Dentists, General

Examine, diagnose, and treat diseases, injuries, and malformations of teeth and gums. May treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care. <sup>[29-1021]</sup> NUMBER EMPLOYED: 2.636

ANNUAL TOTAL OPENINGS: 90 AVERAGE ANNUAL/HOURLY WAGES: \$207,905 / \$99.96 SKILLS: SP, S, AL, M, J, CT



# **Dietitians and Nutritionists**

Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.<sup>[29-1031]</sup>

NUMBER EMPLOYED: 913 ANNUAL TOTAL OPENINGS: 16 AVERAGE ANNUAL/HOURLY WAGES: \$66,733 / \$32.08 SKILLS: CT, W, S, AL



# **Optometrists**

Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. May prescribe therapeutic drugs to treat specific eye conditions. <sup>[29-1041]</sup> NUMBER EMPLOYED: 307

ANNUAL TOTAL OPENINGS: 17 AVERAGE ANNUAL/HOURLY WAGES: \$195,308 / \$93.90 SKILLS: SO, Co, RC, S, CT, AL, Sci



# Pharmacists

Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications. <sup>[29-1051]</sup>

ANNUAL TOTAL OPENINGS: 66 AVERAGE ANNUAL/HOURLY WAGES: \$122,306 / \$58.80 SKILLS: W, SO, I, S, CT, M, AL, RC



### Internists, Family and General Practitioners

Physicians who diagnose, treat, and provide non-surgical treatment of diseases and injuries of internal organ systems.<sup>[29-1062, 29-1063]</sup> NUMBER EMPLOYED: 2,966

ANNUAL TOTAL OPENINGS: 101

AVERAGE ANNUAL/HOURLY WAGES: \$216,674 / \$104.17 SKILLS: RC, AL, W, J, CT, S, CPS, Sci



## **Psychiatrists**

Physicians who diagnose, treat, and help prevent disorders of the mind.<sup>[29-1066]</sup> NUMBER EMPLOYED: 1,067

ANNUAL TOTAL OPENINGS: 40 AVERAGE ANNUAL/HOURLY WAGES: \$234,183 / \$112.59 SKILLS: RC, W, CT, S, AL, SP



### Physicians and Surgeons, All Other

All physicians and surgeons not listed separately. <sup>[29-1069]</sup> NUMBER EMPLOYED: 6,916 ANNUAL TOTAL OPENINGS: 271 AVERAGE ANNUAL/HOURLY WAGES: \$205,150 / \$98.63



# **Physician Assistants**

Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. <sup>[29-1071]</sup>

ANNUAL TOTAL OPENINGS: 82

AVERAGE ANNUAL/HOURLY WAGES: \$118,144 / \$56.80 SKILLS: SP, J, M, RC, CT, AL, S



# **Occupational Therapists**

Assess, plan, organize, and participate in rehabilitative programs that help build or restore vocational, homemaking, and daily living skills, as well as general independence, to persons with disabilities or developmental delays. <sup>[29-1122]</sup>

NUMBER EMPLOYED: 1,819

ANNUAL TOTAL OPENINGS: 61

AVERAGE ANNUAL/HOURLY WAGES: \$90,469 / \$43.49 SKILLS: SP, CT, SO, AL, S, RC



# **Physical Therapists**

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury. <sup>[29-1123]</sup>

NUMBER EMPLOYED: 3,933

ANNUAL TOTAL OPENINGS: 180 AVERAGE ANNUAL/HOURLY WAGES: \$92,636 / \$44.54 SKILLS: SO, SP, M, AL, S, CT, RC



## **Respiratory Therapists**

Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. <sup>[29-1126]</sup>

### NUMBER EMPLOYED: 1,183

ANNUAL TOTAL OPENINGS: 31 AVERAGE ANNUAL/HOURLY WAGES: \$70,085 / \$33.69 SKILLS: RC, ALearn, SP, SO, S, M, CT, AL



### **Speech-Language Pathologists**

Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.<sup>[29-1127]</sup> NUMBER EMPLOYED: 1,939

### ANNUAL TOTAL OPENINGS: 74

AVERAGE ANNUAL/HOURLY WAGES: \$93,325 / \$44.87 SKILLS: LS, SP, CT, S, RC, AL



### Veterinarians

Diagnose, treat, or research diseases and injuries of animals. Includes veterinarians who conduct research and development, inspect livestock, or care for pets and companion animals. <sup>[29-1131]</sup> NUMBER EMPLOYED: 1,139

### NUMBER EMPLOYED: 1,139

ANNUAL TOTAL OPENINGS: 28 AVERAGE ANNUAL/HOURLY WAGES: \$113,932 / \$54.77



### **Registered Nurses**

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. <sup>[29-1141]</sup>

### NUMBER EMPLOYED: 33,567

### **ANNUAL TOTAL OPENINGS:** 994

AVERAGE ANNUAL/HOURLY WAGES: \$79,259 / \$38.11 SKILLS: RC, Co, CT, SO, S, AL, SP



### **Nurse Practitioners**

Diagnose and treat acute, episodic, or chronic illness, independently or as part of a healthcare team. May order, perform, or interpret diagnostic tests such as lab work and x rays. Must be registered nurses who have specialized graduate education. <sup>[29-1171]</sup>

### NUMBER EMPLOYED: 2,752

ANNUAL TOTAL OPENINGS: 135 AVERAGE ANNUAL/HOURLY WAGES: \$114,985 / \$55.28 SKILLS: CT, M, SP, RC, S, Sci, AL



### Medical and Clinical Laboratory Technologists

Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.<sup>[29-2011]</sup>

### NUMBER EMPLOYED: 2,588 ANNUAL TOTAL OPENINGS: 66

ANNUAL TOTAL OPENINGS, 66 AVERAGE ANNUAL/HOURLY WAGES: \$73,629 / \$35.40 SKILLS: OM, Sci, RC, AL, CT



# **Dental Hygienists**

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop x rays, or apply fluoride or sealants. <sup>[29-2021]</sup>

NUMBER EMPLOYED: 3,840 ANNUAL TOTAL OPENINGS: 102 AVERAGE ANNUAL/HOURLY WAGES: \$83,968 / \$40.37





# Radiologic Technologists

Take x-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other scanning modalities.<sup>[29-2034]</sup>

#### NUMBER EMPLOYED: 2,285 ANNUAL TOTAL OPENINGS: 43

ANNOAL TOTAL OPENINGS. 43 AVERAGE ANNUAL/HOURLY WAGES: \$66,986 / \$32.20 SKILLS: SP, W, RC, S, AL



# **Pharmacy Technicians**

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders. <sup>[292052]</sup>

ANNUAL TOTAL OPENINGS: 54

AVERAGE ANNUAL/HOURLY WAGES: \$34,703 / \$16.68 SKILLS: M, AL, CT, Instal



# **Psychiatric Technicians**

Care for individuals with mental or emotional conditions or disabilities, following the instructions of physicians or other health practitioners. <sup>[29-2053]</sup>

NUMBER EMPLOYED: 961 ANNUAL TOTAL OPENINGS: 12

ANNUAL TOTAL OPENINGS. 12 AVERAGE ANNUAL/HOURLY WAGES: \$54,217 / \$26.07

SKILLS: Rpr, T, CT, S, AL, QCA



### **Diagnostic Medical Sonographers**

Produce ultrasonic recordings of internal organs for use by physicians. <sup>[29-2032]</sup> NUMBER EMPLOYED: 1,167

ANNUAL TOTAL OPENINGS: 40

AVERAGE ANNUAL/HOURLY WAGES: \$76,758 / \$36.90 SKILLS: M, CT, RC, S, SP, AL



Connecticut Career Paths

## **Surgical Technologists**

Assist in operations, under the supervision of surgeons or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. <sup>[29-2055]</sup>

#### NUMBER EMPLOYED: 1,046 ANNUAL TOTAL OPENINGS: 12

AVERAGE ANNUAL/HOURLY WAGES: \$54,713 / \$26.31 SKILLS: ALearn, CPS, Rpr, Co, AL, J, M, CT



### Veterinary Technologists and Technicians

Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests. May assist a veterinarian during surgery.<sup>[29-2056]</sup> NUMBER EMPLOYED: 1,597

### ANNUAL TOTAL OPENINGS: 44

AVERAGE ANNUAL/HOURLY WAGES: \$39,483 / \$18.99 SKILLS: M, S, RC, AL, CT



### Licensed Practical and Licensed Vocational Nurses

Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, and group homes.<sup>[29-2061]</sup>

NUMBER EMPLOYED: 8,848 ANNUAL TOTAL OPENINGS: 327

AVERAGE ANNUAL/HOURLY WAGES: \$56,424 / \$27.13 SKILLS: T, S, AL, EM, M, OC, OM



### Medical Records and Health Information Technicians

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with the healthcare industry's numerical coding system. <sup>[29-2071]</sup> NUMBER EMPLOYED: 1,532

ANNUAL TOTAL OPENINGS: 49

AVERAGE ANNUAL/HOURLY WAGES: \$48,698 / \$23.41 SKILLS: SP, OC, J, CT, Co, S, AL



### **Athletic Trainers**

Evaluate and advise individuals to assist recovery from or avoid athletic-related injuries or illnesses, or maintain peak physical fitness. May provide first aid or emergency care. <sup>[29-9091]</sup> NUMBER EMPLOYED: 664

### ANNUAL TOTAL OPENINGS: 23

AVERAGE ANNUAL/HOURLY WAGES: \$57,862 / N/A SKILLS: M, SP, AL, S, CT



### **Opticians**, **Dispensing**

Design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. Assist client with inserting, removing, and caring for contact lenses. Measure customer for size of eyeglasses. Prepare work order for optical laboratory. Verify exactness of finished lens spectacles. <sup>[29-2081]</sup>

NUMBER EMPLOYED: 961

### ANNUAL TOTAL OPENINGS: 44

AVERAGE ANNUAL/HOURLY WAGES: \$42,176 / \$20.27



### **Home Health Aides**

Provide routine healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status.<sup>[31-1011]</sup>

#### NUMBER EMPLOYED: 8,709 ANNUAL TOTAL OPENINGS: 403

AVERAGE ANNUAL/HOURLY WAGES: \$28,237 / \$13.58 SKILLS: S, M, SP, CT, SO, AL



# **Psychiatric Aides**

Assist mentally impaired or emotionally disturbed patients, working under direction of nursing and medical staff. May assist with daily living activities, lead patients in educational and recreational activities, or accompany patients to and from examinations and treatments. May restrain violent patients. Includes psychiatric orderlies. <sup>[31-1013]</sup>

### NUMBER EMPLOYED: 1,196

ANNUAL TOTAL OPENINGS: 45 AVERAGE ANNUAL/HOURLY WAGES: \$36,844 / \$17.72



### **Nursing Assistants**

Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants. <sup>[31-1014]</sup>

NUMBER EMPLOYED: 22,826

ANNUAL TOTAL OPENINGS: 639

AVERAGE ANNUAL/HOURLY WAGES: \$33,013 / \$15.87



# **Dental Assistants**

Assist dentist, set up equipment, prepare patient for treatment, and keep records. <sup>[31-9091]</sup> NUMBER EMPLOYED: 3,819 ANNUAL TOTAL OPENINGS: 132 AVERAGE ANNUAL/HOURLY WAGES: \$43,788 / \$21.06

SKILLS: M, OM, J, CPS, AL, OC, TM, CT



### **Medical Assistants**

Perform administrative and clinical duties under the direction of a physician. Duties may include scheduling appointments, maintaining medical records, and billing information; taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications. <sup>[31-9092]</sup> NUMBER EMPLOYED: 7,251

ANNUAL TOTAL OPENINGS: 275 AVERAGE ANNUAL/HOURLY WAGES: \$37,070 / \$17.82

SKILLS: CT, EM, T, Rpr, AL, OM



### **Medical Equipment Preparers**

Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment. <sup>[31-9093]</sup> NUMBER EMPLOYED: 484

### ANNUAL TOTAL OPENINGS: 12

AVERAGE ANNUAL/HOURLY WAGES: \$41,970 / \$20.17 SKILLS: M, SP, RC, CT, S, AL



### Veterinary Assistants and Laboratory Animal Caretakers

Feed 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. <sup>[31-9096]</sup> NUMBER EMPLOYED: 973

ANNUAL TOTAL OPENINGS: 27 AVERAGE ANNUAL/HOURLY WAGES: \$37,224 / \$17.89 SKILLS: J, CT, Co, OM, OC



### Phlebotomists

Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions. <sup>[31-9097]</sup>

### NUMBER EMPLOYED: 1,641

ANNUAL TOTAL OPENINGS: 49 AVERAGE ANNUAL/HOURLY WAGES: \$40,172 / \$19.31 SKILLS: M, OM, OC



### **Medical Secretaries**

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. <sup>[43-6013]</sup> NUMBER EMPLOYED: 4.265

ANNUAL TOTAL OPENINGS: 102 AVERAGE ANNUAL/HOURLY WAGES: \$42,998 / \$20.67 SKILLS: SO, SP, AL, S



# Connecticut Labor Market Information (LMI)

### www.ctdol.state.ct.us/lmi

The Department of Labor's Office of Research is Connecticut's leading producer of information and statistics on the State's economy, workforce, occupations, and careers.

The Office prepares a variety of print and electronic resources for assessing Connecticut's needs for skilled workers, for assisting in economic development initiatives, for aiding in the program planning of education and training providers, and for guiding the job seekers and students on their career choices.

LMI is generated from surveys and various databases maintained within the Office of Research. Some of the LMI data collections include: commuting patterns; cost of living; demographic statistics; economic conditions and trends; employer data by industry and size class; hours and earnings data by industry; industrial/occupational employment and projections; labor force statistics; occupational data by gender/ race and occupational wage rates.



