

OCCUPATIONAL OUTLOOK: NORTH BAY COUNTIES, 2014



Occupational Outlook: North Bay Counties, 2014

*Sponsored by the North Bay Employment Connection
and its member workforce investment boards:*



www.sonomawib.org



www.marinemployment.org



www.solanowib.org



www.napaworkforce.org

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Introduction

This **Occupational Outlook Report** for the Greater North Bay Region was developed and produced by Jim Cassio & Associates on behalf of the North Bay Employment Connection (NBEC) and its member workforce investment boards.

The report profiles the top 50 middle skill occupations in the region and is intended to be used as a job search, career exploration, and labor market research tool. Also included (in the appendix) is: a Career Pathway Index to the occupation profiles; an article on the wine industry and its career pathways; and results from a 2014 workforce needs assessment conducted with some of the region's key employers.

A second report entitled **Industry & Occupational Employment Projections** is also available as a supplement to this *Occupational Outlook Report*. The supplementary report includes nearly 300 pages of comprehensive industry and occupational employment projections for the Greater North Bay Region based on data from EMSI (Economic Modeling Specialists Intl.), a proprietary labor market information system. Also included in the supplementary report is a set of Career Pathway Indexes for the 16 Career Clusters and 71 Career Pathways defined by the U.S. Dept. of Education. These career clusters and pathways are used extensively for both career exploration and career planning, and for planning education and training programs that meet the workforce needs of business and industry.

Although NBEC will print some copies of the **Occupational Outlook Report**, it is designed to be an electronic report with hyperlinks throughout, including links to O*NET Reports for comprehensive information on important knowledge, skills and abilities, and for exploring related occupations. Both reports may be downloaded from the websites of the NBEC workforce investment boards or from the website of Jim Cassio & Associates: www.cassio.com

The occupations profiled in this report were selected as part of a 4-step process:

1. They reflect jobs within high demand industries as identified/defined by the region's workforce investment boards;
2. They reflect jobs that are growing and/or have significant worker replacement needs;
3. They reflect jobs that a survey of employers identified as having "significant difficulty finding qualified applicants";
4. They reflect "middle skill" jobs that require at least some postsecondary education, training or experience, but do not typically require a bachelor degree (or higher).

The occupation profiles were developed using a variety of sources, including EMSI (Economic Modeling Specialists Intl.), a proprietary labor market information system, multiple U.S. Dept. of Labor sources for labor market and occupational information, and proprietary information from Jim Cassio & Associates.

There is a section in each occupation profile entitled Local Certificate and Degree Programs. It includes public and private postsecondary certificate and degree programs in the North Bay region designed to prepare its program participants to enter the occupation upon completion of the program. The list, therefore, does not include individual courses, nor courses or programs designed primarily for high school students. A program listed in this section should not be construed as an endorsement of the program by those who developed or sponsored the development of this report, nor as an indication that the program is on the ETPL (Eligible Training Provider List).

Also, in exploring one's training options, an individual may wish to check with their local County of Office of Education to see if they offer a relevant ROP or CTE program and if it that program is open to adults. (ROP = Regional Occupational Program; CTE = Career Technical Education)

County Offices of Education Websites

- Sonoma – www.scoe.org (see Programs for Students >> High School CTE Programs)
- Solano – www.solanocoe.net (see Student Programs >> CTE/Workforce Development)
- Napa – www.napacoe.org (see Programs for Students >> Napa County ROP)
- Marin – www.marinschools.org (see Services to Students >> Regional Occupational Program)
- Lake – www.lake-coe.k12.ca.us (see Departments and Programs >> Career Technical Education/ROP)

One-Stop Career Centers

The workforce investment boards which sponsored this report operate a network of One-Stop Career Centers throughout the Greater North Bay Region. Similar community-based career centers can be found in most counties throughout the U.S. and are designed to provide a full range of assistance to job seekers and employers under one roof. This includes access to job listings and job search resources, pre-employment skills development, career coaching and advising, and recruitment and screening services for employers. Special services are also provided to youth and to downsizing employers and their employees. The names of the One-Stop Career Centers in California vary from one county to another, although all are part of America's Job Center network:



 <p>2227 Capricorn Dr, Ste 100, Santa Rosa, CA 95407 (707) 565-5550 www.joblinksonomacounty.com</p>	 <p>320 Campus Lane, Fairfield CA 94534 (707) 863-3500 www.solanoemployment.org</p>
 <p>120 N. Redwood Dr., San Rafael, CA 94903 (415) 473-3330 www.marinemployment.org</p>	
 <p>650 Imperial Way, Ste 101, Napa CA 94559 (707) 253-4291 www.workforcenapa.org</p>	 <p>55 First Street, Lakeport, CA 95453 (707) 263-0360 www.workforcelake.org</p>

Table of Contents

Profiles of the Top Middle Skill Occupations in the North Bay Region

Administrative Services Managers.....	7
Automotive Service Technicians and Mechanics.....	13
Bill and Account Collectors	19
Bookkeeping, Accounting, and Auditing Clerks	25
Bus and Truck Mechanics and Diesel Engine Specialists	31
Bus Drivers, School or Special Client.....	37
Bus Drivers, Transit and Intercity.....	43
Carpenters.....	49
Cellar Workers.....	55
Cement Masons and Concrete Finishers	61
Certified Nurse Assistants (CNAs)	67
Chemical Technicians	73
Computer Network Support Specialists.....	79
Computer User Support Specialists	85
Computer-Controlled Machine Tool Operators, Metal and Plastic.....	91
Cooks, Restaurant	97
Dental Assistants.....	103
Dental Hygienists	109
Electrical and Electronics Engineering Technicians	115
Electrical Power-Line Installers and Repairers.....	121
Emergency Medical Technicians and Paramedics	127
Environmental Science and Protection Technicians, Including Health.....	133
Firefighters.....	139
First-Line Supervisors of Fire Fighting and Prevention Workers	145
First-Line Supervisors of Food Preparation and Serving Workers	151
First-Line Supervisors of Office and Administrative Support Workers	157
First-Line Supervisors of Personal Service Workers.....	163
Food Service Managers.....	169
Industrial Machinery Mechanics.....	175
Inspectors, Testers, Sorters, Samplers, and Weighers	181
Law Enforcement Officers.....	187

Licensed Vocational Nurses (LVNs).....	193
Lodging Managers.....	199
Machinists.....	205
Maintenance and Repair Workers, General	211
Medical and Clinical Laboratory Technicians.....	217
Medical Assistants	223
Medical Records and Health Information Technicians	229
Medical Secretaries.....	235
Packaging and Filling Machine Operators and Tenders.....	241
Painters, Construction and Maintenance	247
Personnel and Payroll Technicians	253
Pharmacy Technicians.....	259
Preschool Teachers, Except Special Education	265
Property, Real Estate, and Community Association Managers	271
Registered Nurses (RNs)	277
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	283
Team Assemblers	289
Telecommunications Line Installers and Repairers	295
Welders, Cutters, Solderers, and Brazers	301

Appendix

Career Pathway Index to the Occupation Profiles.....	307
Wine Industry: Career Pathways	309
Workforce Needs Assessment Results.....	314

Administrative Services Managers

Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.

Career Cluster Group: [Business, Management and Administration](#)

Common Job Titles








Administrative Manager; Administrative Services Manager; Building Manager; Contracts Manager/Administrator; Facilities Manager/Administrator; Office Manager; Operations Manager/Administrator; Records Management Director

Common Job Tasks

- Acquire, distribute and store supplies.
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.
- Conduct classes to teach procedures to staff.
- Direct or coordinate the supportive services department of a business, agency, or organization.
- Dispose of, or oversee the disposal of, surplus or unclaimed property.
- Hire and terminate clerical and administrative personnel.
- Manage leasing of facility space.
- Monitor the facility to ensure that it remains safe, secure, and well-maintained.
- Oversee construction and renovation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards, and comply with government regulations.
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Participate in architectural and engineering planning and design, including space and installation management.
- Plan, administer and control budgets for contracts, equipment and supplies.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.

