

Connecticut Career Resource Network UPDATE

All Things in Moderation?

A Look at Occupations Requiring Moderate-Term On-the-Job Training (OJT)



When it comes to training, moderate-term on-the-job training occupations require just as implied, not too much and not too little... read on to find out if this route may be just right for you. For many workers, jobs that require moderate-term OJT can offer good career opportunities without an overwhelming training commitment. In addition, they can facilitate as a springboard to higher-level promotional positions.

Moderate-term OJT occupations are classified as jobs in which workers can develop the skills needed for average job performance after 1 to 12 months of combined on-the-job experience and informal training.



You can receive formal training for a number of the occupations in this category, and licensing may even require a more specific type of instruction. However, training codes are assigned based on how the majority of individuals in this profession received their training. For the most part, the bulk of training for these positions occurs on the job. Of course, the prospect of you landing one of these jobs increases greatly if you've had formal training, and in a tight labor market, many employers may demand such training.

The Most In-Demand Jobs



What are some of Connecticut's most in-demand occupations requiring moderate-term OJT? Customer Service and Sales Representatives top the list that includes occupations that range from Executive Secretaries & Administrative Assistants, Advertising Sales Agents and Social & Human Service Assistants, to Medical & Dental Assistants and Correctional Officers & Jailers. A number of occupations typically labelled 'blue-collar' can also be found in this category - Heavy & Tractor-Trailer Truck Drivers, Construction Workers, Painters, and General Maintenance Workers.

The Best Pay

Which moderate-term OJT occupations offer the best pay in Connecticut?



For more information on Connecticut's Job Outlook by Training Level go to:

www.ctdol.state.ct.us/lmi/pubs/soaring_2004-14.pdf

The jobs with the highest average hourly wages are wide ranging from Sales Representatives, Construction Equipment Operators, and Correctional Officers & Jailers, to Bookkeeping, Accounting & Auditing Clerks, and Medical & Dental Assistants.

The Top Career Opportunities

Just because a job pays well, doesn't mean it is a top career contender in terms of projected annual job openings. Connecticut's top moderate-term OJT career opportunities are concentrated in the Business Management & Administration industry sector. ▲

workers in occupations that require moderate-term OJT can earn salaries ranging from \$25,000 to \$65,000 annually!



Connecticut's in-demand moderate-term OJT occupations	
annual job openings	job title
947	Customer Service Representatives
764	Sales Representatives, Non-Technical & Scientific Products
607	Bookkeeping, Accounting, & Auditing Clerks
582	Executive Secretaries & Administrative Assistants
484	Secretaries, Excl. Legal, Medical & Executive
342	General Maintenance & Repair Workers
337	Truck Drivers, Heavy & Tractor-Trailer
283	Social & Human Service Assistants
253	Medical Assistants
233	Sales Representatives, Technical & Scientific Products
202	Cooks, Institution & Cafeteria
172	Dental Assistants
127	Billing & Posting Clerks & Machine Operators
127	Correctional Officers & Jailers

Find more Connecticut Labor Market Information at: www.ctdol.state.ct.us/lmi

Connecticut's highest paying moderate-term OJT occupations	
job title	average hourly wage
Sales Representatives, Technical & Scientific Products	\$40.00
Advertising Sales Agents	\$32.00
Operating Engineers & Construction Equipment Operators	\$25.00
Correctional Officers & Jailers	\$22.00
Executive Secretaries & Administrative Assistants	\$21.00
Truck Drivers, Heavy & Tractor-Trailer	\$19.00
Painters, Construction & Maintenance	\$19.00
General Maintenance & Repair Workers	\$19.00
Payroll & Timekeeping Clerks	\$19.00
Bookkeeping, Accounting, & Auditing Clerks	\$19.00
Dental Assistants	\$18.00
Billing & Posting Clerks & Machine Operators	\$17.00
Medical Assistants	\$16.00

Build your career piece-wise, one element at a time. Start a list of clear, well-defined, rock hard commitments. Each commitment is a "must have" requirement that you can't live without. Focus on the daily elements of your future career, don't try to commit to career "titles." Think of each commitment as a promise that you are going to keep, that you see as something you must have as a key ingredient in your livelihood. The objective is to make commitments to the individual building blocks of your career, each one a carefully thought out part of your work day. This bite-size approach is much easier than trying to commit to your life's work in one big leap.