Connecticut Career Paths



# Hospitality & Tourism

## **Food Service Managers**

Plan, direct, or coordinate activities of an organization or department that serves food and beverages. <sup>[11-9051]</sup>

NUMBER EMPLOYED: 5,450

ANNUAL TOTAL OPENINGS: 130

AVERAGE ANNUAL/HOURLY WAGES: \$67,430 / \$32.42 SKILLS: TM, AL, CT



## **Lodging Managers**

Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations. [11-9081]

#### NUMBER EMPLOYED: 241 ANNUAL TOTAL OPENINGS: 7

AVERAGE ANNUAL/HOURLY WAGES: \$61,705 / \$29.66 SKILLS: S, RC, J, M, AL, SO



# **Chefs & Head Cooks**

Direct and may participate in the preparation and cooking of soups, fish, meats, vegetables, and desserts. May plan and price menu items, order supplies, and keep records. <sup>[35-1011]</sup>

# NUMBER EMPLOYED: 2,126

ANNUAL TOTAL OPENINGS: 52 AVERAGE ANNUAL/HOURLY WAGES: \$51,563 / \$24.80 SKILLS: SP, W, TM, M, CT, Ma, RC, AL, S



## First-Line Supervisors of Food Preparation & Serving Workers

Supervise activities of workers engaged in preparing and serving food. [35-1012]

NUMBER EMPLOYED: 8,293 ANNUAL TOTAL OPENINGS: 317

AVERAGE ANNUAL/HOURLY WAGES: \$39,073 / \$18.79 SKILLS: M, W, TM, S, RC, AL



# **Cooks, Institution & Cafeteria**

Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.<sup>[35-2012]</sup>

### NUMBER EMPLOYED: 3,608

**ANNUAL TOTAL OPENINGS:** 124

AVERAGE ANNUAL/HOURLY WAGES: \$35,745 / \$17.18 SKILLS: J, QCA, OM, SO, S, RC, M, TM



### **Cooks, Restaurant**

Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu. <sup>[35-2014]</sup>

#### NUMBER EMPLOYED: 13,056 ANNUAL TOTAL OPENINGS: 537

AVERAGE ANNUAL/HOURLY WAGES: \$29,613 / \$14.24 SKILLS: S, CT, QCA, J, AL, Co, M



## **Cooks, Short Order**

Prepare/cook to order a variety of foods that require only short prep. time. May take orders from customers and serve patrons at counters or tables. <sup>[35-2015]</sup> NUMBER EMPLOYED: 2.192

### ANNUAL TOTAL OPENINGS: 58

AVERAGE ANNUAL/HOURLY WAGES: \$27,250 / \$13.11 SKILLS: RC, M, S, TM, SO, Co, AL



### Combined Food Prep & Serving Workers, Including Fast Food

Perform duties which combine preparing and serving food and nonalcoholic beverages. <sup>[35-3021]</sup>

ANNUAL TOTAL OPENINGS: 1,236

AVERAGE ANNUAL/HOURLY WAGES: \$24,405 / \$11.73 SKILLS: I, Co, SP, M, S, SO, AL



## Waiters & Waitresses

Take orders and serve food and beverages to patrons at tables in dining establishment.<sup>[35-3031]</sup> NUMBER EMPLOYED: 27,224

ANNUAL TOTAL OPENINGS: 1,398

AVERAGE ANNUAL/HOURLY WAGES: \$24,672 / \$11.86 SKILLS: Co, S, SP, SO, AL



### Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop

Welcome patrons, seat them at tables or in lounge, and help ensure quality of facilities and service. <sup>[35-9031]</sup>

NUMBER EMPLOYED: 3,667

ANNUAL TOTAL OPENINGS: 277

AVERAGE ANNUAL/HOURLY WAGES: \$23,409 / \$11.26 SKILLS: SP, SO, S, AL



# Janitors & Cleaners, Ex. Maids & Housekeeping Cleaners

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass. <sup>[37-2011]</sup> NUMBER EMPLOYED: 31,669

### ANNUAL TOTAL OPENINGS: 781 AVERAGE ANNUAL/HOURLY WAGES: \$33,506 / \$16.11

SKILLS: M, SO, S, SP, TM, AL, Co, CT



# **Maids & Housekeeping Cleaners**

Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. <sup>[37-2012]</sup>

#### NUMBER EMPLOYED: 19,659 ANNUAL TOTAL OPENINGS: 760

AVERAGE ANNUAL/HOURLY WAGES: \$26,121 / \$12.56 SKILLS: CT, TM, SP, AL, S, M, Co, SO



### **Gaming Dealers**

Operate table games. Stand or sit behind table and operate games of chance by dispensing the appropriate number of cards or blocks to players, or operating other gaming equipment. Distribute winnings or collect players' money or chips. <sup>[393011]</sup> NUMBER EMPLOYED: 2,939

ANNUAL TOTAL OPENINGS: 79 SKILLS: RC, SP, AL, SO, S



### **Recreation Workers**

Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members. <sup>[39-9032]</sup>

## NUMBER EMPLOYED: 5,164

ANNUAL TOTAL OPENINGS: 131 AVERAGE ANNUAL/HOURLY WAGES: \$32,807 / \$15.78 SKILLS: TM, SO, Pers, CT, W, S, RC, AL



# Hotel, Motel & Resort Desk Clerks

Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments.<sup>[43-4081]</sup>

NUMBER EMPLOYED: 1,842 ANNUAL TOTAL OPENINGS: 108 AVERAGE ANNUAL/HOURLY WAGES: \$24,496 / \$11.77 SKILLS: Co, RC, SP, SO, S, AL



### **Bakers**

Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods. <sup>[51-3011]</sup> NUMBER EMPLOYED: 1,725 ANNUAL TOTAL OPENINGS: 43 AVERAGE ANNUAL/HOURLY WAGES: \$30,752 / \$14.78 SKILLS: RC, Co, CT, S, SP, M, AL





# Human Services

### Social and Community Service Managers

Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers. <sup>[11-9151]</sup>

NUMBER EMPLOYED: 4,199 ANNUAL TOTAL OPENINGS: 168 AVERAGE ANNUAL/HOURLY WAGES: \$74,175 / \$35.66

SKILLS: CT, SP, Co, J, MPR, S, TM, AL



### Clinical, Counseling, and School Psychologists

Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems, using individual, child, family, and group therapies. May design and implement behavior modification programs. <sup>[19-3031]</sup>

#### NUMBER EMPLOYED: 3,608 ANNUAL TOTAL OPENINGS: 152

AVERAGE ANNUAL/HOURLY WAGES: \$88,049 / \$42.33



### Substance Abuse and Behavioral Disorder Counselors

Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs. <sup>[21-1011]</sup>

### NUMBER EMPLOYED: 3,256

ANNUAL TOTAL OPENINGS: 128 AVERAGE ANNUAL/HOURLY WAGES: \$49,275 / \$23.69



### **Mental Health Counselors**

Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental and emotional health. May help individuals deal with issues associated with addictions and substance abuse; family, parenting, and marital problems; stress management; self-esteem; and aging. <sup>[21-1014]</sup>

### NUMBER EMPLOYED: 2,776 ANNUAL TOTAL OPENINGS: 105

ANNUAL TOTAL OPENINGS, 105 AVERAGE ANNUAL/HOURLY WAGES: \$51,847 / \$24.92 SKILLS: S, SO, SP, AL



# **Rehabilitation Counselors**

Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life. Coordinate activities for residents of care and treatment facilities. Assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement. <sup>[21-1015]</sup>

#### NUMBER EMPLOYED: 2,581 ANNUAL TOTAL OPENINGS: 98

ANNUAL TOTAL OPENINGS: 98 AVERAGE ANNUAL/HOURLY WAGES: \$43,169 / \$20.75 SKILLS: CT, M, S, SP, AL



### Healthcare, Mental Health & Substance Abuse, Child, Family, & School Social Workers (& All Other)

Provide social services and assistance to individuals, families, and groups with the psychosocial support needed. May assist parents, arrange adoptions, and find foster homes for abandoned or abused children. Assess and treat individuals with mental, emotional, or substance abuse problems. also included are all social workers not listed separately. <sup>[21-1021, 21-1022, 21-1023, 21-1029]</sup>

### NUMBER EMPLOYED: 10,447 ANNUAL TOTAL OPENINGS: 327

AVERAGE ANNUAL/HOURLY WAGES: \$57,538 / \$27.67 SKILLS: SO, M, CT, SP, RC, S, AL



### Clergy

Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance to members.<sup>[21-2011]</sup>

NUMBER EMPLOYED: 2,321

ANNUAL TOTAL OPENINGS: 69 AVERAGE ANNUAL/HOURLY WAGES: \$56,242 / \$27.04



### **Social & Human Service Assistants**

Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care. <sup>[21-1093]</sup>

#### NUMBER EMPLOYED: 8,086 ANNUAL TOTAL OPENINGS: 259

AVERAGE ANNUAL/HOURLY WAGES: \$40,688 / \$19.56



# **Community Health Workers**

Assist individuals and communities to adopt healthy behaviors. Conduct outreach for medical personnel or health organizations to implement programs in the community that promote, maintain, and improve individual and community health. May provide information on available resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide services such as first aid and blood pressure screening. May collect data to help identify community health needs. <sup>[21-1094]</sup> NUMBER EMPLOYED: 699

### ANNUAL TOTAL OPENINGS: 23

AVERAGE ANNUAL/HOURLY WAGES: \$44,161 / \$21.24 SKILLS: QCA, M, OC, OM



### **Massage Therapists**

Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans. <sup>[31-9011]</sup>

### NUMBER EMPLOYED: 2,317

ANNUAL TOTAL OPENINGS: 63 AVERAGE ANNUAL/HOURLY WAGES: \$50,351 / \$24.21 SKILLS: OM, CT, OC, QCA



### Morticians, Undertakers, and Funeral Directors

Perform various tasks to arrange and direct funeral services, such as coordinating transportation of body to mortuary, interviewing family or other authorized person to arrange details, selecting pallbearers, aiding with the selection of officials for religious rites, and providing transportation for mourners.<sup>[39-4031]</sup>

NUMBER EMPLOYED: 444 ANNUAL TOTAL OPENINGS: 16 SKILLS: AL, Co, S, SO, SP



### First-Line Supervisors of Personal Service Workers

Directly supervise and coordinate activities of personal service workers, such as flight attendants, hairdressers, or caddies. <sup>[39-1021]</sup>

### NUMBER EMPLOYED: 4,869

ANNUAL TOTAL OPENINGS: 148 AVERAGE ANNUAL/HOURLY WAGES: \$45,164 / \$21.71 SKILLS: Co, SP, RC, AL, SO, S



### Tailors, Dressmakers and Custom Sewers

Design, make, alter, repair, or fit garments. <sup>[51-6052]</sup> NUMBER EMPLOYED: 557 ANNUAL TOTAL OPENINGS: 19 AVERAGE ANNUAL/HOURLY WAGES: \$44,443/\$21.37

AVERAGE ANNUAL/HOURLY WAGES: \$44,443 / \$21.37 SKILLS: SP, CT, TM, AL



## Barbers

Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves. [39-5011]

NUMBER EMPLOYED: 1,042

ANNUAL TOTAL OPENINGS: 30

AVERAGE ANNUAL/HOURLY WAGES: \$28,863 / \$13.88 SKILLS: Co, SP, W, M, RC, AL, S, TM



### Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. <sup>[39-5012]</sup>

#### NUMBER EMPLOYED: 10,279 ANNUAL TOTAL OPENINGS: 352

AVERAGE ANNUAL/HOURLY WAGES: \$34,903 / \$16.78 SKILLS: SP, AL, S, CT, M, RC



# **Manicurists and Pedicurists**

Clean and shape customers' fingernails and toenails. May polish or decorate nails. [39-5092] NUMBER EMPLOYED: 2,281

ANNUAL TOTAL OPENINGS: 36

AVERAGE ANNUAL/HOURLY WAGES: \$23,101 / \$11.10 SKILLS: TM, M, OM, OC



## Community and Social Service Specialists, All Other

All community and social service specialists not listed separately. <sup>[21-1099]</sup> NUMBER EMPLOYED: 1,753 ANNUAL TOTAL OPENINGS: 54 AVERAGE ANNUAL/HOURLY WAGES: \$50,136 / \$24.10

# **Childcare Workers**

Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. <sup>[39-9011]</sup> NUMBER EMPLOYED: 17,986 ANNUAL TOTAL OPENINGS: 753

AVERAGE ANNUAL/HOURLY WAGES: \$26,028 / \$12.51 SKILLS: CT, S, W, RC, AL



### Fitness Trainers and Aerobics Instructors

Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills. <sup>[39-9031]</sup>

### NUMBER EMPLOYED: 4,546

ANNUAL TOTAL OPENINGS: 120 AVERAGE ANNUAL/HOURLY WAGES: \$44,938 / \$21.61 SKILLS: S, CT, RC, AL



## Laundry and Dry-Cleaning Workers

Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, linens, rugs, and carpets. Includes spotters and dyers of these articles. <sup>[51-6011]</sup>

NUMBER EMPLOYED: 2,139 ANNUAL TOTAL OPENINGS: 34 AVERAGE ANNUAL/HOURLY WAGES: \$26,280 / \$12.63 SKILLS: OC, S, M, CT, AL



# **Personal Care Aides**

Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide assistance at non-residential care facilities. May advise families, the elderly, convalescents, and persons with disabilities regarding such things as nutrition, cleanliness, and household activities. <sup>[39-9021]</sup>

NUMBER EMPLOYED: 27,084 ANNUAL TOTAL OPENINGS: 861 AVERAGE ANNUAL/HOURLY WAGES: \$27,949 / \$13.44 SKILLS: M, CT, S, SP, AL, SO



# Job Interviews

### Don't go into a job interview cold.



ALWAYS practice interview questions ahead of time.

### Question:

Tell me about yourself.

### Suggestion:

Don't tell the story of your life. Focus on the highlights of your career and job achievements.

### Question:

What are your weaknesses?

## Suggestion:

Relate weaknesses in terms of things that would make you more marketable. Don't discuss things that might be detrimental to your performance.

### Question:

What do you know about our company?

### Suggestion:

Conduct research to find out as much as you can about the employer.

# Four Point Interview Closing Strategy

- Thank the interviewer for his/ her time.
- Express interest in the position
- Ask if you can assist in clarifying your qualifications.
- Ask when a decision will be made and the follow-up protocol.

After the interview, send a letter or email expressing your appreciation and remind the interviewer of your qualifications.