What It Requires

Educational Attainment

Doctoral or professional degree	2%	
Master's degree	11%	
Bachelor's degree	28%	
Associate's degree	11%	
Some college, no degree	29%	
High school diploma or equivalent	18%	
Less than high school diploma	1%	

- *Typical work experience needed for a job in this occupation: Less than 5 years*
- *Typical on-the-job training once you have a job in this occupation: NA*

Career Path

Administrative Services Managers usually start their careers as office managers or department managers. Advancement from these positions is easier in large firms that may employ several levels of administrative services managers. A Master's degree enhances a first-level manager's opportunities to advance to a mid-level management position, such as director of administrative services, and eventually to a top-level management position, such as executive vice president for administrative services. Some may become management consultants.

Indeed Link to [Current Job Postings](#)

What It Pays

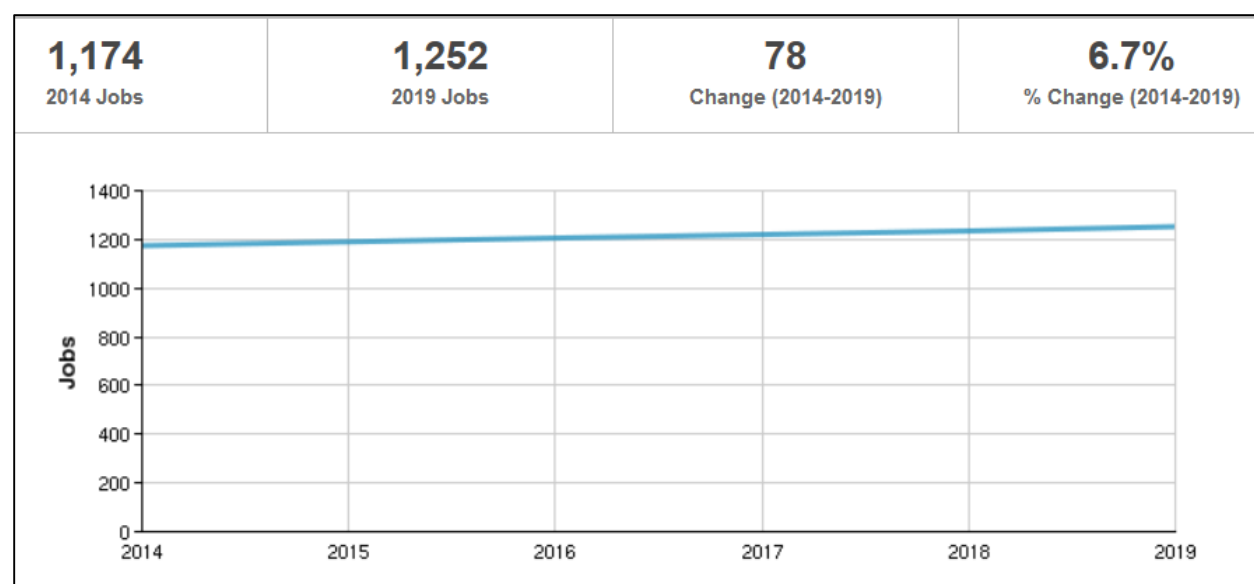
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$23.97	\$30.13	\$40.70	\$51.86	\$61.38
Sonoma County:	\$17.86	\$29.12	\$38.71	\$51.48	\$67.54
Napa County:	\$24.38	\$32.00	\$39.03	\$50.34	\$63.64
Marin County:	\$27.25	\$36.26	\$47.30	\$60.51	\$77.33
Lake County:	\$21.27	\$27.41	\$34.80	\$43.59	\$54.93
North Bay Region:	\$22.36	\$31.38	\$41.06	\$53.28	\$67.64
California:	\$24.54	\$32.50	\$42.85	\$56.52	\$72.01



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	242	263	9%	21	21
Sonoma County:	454	472	4%	18	37
Napa County:	179	196	9%	17	16
Marin County:	269	290	8%	21	22
Lake County:	30	31	3%	1	<5
North Bay Region:	1,174	1,252	7%	78	100
California:	35,378	37,785	7%	2,407	2,994



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.4% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Solano and Napa Counties have the fastest projected growth rate for this occupation at 1.8%, while Lake and Sonoma Counties have the slowest projected growth rates at 3% and 4% respectively. In addition to the projected net increase of about 80 new jobs for this occupation, worker replacement needs will add about 100 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. However, applicants will likely face strong competition for the limited number of higher level administrative services management jobs. Job prospects also are expected to be better for those who can manage a wide range of responsibilities than for those who specialize in particular functions.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	134	11.5%	0.5%
Corporate, Subsidiary, and Regional Managing Offices (551114)	50	4.3%	0.9%
Wineries (312130)	50	4.3%	0.3%
General Medical and Surgical Hospitals (Private) (622110)	38	3.3%	0.3%
State Government, Excluding Education and Hospitals (902999)	37	3.2%	0.5%

Most Important Knowledge, Skills and Abilities

- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/11-3011.00>

Local Certificate and Degree Programs

Public Administration:

- [Sonoma State University](#) - Master's degree

Business/Commerce, General:

- [Napa Valley College](#) - Associate degree
- [Pacific Union College](#) - Bachelor's degree








Business Administration and Management, General:

- [California Maritime Academy](#) - Bachelor's degree
- [College of Marin](#) - Certificate, Associate degree
- [Dominican University of California](#) - Bachelor's degree
- [Napa Valley College](#) - Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree
- [Solano Community College](#) - Certificate, Associate degree
- [Sonoma State University](#) - Bachelor's degree, Master's degree

Business Administration and Management, Specialized:

- [Empire College](#) - Certificate, Associate degree

Demographics for Administrative Services Managers

Gender		
Male	58%	
Female	42%	
Age		
14-18	0%	
19-24	3%	
25-44	36%	
45-64	56%	
65+	5%	

Automotive Service Technicians and Mechanics

- **Automotive Master Mechanics:** Repair automobiles, trucks, buses, and other vehicles. Master mechanics repair virtually any part on the vehicle or specialize in the transmission system.
- **Automotive Specialty Technicians:** Repair only one system or component on a vehicle, such as brakes, suspension, or radiator.

Career Cluster Group: [Transportation, Distribution and Logistics](#)

Common Job Titles

Master Automotive Technician; Automobile Technician; Truck Technician; Transmission Rebuilder; Service Technician; Mechanic; Master Technician; Auto Mechanic; Automotive Technician; Diesel Mechanic; Automotive Service Technician; Oil Bay Technician; Front End Technician; Suspension and Steering Mechanic; Drivability Technician; Alignment Specialist; Air Conditioning Technician (A/C Technician); Brake Technician; Electrical Technician

Common Job Tasks

Automotive Master Mechanics:

- Maintain cleanliness of work area.
- Review work orders and discuss work with supervisors.
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.
- Test and adjust repaired systems to meet manufacturers' performance specifications.
- Repair and service air conditioning, heating, engine-cooling, and electrical systems.
- Examine vehicles to determine extent of damage or malfunctions.
- Replace and adjust headlights.
- Install and repair accessories such as radios, heaters, mirrors, and windshield wipers.
- Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups.
- Plan work procedures, using charts, technical manuals, and experience.
- Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices.
- Rewire ignition systems, lights, and instrument panels.
- Repair, reline, replace, and adjust brakes.

Automotive Specialty Technicians:

- Repair, overhaul, or adjust automobile brake systems.
- Examine vehicles, compile estimates of repair costs, and secure customers' approval to perform repairs.
- Repair or replace defective ball joint suspensions, brake shoes, or wheel bearings.
- Test electronic computer components in automobiles to ensure proper operation.
- Install or repair air conditioners and service components, such as compressors, condensers, and controls.
- Troubleshoot fuel, ignition, and emissions control systems, using electronic testing equipment.
- Remove and replace defective mufflers and tailpipes.
- Inspect and test new vehicles for damage and record findings so that necessary repairs can be made.
- Tune automobile engines to ensure proper and efficient functioning.
- Repair, replace, or adjust defective fuel injectors, carburetor parts, and gasoline filters.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	3%	
Associate's degree	11%	
Some college, no degree	22%	
High school diploma or equivalent	44%	
Less than high school diploma	19%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Long-term (>12 months)*