What is a commitment? There is a real difference between wanting something and definitely committing yourself to having it. You can determine what you are currently committed to by looking at your life. What you have is what you are committed to. If you are going to work with a grumpy look on your face, that's a commitment. Are you dedicated to a job you hate to pay the bills? That's also a commitment. Our commitments are our intentions, and the first step toward taking actions that create results in our lives. To commit to something you really want is to say, "I declare that I will do what it takes." Highly fulfilling work is possible only through making definite commitments that we are willing to stretch for. Definite commitments propelled people like you and me to the extraordinary accomplishments of our time. People like Benjamin Franklin, Eleanor Roosevelt, and Albert Einstein were born with a unique set of talents and abilities just like all other human beings. What made them stand out above the crowd was their commitment to something larger than themselves; they each discovered a special and unique purpose for their lives. They had a passion for something they strongly believed in and a commitment that guided them through the obstacles along the way, helping them to persevere against the odds.

Interestingly, these extraordinary people did not see themselves as extraordinary. They were simply following their own path doing what they loved to do, doing what came naturally to them. With years of focused commitment on a single-minded effort, they were able to apply their abilities to something the world needed; they created their lives as a contribution to something much greater than paying the bills.

Aspects to Consider When Designing Elements of Your Career

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Purpose & Meaning - What's most important to you? Where are you willing to stick your neck out? Your sense of what is meaningful is a choice that only you can make. Begin by examining your underlying values and ideals. If you don't know how to do this, get a good book to help you think your values through. Without personal meaning in your work, your career will leave you feeling empty and disconnected from the big picture. A career path that does not embody your sense of meaning will drain you of your energy and enthusiasm, making it tough to get out of bed in the morning. People who love their work stand out in the crowd; they go to work because they want to and are often full of energy. When we work at something that really matters, we satisfy that part of us that wants to make a difference.

Natural Ability - One of the best gifts to give yourself is to measure your inborn talents. Not until you know your strengths, can you begin forming a clear sense of the kind of work that will use the abilities that come naturally to you. Here is a critical distinction: natural abilities are inborn, skills and interests are learned. Our natural abilities do not change throughout our lives, they are innate. We are born with a unique set of abilities that we keep for life. People who are fulfilled in their work use their strongest talents and abilities all day, while minimizing the use of talents that they are weak in. Understanding your natural talents is an absolute must if you want to excel at what you do.

Personality - Your personality characteristics, such as your passions, wants and desires, dreams, aspirations, beliefs, and personality makeup are also important components to build into what you do everyday. Examine your personality characteristics and rules about what is "doable." This will provide you with insight into choosing a career that integrates all of you, even your quirks. Most people have many wants and desires but never accomplish them for fear of failure. Our personalities are often supported by beliefs that are too limiting. Many people tell themselves that they are unable to go after what they really want for fear of making less money. The common belief, "I can't make money doing something I really love," is a limiting belief. If you are making money doing something that doesn't express your purpose and talents, imagine what you are capable of earning doing what you love.

Workplace Environment - I've met many brilliant people who say that nobody listens to their great ideas at work. They have natural talent to see problems that others don't notice, and feel compelled to fix them. Yet, no one seems to care enough to implement their innovative solutions. This dilemma often stems from a poor fit with the workplace "ecology." Does your workplace environment support what you do best? For example, imagine an acrobatic F16 fighter pilot trying to make a living flying for a commercial airline. His gifts just wouldn't be appreciated when flying a sky bus with 200 passengers through rolling maneuvers! In addition to meeting your talent and purpose requirements, it's important to design a workplace setting that will fit you well. Do you want a big or small company, entrepreneurial or steady-state culture, indoors or outdoors setting, quiet or bustling office, flex hours or 9-to-5, liberal or conservative coworkers, etc? A workplace ecology that supports your talents, purpose, personality, and even your personal quirks is the best way to reduce the stress of daily living.