# Information Technology

## **Computer Systems Analysts**

Analyze science, engineering, business, and other data processing problems to implement and improve computer 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. <sup>[15-1121]</sup>

NUMBER EMPLOYED: 7,892 ANNUAL TOTAL OPENINGS: 290 AVERAGE ANNUAL/HOURLY WAGES: \$95,958 / \$46.14 SKILLS: SA, AL, S, RC, CT



### **Information Security Analysts**

Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. <sup>[15-1122]</sup> NUMBER EMPLOYED: 875

### **ANNUAL TOTAL OPENINGS:** 25

AVERAGE ANNUAL/HOURLY WAGES: \$108,221 / \$52.03 SKILLS: AL, W, S, CPS, RC, CT



### Software Developers, Applications

Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers. <sup>[15-1132]</sup> NUMBER EMPLOYED: 8,832

ANNUAL TOTAL OPENINGS: 323 AVERAGE ANNUAL/HOURLY WAGES: \$101,892 / \$48.99 SKILLS: CT, OA, J, SE, SA, CPS, P



## Web Developers

Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content. <sup>[15-1134]</sup>

NUMBER EMPLOYED: 1,610 ANNUAL TOTAL OPENINGS: 62 AVERAGE ANNUAL/HOURLY WAGES: \$74,905 / \$36.01 SKILLS: AL, CPS, RC, OA, CT, P



## **Database Administrators**

Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases. <sup>[15-1141]</sup>

#### NUMBER EMPLOYED: 1,484 ANNUAL TOTAL OPENINGS: 45 AVERAGE ANNUAL (HOURLY WAGES: 402

AVERAGE ANNUAL/HOURLY WAGES: \$93,588 / \$45.00 SKILLS: M, SE, J, CPS, CT, SA, RC



### Network and Computer Systems Administrators

Install, configure, and support an organization's local area network (LAN), wide area network (WAN), & Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May supervise computer user support specialists and computer network support specialists. May administer network security measures. <sup>[15-1142]</sup>

### NUMBER EMPLOYED: 3,742

ANNUAL TOTAL OPENINGS: 84 AVERAGE ANNUAL/HOURLY WAGES: \$90,206 / \$43.37



# **Computer User Support Specialists**

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.<sup>[15-1151]</sup> NUMBER EMPLOYED: 7,292 ANNUAL TOTAL OPENINGS: 191 AVERAGE ANNUAL/HOURLY WAGES: \$57,396 / \$27.59

AVERAGE A

# Find the Right School, College, or Training Program www.CTtraining.info

Explore the world of education and training in Connecticut. Search for the schools or training by:

- Location
- Program or Course
- Occupation
- Name of School or Training Provider

Or select your own search criteria to find the school, college or program that matches your interests.



# Law, Public Safety & Security

### Probation Officers and Correctional Treatment Specialists

Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations. <sup>[21-1092]</sup>

### NUMBER EMPLOYED: 1,098 ANNUAL TOTAL OPENINGS: 22 AVERAGE ANNUAL/HOURLY WAGES: N/A / N/A SKILLS: W, M, AL, S, SP, CT



# Lawyers

Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law. <sup>[23-1011]</sup> NUMBER EMPLOYED: 12.616

### ANNUAL TOTAL OPENINGS: 230

ANNUAL TOTAL OPENINGS, 230 AVERAGE ANNUAL/HOURLY WAGES: \$153,455 / \$73.78 SKILLS: J, CPS, W, CT, RC, S, AL



## Arbitrators, Mediators and Conciliators

Facilitate negotiation and conflict resolution through dialogue. Resolve conflicts outside of the court system by mutual consent of parties involved. <sup>[23-1022]</sup> NUMBER EMPLOYED: 879

### ANNUAL TOTAL OPENINGS: 13

AVERAGE ANNUAL/HOURLY WAGES: \$104,737 / \$50.35 SKILLS: Pers, CT, S, AL, N



## Paralegals and Legal Assistants

Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. <sup>[23-2011]</sup> NUMBER EMPLOYED: 5,468

### ANNUAL TOTAL OPENINGS: 157

AVERAGE ANNUAL/HOURLY WAGES: \$57,558 / \$27.68 SKILLS: CT, S, W, AL, RC



### Emergency Medical Technicians and Paramedics

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. <sup>[29-2041]</sup> NUMBER EMPLOYED: 3,244

### ANNUAL TOTAL OPENINGS: 89 AVERAGE ANNUAL/HOURLY WAGES: \$46,905 / \$22.55 SKILLS: J, TM, M, CT, Co, OC, OM



### Police and Sheriff's Patrol Officers

Maintain order and protect life and property by enforcing local, tribal, State, or Federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. <sup>[33-3051]</sup>

# NUMBER EMPLOYED: 6,207

ANNUAL TOTAL OPENINGS: 213 AVERAGE ANNUAL/HOURLY WAGES: \$70,381 / \$33.83 SKILLS: OM, AL, CT, OC, T



# Firefighters

Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance. <sup>[33-2011]</sup> NUMBER EMPLOYED: 2,999

ANNUAL TOTAL OPENINGS: 92 AVERAGE ANNUAL/HOURLY WAGES: \$63,406 / \$30.49 SKILLS: S, W, AL, RC, CT, M, OM



# **Legal Secretaries**

Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.<sup>[43-6012]</sup> NUMBER EMPLOYED: 1.868

ANNUAL TOTAL OPENINGS: 20 AVERAGE ANNUAL/HOURLY WAGES: \$51,912 / \$24.96 SKILLS: Co, SP, S, AL, SO



# Correctional Officers and Jailers

Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.<sup>[33-3012]</sup>

NUMBER EMPLOYED: 3,052 ANNUAL TOTAL OPENINGS: 84 AVERAGE ANNUAL/HOURLY WAGES: \$56,021 / \$26.93 SKILLS: SO, M, CT, Co, SP, S, AL



### Police, Fire and Ambulance Dispatchers

Operate radio, telephone, or computer equipment at emergency response centers. Receive reports from the public of crimes, disturbances, fires, and medical or police emergencies. Relay information to law enforcement and emergency response personnel. May maintain contact with caller until responders arrive.<sup>[43-5031]</sup>

### NUMBER EMPLOYED: 1,319

ANNUAL TOTAL OPENINGS: 33 AVERAGE ANNUAL/HOURLY WAGES: \$54,343 / \$26.13 SKILLS: CT, ALearn, MMR, RC, SO, J, TM



## **Security Guards**

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. <sup>[33-9032]</sup>

#### NUMBER EMPLOYED: 11,429 ANNUAL TOTAL OPENINGS: 198

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ANNUAL TOTAL OPENINGS. 198 AVERAGE ANNUAL/HOURLY WAGES: \$33,187 / \$15.95 SKILLS: SP, AL, S

# First-Line Supervisors of Correctional Officers

Directly supervise & coordinate activities of correctional officers and jailers.<sup>[33-1011]</sup> NUMBER EMPLOYED: 391 ANNUAL TOTAL OPENINGS: 11

AVERAGE ANNUAL/HOURLY WAGES: \$70,894 / \$34.08 SKILLS: SP, AL, RC, S



# First-Line Supervisors of Police and Detectives

Directly supervise and coordinate activities of members of police force. <sup>[33-1012]</sup> NUMBER EMPLOYED: 1,733 ANNUAL TOTAL OPENINGS: 65 AVERAGE ANNUAL/HOURLY WAGES: \$95,423 / \$45.88 SKILLS: M, TM, Co, I, AL, S



Connecticut Career Paths



# Manufacturing

### Purchasing Agents, Except Wholesale, Retail & Farm Products

Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing. <sup>[13-1023]</sup>

### NUMBER EMPLOYED: 4,256

ANNUAL TOTAL OPENINGS: 133

AVERAGE ANNUAL/HOURLY WAGES: \$71,868 / \$34.55 SKILLS: ALearn, W, MFR, J, CT, AL, S, RC

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### **Mechanical Drafters**

Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information. <sup>[17-3013]</sup> NUMBER EMPLOYED: 1,797

### ANNUAL TOTAL OPENINGS: 45

AVERAGE ANNUAL/HOURLY WAGES: \$63,746 / \$30.64 SKILLS: S, CT, AL, Ma, CPS, ALearn



### Electrical and Electronics Engineering Technicians

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. <sup>[17-3023]</sup>

## NUMBER EMPLOYED: 1,521

ANNUAL TOTAL OPENINGS: 44 AVERAGE ANNUAL/HOURLY WAGES: \$63,371 / \$30.47



### Mechanical Engineering Technicians

Apply theory and principles of mechanical engineering to modify, develop, test, or calibrate machinery and equipment under direction of engineering staff or physical scientists. <sup>[17-3027]</sup>

### NUMBER EMPLOYED: 916

ANNUAL TOTAL OPENINGS: 40

AVERAGE ANNUAL/HOURLY WAGES: \$69,862 / \$33.59 SKILLS: S, OM, CT, AL, RC



### Industrial Engineering Technicians

Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. May perform time and motion studies on worker operations in a variety of industries for purposes such as establishing standard production rates or improving efficiency. <sup>[17-3026]</sup>

NUMBER EMPLOYED: 964 ANNUAL TOTAL OPENINGS: 28 AVERAGE ANNUAL/HOURLY WAGES: \$64,647 / \$31.08 SKILLS: SA, AL, RC, CPS, M, CT



# **Chemical Technicians**

Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences. <sup>[19-4031]</sup>

### NUMBER EMPLOYED: 906

ANNUAL TOTAL OPENINGS: 31 AVERAGE ANNUAL/HOURLY WAGES: \$52,394 / \$25.18 SKILLS: AL, M, CT, W, RC, Sci



### Production, Planning and Expediting Clerks

Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems.<sup>[43-5061]</sup>

### NUMBER EMPLOYED: 4,492

ANNUAL TOTAL OPENINGS: 156 AVERAGE ANNUAL/HOURLY WAGES: \$53,424 / \$25,69 SKILLS: Co, SP, M, CT, S, AL



### First-Line Supervisors of Mechanics, Installers and Repairers

Directly supervise and coordinate the activities of mechanics, installers, and repairers. <sup>[49-1011]</sup>

Connecticut Career Paths

NUMBER EMPLOYED: 4,408 ANNUAL TOTAL OPENINGS: 115 AVERAGE ANNUAL/HOURLY WAGES: \$73,786 / \$35.47 SKILLS: Co, CT, SP, SO, S, AL



### Outdoor Power Equipment and Other Small Engine Mechanics

Diagnose, adjust, repair, or overhaul small engines used to power lawn mowers, chain saws, recreational sporting equipment and related equipment. <sup>[49-3053]</sup> NUMBER EMPLOYED: 817

### **ANNUAL TOTAL OPENINGS:** 26

AVERAGE ANNUAL/HOURLY WAGES: \$47,404 / \$22.78 SKILLS: TM, CT, EM, AL, S, Rpr



### Industrial Machinery Mechanics

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.<sup>[49-9041]</sup>

## NUMBER EMPLOYED: 2,386

ANNUAL TOTAL OPENINGS: 113 AVERAGE ANNUAL/HOURLY WAGES: \$56,718 / \$27.26 SKILLS: AL, S, OM, CT, M



### Maintenance Workers, Machinery

Lubricate machinery, change parts, or perform other routine machinery maintenance.<sup>[49-9043]</sup>

### ANNUAL TOTAL OPENINGS: 37

AVERAGE ANNUAL/HOURLY WAGES: \$50,819 / \$24.44 SKILLS: TM, AL, S, CT, Co, QCA, M



### Maintenance and Repair Workers, General

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. <sup>[49-9071]</sup> NUMBER EMPLOYED: 10,569

### ANNUAL TOTAL OPENINGS: 347

AVERAGE ANNUAL/HOURLY WAGES: \$46,076 / \$22.16 SKILLS: QCA, AL, S, CT, OC, OM



### First-Line Supervisors of Production and Operating Workers

Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. <sup>[51-1011]</sup>

NUMBER EMPLOYED: 8,414 ANNUAL TOTAL OPENINGS: 157 AVERAGE ANNUAL/HOURLY WAGES: \$70,121 / \$33.71 SKILLS: AL, OC, CT, M, OM





### Aircraft Structure, Surfaces, Rigging and Systems Assemblers

Assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselage, bulkheads, stabilizers, landing gear, rigging and control equipment, or heating and ventilating systems.<sup>[51-2011]</sup>

### NUMBER EMPLOYED: 1,459

### **ANNUAL TOTAL OPENINGS: 35**

AVERAGE ANNUAL/HOURLY WAGES: \$50,753 / \$24.40 SKILLS: CT, M, OCA, OM, OC



### Electrical and Electronic Equipment Assemblers

Assemble or modify electrical or electronic equipment, such as computers, test equipment telemetering systems, electric motors, and batteries. <sup>[51-2022]</sup>

### NUMBER EMPLOYED: 3,148

### ANNUAL TOTAL OPENINGS: 39

AVERAGE ANNUAL/HOURLY WAGES: \$37,501 / \$18.03 SKILLS: CPS, TM, J, S, CT, AL, M



### Electromechanical Equipment Assemblers

Assemble or modify electromechanical equipment or devices, such as servomechanisms, gyros, dynamometers, magnetic drums, tape drives, brakes, control linkage, actuators, and appliances. <sup>[51-2023]</sup>

### NUMBER EMPLOYED: 1,158

ANNUAL TOTAL OPENINGS: 14 AVERAGE ANNUAL/HOURLY WAGES: \$39,920 / \$19.19



### **Team Assemblers**

Work as part of a team having responsibility for assembling an entire product or component of a product. Team assemblers can perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a specific task on a permanent basis. <sup>[51-2092]</sup>

# NUMBER EMPLOYED: 9,494

ANNUAL TOTAL OPENINGS: 256 AVERAGE ANNUAL/HOURLY WAGES: \$34,959 / \$16.81 SKILLS: S, CT, M, OC, AL, OM



### Assemblers and Fabricators, All Other

All assemblers and fabricators not listed separately.  $\ensuremath{^{[51-2099]}}$ 