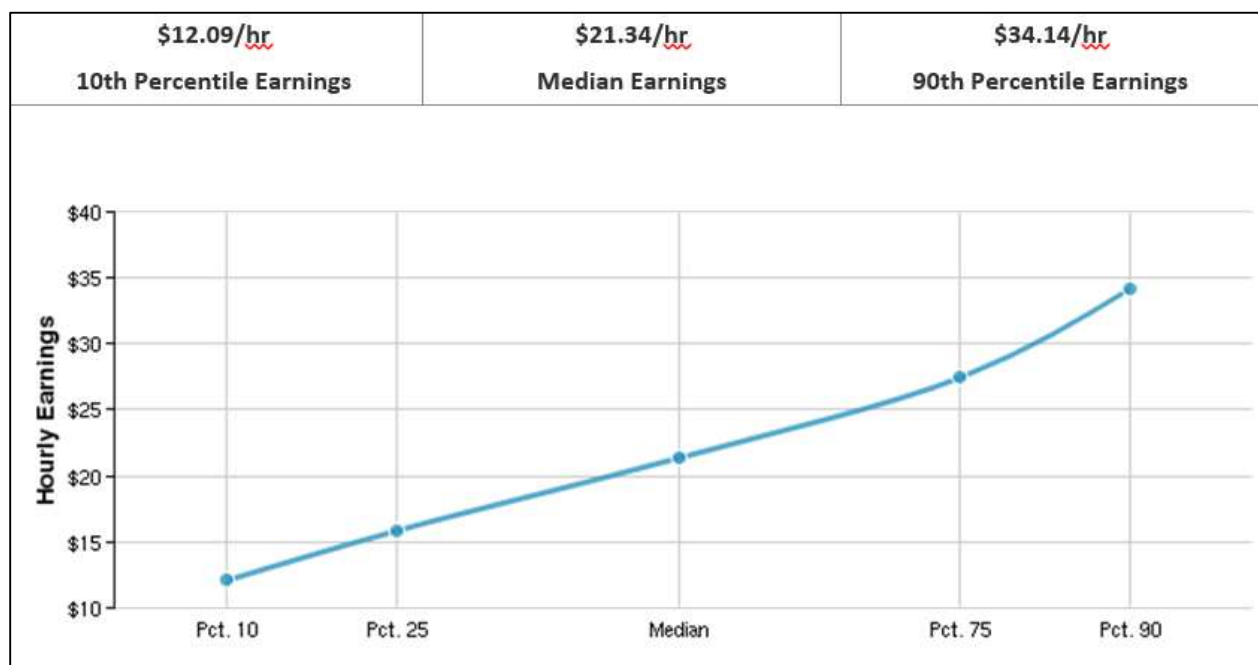
Career Path

ASE certification has become a standard credential for automotive service technicians. While not mandatory for work in automotive service, certification is common for all experienced technicians in large, urban areas. Certification is available in eight different areas of automotive service, such as electrical systems, engine repair, brake systems, suspension and steering, and heating and air-conditioning. For certification in each area, technicians must have at least 2 years of experience and pass the examination. Completion of an automotive training program in high school, vocational or trade school, or community or junior college may be substituted for 1 year of experience. For ASE certification as a Master Automobile Technician, technicians must pass all eight examinations. By becoming skilled in multiple auto repair services, technicians can increase their value to their employer and their pay. Experienced technicians who have administrative ability sometimes advance to shop supervisor or service manager. Those with sufficient funds many times open independent automotive repair shops. Technicians who work well with customers may become automotive repair service estimators. They may also find work as educators.

Indeed Link to [Current Job Postings](#)

What It Pays

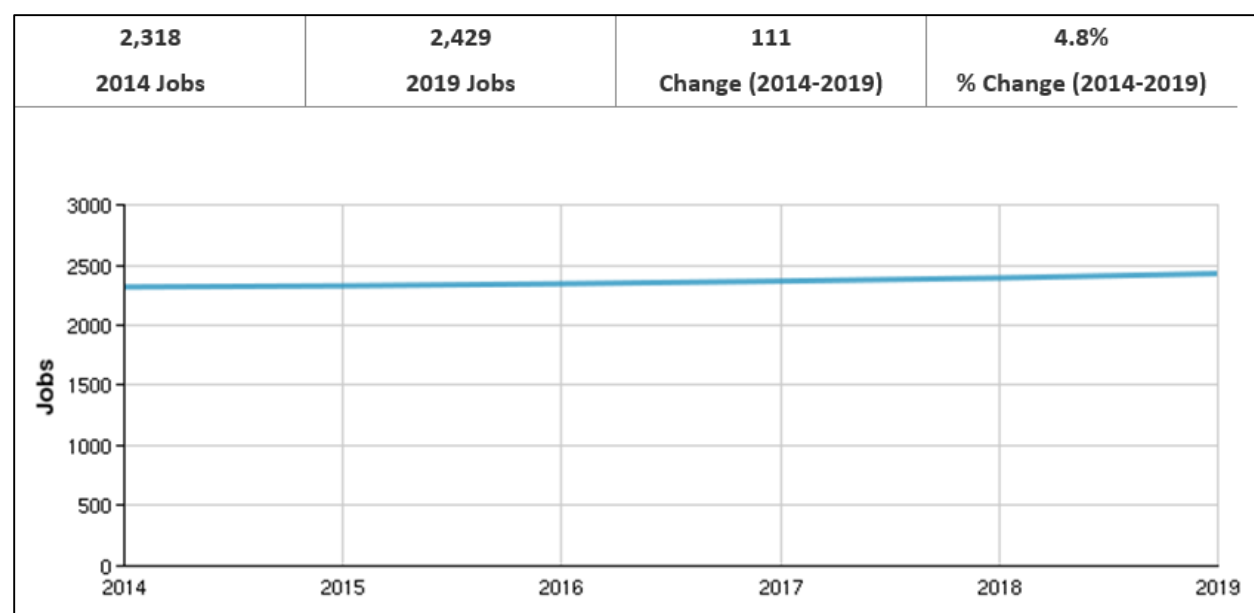
Percentile:	10th	25th	Median	75th	90th
Solano County:	\$11.09	\$14.89	\$19.05	\$25.95	\$33.36
Sonoma County:	\$12.33	\$16.47	\$23.77	\$28.52	\$33.94
Napa County:	\$12.99	\$16.49	\$21.58	\$26.10	\$28.93
Marin County:	\$12.72	\$16.14	\$21.41	\$28.92	\$37.76
Lake County:	\$10.54	\$12.50	\$15.13	\$18.57	\$23.73
North Bay Region:	\$12.09	\$15.83	\$21.34	\$27.44	\$34.14
California:	\$11.24	\$14.96	\$19.84	\$26.22	\$32.47



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	734	773	5%	39	95
Sonoma County:	752	756	1%	4	101
Napa County:	202	211	4%	9	26
Marin County:	588	649	10%	61	78
Lake County:	41	40	-2%	-1	5
North Bay Region:	2,318	2,429	5%	111	308
California:	58,768	61,954	5%	3,186	7,622



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1% per year through 2019, slightly slower than the 1.2% average growth for all occupations. Marin County has the fastest projected growth rate for this occupation at 2%, while Lake County is projected to decline slightly in its employment for this occupation. In addition to the projected net increase of about 110 new jobs for this occupation, worker replacement needs will add about 300 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. Jobseekers who have completed formal postsecondary training programs — especially candidates with training in advanced automotive technology, such as hybrid fuel or computer systems — should enjoy the best job prospects. Those without formal automotive training are likely to face strong competition for entry-level jobs.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
General Automotive Repair (811111)	805	34.7%	52.4%
New Car Dealers (441110)	713	30.7%	17.2%
Automotive Parts and Accessories Stores (441310)	113	4.9%	10.5%
Local Government, Excluding Education and Hospitals (903999)	81	3.5%	0.3%
Tire Dealers (441320)	68	2.9%	10.8%

Most Important Knowledge, Skills and Abilities

- **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/49-3023.00>

Local Certificate and Degree Programs

Automobile/Automotive Mechanics Technology/Technician:

- [College of Marin](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Automotive Service Technicians and Mechanics

Gender		
Male	96%	
Female	4%	
Age		
14-18	1%	
19-24	13%	
25-44	50%	
45-64	34%	
65+	3%	

Bill and Account Collectors

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts.