Design A Customized Future - Use your own creative abilities to integrate your definite commitments, natural abilities, purpose or meaning, personality, and workplace ecology into full career scenarios. Creating a vision of the perfect career is a step-by-step process of piecing together all the key ingredients into a clear picture of your future livelihood. Like Picasso with an empty canvas, you can paint your career path as a masterful work of art. Customized by you to fit like a glove. A clear picture is necessary to create something new. Nearly everything human beings have created in the world today was born with a vision, a blueprint for a desired future result. Imagine yourself without a clear vision: it's like walking with a blindfold on hoping to reach a destination. Having a clear picture in your mind's eye is like being able to see a landmark way out in front of you where you steer in the direction you choose. In reaching this landmark, you may have mountains and valleys to overcome, but your commitment to the vision will act like a compass to keep you on your path. An enticing vision will push you to achieve dreams much greater than you believe you're capable of.

Experiment & Test Drive - The last trick is to make your career choice a reality. What does a commitment look like in everyday life? The great contributors of our time demonstrated another important behavior: experimentation. Dreams are necessary, but they will remain only dreams if no action is taken to make them real. When living and working from commitment, human beings begin to overcome obstacles that stand in their way. With a passion for something we really believe in, we learn to accept the obstacles as part of the path; we realize that no path is painless. People living from a personal commitment begin to see the results of their actions as necessary learning experiences rather than successes and failures. Thomas Edison's commitment to creating an innovative light bulb helped him through hundreds of experiments. Where would we be today if he had given up? This is passion in action. Without this type of commitment to something, our actions will likely not make it through the tougher challenges. Before you commit to your career, take it for a test drive. It's very wise to get engaged to your new career before you decide to marry it.



aahhh... **SUMMERTIME**... school is FINALLY over, and the only plans you have in mind for the next 2+ months is to hang around with your friends, enjoy the outdoors, and work on your tan, right?

Lucky you... I say enjoy the summer while you are young, before you enter the full-time workforce.

But, did you know?... You can actually get **PAID** while having **FUN in the SUN!**

Connecticut State Parks - Lifeguard Program

Type of Work

Lifeguards with the Department of Environmental Protection will protect swimming areas, administer minor first aid and perform beach-related maintenance work. During poor weather days lifeguards may work on other park maintenance tasks.

Work Schedule

In general, State Park swimming areas are protected from 10:00 a.m. until 6:00 p.m. All State Park Lifeguards are expected to work weekends and holidays from Memorial Day to Labor Day.

The Program

Throughout the summer, Connecticut State Park Lifeguards receive continuing physical and technical life-saving training. State Lifeguards use the most up to date lifesaving equipment.

Public Relations and Appearance

Connecticut State Lifeguards represent not only the Department of Environmental Protection, but also the State of Connecticut to several million state park visitors each season. Good public relations are a vital part of our work. Connecticut lifeguards must be clean, neat and polite at all times.

Training and Qualification

Current certification in Lifesaving, CPR: Basic Life Support for the Professional Rescuer, and First Aid, valid through Labor Day, is required for employment as a State Park Lifeguard. In addition, applicants must demonstrate swimming ability and competence in basic life-saving techniques during daily training exercises and State examination. For more information on the certification process, please check the following websites: www.redcross.org; www.jellis.com; www.ymca.com

For further information contact the **Water Safety Coordinator** at:

DEP - State Parks Division
79 Elm Street, 6th Floor
Hartford CT 06106-5127
(860) 424-3200

dep.stateparks@po.state.ct.us



For a complete listing of Connecticut's State Parks that hire lifeguards visit: www.ct.gov/dep

If you want to find out what other Summer Jobs are available in Connecticut go to: www.ct.gov and type "Summer Jobs" in the site's Search box.

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Coming Soon!
Connecticut Career Paths 2007-09

Members of the CT National Guard will be delivering copies to high schools, community colleges, and State agencies!

Copies will also be available at any local

CTWORKS office and online at:

www.ctdol.state.ct.us/lmi/pubs/CPaths2007-09.pdf