#### NUMBER EMPLOYED: 3,336 ANNUAL TOTAL OPENINGS: 105

AVERAGE ANNUAL/HOURLY WAGES: \$35,469 / \$17.05 SKILLS: AL, CT, M, OM, OC



### Computer-Controlled Machine Tool Operators, Metal and Plastic

Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces. <sup>[51-4011]</sup>

# NUMBER EMPLOYED: 2,659

ANNUAL TOTAL OPENINGS: 141 AVERAGE ANNUAL/HOURLY WAGES: \$47,384 / \$22.78 SKILLS: M, T, EM, OC, QCA, Rpr, OM



### Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic

Develop programs to control machining or processing of metal or plastic parts by automatic machine tools, equipment, or systems. <sup>[51-4012]</sup>

### NUMBER EMPLOYED: 849

ANNUAL TOTAL OPENINGS: 44 AVERAGE ANNUAL/HOURLY WAGES: \$64,608 / \$31.06

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### Extruding and Drawing Machine Setters, Operators and Tenders, Metal and Plastic

Set up, operate, or tend machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes. <sup>[51-4021]</sup> NUMBER EMPLOYED: 1,225

### ANNUAL TOTAL OPENINGS: 30 AVERAGE ANNUAL/HOURLY WAGES: \$38,757 / \$18.63 SKILLS: M, SP, OM, J, CT, S, AL



### Cutting, Punching, Press Machine Setters, Operators and Tenders, Metal and Plastic

Set up, operate, or tend machines to saw, cut, shear, slit, punch, crimp, notch, bend, or straighten metal or plastic material. <sup>[51-4031]</sup> NUMBER EMPLOYED: 2.220

### ANNUAL TOTAL OPENINGS: 28

AVERAGE ANNUAL/HOURLY WAGES: \$37,879 / \$18.21 SKILLS: EM, OC, M, QCA, T, OM



### Grinding, Lapping, Polishing and Buffing Machine Tool Setters, Operators and Tenders, Metal and Plastic

Set up, operate, or tend grinding and related tools that remove excess material or burrs from surfaces, sharpen edges or corners, or buff, hone, or polish metal or plastic work pieces. <sup>[51-4033]</sup> NUMBER EMPLOYED: 1,453

### ANNUAL TOTAL OPENINGS: 60

AVERAGE ANNUAL/HOURLY WAGES: \$40,462 / \$19.45 SKILLS: M, QCA, OC, OM



### Lathe & Turning Machine Tool Setters, Operators & Tenders, Metal & Plastic

Set up, operate, or tend lathe and turning machines to turn, bore, thread, form, or face metal or plastic materials. <sup>[51-4034]</sup> NUMBER EMPLOYED: 1,326

### ANNUAL TOTAL OPENINGS: 33

AVERAGE ANNUAL/HOURLY WAGES: \$39,686 / \$19.08 SKILLS: M, OC, OM



### Machinists

Set up and operate a variety of machine tools to produce precision parts and instruments. Includes 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, mathematics, metal properties, layout, and machining procedures. <sup>[51-4041]</sup>

# NUMBER EMPLOYED: 7,530

ANNUAL TOTAL OPENINGS: 329 AVERAGE ANNUAL/HOURLY WAGES: \$50,283 / \$24.18 SKILLS: J, OC, OM, QCA, ALearn, CT



### Multiple Machine Tool Setters, Operators and Tenders, Metal and Plastic

Set up, operate, or tend more than one type of cutting or forming machine tool or robot. <sup>[51-4081]</sup>

#### NUMBER EMPLOYED: 3,222 ANNUAL TOTAL OPENINGS: 69 AVERAGE ANNUAL (HOURLY WAGES' \$40

AVERAGE ANNUAL/HOURLY WAGES: \$40,033 / \$19.25 SKILLS: CT, QCA, OC, M, S, AL, OM



### **Tool and Die Makers**

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. <sup>[51-4111]</sup> NUMBER EMPLOYED: 2,090

ANNUAL TOTAL OPENINGS: 10

AVERAGE ANNUAL/HOURLY WAGES: \$61,065 / \$29.35



### Welders, Cutters, Solderers and Brazers

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.<sup>[51-4121]</sup>

NUMBER EMPLOYED: 2,306 ANNUAL TOTAL OPENINGS: 80 AVERAGE ANNUAL/HOURLY WAGES: \$47,118 / \$22.66 SKILLS: AL, CT, M, RC, OC, OM



### Plating/Coating, Machine and Heat Treating Equipment Setters, Operators/Tenders, Layout Workers, Metal/Plastic

Set up, operate, or tend heating equipment and plating or coating machines. Lay out reference points and dimensions on metal or plastic stock or workpieces. <sup>[51-4191, 51-4192, 51-4193]</sup>

### NUMBER EMPLOYED: 993

ANNUAL TOTAL OPENINGS: 22

AVERAGE ANNUAL/HOURLY WAGES: \$35,081/ \$16.87 SKILLS: OC, QCA, CT, S, AL, OM



### Mixing and Blending Machine Setters, Operators and Tenders

Set up, operate, or tend machines to mix or blend materials, such as chemicals, tobacco, liquids, color pigments, or explosive ingredients. <sup>[51-9023]</sup>

NUMBER EMPLOYED: 896

ANNUAL TOTAL OPENINGS: 20

AVERAGE ANNUAL/HOURLY WAGES: \$41,227 / \$19.83



### Cabinetmakers and Bench Carpenters

Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products. <sup>[51-7011]</sup>

### NUMBER EMPLOYED: 891

ANNUAL TOTAL OPENINGS: 15 AVERAGE ANNUAL/HOURLY WAGES: \$45,750 / \$21.99 SKILLS: T, CT, M, OC, QCA, OM



### Woodworking Machine Setters, Operators and Tenders and All Other Woodworkers

Set up and operate woodworking machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood nailing machines. May operate CNC equipment. All woodworkers not listed separately. <sup>[51-7042.51-7099]</sup>

### NUMBER EMPLOYED: 470

ANNUAL TOTAL OPENINGS: 11 AVERAGE ANNUAL/HOURLY WAGES: \$36,378 / \$17.49 SKILLS: QCA, J, RC, OM, S, AL, TM, CT



### Chemical Equipment Operators and Tenders

Operate or tend equipment to control chemical changes or reactions in the process of industrial or consumer products. Equipment used includes devulcanizers, steam-jacketed kettles, and reactor vessels. <sup>[51-9011]</sup>

### NUMBER EMPLOYED: 768 ANNUAL TOTAL OPENINGS: 25

AVERAGE ANNUAL/HOURLY WAGES: \$48,844 / \$23.48 SKILLS: RC, M, CT, Pers, S, AL



### Cutting and Slicing Machine Setters, Operators, Tenders

Set up, operate, or tend machines that cut or slice materials, such as glass, stone, cork, rubber, tobacco, food, paper, or insulating material. <sup>[51-9032]</sup> NUMBER EMPLOYED: 1,031

### ANNUAL TOTAL OPENINGS: 20

AVERAGE ANNUAL/HOURLY WAGES: \$36,561 / \$17.58 SKILLS: Pers, CT, SP, SO, AL, S



### Inspectors, Testers, Sorters, Samplers and Weighers

Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment. <sup>[51-9061]</sup>

### NUMBER EMPLOYED: 7,893

ANNUAL TOTAL OPENINGS: 230 AVERAGE ANNUAL/HOURLY WAGES: \$48,966 / \$23.54 SKILLS: M, SO, CT, AL, S



### Chemical Plant and System Operators

Control or operate entire chemical processes or system of machines. <sup>[51-8091]</sup> NUMBER EMPLOYED: 287 ANNUAL TOTAL OPENINGS: 11 SKILLS: TM, SP, CT, RC, M, MPR, J, S, AL



### **Upholsterers**

Make, repair, or replace upholstery for household furniture or transportation vehicles. <sup>[51-6093]</sup>

NUMBER EMPLOYED: 224

ANNUAL TOTAL OPENINGS: 6 AVERAGE ANNUAL/HOURLY WAGES: \$37,419 / \$17.99 SKILLS: CPS, OC, QCA, OM, M



### Dental and Ophthalmic Laboratory and Medical Appliance Technicians

Construct and repair dentures or dental appliances, medical supportive devices, and process optical elements. [51-9081, 51-9082, 51-9083]

NUMBER EMPLOYED: 1,351 ANNUAL TOTAL OPENINGS: 55 AVERAGE ANNUAL/HOURLY WAGES: \$43,913 / \$21. SKILLS: TM, QCA, EM, T, Rpr, OM, OCRC. Co, S, AL



### Packaging and Filling Machine Operators and Tenders

Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products. <sup>[51-9111]</sup>

### NUMBER EMPLOYED: 2,304 ANNUAL TOTAL OPENINGS: 88

AVERAGE ANNUAL/HOURLY WAGES: \$35,786 / \$17.20 SKILLS: OM, T, CT, AL, EM Rpr



# **Helpers - Productions Workers**

Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment. <sup>[51-9198]</sup> NUMBER EMPLOYED: 3,367

### ANNUAL TOTAL OPENINGS: 112

AVERAGE ANNUAL/HOURLY WAGES: \$31,038 / \$14.93 SKILLS: SP, M, RC, S, CT, AL



# Apprenticeship Works! MANUFACTURING

Apprenticeship is a form of "learning while earning." Apprenticeships are based solidly on an employer-employee relationship. An employer sponsors an apprentice to learn a high-skilled trade.

# How do I become an apprentice?

In order to become an apprentice, an employer must be willing to sponsor you. The sponsor will contact the Office of Apprenticeship at the Connecticut Department of Labor. To view a list of apprenticeship sponsors/employers, visit our website at www.ctapprenticeship.com and click on Sponsor List.



# **Examples of Apprenticeable Occupations:**

- CNC Machine Operator
- Machinist
- Maintenance and Repair Worker
- Mechatronics Technician
- Tool and Die Maker
- Metal Worker / Spring Maker



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# Marketing, Sales & Service

## **Marketing Managers**

Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services. <sup>[11-2021]</sup> NUMBER EMPLOYED: 4.945

### ANNUAL TOTAL OPENINGS: 169

AVERAGE ANNUAL/HOURLY WAGES: \$153,900 / \$73.99 SKILLS: M, J, SP, Pers, S, AL, CT



### **Sales Managers**

Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.<sup>[11-202]</sup>

### NUMBER EMPLOYED: 7,169

ANNUAL TOTAL OPENINGS: 214 AVERAGE ANNUAL/HOURLY WAGES: \$158,258 / \$76.08 SKILLS: SO, CT, M, Co, Pers, AL, SP, S



### Merchandise Displayers and Window Trimmers

Plan and erect commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions. <sup>[27-1026]</sup> NUMBER EMPLOYED: 1,505

# ANNUAL TOTAL OPENINGS: 37

AVERAGE ANNUAL/HOURLY WAGES: \$28,769 / \$13.83 SKILLS: J, TM, S, Co



### Property, Real Estate and Community Association Managers

Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties. Includes managers of homeowner and condominium associations, rented or leased housing units, buildings, or land (including rights-of-way). <sup>[11-9141]</sup> NUMBER EMPLOYED: 3,861

ANNUAL TOTAL OPENINGS: 99 AVERAGE ANNUAL/HOURLY WAGES: \$80,746 / \$38.82 SKILLS: CT, Sci, M



### Wholesale and Retail Buyers, Except Farm Products

Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products. Includes assistant wholesale and retail buyers of nonfarm products. <sup>[13-1022]</sup>

### NUMBER EMPLOYED: 1,172 ANNUAL TOTAL OPENINGS: 40 AVERAGE ANNUAL/HOURLY WAGES: \$67,460 / \$32.43

SKILLS: CT, S, AL, N, Pers



### Market Research Analysts and Marketing Specialists

Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution. <sup>[13-1161]</sup>

### NUMBER EMPLOYED: 7,171 ANNUAL TOTAL OPENINGS: 219 AVERAGE ANNUAL/HOURLY WAGES: \$73,052 / \$35.12 SKILLS: CT, J, W, S, CPS, AL, RC



### **Public Relations Specialists**

Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. <sup>[27-3031]</sup> NUMBER EMPLOYED: 1,491 ANNUAL TOTAL OPENINGS: 27 AVERAGE ANNUAL/HOURLY WAGES: \$71,725 / \$34.49 SKILLS: W, RC, AL, CT, S



### First-Line Supervisors of Retail Sales Workers

Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties. <sup>[41-1011]</sup> NUMBER EMPLOYED: 21,546

ANNUAL TOTAL OPENINGS: 513 AVERAGE ANNUAL/HOURLY WAGES: \$48,580 / \$23,36



### First-Line Supervisors of Non-Retail Sales Workers

Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties such as budgeting, accounting, and personnel work, in addition to supervisory duties. <sup>[41-1012]</sup>

## NUMBER EMPLOYED: 5,355

ANNUAL TOTAL OPENINGS: 80 AVERAGE ANNUAL/HOURLY WAGES: \$85,890 / \$41.29 SKILLS: CT, TM, S, RC, AL



# Cashiers

Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks. <sup>[41-2011]</sup> NUMBER EMPLOYED: 38.741

### ANNUAL TOTAL OPENINGS: 1.682

AVERAGE ANNUAL/HOURLY WAGES: \$23,910 / \$11.49 SKILLS: CT, SP, Ma, S, SO, AL



### **Retail Salespersons**

Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers. [41-2031]

### NUMBER EMPLOYED: 54,243

ANNUAL TOTAL OPENINGS: 2,062 AVERAGE ANNUAL/HOURLY WAGES: \$29,660 / \$14.26 SKILLS: RC, SP, N, SO, S, AL, Pers



Connecticut Career Paths

### Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products

Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.<sup>[41-4011]</sup>

### NUMBER EMPLOYED: 5,412 ANNUAL TOTAL OPENINGS: 146 AVERAGE ANNUAL/HOURLY WAGES: \$99,190 / \$47.69 SKILLS: SP, AL, Pers, S



### Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products

Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold. <sup>[41-4012]</sup> NUMBER EMPLOYED: 15,990 ANNUAL TOTAL OPENINGS: 422 AVERAGE ANNUAL/HOURLY WAGES: \$75,730 / \$36.41

AVERAGE ANNUAL/HOURLY WAGES: \$75,730 / \$36.41 SKILLS: J, AL, CT, Co, SP, M, S



# **Real Estate Sales Agents**

Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents who represent buyer.<sup>[41-9022]</sup>

NUMBER EMPLOYED: 4,611 ANNUAL TOTAL OPENINGS: 56 AVERAGE ANNUAL/HOURLY WAGES: \$46,120 / \$22.17 SKILLS: W, QCA, J, CPS, S, CT, AL, RC





# EMPLOYMENT OF MINORS



There are many laws and regulations regarding work for those under the age of 18. The allowed hours of work and the minimum rate of pay may vary based on whether school is in session, the industry, and other factors. Rules for 14 and 15 year olds and allowed industries and occupations are different than for 16 and 17 year olds.