Career Cluster Group: [Finance](#)

Common Job Titles








Credit Manager; Installment Loan Collector; Group Billing Coordinator; Delinquency Counselor; Insurance Billing Clerk; Customer Account Specialist; Self Pay Representative; Debt Collector; Medical Biller; Patient Access Specialist; Patient Account Representative; Recovery Collector; Skip Tracer; Telephone Collector; Credit Collections Manager; Accounts Receivable Specialist; Patient Accounts Clerk; Billing Clerk; Credit Clerk; Biller; Account Resolution Analyst; Accounting Technician; Account Representative; Billing Manager; Billing Representative; Collection Supervisor; Collector; Collections Officer; Bill Collector; Collections Manager; Business Office Manager; Collection Specialist; Collection Manager; Collection Agent

Common Job Tasks

- Contact insurance companies to check on status of claims payments and write appeal letters for denial on claims.
- Advise customers of necessary actions and strategies for debt repayment.
- Locate and monitor overdue accounts, using computers and a variety of automated systems.
- Answer customer questions regarding problems with their accounts.
- Negotiate credit extensions when necessary.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	2%	
Bachelor's degree	15%	
Associate's degree	11%	
Some college, no degree	36%	
High school diploma or equivalent	30%	
Less than high school diploma	4%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

As bill and account collectors gain experience, their success rates generally go up, leading them to earn more money in commissions. Successful collectors are usually given larger accounts with higher earning opportunities. Some become team leaders or supervisors. Workers who acquire additional skills, experience, and training improve their advancement opportunities.

Indeed Link to [Current Job Postings](#)

What It Pays

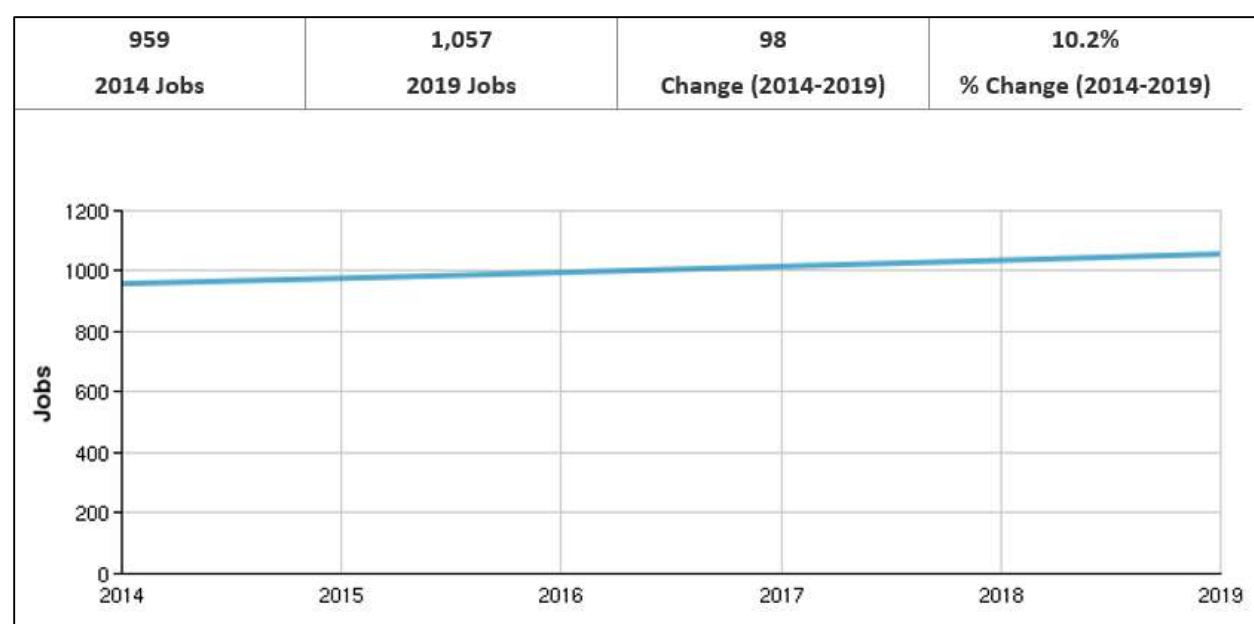
Percentile:	10th	25th	Median	75th	90th
Solano County:	\$12.11	\$15.28	\$17.89	\$21.38	\$26.38
Sonoma County:	\$15.17	\$17.12	\$20.33	\$23.51	\$28.68
Napa County:	\$15.22	\$16.37	\$18.29	\$24.06	\$27.68
Marin County:	\$14.03	\$16.56	\$20.37	\$24.93	\$29.79
Lake County:	\$12.50	\$14.20	\$16.86	\$23.00	\$28.41
North Bay Region:	\$14.00	\$16.37	\$19.45	\$23.23	\$28.20
California:	\$12.48	\$15.17	\$18.11	\$22.43	\$27.88



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	269	331	23%	62	44
Sonoma County:	393	393	0%	0	59
Napa County:	58	64	10%	6	9
Marin County:	220	248	13%	28	34
Lake County:	19	20	5%	1	<5
North Bay Region:	959	1,057	10%	98	147
California:	42,763	45,686	7%	2,923	6,248



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2% per year through 2019, much faster than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 4.6%, while Sonoma County has the slowest projected growth rate at 0%. In addition to the projected net increase of about 100 new jobs for this occupation, worker replacement needs will add about 150 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. Nationwide, the fastest job growth for this occupation is in medical industries. As the cost of healthcare increases, the amount of medical debt that people incur is likely to rise as well. Employment of bill and account collectors is projected to grow 30% in offices of health practitioners from 2012 to 2022. In addition, credit card companies are more commonly selling their debts to third-party agencies, likely also increasing job growth in the collections industry.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Collection Agencies (561440)	65	6.8%	19.7%
Offices of Physicians (except Mental Health Specialists) (621111)	59	6.2%	0.8%
HMO Medical Centers (621491)	50	5.2%	0.7%
Other Business Service Centers (including Copy Shops) (561439)	47	4.9%	20.7%
Corporate, Subsidiary, and Regional Managing Offices (551114)	39	4.1%	0.7%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/43-3011.00>

Local Certificate and Degree Programs

Banking and Financial Support Services:

- [Solano Community College](#) - Certificate, Associate degree

Demographics for Bill and Account Collectors

Gender		
Male	30%	<div></div>
Female	70%	<div></div>
Age		
14-18	0%	<div></div>
19-24	13%	<div></div>
25-44	50%	<div></div>
45-64	34%	<div></div>
65+	3%	<div></div>

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.

Career Cluster Group: [Business, Management and Administration](#)

Common Job Titles

Office Manager; Accounts Payables Clerk; Accounts Receivable Assistant; Accounts Receivable Clerk; Billing Clerk; Bookkeeper; Cost Accountant; Fiscal Technician; Accounts Payable Specialist; Night Auditor; Accounts Payable Clerk; Payroll Accounting Clerk; Staff Accountant; Income Auditor; Accounting Clerk; Account Clerk; Account Receivable Clerk; Accountant; Accounting Analyst; Accounts Payable Representative; Accounting Associate; Accounting Manager; Accounting Representative; Accounting Specialist; Accounting Technician; Accounts Payable Administrator; Accounts Payable Coordinator; Accounting Assistant

Common Job Tasks

- Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Comply with federal, state, and company policies, procedures, and regulations.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	3%	
Bachelor's degree	15%	
Associate's degree	10%	
Some college, no degree	39%	
High school diploma or equivalent	31%	
Less than high school diploma	3%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