For 14 and 15 year olds, the times and hours of this employment generally are limited to periods of school vacation, during which school is NOT in session for five consecutive days or more, and with conditions.

Some occupations are prohibited for all minors under the age of 18, including the use of electrical tools, circuits, or equipment (except double insulated hand tools), excavation operations, and roofing operations. Automotive maintenance and repair is generally prohibited although some specific exceptions are permitted.

Permitted employment includes newspaper delivery, baby sitting, etc.; household chores for private homeowners (yard work, etc.) and at licensed summer camps. A 15-year-old may be employed or permitted to work in any mercantile establishment as a bagger, cashier or stock clerk.

As a general guideline, no minor under 18 years of age may be employed in any job that the Connecticut Department of Labor determines as hazardous. There are a few exceptions for minors who are students enrolled in approved programs, or minors enrolled in bona fide apprenticeship programs.

Details are available at **https://www.ctdol.state.ct.us/wgwkstnd/ minors/wgchklst.htm** including an employers' checklist for employment of Minors.

# Other resources include:

Connecticut Department of Labor, OSHA - 860-263-6900 Wage and Workplace Standards Division - 860-263-6791 State Department of Education, Career & Technical Education Unit - 860-713-6766

Connecticut Department of Public Health, Occupational Health Program - 860-509-7744

Injury Prevention Program - 860-509-7791



# Science, Technology, Engineering and Mathematics (STEM)

### Architectural and Engineering Managers

Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields. <sup>[11-9041]</sup>

#### NUMBER EMPLOYED: 3,247 ANNUAL TOTAL OPENINGS: 125

AVERAGE ANNUAL/HOURLY WAGES: \$151,809 / \$72.98 SKILLS: CPS, S, J, Co, TM, AL, CT, RC



### Computer and Information Research Scientists

Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software. <sup>[15-1111]</sup>

### NUMBER EMPLOYED: 108

ANNUAL TOTAL OPENINGS: 1 AVERAGE ANNUAL/HOURLY WAGES: \$118,965 / \$57.19 SKILLS: J, CT, SA, SE, CPS



### Statisticians

Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. May specialize in fields such as bio-statistics, agricultural statistics, business statistics, or economic statistics. Includes mathematical and survey statisticians.<sup>[15-2041]</sup>

NUMBER EMPLOYED: 420

### **ANNUAL TOTAL OPENINGS:** 22

AVERAGE ANNUAL/HOURLY WAGES: \$110,438 / \$53.09 SKILLS: ALearn, AL, CT, RC, Ma



# Chemists

Conduct qualitative and quantitative chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge.<sup>[19-2031]</sup>

NUMBER EMPLOYED: 1,366 ANNUAL TOTAL OPENINGS: 44 AVERAGE ANNUAL/HOURLY WAGES: \$95,998 / \$46.16 SKILLS: CPS, AL, Ma, RC, CT, Sci



### Life, Physical and Social Science Technicians, All Other

All life, physical, and social science technicians not listed separately. <sup>[19-4099]</sup> NUMBER EMPLOYED: 520

ANNUAL TOTAL OPENINGS: 28 AVERAGE ANNUAL/HOURLY WAGES: \$56,343 / \$27.09

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# **Aerospace Engineers**

Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques.<sup>[17-2011]</sup> NUMBER EMPLOYED: 2.081

ANNUAL TOTAL OPENINGS: 60 AVERAGE ANNUAL/HOURLY WAGES: \$110,023 / \$52.90 SKILLS: S, AL, CPS, OA, RC, CT



### Chemical and Computer Hardware Engineers

Research, design, develop, or test computer or computer-related equipment and design chemical plant equipment and devise processes for manufacturing chemicals and products. <sup>[17-2041, 17-2061]</sup> NUMBER EMPLOYED: 701

ANNUAL TOTAL OPENINGS: 21 AVERAGE ANNUAL/HOURLY WAGES: \$98,206 / \$47.22 SKILLS: Ma, J, SA, CPS, CT, Sci



### Electrical and Electronics Engineers

Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems and electronic components and systems. <sup>[17-2071, 17-2072]</sup> NUMBER EMPLOYED: 2.729

### **ANNUAL TOTAL OPENINGS:** 60

AVERAGE ANNUAL/HOURLY WAGES: \$94,266 / \$45.33 SKILLS: W, CPS, AL, CT, RC, SA



### Health and Safety Engineers, Except Mining Safety Engineers and Inspectors

Promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws. Includes industrial product safety engineers. <sup>[17-2111]</sup> NUMBER EMPLOYED: 163

ANNUAL TOTAL OPENINGS: 6

AVERAGE ANNUAL/HOURLY WAGES: \$98,327 / \$47.27



# **Industrial Engineers**

Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.<sup>[17-2112]</sup> NUMBER EMPLOYED: 4,274

### ANNUAL TOTAL OPENINGS: 161

AVERAGE ANNUAL/HOURLY WAGES: \$88,474 / \$42.54 SKILLS: S, CPS, CT, W, AL, RC



### Marine Engineers and Naval Architects

Design, develop, and evaluate the operation of marine vessels, ship machinery, and related equipment, such as power supply and propulsion systems.<sup>[17-2121]</sup> NUMBER EMPLOYED: 222 ANNUAL TOTAL OPENINGS: 13

AVERAGE ANNUAL/HOURLY WAGES: \$113,031 / \$54.34



### Petroleum, Materials and All Other Engineers

Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design and performance specifications. Devise methods to improve oil and gas extraction and production and determine the need for new or modified tool designs. <sup>[17-2131, 17-2191]</sup>

NUMBER EMPLOYED: 2,126 ANNUAL TOTAL OPENINGS: 76 AVERAGE ANNUAL/HOURLY WAGES: \$94,915 / \$45.63 SKILLS: CPS, Sci, S, M, W, AL, CT, RC



Connecticut Career Paths

## **Mechanical Engineers**

Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems. <sup>[17-2141]</sup>

### NUMBER EMPLOYED: 6,066 ANNUAL TOTAL OPENINGS: 318

AVERAGE ANNUAL/HOURLY WAGES: \$87,877 / \$42.25 SKILLS: Sci, Ma, RC, AL, J, CT, CPS



## **Nuclear Engineers**

Conduct research on nuclear engineering projects or apply principles and theory of nuclear science to problems concerned with release, control, and use of nuclear energy and nuclear waste disposal.<sup>[17-2161]</sup>

### NUMBER EMPLOYED: 842

ANNUAL TOTAL OPENINGS: 24

AVERAGE ANNUAL/HOURLY WAGES: \$117,132 / \$56.31 SKILLS: W, Sci, SA, RC, OA, CT, S, AL



### Biochemists and Biophysicists, Microbiologists and Biological, Conservation and Life Scientists

Study the chemical composition or physical principles of living cells and organisms; and investigate the growth, structure, development, and other characteristics of microscopic organisms. Manage, improve, and protect natural resources to maximize their use without damaging the environment. May conduct soil surveys and instruct farmers and ranchers in best ways to use crop rotation, contour plowing, or terracing to conserve soil and water. [19-1021, 19-1022, 19-1029, 19-1031, 19-1099]

NUMBER EMPLOYED: 734 ANNUAL TOTAL OPENINGS: 27 AVERAGE ANNUAL/HOURLY WAGES: \$77,558 / \$37.29 SKILLS: S, W, AL, ALearn, RC, CT, Sci



### Materials and Environmental Scientists, Geoscientists, Hydrologists

Research and study the structures and chemical properties of various materials, physical aspects of the Earth, physical properties of underground and surface waters, and perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants. [19-2032, 19-2041, 19-2042, 19-2043]

### NUMBER EMPLOYED: 962 ANNUAL TOTAL OPENINGS: 38 AVERAGE ANNUAL/HOURLY WAGES: \$80,181 / \$38.55 SKILLS: J, S, CPS, CT, RC, Sci, Al, Ma, W



# Office for Veterans' Workforce Development



# www.ctvetjobs.org

Local Veterans Employment Representatives assist veterans with employment and training needs and provide:

- Case Management
- Counseling Services
- Assistance with Résumé & Cover Letter

Veterans Representatives conduct workshops designed to assist the transitioning service member in returning to gainful employment in the civilian workforce.

Veterans Representatives are located at American Job Centers (AJC) in Bridgeport, Hamden, Hartford, New Britain, New London and Waterbury. Contact your local AJC for an appointment.



# **Skills Translator**

The Military to Civilian Occupation Translator helps service members match military skills and experience to civilian occupations. Search for a civilian occupation by MOC Code, Keyword, or use the menu to find a military occupation by military branch. Then learn about details of the civilian occupation and find job openings. Find the Skills Translator and other resources at **www.dol.gov/veterans/veterans** 



# Transportation, Distribution & Logistics

# Transportation, Storage and Distribution Managers

Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.<sup>[11-3071]</sup> NUMBER EMPLOYED: 1,152 ANNUAL TOTAL OPENINGS: 32 AVERAGE ANNUAL/HOURLY WAGES: \$116,757 / \$56.13 SKILLS: RC, CPS, TM, Co, MPR, CT, S, AL



# Logisticians

Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. <sup>[11-3071]</sup>

### ANNUAL TOTAL OPENINGS: 23

AVERAGE ANNUAL/HOURLY WAGES: \$77,971 / \$37.49 SKILLS: S, TM, CPS, RC, M, AL, CT



# **Billing and Posting Clerks**

Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.<sup>[43-3021]</sup>

### NUMBER EMPLOYED: 5,565

ANNUAL TOTAL OPENINGS: 173

AVERAGE ANNUAL/HOURLY WAGES: \$47,001 / \$22.60 SKILLS: TM, J, M, S, W, AL, CT, RC



### **Cargo and Freight Agents**

Expedite and route movement of incoming and outgoing cargo and freight shipments in airline, train, and trucking terminals, and shipping docks. Take orders from customers and arrange pickup of freight and cargo for delivery to loading platform. Prepare and examine bills of lading to determine shipping charges and tariffs. <sup>[43-5011]</sup> NUMBER EMPLOYED: 568

### ANNUAL TOTAL OPENINGS: 24

AVERAGE ANNUAL/HOURLY WAGES: \$52,739 / \$25.35 SKILLS: SP, TM, MPR, S, Co, M



### Dispatchers, Except Police, Fire and Ambulance

Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress. <sup>[43-5032]</sup>

NUMBER EMPLOYED: 1,822 ANNUAL TOTAL OPENINGS: 56 AVERAGE ANNUAL/HOURLY WAGES: \$45,612 / \$21.93 SKILLS: Co, TM, S, M, SP, MPR



### Aircraft Mechanics and Service Technicians

Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems. Includes helicopter and aircraft engine specialists. <sup>[49-3011]</sup>

NUMBER EMPLOYED: 818 ANNUAL TOTAL OPENINGS: 22 AVERAGE ANNUAL/HOURLY WAGES: \$68,445 / \$32.91 SKILLS: RC, S, M, Instal, QCA, OM, CT, AL



### Automotive Body and Related Repairers

Repair and refinish automotive vehicle bodies and straighten vehicle frames. <sup>[49-3021]</sup> NUMBER EMPLOYED: 1,892 ANNUAL TOTAL OPENINGS: 57 AVERAGE ANNUAL/HOURLY WAGES: \$49,400 / \$23.75 SKILLS: CT, QCA, OM, OC, T, EM, Rpr



### Automotive Service Technicians and Mechanics

Diagnose, adjust, repair, or overhaul automotive vehicles.<sup>[49-3023]</sup> NUMBER EMPLOYED: 9,906 ANNUAL TOTAL OPENINGS: 288

AVERAGE ANNUAL/HOURLY WAGES: \$45,670 / \$21.95 SKILLS: OC, QCA, T, OM, EM, Rpr



# Bus and Truck Mechanics and Diesel Engine Specialists

Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines. <sup>[49-3031]</sup>

NUMBER EMPLOYED: 2,402

ANNUAL TOTAL OPENINGS: 67 AVERAGE ANNUAL/HOURLY WAGES: \$55,147 / \$26.51

SKILLS: QCA, OC, T, Rpr, OM, EM

# Tire Repairers and Changers

Repair and replace tires. <sup>[49-3093]</sup> NUMBER EMPLOYED: 895 ANNUAL TOTAL OPENINGS: 34 AVERAGE ANNUAL/HOURLY WAGES: \$28,379 / \$13.64 SKILLS: OM, J, CPS, CT, ALearn, QCA



### First-Line Supervisors of Helpers, Laborers and Material Movers, Hand

Directly supervise and coordinate the activities of helpers, laborers, or material movers. <sup>[53-1021]</sup>

NUMBER EMPLOYED: 1,899 ANNUAL TOTAL OPENINGS: 68 AVERAGE ANNUAL/HOURLY WAGES: \$56,429 / \$27.13 SKILLS: CT, CPS, OM, EM, AL, S, Rpr



# Packers and Packagers, Hand

Pack or package by hand a wide variety of products and materials.<sup>[53-7064]</sup> NUMBER EMPLOYED: 7,031 ANNUAL TOTAL OPENINGS: 240 AVERAGE ANNUAL/HOURLY WAGES: \$31,034 / \$14.92


#### First-Line Supervisors of Transportation & Material-Moving Machine and Vehicle Operators

Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.<sup>[53-1031]</sup>

#### NUMBER EMPLOYED: 1,944

ANNUAL TOTAL OPENINGS: 71 AVERAGE ANNUAL/HOURLY WAGES: \$67,736 / \$32.56



#### **Commercial Pilots**

Pilot and navigate the flight of fixedwinged aircraft on nonscheduled air carrier routes, or helicopters. Requires Commercial Pilot certificate. Includes charter pilots with similar certification, and air ambulance and air tour pilots. <sup>[53-2012]</sup> NUMBER EMPLOYED: 371

#### ANNUAL TOTAL OPENINGS: 11

AVERAGE ANNUAL/HOURLY WAGES: \$130,039 / N/A SKILLS: ES, OM, Rpr, QCA, EM, T



#### Bus Drivers, Transit and Intercity

Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets. <sup>[53-3021]</sup>

NUMBER EMPLOYED: 1,622 ANNUAL TOTAL OPENINGS: 26

AVERAGE ANNUAL/HOURLY WAGES: \$44,096 / \$21.20 SKILLS: J. AL, CT, OM, OC



#### Heavy and Tractor-Trailer Truck Drivers

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. <sup>[53-3032]</sup>

#### NUMBER EMPLOYED: 14,106 ANNUAL TOTAL OPENINGS: 289

AVERAGE ANNUAL/HOURLY WAGES: \$48,697 / \$23.41 SKILLS: S, CT, SO, AL



#### Light Truck or Delivery Services Drivers

Drive a light vehicle, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload vehicle. <sup>[53-3033]</sup>

#### ANNUAL TOTAL OPENINGS: 252

AVERAGE ANNUAL/HOURLY WAGES: \$38,150 / \$18.34 SKILLS: S, CT, SO, SP, AL, TM, OM, OC



#### Taxi Drivers and Chauffeurs

Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo. Includes hearse drivers.<sup>[53-3041]</sup> NUMBER EMPLOYED: 5,072

#### ANNUAL TOTAL OPENINGS: 181

AVERAGE ANNUAL/HOURLY WAGES: \$31,280 / \$15.04 SKILLS: TM, SP, OC, S, SO, AL



#### Railroad Conductors and Yardmasters

Coordinate activities of switch-engine crew within railroad yard, industrial plant, or similar location. Conductors coordinate activities of train crew on passenger or freight trains. Yardmasters review train schedules and switching orders and coordinate activities of workers engaged in railroad traffic operations, such as the makeup or breakup of trains and yard switching.<sup>[53-4031]</sup>

NUMBER EMPLOYED: 1,517 ANNUAL TOTAL OPENINGS: 66 AVERAGE ANNUAL/HOURLY WAGES: N/A SKILLS: SO, TM, CT, M, SP, OC, S, AL



#### Industrial Truck and Tractor Operators

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location. <sup>[53-7051]</sup>

#### ANNUAL TOTAL OPENINGS: 87

AVERAGE ANNUAL/HOURLY WAGES: \$40,830 / \$19.63 SKILLS: TM, EM, Co, OM, OC



#### Cleaners of Vehicles and Equipment

Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses.<sup>[53-7061]</sup> NUMBER EMPLOYED: 3,645 ANNUAL TOTAL OPENINGS: 157 AVERAGE ANNUAL/HOURLY WAGES: \$27,686 / \$13.31

SKILLS: S, M, TM, OM, QCA, OC



#### Laborers and Freight, Stock, and Material Movers, Hand

Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified.<sup>[53-7062]</sup>

#### NUMBER EMPLOYED: 22,797

ANNUAL TOTAL OPENINGS: 851 AVERAGE ANNUAL/HOURLY WAGES: \$32,163 / \$15.47 SKILLS: OM, S, RC, AL, CT, Co, OC



## MY NEXT MOVE

#### www.mynextmove.org

Explore occupations based on your skills and interests. Get detailed information about every occupation based on O\*NET's extensive research. O\*NET is the leading provider of detailed descriptions of the world of work. Use skills search to identify occupations for exploration based on your skills.



### MANY JOB OPENINGS ARE NOT ADVERTISED.

Find potential employers to contact directly using Connecticut Employer Search

#### www1.ctdol.state.ct.us/lmi/ empsearch.asp

Search by

- Location
- Industry or Occupation
- Company Name
- Employer Size

Use the information provided to learn more about Connecticut companies and then contact those that might hire someone with your skills, abilities, experience and interests.

### Technical High Schools

**A.I. Prince** Hartford (860) 951–7112

Bristol Technical Education Center Bristol (860) 584-8433

Bullard-Havens Bridgeport (203) 579-6333

CT Aero Tech School Hartford (860) 566-1234

**E.C. Goodwin** New Britain (860) 827–7736

**Eli Whitney** Hamden (203) 397–4031

**Emmett O'Brien** Ansonia (203) 732–1800

### Community Colleges

**Asnuntuck** Enfield (860) 253–3000

**Capital** Hartford (860) 906–5000

Gateway New Haven (203) 285–2000

Housatonic Bridgeport (203) 332-5000 Grasso/Southeastern Groton (860) 448-0220

**H.C. Wilcox** Meriden (203) 238–6260

**H.H. Ellis** Danielson (860) 412–7500

Henry Abbott Danbury (203) 797–4460

Howell Cheney Manchester (860) 649–5396

**J.M. Wright** Stamford (203) 324–7363

Norwich Norwich (860) 889–8453

Manchester

(860) 512-3000

Middlesex

(860) 343-5800

(203) 575-8040

(860) 738-6300

Northwestern Connecticut

Naugatuck Valley

Middletown

Waterbury

Winsted

Manchester

Oliver Wolcott Torrington (860) 496–5300

**Platt** Milford (203) 783–5300

School for Aviation Maintenance Technicians Stratford (203) 381–9250

**Vinal** Middletown (860) 344–7100

**W.F. Kaynor** Waterbury (203) 596–4302

Windham Willimantic (860) 456–3879

Norwalk (203) 857–7000

**Quinebaug Valley** Danielson (860) 412–7200

Three Rivers Norwich (860) 886–0177

**Tunxis** Farmington (860) 255–3500

### Colleges & Universities

Albertus Magnus College New Haven (203) 773-8550

Alternate Route to Certification Hartford (860) 947-1300

Bais Binyomin Academy Stamford (203) 325–4351

**Central CT State University** New Britain (860) 832–3200

Charter Oak State College New Britain (860) 832–3800

Clemens College Suffield (860) 668–3515

Connecticut College New London (860) 447–1911

Eastern CT State University Willimantic (860) 465–5000

**Fairfield University** Fairfield (203) 254–4000

**Goodwin College** East Hartford (860) 528–4111

Graduate Institute, The New London (860) 701-7708

Hartford Seminary Hartford (860) 509–9500

Holy Apostles College & Seminary Cromwell (860) 632-3010

Legion of Christ College of Humanities Cheshire (203) 271-0805 Lincoln College of New England Southington (860) 628–4751

Lyme Academy College of Fine Arts Old Lyme (860) 434-5232

Mitchell College New London (860) 701–5000

Paier College of Art Hamden (203) 287-3031

**Post University** Waterbury (203) 596–4500

**Quinnipiac University** Hamden (203) 582–8200

Rensselaer at Hartford Hartford (860) 548–2400

Sacred Heart University Fairfield (203) 371–7999

Southern CT State University New Haven (203) 392–5200

St. Basil College Stamford (203) 324–4578

St. Thomas Seminary Bloomfield (860) 242–5573

St. Vincent's College Bridgeport (203) 576–5235

**Talmudic Institute of Connecticut** Bridgeport (203) 330–9200

Trinity College Hartford (860) 297–2000

U.S. Coast Guard Academy New London (860) 444–8444 University of Bridgeport Bridgeport (203) 576–4000

University of Connecticut Storrs (860) 486-2000

University of Connecticut–Avery Point Groton (860) 405–9019

University of Connecticut-Health Center Farmington (860) 679-2000

University of Connecticut–Law School Hartford (860) 570–5000

University of Connecticut– Stamford (203) 251–8400

University of Connecticut-Tri Campus West Hartford (860) 570-9288

**University of Hartford** West Hartford (860) 768–4100

University of New Haven West Haven (203) 932–7000

University of Phoenix Norwalk (203) 523-4700

University of Saint Joseph West Hartford (860) 232-4571

Wesleyan University Middletown (860) 685–2000

Western CT State University Danbury (203) 837-8200

**Yale University** New Haven (203) 432–4771

### Private Occupational Schools

A. B. Training Center, LLC Waterford (860) 444-8099

Academy of Medical Training, LLC<sup>^</sup> Waterbury (203) 528-0433

Academy of Medical Training, LLC (Branch) Torrington (860) 618-7233

Affordable CDL Training School Colchester (860) 537-8235

Alliance Career Institute, LLC Hamden (475) 238-8746

Allstate Commercial Driver Training School\*^ Seymour (203) 922-8252; (800) 246-9567

American Institute of Healthcare & Technology, LLC d/b/a AIHT Education^ Stratford (203) 870-8400

American Professional Educational Services, Inc.^ Norwich (860) 886-1463; (888) 489-4273

American Red Cross Vocational School North Haven (203) 234-2115

American Red Cross Vocational School (Branch) Bridgeport

(203) 338-0951

Bartenders Academy, LLC Fairfield (203) 754-6000

Branford Hall Career Institute\*^ Branford (203) 488-2525; (800) 959-7599 Branford Hall Career Institute (Branch)\*^ Southington (860) 276-0600; (800) 959-7599

**Branford Hall Career Institute** (**Branch**)\*^ Windsor (860) 683-4900; (800) 959-7599

C.G. Nursing Services, LLC Farmington (860) 676-0351

Connecticut Center for Arts & Technology New Haven (203) 823-9823

Connecticut Center for Massage Therapy, Inc.\*^ Newington (860) 667-1886; (877) 282-2268

Connecticut Center for Massage Therapy, Inc. (Branch)\* Groton (860) 446-2299

Connecticut Center for Massage Therapy, Inc. (Branch)\* Westport (203) 221-7325; (877) 292-2268

Connecticut K-9 Education Center Newington (860) 666-4646

Connecticut Public Broadcasting, Inc. Institute for Advanced Media^ Hartford (860) 278-5310

**Connecticut School of Bartending, Inc.** Norwich (860) 886-1955

Connecticut School of Broadcasting - Farmington^ Farmington (860) 677-7577; (800) 887-2346

Connecticut School of Broadcasting Stratford^ Stratford (203) 378-5155; (800) 887-2346 **Construction Education Center, Inc.** Rocky Hill (860) 529-5886

Cook's Nurse Aide Training Program Plymouth (860) 283-8208

Danae's Training Center New Haven (203) 865-0000

Danae's Training Center (Branch) Bridgeport (203) 540-5364

Dent-Temp Careers, LLC Stratford (631) 346-3542

**Dorsey Training Direct, LLC d/b/a Training Direct, LLC**^ Bridgeport (203) 372-8842

Educational Training of Wethersfield (860) 571-7666

Excel Academy, LLC New Haven (203) 627-5860

Excel Academy, LLC (Branch) Stamford (203) 691-7989

Fox Institute of Business, Inc. d/b/a American Institute\*^ West Hartford (860) 947-2299

Greater Hartford Orthodontic Assistant Training Academy

Wethersfield (860) 529-9555

H & R Block Income Tax School Southington (860) 276-8031

H & R Block Income Tax School (Branch) Stratford (203) 377-1431

\*These schools receive federal Title IV funds allowing them to award federal financial aid to enrolled students. ^ Selected programs approved for federal G.I. Bill veterans benefits. Inquire about approved programs at a Branch Campus. Harborview School of Phlebotomy, LLC West Haven (475) 238-6678

#### Harris School of Business\*^

Danbury (203) 797-1461

#### Home Performance Institute of New England Stamford (203) 536-2151

ICES, Inc d/b/a Advantage Career Training^ Naugatuck (203) 721-4119

Independent Connecticut Petroleum Assoc. Ed. Found., Inc., d/b/a ENTECH Advanced Energy Training^ Cromwell (860) 613-2041; (866) 521-4272

Independent Connecticut Petroleum Assoc. Ed. Found., Inc., d/b/a ENTECH Advanced Energy Training (Branch) Stamford

(860) 893-0605

### Industrial Management & Training Institute\*^

Waterbury (203) 753-7910; (800) 598-4684

#### Institute for Writers, LLC

Madison (203) 792-8600

Institute of Aesthetic Arts & Sciences Southbury (203) 262-6070

Institute of Environmental Management & Technology, Inc.^ Shelton (203) 924-9544

#### Jewelry & Watch Repair School of New England

Manchester (866) 854-4470

### John Casablancas Modeling & Career Center

Rocky Hill (860) 563-5959 Labco School of Dental Assisting, Plus Shelton (203) 253-3520

Lincoln Technical Institute\*^ New Britain (860) 225-8641; (800) 336-6384

Lincoln Technical Institute (Branch)\*^ East Windsor (860) 627-4300; (800) 243-4242

Lincoln Technical Institute (Lincoln Culinary Institute) (Branch)\* Shelton (203) 929-0592

Manufacturing Alliance Service Corporation, Inc. Waterbury (203) 574-8285

Medical Coding Academy, LLC New Haven (203) 848-0496

#### National Personal Training Institute, Inc.<sup>^</sup> Norwalk

(203) 913-2998; (800) 960-6294

New England Tractor Trailer Training School of CT\*^ Somers (860) 749-0711; (800) 582-3764

#### New England Tractor Trailer Training School (Branch)\*^ Bridgeport (203) 368-9069

Porter & Chester Institute\*^ Stratford (203) 375-4463; (800) 870-6789

Porter & Chester Institute (Branch)\*^ Enfield (860) 741-2561

Porter & Chester Institute (Branch)\*^ Rocky Hill (860) 529-2519

Porter & Chester Institute (Branch)\*^ Waterbury (860) 274-9294 Porter and Chester Institute of Branford\*^ Branford (203) 315-1060