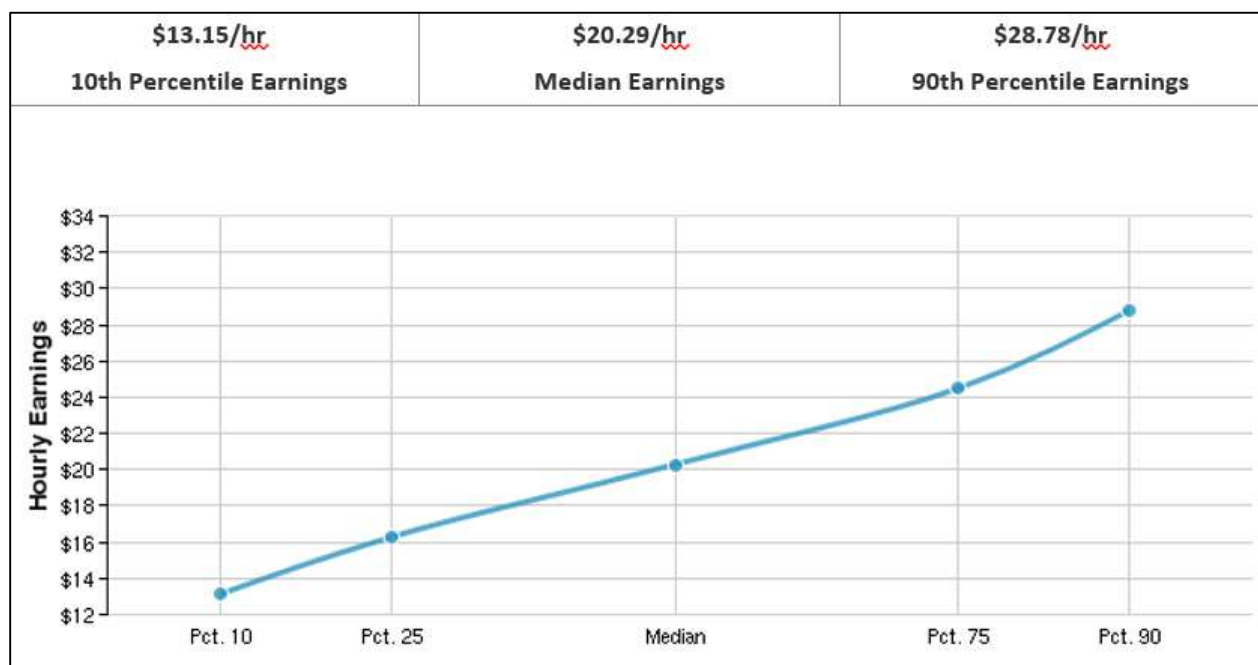
Career Path

Advancement usually takes the form of taking on more responsibility for higher pay, or by transferring to another occupation that requires a similar skill set. Most companies fill office and administrative support positions by promoting individuals from within their organizations, so bookkeepers who acquire additional skills, experience, and training improve their advancement opportunities. Some go on to become self-employed bookkeepers. With the appropriate education, bookkeepers may also become accountants or auditors.

Indeed Link to [Current Job Postings](#)

What It Pays

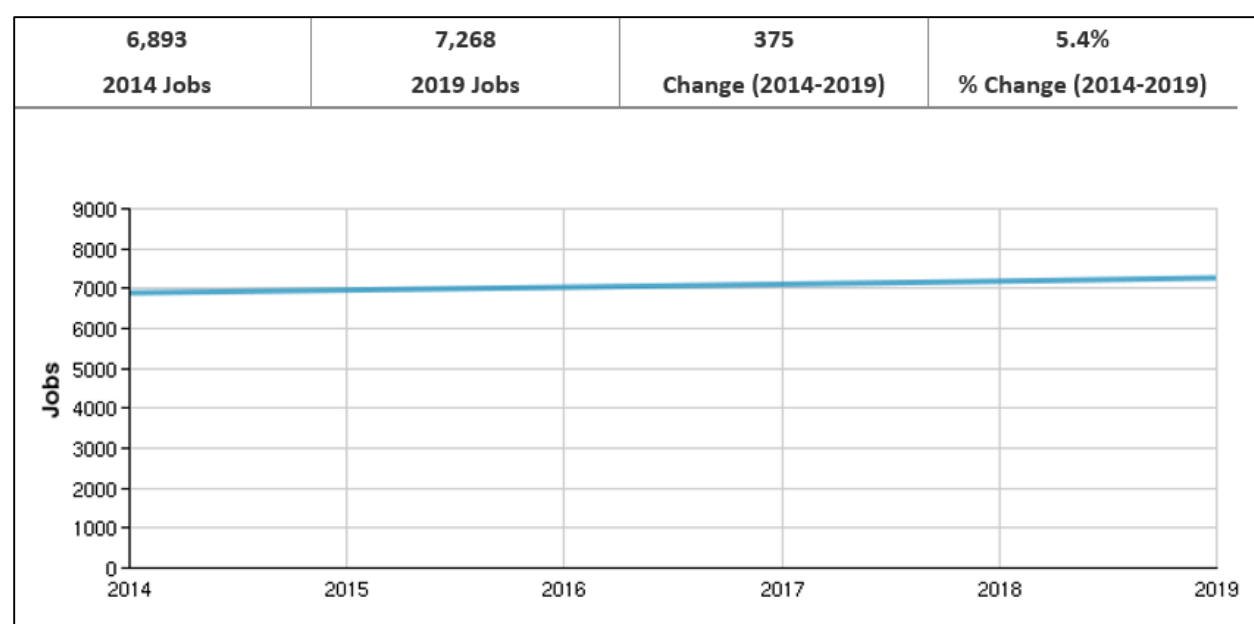
Percentile:	10th	25th	Median	75th	90th
Solano County:	\$11.82	\$15.23	\$19.04	\$23.16	\$27.66
Sonoma County:	\$13.16	\$16.26	\$20.23	\$24.34	\$28.55
Napa County:	\$15.16	\$18.23	\$22.63	\$26.94	\$29.43
Marin County:	\$13.72	\$16.67	\$20.77	\$25.26	\$30.84
Lake County:	\$9.78	\$12.85	\$16.43	\$20.12	\$23.29
North Bay Region:	\$13.15	\$16.28	\$20.29	\$24.49	\$28.78
California:	\$12.08	\$15.34	\$19.17	\$23.75	\$28.91



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	1,548	1,665	8%	117	74
Sonoma County:	2,693	2,777	3%	84	126
Napa County:	985	1,077	9%	92	48
Marin County:	1,444	1,518	5%	74	70
Lake County:	224	231	3%	7	<5
North Bay Region:	6,893	7,268	5%	375	327
California:	196,057	208,572	6%	12,515	9,342



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1% per year through 2019, slightly slower than the 1.2% average growth for all occupations. Napa and Solano Counties have the fastest projected growth rate for this occupation at 1.8% and 1.6% respectively, while Sonoma and Lake Counties have the slowest projected growth rate at 0.6%. In addition to the projected net increase of about 375 new jobs for this occupation, worker replacement needs will add about 325 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. Job growth for these workers is largely driven by overall economic growth. As the number of organizations increases, more bookkeepers are needed to keep these organizations' books.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	380	5.5%	1.4%
Wineries (312130)	197	2.9%	1.2%
Corporate, Subsidiary, and Regional Managing Offices (551114)	196	2.8%	3.6%
Colleges, Universities, and Professional Schools (Local Government) (903612)	139	2.0%	1.6%
Religious Organizations (813110)	130	1.9%	3.3%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Processing Information** - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/43-3031.00>

Local Certificate and Degree Programs

Accounting Technology/Technician and Bookkeeping:

- [College of Marin](#) - Certificate, Associate degree
- [Empire College](#) - Certificate, Associate degree
- [Napa Valley College](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree
- [Solano Community College](#) - Certificate, Associate degree

Demographics for Bookkeeping, Accounting, and Auditing Clerks

Gender		
Male	15%	
Female	85%	
Age		
14-18	1%	
19-24	6%	
25-44	37%	
45-64	48%	
65+	9%	

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.

Career Cluster Group: [Transportation, Distribution and Logistics](#)

Common Job Titles

Truck Engine Technician; Mechanic; School Bus Mechanic; Service Technician; Trailer Mechanic; Transportation Mechanic; Journeyman Bus Mechanic; Truck Mechanic; Transit Mechanic; Bus Mechanic; Garage Mechanic; Fleet Service Manager; Fleet Mechanic; Diesel Technician; Diesel Mechanic; Certified Mechanic; General Repair Mechanic; Medium/Heavy Truck Mechanic

Common Job Tasks

- Use hand tools such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments, as well as power tools such as pneumatic wrenches, lathes, welding equipment, and jacks and hoists.
- Inspect brake systems, steering mechanisms, wheel bearings, and other important parts to ensure that they are in proper operating condition.
- Attach test instruments to equipment, and read dials and gauges to diagnose malfunctions.
- Perform routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery.
- Rewire ignition systems, lights, and instrument panels.
- Raise trucks, buses, and heavy parts or equipment using hydraulic jacks or hoists.
- Examine and adjust protective guards, loose bolts, and specified safety devices.
- Diagnose and repair vehicle heating and cooling systems.
- Repair and adjust seats, doors, and windows, and install and repair accessories.
- Adjust and reline brakes, align wheels, tighten bolts and screws, and reassemble equipment.
- Inspect, test, and listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, and pressure gauges.
- Disassemble and overhaul internal combustion engines, pumps, generators, transmissions, clutches, and differential units.
- Inspect and verify dimensions and clearances of parts to ensure conformance to factory specifications.
- Test drive trucks and buses to diagnose malfunctions or to ensure that they are working properly.
- Inspect, repair, and maintain automotive and mechanical equipment and machinery such as pumps and compressors.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	0%	
Bachelor's degree	3%	
Associate's degree	10%	
Some college, no degree	23%	
High school diploma or equivalent	49%	
Less than high school diploma	15%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Long-term (>12 months)*