Professional Dental Assistant School Norwalk (203) 939-9200

Ridley-Lowell\*^ New London (860) 443-7441

Ridley-Lowell (Branch)\*^ Danbury (203) 797-0551

School of Interior Redesign, LLC Beacon Falls (203) 783-1556

**Stone Academy\*^** West Haven (203) 288-7474; (800) 585-1315

Stone Academy (Branch)\* East Hartford (860) 569-0618; (800) 585-1315

**Stone Academy** (**Branch**)\*^ Waterbury (203) 756-5500; (800) 585-1315

Stormwater One, LLC Meriden (877) 257-9777

Sunny Willow School of Dental Assisting Bridgeport (203) 372-0580

The C.N.A. Preparatory School West Haven (203) 859-5505

The Connecticut School of Integrative Manual Therapy, Inc.^ West Hartford (860) 243-5220; (888) 327-2178

Valley Medical Institute Bridgeport (203) 378-2210

### Cosmetology Schools

**"B" Beautiful Hair Institute** Stratford (203) 375-2849

Academy Di Capelli\*^ Wallingford (203) 294-9496

Academy Di Capelli (Branch) East Hartford (203) 294-9496

Ace Cosmetology & Barber Training Center\*^

Waterbury (203) 879-9989

Ace Cosmetology & Barber Training Center (Branch) Hartford (860) 206-0316

All Natural Beauty School of Cosmetology Windsor (860) 539-9314

**BB Academy of Cosmetology Inc.** Southington (860) 621-1000

Belle Academy of Cosmetology, LLC\*^ Waterbury (203) 528-0201

Branford Academy of Hair & Cosmetology\*^ Branford (203) 315-2985

Bravado Academy^ New London (860) 444-7777

CEHJ Academy of Cosmetology & Barbering Hartford (860) 233-5640

Creative School of Hairdressing Enfield (860) 741-5562

Dileo's The School Naugatuck (203) 723-4480 Dolce LLC The Academy\* Waterbury (203) 528-3550

Famous School of Barbering/ Cosmetology New London (860) 501-3690

Generations Barbering & Cosmetology Academy Old Greenwich (203) 637-8266

Hair Magic Academy Colchester (860) 537-8020

Hair Tech Beauty Academy Norwalk (203) 299-0615

Head Quarters Barbering Institute Stratford (203) 378-2524

Highlites, The Beauty School Danielson (860) 774-4368

International Institute of Cosmetology, LLC\*^ Wethersfield (860) 571-0330

International Institute of Cosmetology, LLC Plainville (Branch)\*^ Plainville (860) 571-0330

L. Fitzgerald Lester Institute of High End Groomers Hartford (860) 970-7099

Major League Barber Academy East Haven (203) 824-9038

Millennium Academy of Hair Bridgeport (203) 549-9911

New Era Barber School Naugatuck (203) 645-2814 Oxford Academy of Hair Design, Inc.\*^ Seymour (203) 888-0097

Paul Mitchell The School Danbury\*^ (203) 744-0900

Paul Mitchell The School North Haven\*^ North Haven

(866) 942-5627

Renasci Academy of Hair Inc. Norwalk (203) 838-0753

Ricci's Toni & Guy Hairdressing Academy/ TIGI Creative School\* Newtown (203) 426-1138

Salon 210 Academy of Hairdressing Stratford (203) 331-0488

Shear Brilliance Institute of Hair Design West Haven (203) 934-7983

Simone's Hair Salon & Institute Southington (860) 621-5739

Sistas Academy of Cosmetology^ Meriden (203) 235-5454

SoNo Academy South Norwalk (203) 642-3600

Susan & Susan School of Cosmetology Southbury (203) 264-0050

The European Academy of Cosmetology and Hairdressing, LLC.\*^ Guilford (203) 458-3334

#### The Kur Salon and Academy d/b/a The Karen Elizabeth Salon & Academy

West Hartford (860) 232-0212

Torrington Beauty Academy^ Torrington (860) 482-4386

### Real Estate Schools

ABC Real Estate Academy Bethel (203) 448-0115

Academy of CT Residential Brokerage Gales Ferry (860) 464-6967

Academy Of Professional Education Niantic (860) 334-3207

Ado Real Estate Services LLC Bridgeport (203) 416-9037

Alliance Real Estate School East Haven (203) 937-1617

American Colonial Corp Stamford (203) 984-1118

American Real Estate Training Company Greenwich (203) 733-7638

American/International Communications Institute Greenwich 1.888.387.5260

American/International Communications Institute Stamford

1.888.387.5260

Anderson Group Real Estate School Woodbury (203) 264-7145 Vangie's Hair Salon/School of Hairdressing & Cosmetology, LLC Stratford (203) 377-7707

Vanity Studio School of Cosmetology Stamford (203) 223-6084

Andover Real Estate Institute Ridgefield (203) 470-5443

Appraisal & Real Estate School of CT Stamford (203) 326-3315

Appraisal Institute/CT Chapter Torrington (860) 482-9992

Best Real Estate School of CT Southington (860) 276-1586

Bestt School Of Real Estate Danbury

Cadema Education Associates Old Lyme (860) 334-3207

Capital Real Estate School LLC Shelton (203) 692-5533

Career Development Training Orange (877) 566-9441

CCIM Connecticut Chapter Inc Derby (312) 321-4460

**CFHC Fair Housing School** Hartford (860) 247- 4400

Cme Advanced Career Training Woodstock (860) 741-2561 Visions Academy of Hairdressing West Hartford (860) 644-3334

Waterbury's Academy of Cosmetology & Barbering

Waterbury (203) 753-6885

Coastal Real Estate Academy Trumbull

Colt Real Estate Academy West Hartford (860) 546-8559

Connecticut Association of Assessing Officers Storrs/Mansfield (860) 570-9282

#### Connecticut Association Of Home Inspectors Inc

West Hartford 860-205-0804

**Connecticut Association of Realtors Inc.** East Hartford (860) 290-6601

**Connecticut Real Estate Institute** Branford (203) 488-5760

Connecticut Professional Business School Waterbury (203) 228-3367

Connecticut Real Estate Academy Shelton (475) 882-2339

**Connecticut Real Estate College** Southport (203) 362-5366

**Connecticut Real Estate Institute Inc, The** Stratford (203) 349-6080

**Connecticut Real Estate Training Service** New Britain (203) 937-1617

\*These schools receive federal Title IV funds allowing them to award federal financial aid to enrolled students. ^ Selected programs approved for federal G.I. Bill veterans benefits. Inquire about approved programs at a Branch Campus. Connecticut River Coastal Conservation District Middletown (860) 346-3282

Connecticut Trust For Historic Preservation Re School Hamden

203-562-6312

**CRS Council of Residential Specialists (CT Chapter)** New Milford (860) 354-6444

CT & W. Ma Chapter Sior Derby

CT Real Estate Training And Development Newington (860) 667-0496

Dares Institute New Canaan (203) 318-1133

**Dignity School Of Real Estate** Madison (203) 245-6700

Eastern Connecticut Association Of Realtors North Franklin (860) 892-2595

Electrical Training Services, LLC Hebron

**Equus Institute Of Professional Studies** Meriden (203) 317-2700

Foreman Real Estate Institute (Frei) Meriden

Fox Real Estate & Appraisal School Willington (860) 429-9732

Gateway Real Estate Academy West Haven (203) 931-0387

**Greater Fairfield Board Of Realtors Real Estate School** Fairfield (203) 255-0497

**Greater Hartford Association Of Realtors** West Hartford

(860) 561-1800

**Greater Hartford Real Estate School** Glastonbury (860) 659-5797

Greater New Milford Board Of Realtors New Milford (860) 355-0994

Greater Waterbury Board of Realtors Institute of Real Estate Waterbury (203) 596-2240

Greenwich Association of Realtors Greenwich (203) 869-0240

Hbra Educational Facility Stratford (203) 870-8170

HIs Enterprises LIC Glastonbury (281) 494-1818

Icpa Technical Education Center Cromwell (860) 893-0605

Institute For Real Estate Studies Bethel

International Right Of Way Association Newington

Jones Real Estate School Guilford

Landlord Law Firm Milford (203) 874-4747

Learn & Advance Bridgeport (203) 275-1135

Learning Unlimited Litchfield (860) 567-9104

Metropolitan Real Estate School Stamford (203) 434-5533

Mid-Fairfield County Real Estate School Westport (203) 227-4418

Mid-State Association of Realtors Plainville (860) 793-9414 Middlesex Shoreline Real Estate School Old Saybrook (860) 395-0588

Midstate Business & Real Estate Training Center Wallingford (203) 265-5768

Morgan Testing Services New London

National Real Estate Institute Cromwell (860) 344-8207

New Canaan Board of Realtors New Canaan (203) 966-9526

New Haven Middlesex Real Estate School North Haven (203) 234-3938

New Haven Real Estate School North Haven (203) 234-3938

Northern Fairfield County Association of Realtors Bethel (203) 744-7255

Northwest Conservation District Torrington (860) 626-7222

Outreach School of Real Estate Hamden (203) 498-2031

**Pillar To Post Professional Home Inspecion** Fairfield 1-800-294-5591

P.R.I.D.E. Real Estate University Milford (888) 602-0606

**Professional Business Institute** Hamden (203) 230-2724

Professional Valuation & Real Estate School (A) Clinton (860) 669-6950

Real Data Inc. Southport (203) 255-2732

Real Estate Consortium of CT **Community Colleges** North Haven (203) 254-4307

**Real Estate Development Center** Southington (860) 378-1423

Real Estate Institute of CT, The Hamden (203) 230-9819

**Real Estate Institute of Learning** East Haven (203) 467-1135

**Real Estate Knowledge Services, LLC** Rocky Hill (860) 571-6987

Real Estate School of New England Branford (203) 483-7710

Real Estate School of New England Wethersfield (860) 263-2121

**Real Estate Solutions** Gales Ferry

Real Estate Training & Education Center Trumbull (203) 445-0800

Hospital Schools

**Danbury Hospital - Schools of** Allied Health Danbury (203) 739-7195

Griffin Hospital School of Allied **Health Careers** Derby

State Service Academies

**Connecticut Fire Academy** Windsor Locks (860) 627-6363

**Connecticut Police Academy** Meriden (203) 238-6504

**Connecticut State Police** Training Academy

Middletown (860) 685-8490

\*These schools receive federal Title IV funds allowing them to award federal financial aid to enrolled students. ^ Selected programs approved for federal G.I. Bill veterans benefits. Inquire about approved programs at a Branch Campus.

**Sherwood & Associates Real** Estate School South Windsor (866) 646-9983

Southwell Education West Hartford (860) 561-3120

**Stamford Real Estate Education Services** Stamford (203) 327-1433

**Superior Real Estate Training** Fairfield (203) 255-3353

**Tiger Group Inc.** Madison (800) 328-4677

**Top Producer** West Hartford (855) 786-7851

**Tri-County Board of Realtors Inc.** Manchester (860) 646-2450

Valley Academy of Real Estate Derby (203) 735-7815

Valley Center, LLC Collinsville (860) 352-8694

Valuesearch LLC Stratford

(203) 380-9729

#### Yale-New Haven Hospital School of Diagnostic Ultrasound New Haven (203) 688-8227

**Connecticut Career Paths** 

# The Hoffman Heart & Vascular

**Real Estate Training** 

Bridgeport

Newington

Wilton

(203) 374-2150

(203) 434-5533

(860) 324-2108

(203) 438-8858

Robkat Inc

(203) 847-4900

Business

East Hartford

Glastonbury

Manchester (860) 649-0836

(860) 633-8800

(860) 558-2122

Real Estate School

Unionville

Ridgefield

Norwalk

Educational Services (Retes)

**Real Estate Training Seminars** 

**Rick Dressler's Real Estate School** 

**Ridgefield Board Of Realtors** 

Rubicon Crossings School of

School Of Real Estate LLC, The

Servpro Of Hartford County

Real Estate University.com

Institute of CT School of Cardiovascular Technology Hartford (860) 714-5698

# (203) 732-1276



#### Ansonia

4 Fourth Street Ansonia, CT 06401 Phone: 203-397-6647

#### Bridgeport

2 Lafayette Square GPS Users: 350 Fairfield Avenue Bridgeport, CT 06604 Phone: 203-455-2700 TTY: 203-455-2714

#### Danbury

4 Liberty Street Danbury, CT 06810 203-730-0451

#### Danielson

95 Westcott Road Danielson, CT 06239 Phone: 860-412-7000 TTY: 860-412-7034

#### Derby

101 Elizabeth Street Derby, CT 06418 Phone: 203-734-3443

#### Enfield

786 Enfield Street Enfield, CT 06082 Phone: 860-745-8097

#### Hamden

37 Marne Street Hamden, CT 06514-3690 Phone: 203-859-3200 TTY: 203-859-3313

#### Hartford

3580 Main Street Hartford, CT 06120 Phone: 860-256-3700 TTY: 860-256-3514

#### Manchester

893 Main Street Manchester, CT 06040 Phone: 860-643-2222

#### Meriden

87 West Main Street, 2nd floor Meriden, CT 06451 Phone: 203-238-3688

#### Middletown 272 South Main Street Middletown, CT 06457 Phone: 860-347-7691

#### **New Britain**

260 Lafayette Street New Britain, CT 06053-4157 Phone: 860-899-3500

#### New Haven

560 Ella T. Grasso Boulevard New Haven, CT 06519 Phone: 203-624-1493

### Regional Workforce Boards



Eastern www.EWIB.org (860) 859-4100 information@ewib.org



North Central www.capitalworkforce.org 860-522-1111



Northwest www.nrwib.org 203-574-6971



South Central www.workforcealliance.biz 203-867-4030

#### **New London**

Shaw's Cove Six New London, CT 06320 Phone: 860-439-7400 TTY: 860-439-7414

#### Norwich

113 Salem Turnpike, Suite 200 Norwich, CT 06360 Phone: 860-859-5777

#### Stamford

141 Franklin Street, 2nd floor Stamford CT 06901 Phone: 203-353-1702

#### Torrington

59 Field Street Torrington, CT 06790 Phone: 860-496-3500

#### Waterbury

249 Thomaston Avenue Waterbury, CT 06702 Phone: 203-437-3380 TTY: 203-437-3394

#### Willimantic

1320 Main Street Tyler Square Willimantic, CT 06226 Phone: 860-450-7603



Southwest www.workplace.org 203 610-8500

### Career and Educational Web Resources

#### Department of Education CT.gov/sde

Through leadership, curriculum, research, planning, evaluation, assessment, data analyses and other assistance, the Department helps to ensure equal opportunity and excellence in education for all Connecticut students. The Department is responsible for distributing funds to the state's 166 school districts. The Department also operates the Connecticut Technical High School System.