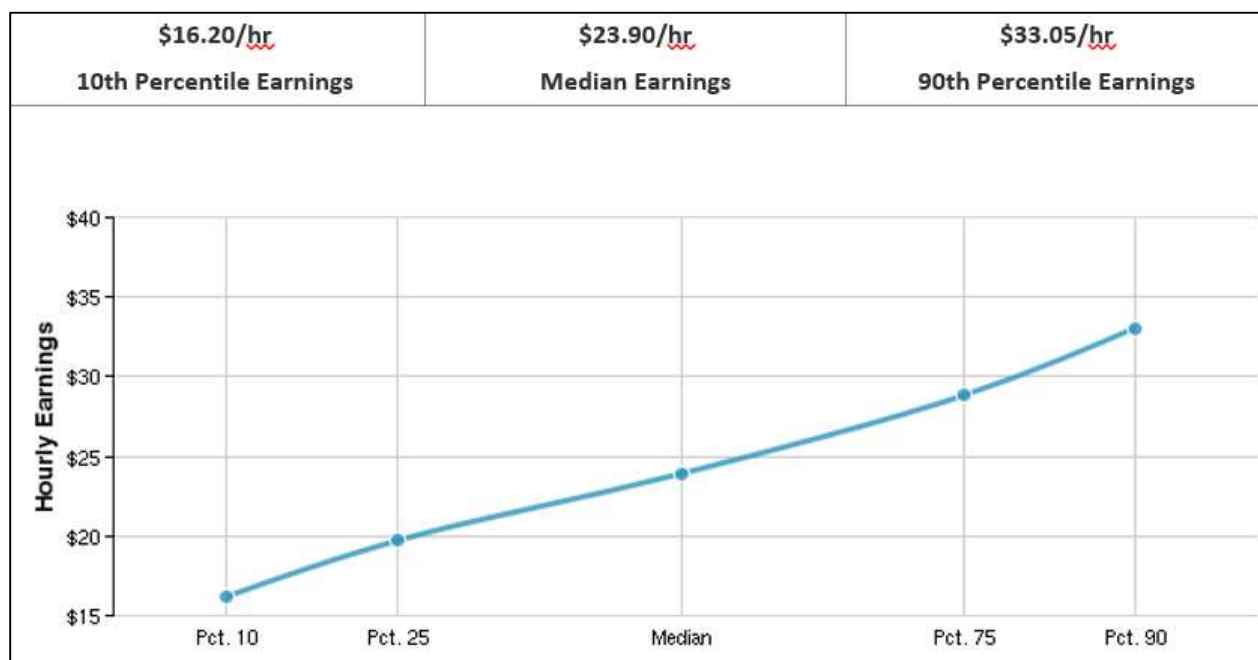
Career Path

Many bus, truck and diesel mechanics begin their careers as helpers or apprentice mechanics where they learn the trade and begin developing their skills. However, employers increasingly prefer applicants who have completed postsecondary training programs in diesel engine repair. A large number of community colleges and trade and vocational schools offer such programs that lead to a certificate of completion or an associate's degree. These programs mix classroom instruction with hands-on training, including the basics of diesel technology, repair techniques and equipment, and practical exercises. Students also learn how to interpret technical manuals and electronic diagnostic reports. Graduates of these programs usually advance to journey-worker status, where they may then work with minimal supervision. Over the course of their careers, these mechanics must learn new techniques and learn about new equipment and the latest diesel technology. Certification from the National Institute for Automotive Service Excellence (ASE) is the recognized industry credential for diesel and other automotive service technicians and mechanics. Although not usually required, this certification represents a mechanic's competence, experience, and value to potential employers and clients. Bus, truck and diesel mechanics may be certified in specific repair areas, such as drive trains, electronic systems, or preventative maintenance and inspection. Advancement may lead to lead mechanic or supervisory positions, or to service manager. A few may become self-employed.

Indeed Link to [Current Job Postings](#)

What It Pays

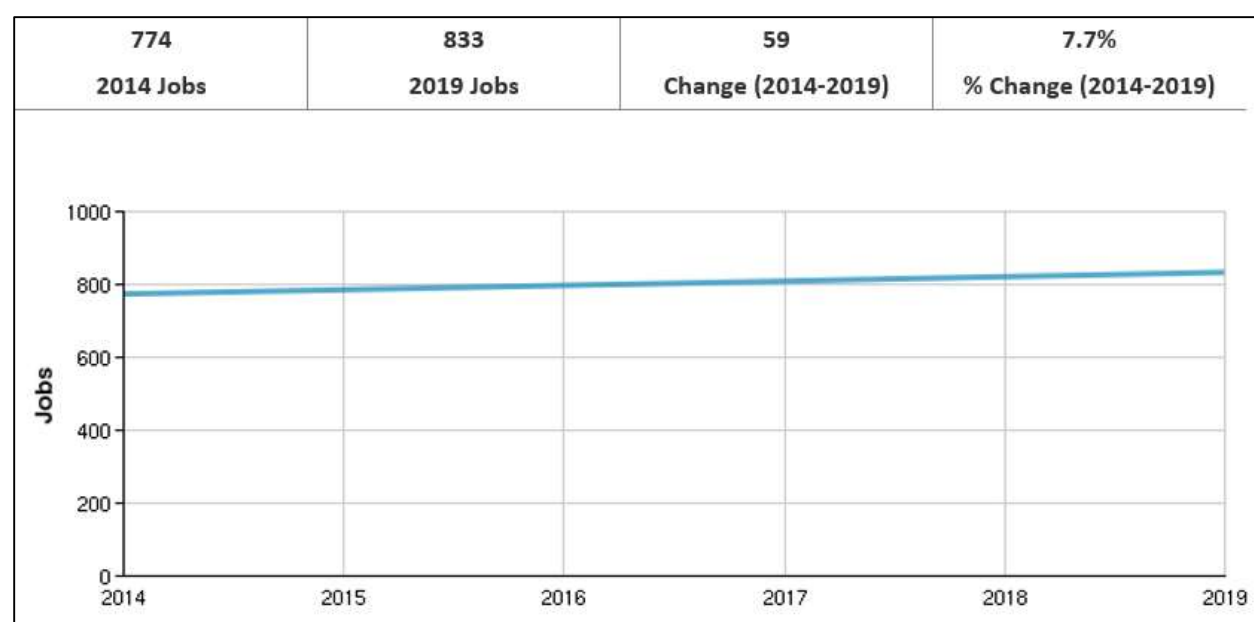
Percentile:	10th	25th	Median	75th	90th
Solano County:	\$16.75	\$20.34	\$25.44	\$30.79	\$34.63
Sonoma County:	\$16.24	\$19.48	\$22.88	\$27.99	\$32.60
Napa County:	\$14.99	\$18.94	\$23.85	\$28.33	\$33.03
Marin County:	\$16.49	\$21.01	\$25.45	\$30.22	\$32.84
Lake County:	\$15.21	\$17.10	\$19.66	\$22.18	\$27.07
North Bay Region:	\$16.20	\$19.71	\$23.90	\$28.85	\$33.05
California:	\$14.32	\$18.25	\$23.50	\$29.07	\$34.67



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	214	236	10%	22	24
Sonoma County:	335	348	4%	13	36
Napa County:	117	132	13%	15	14
Marin County:	75	82	9%	7	8
Lake County:	33	36	9%	3	<5
North Bay Region:	774	833	8%	59	87
California:	20,673	21,933	6%	1260	2,281



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.6% per year through 2019, somewhat faster than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 2.6%, while Sonoma County is projected to decline slightly in its employment for this occupation. In addition to the projected net increase of about 60 new jobs for this occupation, worker replacement needs will add about 85 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. As more freight is shipped across the country, additional diesel-powered trucks will be needed. As a result, diesel mechanics will be needed to maintain and repair the nation's truck fleet. Demand for new workers in the freight trucking and automotive repair and maintenance industries is expected to drive overall diesel mechanic job growth. Overall, job opportunities should be best for those who have completed formal postsecondary education and have strong technical skills, as employers sometimes report difficulty finding qualified workers.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	83	10.7%	0.3%
Wineries (312130)	72	9.3%	0.4%
General Automotive Repair (811111)	59	7.6%	3.8%
Specialized Freight (except Used Goods) Trucking, Local (484220)	51	6.6%	3.1%
General Freight Trucking, Local (484110)	34	4.3%	3.6%

Most Important Knowledge, Skills and Abilities

- **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Repairing and Maintaining Mechanical Equipment** - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/49-3031.00>

Local Certificate and Degree Programs

Diesel Mechanics Technology/Technician:

- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Bus and Truck Mechanics and Diesel Engine Specialists

Gender		
Male	91%	<div></div>
Female	9%	<div></div>
Age		
14-18	1%	<div></div>
19-24	8%	<div></div>
25-44	44%	<div></div>
45-64	45%	<div></div>
65+	3%	<div></div>
	1%	<div></div>

Bus Drivers, School or Special Client

Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting. Licensing required.

Career Cluster Group: [Transportation, Distribution and Logistics](#)

Common Job Titles

Bus Driver/Monitor; Special Education Bus Driver; School Transportation Supervisor; School Transportation Director; School Bus Driver/Teacher Assistant; School Bus Driver/Mechanic; School Bus Driver; School Bus Driver/Custodian

Common Job Tasks

- Report any bus malfunctions or needed repairs.
- Comply with traffic regulations to operate vehicles in a safe and courteous manner.
- Keep bus interiors clean for passengers.
- Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.
- Maintain knowledge of first-aid procedures.
- Follow safety rules as students board and exit buses or cross streets near bus stops.
- Report delays, accidents, or other traffic and transportation situations, using telephones or mobile two-way radios.
- Maintain order among pupils during trips to ensure safety.
- Regulate heating, lighting, and ventilation systems for passenger comfort.
- Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, or fares received.
- Read maps and follow written and verbal geographic directions.
- Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.
- Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	6%	■
Associate's degree	7%	■
Some college, no degree	29%	■
High school diploma or equivalent	46%	■
Less than high school diploma	10%	■

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

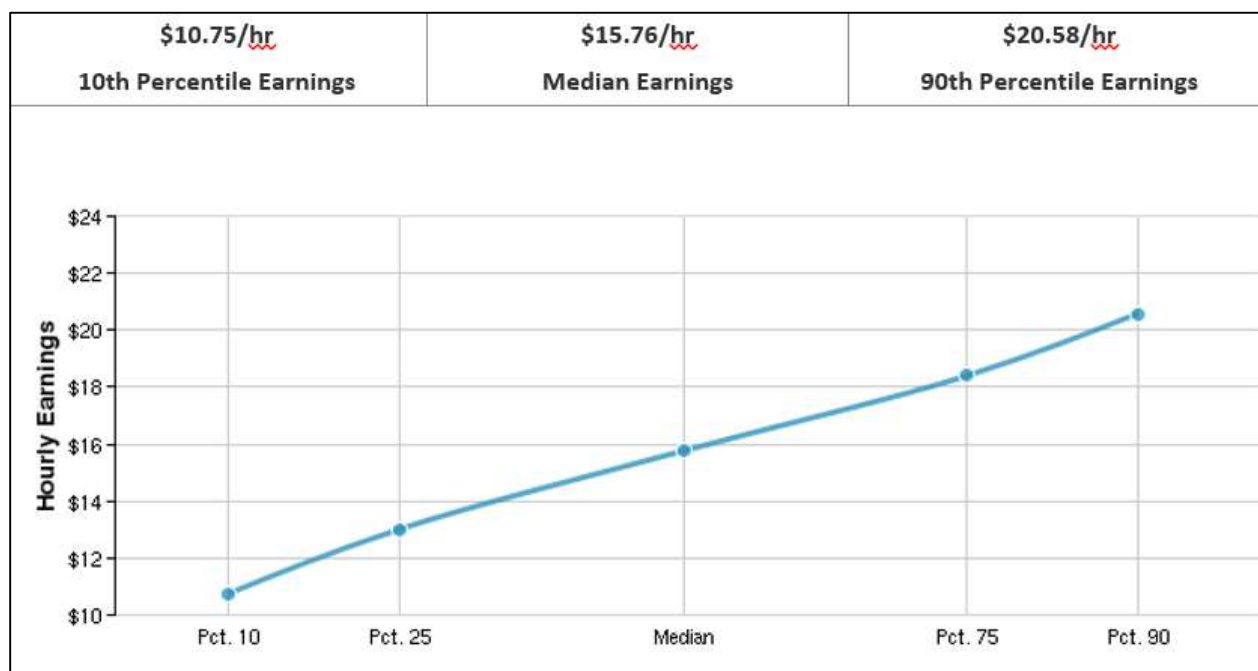
Career Path

Many employers prefer applicants who are at least 24 years old, have a good driving record, and have a high school diploma or GED. Employers typically provide 2-8 weeks of training, after which the drivers must obtain their commercial driver's licenses (CDL) with the proper endorsements. Qualifications and standards for drivers are established by state and federal regulations. In some states, bus drivers must pass a background investigation to uncover any criminal record or history of mental problems. Opportunities for promotion are generally limited, but experienced drivers may become supervisors or dispatchers. Some bus drivers become instructors of new bus drivers. A few drivers advance to management positions.

Indeed Link to [Current Job Postings](#)

What It Pays

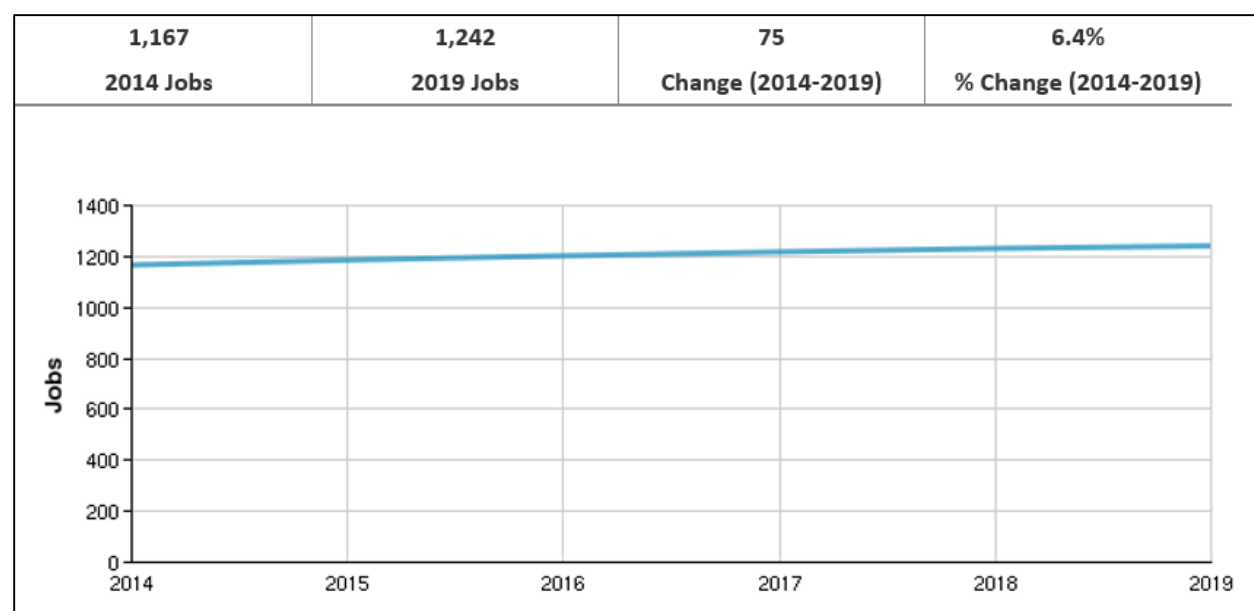
Percentile:	10th	25th	Median	75th	90th
Solano County:	\$8.86	\$10.75	\$14.03	\$16.51	\$17.75
Sonoma County:	\$12.14	\$14.68	\$16.76	\$19.21	\$22.19
Napa County:	\$8.13	\$9.08	\$9.90	\$10.78	\$11.39
Marin County:	\$13.28	\$15.36	\$18.63	\$22.36	\$25.25
Lake County:	\$9.80	\$13.50	\$16.72	\$19.77	\$22.16
North Bay Region:	\$10.75	\$13.01	\$15.76	\$18.40	\$20.58
California:	\$10.70	\$12.91	\$15.73	\$18.47	\$21.85