#### Department of Labor CT.gov/dol

Information on career workshops, upcoming job fairs, apprenticeship and training programs. Be sure to view or download any of DOL's resourceful publications.

#### CTHIRES cthires.com

Provides assistance to job seekers in their efforts of finding meaningful and high paying jobs, while also acting as an employment hiring resource for companies in CT looking for qualified employees. You can search for jobs, get résumé help, college loan info, links to military careers, and job search tools designed for veterans.

### Office of Higher Education ctohe.org

Information about colleges, postsecondary career schools, financial aid and ARC, the Alternate Route to Certification a part-time program which allows candidates with a bachelor's degree to get certified to teach within a year.

### The Connecticut Alliance ctreap.net

Connecticut REAP is a free service designed to help educators find new and exciting teaching jobs, administrative jobs and other related service positions in Connecticut.

#### Today's Youth - Tomorrow's Workforce ctdol.state.ct.us/youth/main.htm

This website designed to help young people explore career interests, career options and the world of work. Explore possible careers that match your interest areas, identify your skills and research all types of careers.

#### CareerOneStop careeronestop.org

Offers a wide range of career, employment and education data as Web APIs, allowing third parties to obtain quality-controlled data sets and seamlessly integrate them into their own websites.

#### CollegeBoard collegeboard.org

Explore careers, browse specific jobs and learn about working conditions, job forecasts, and related professions. Great site for students, parents and teachers!

#### Employment and Training Administration www.doleta.gov

Career explorations, job hunting resources, and links to providers and services. ETA is part of the U.S. Department of Labor. Its mission is to provide training, employment, labor market information, and income maintenance services. ETA administers federal government job training and worker dislocation programs, federal grants to states for public employment service programs, and unemployment insurance benefits. These services are primarily provided through state and local workforce development systems.

#### MilitaryHire.com militaryhire.com

Military Hire has jobs for veterans across the U.S. and around the world. The site has been developed and is maintained by a team of both military veterans and corporate hiring authorities - a network where former military personnel can seek careers and utilize their professional skills.

#### mySkills myFuture myskillsmyfuture.org

Sponsored by the U.S. Department of Labor, mySkills myFuture helps you find new career options based on the skills and experience you gained in a past job. Find salaries, training programs, job listings, and skills gaps for any occupation.

#### O\*NET OnLine onetonline.org

Detailed descriptions of occupations, including a search that finds jobs requiring the skills you already have for use by job seekers, workforce development and HR professionals, students, researchers, and more!

#### Older Workforce aarp.org

Use AARP home page to find articles, programs, and online community chat groups geared for folks age 50 and older.

#### **GOVERNMENT JOBS**

#### Dept. of Administrative Services CT.gov/das

The official web site for State of Connecticut job postings and examination announcements.

#### USA Jobs usajobs.gov

USAJOBS connects job seekers with federal employment opportunities across the United States and around the world. As the Federal Government's official employment site, USAJOBS provides resources to help the right people find the right jobs.

#### TheLadders theladders.com

Ladders is designed to put professionals back in the driver seat, providing them with the right tools, insights and connections they need to thrive. The powerful job-matching algorithm finds the most relevant job opportunities for you.

### State of Connecticut Government Resources

#### **Commission on the Deaf and Hearing Impaired**

The Commission on the Deaf and Hearing Impaired (CDHI) provides counseling and assistance to deaf and hard of hearing persons regarding many types of job related concerns that include: locating and developing job opportunities; referral to available services such as sign language interpreters, job coaches, and vocational assistance.

Services are also available to employers regarding workplace accommodations, sensitivity and awareness training, and resolving employment issues related to deafness.

To request services or find out more information contact Commission on the Deaf and Hearing Impaired TTY/Voice 860-231-1690 www.dhoh.ct.gov

#### **Department of Labor (DOL)**

Our Business is Jobs! The Department of Labor is committed to assisting Connecticut's workers and employers to be competitive in the global economy. If you're in the process of a job search or a career change, many of our programs and services are provided through the American Job Centers located across the State. (see page 46).

For more info about the DOL www.ct.gov/dol

#### **Department of Administrative Services (DAS)**

Be a State of Connecticut Employee, The Benefits and Opportunities are Endless!

Being a State employee not only gives you the opportunity to make a difference in someone else's life, but also to advance in your own life. Some of the benefits include opportunities for promotion, accrued vacation/sick time, personal leave, health/ dental/life insurance, tuition reimbursement, disability insurance, retirement plan, deferred compensation and more!

State job postings are available on the DAS website: www.das.state.ct.us. Click "Jobs, Exams and Special Notices" under Administrative Services. Then select "Current State Job Postings"

#### **Board of Education and Services for the Blind**

The mission of the BESB is to provide quality educational and rehabilitative services to all people who are legally blind or deaf-blind and children who are visually impaired at no cost to their clients or their families.

BESB is responsible for the confidential registry of people who are blind in Connecticut and provides, within available resources, comprehensive low vision services, specialized education services, life skills training, case management, and vocational services to individuals of all ages who are legally blind and to children who are visually impaired. BESB assists their clients in acquiring the skills and support services necessary to be independent.

To request services or find out more information contact Board of Education and Services for the Blind 860-602-4000 (voice), 860-602-4221 (TDD) www.ct.gov/besb



#### **Connecticut Technical High School System**

The mission of the Connecticut Technical High School System (CTHSS) is to provide a unique and rigorous high school learning environment that:

- ensures both student academic success and trade/technology mastery, and instills a zest for lifelong learning
- prepares students for post-secondary education, including apprenticeships, and immediate productive employment
- and responds to employers' and industries' current and emerging and changing global workforce needs and expectations through business/school partnerships

For more information call 1-800-U-CAN-TECH (1-800-822-6832) www.cttech.org

#### **Bureau of Rehabilitation Services (BRS)**

"Creating opportunities that allow individuals with disabilities to achieve their full potential for competitive employment and independence."

The Vocational Rehabilitation (VR) Program - assists individuals with significant physical and mental disabilities to prepare for, obtain and maintain employment. For further information on the Vocational Rehabilitation Program, call 1-800-537-2549.

**Disability Determination Services** - (DDS) is responsible for deciding eligibility for the Social Security Disability Insurance (SSDI) and Supplemental Security Insurance (SSI) programs. These programs provide cash benefits to individuals who are unable to maintain employment due to the severity of their disabilities. For more information contact the DDS office at 1-800-842-8320.

Connecticut Tech Act Project - the primary purpose of this project is to make assistive technology (AT) more accessible to persons with disabilities living in Connecticut. Assistive technology is any device which helps an individual with a disability to maintain or improve their independent functioning.

**Connect To Work Project** - BRS has established a 'Connect To Work' Center that coordinates information on the programs and services an individual might encounter in their efforts to enter and retain competitive employment. For more information about the Connect To Work Project, call 800-773-4636, or email them at connecttowork.dss@po.state.ct.us

**Independent Living Program** - BRS' Independent Living (IL) program provides comprehensive independent living services through contracts with Connecticut's five community-based independent living centers. The guiding principle of independent living is the integration of the person with a disability to the fullest degree possible into the community of choice.

**Medicaid for the Employed Disabled Program** - This BRS program allows persons with disabilities to be employed without risking eligibility for needed medical services through the Medicaid program. The program also allows certain individuals to keep other services they must have in order to remain employed.

For general information and assistance regarding any of BRS' programs and services contact them at 1-800-537-2549 (voice only), (860) 424-4844 (voice) (860) 424-4839 (TDD/TTY) CT.gov/brs e-mail: brs.dss@ct.gov

#### Workers' Compensation Commission

### JOBS that WORK for Employees Vocational Rehabilitation Services provided by the Workers' Compensation Commission.

Workers' Rehabilitation Services (WRS) is dedicated to helping workers who have been injured on their job return to gainful employment by providing quality vocational counseling services. Such services focus on enabling the injured workers to envision their future in a new career. Most workers in Connecticut are protected by workers' compensation insurance through the Workers' Compensation Act which provides for vocational rehabilitation. The Commission's Rehabilitation Services program is dedicated to help the injured worker return to work in a position that is physically suitable. Prompt and well-planned vocational rehabilitation may help prevent future injuries.

Are You Eligible? If you have an accepted workers' compensation claim and your injury (or occupational disease) has resulted in permanent restrictions and/or limitations which do not allow you to return to your regular job, you may be eligible for rehabilitation services. You may apply for rehabilitation services as soon as your physician feels you may not be able to return to your regular work. The best outcome for a work-related injury is a successful return to work as quickly as possible.

For more about Workers' Rehabilitation Services, contact the Commission (860) 493-1500 www.wcc.state.ct.us

### Which Cluster is Right for You?

Career Cluster	Environment/Skills/Ability	Examples of Occupations
Agriculture, Food, and Natural Resources	Enjoy being outdoors and working with your hands	animal trainer, groundskeeper, and greenhouse manager
Architecture and Construction	Involved in the building, maintenance, and operation of buildings and properties	architect, drafter, and electrician
Arts, A/V Technology, and Communications	Be creative and love using your talents to entertain and inform others	journalist, commercial artist, and actor
Business, Management, and Administration	Entrepreneurial people who are highly organized and enjoy working with others	accountant, administrative assistant, and human resources manager
Education and Training	Have patience and enjoy helping others	elementary school teacher, high school instructor, college professor, and corporate trainer
Finance	Requires strong mathematical ability and a solid attention to detail	loan officer, stockbroker, and credit analyst
Government and Public Administration	Values making a contribution to the community	solider, legislator, and foreign service officer
Health Science	All aspects of the health care field, be caring and compassionate	pharmacist, paramedic, and optometrist
Hospitality and Tourism	Enjoy meeting new people, good interpersonal skills	chef, lodging manager, and food service manager
Human Services	Helping families meet basic human needs	social worker, psychologist, and substance abuse specialist
Information Technology	Work with computer hardware, software, and systems integration services	web designer, network administrator, and technical support specialist
Law, Public Safety, Corrections, and Security	Protecting the well-being of the public	attorney, firefighter, and police officer
Manufacturing	Use mechanical abilities to create many different kinds of products	sheet metal worker, millwright, and quality control technician
Science, Technology, Engineering, and Mathematics	Cutting edge research into new technological developments	chemical engineer, oceanographer, and biotechnologist
Transportation, Distribution, and Logistics	Moving people, materials, and products by road, air, rail, and water	truck driver, pilot, and flight attendant

### Connecticut's Student Success Plan

Public Act No. 11-135 ~ An act concerning implementation dates for the Secondary School Reform, exceptions to the school governance council requirement and the inclusion of continuous employment in a cooperative arrangement as part of the definition of teacher tenure.

Section 2(j) ~ "For the school year commencing July 1, 2012, and each school year thereafter, each local and regional board of education shall create a student success plan for each student enrolled in a public school, beginning in grade six. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive."

The Student Success Plan (SSP) is an individualized student-driven plan that addresses every student's needs and interests and is designed to help all students stay engaged in school in order to achieve postsecondary education, training and career goals. The SSP begins in the 6th grade and continues through high school to provide the student support and assistance in setting goals for social, emotional, physical and academic growth, meeting rigorous high school expectations, and exploring postsecondary education and career interests. The Student Success Plan and supporting structures such as student portfolios and academic/personal records are ideally electronic and portable, following the student from school to school and district to district.

#### **Core Components of Effective Student Success Plans**

Aligned with Connecticut Secondary School Reform Plan and Connecticut Comprehensive School Counseling Program Guide

**I. Academic Development** - Individual interest and aspiration are the basis for the development of the student's academic program. A planned academic program will lead to the acquisition of the skills, knowledge and attitudes needed to be an effective learner in school and across the life span. The Student Success Plan is designed to ensure that students complete their secondary education with 21st Century Skills and knowledge of their personal academic strengths with an emphasis on Science, Technology, Engineering and Math (STEM) skills necessary to compete in the global economy.

**II. Career Development** - Students will investigate their own interests and abilities as they relate to the world of work in the dynamic global economy. The customized plan will include varied and flexible educational opportunities, personal connections, and elective coursework with targeted supports tied to each student's education and/or career goals. The Student Success Plan, which guides students through secondary education on to postsecondary education and/or work, will allow students to make better career choices with the academic foundation to achieve their career and personal goals.

**III. Social, Emotional and Physical Development** - The Student Success Plan supports positive social, emotional and physical development, allowing students to more fully engage in the school environment and take advantage of the opportunities necessary for optimal academic performance. Student success may be realized through establishing and maintaining positive interpersonal relationships, managing feelings and emotions, engaging in behaviors supportive of positive physical health, demonstrating an appreciation for the needs of others, and embracing opportunities for academic, career, and postsecondary success.

### Looking For Help Paying For College?

To get a Pell grant, direct loan, Parent PLUS loan or other federal aid, you must complete the...

Free Application for Federal Student Aid (FAFSA) - https://fafsa.ed.gov/

Then, you should explore...

- Eligibility requirements (https://studentaid.ed.gov/sa/eligibility)
- Estimates of aid (https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e1s1)
- Funding your education (https://studentaid.ed.gov/sa/types)

If you already have a loan...check out this page https://www2.ed.gov/fund/grants-college.html



### **Part-Time Obligation with Full-Time Benefits!**

### **College Benefits:**

### **Along With:**

GET THE

EDUCATION

ATTEND ALL CT

DESERVE

STATE SCHOOLS

100% Free College Tuition Montgomery GI Bill Student Loan Repayment Yellow Ribbon Program Federal Tuition Assistance

Travel & Adventure Opportunities Pride in Serving your Country & Community Affordable Insurance - Health/Dental/Life Paid Training & Job Experience Retirement Benefits & Thrift Savings Plan

# NATIONALGUARD.com/CT ★ 860-817-1389