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	316	356	13%	40	31
Sonoma County:	518	511	-1%	-7	54
Napa County:	49	55	12%	6	5
Marin County:	194	217	12%	23	19
Lake County:	90	103	14%	13	<5
North Bay Region:	1,167	1,242	6%	75	119
California:	30,909	32,974	7%	2,065	2,962



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.2% per year through 2019, the same as the average growth for all occupations. Lake County has the fastest projected growth rate for this occupation at 2.8%, while Sonoma County is projected to decline slightly in its employment for this occupation. In addition to the projected net increase of about 75 new jobs for this occupation, worker replacement needs will add about 85 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation, especially for those willing to work part time or irregular shifts.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Elementary and Secondary Schools (Local Government) (903611)	337	28.9%	1.3%
School and Employee Bus Transportation (485410)	224	19.2%	72.4%
Special Needs Transportation (485991)	175	15.0%	29.3%
Local Government, Excluding Education and Hospitals (903999)	150	12.8%	0.5%
Services for the Elderly and Persons with Disabilities (624120)	109	9.4%	0.8%

Most Important Knowledge, Skills and Abilities

- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Transportation** - Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/53-3022.00>

Local Certificate and Degree Programs

Bus Training for Passenger Endorsement:

- [JGC Truck Driving Training](#) - Certificate

Demographics for Bus Drivers, School or Special Client

Gender		
Male	49%	
Female	51%	
Age		
14-18	0%	
19-24	4%	
25-44	34%	
45-64	52%	
65+	10%	

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. Licensing required.

Career Cluster Group: [Transportation, Distribution and Logistics](#)

Common Job Titles

Motorcoach Operator; Transit Operator; Transit Bus Operator; Transit Bus Driver; Tram Driver; School Bus Driver; Transit Coach Operator; Motor Coach Operator; Motor Coach Driver; Driver; Charter Driver; Charter Coach Driver; Bus Operator; Bus Driver; Motorcoach Driver; Tour Bus Driver

Common Job Tasks

- Handle passenger emergencies or disruptions.
- Drive vehicles over specified routes or to specified destinations according to time schedules, complying with traffic regulations to ensure that passengers have a smooth and safe ride.
- Advise passengers to be seated and orderly while on vehicles.
- Regulate heating, lighting, and ventilating systems for passenger comfort.
- Park vehicles at loading areas so that passengers can board.
- Report delays or accidents.
- Assist passengers, such as elderly or disabled individuals, on and off bus, ensure they are seated properly, help carry baggage, and answer questions about bus schedules or routes.
- Inspect vehicles, and check gas, oil, and water levels prior to departure.
- Maintain cleanliness of bus or motor coach.
- Inspect vehicles, and check gas, oil, and water levels prior to departure.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	6%	■
Associate's degree	7%	■
Some college, no degree	29%	■
High school diploma or equivalent	46%	■
Less than high school diploma	10%	■

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Many employers prefer applicants who are at least 24 years old, have a good driving record, and have a high school diploma or GED. Employers typically provide 2-8 weeks of training, after which the drivers must obtain their commercial driver's licenses (CDL) with the proper endorsements. Qualifications and standards for drivers are established by state and federal regulations. In some states, bus drivers must pass a background investigation to uncover any criminal record or history of mental problems. New intercity and local transit drivers usually are placed on an "extra" list to drive chartered runs, extra buses on regular runs, and special runs, such as those during morning and evening rush hours and to sports events. New drivers also substitute for regular drivers who are ill or on vacation. New drivers remain on the extra list and may work only part time, perhaps for several years, until they have enough seniority to get a regular run. Senior drivers may bid for the runs that they prefer, such as those with more work hours, lighter traffic, weekends off, or—in the case of intercity bus drivers—higher earnings or fewer workdays per week. Opportunities for promotion are generally limited, but experienced drivers may become supervisors or dispatchers. In transit agencies with rail systems, drivers may become train operators or station attendants. Some bus drivers become either instructors of new bus drivers or master-instructors, who train new instructors. Promotion in publicly owned bus systems is often determined by competitive civil service examination.

Indeed Link to [Current Job Postings](#)

What It Pays

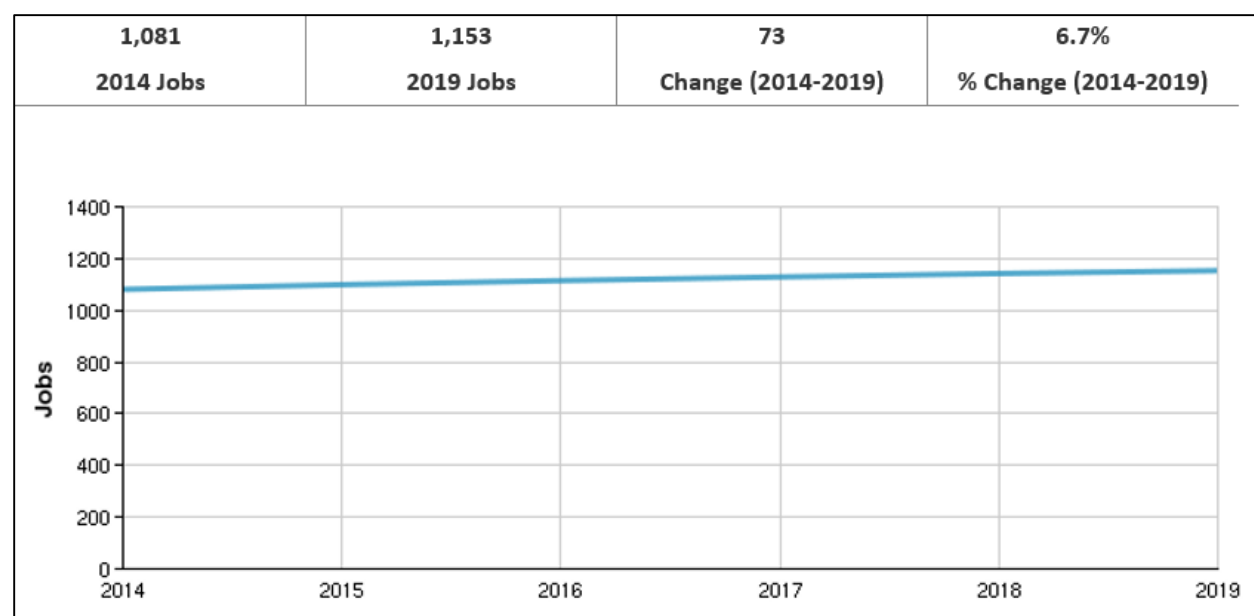
Percentile:	10th	25th	Median	75th	90th
Solano County:	\$10.24	\$12.94	\$17.94	\$22.47	\$23.70
Sonoma County:	\$8.93	\$12.04	\$17.98	\$24.23	\$27.70
Napa County:	\$9.73	\$10.15	\$10.85	\$11.55	\$15.00
Marin County:	\$11.98	\$14.89	\$22.73	\$28.26	\$31.01
Lake County:	\$9.18	\$11.15	\$14.12	\$16.35	\$17.15
North Bay Region:	\$10.15	\$12.86	\$18.61	\$23.72	\$26.43
California:	\$12.14	\$14.98	\$20.26	\$25.75	\$29.29



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	208	240	15%	32	21
Sonoma County:	474	479	1%	5	44
Napa County:	102	131	28%	29	11
Marin County:	275	278	1%	3	25
Lake County:	21	25	19%	4	<5
North Bay Region:	1,081	1,153	7%	72	104
California:	24,053	25,448	6%	1395	2,284



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.4% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 5.6%, while Sonoma and Marin Counties have the slowest projected growth rate at just about 0%. In addition to the projected net increase of about 70 new jobs for this occupation, worker replacement needs will add about 105 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation, especially for those willing to work part time or irregular shifts. Prospects for motor coach drivers will depend on tourism, which fluctuates with the economy.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	540	49.9%	2.0%
Mixed Mode Transit Systems (485111)	112	10.3%	57.6%
Bus and Other Motor Vehicle Transit Systems (485113)	107	9.9%	51.8%
Special Needs Transportation (485991)	73	6.8%	12.3%
Scenic and Sightseeing Transportation, Land (487110)	66	6.1%	22.2%

Most Important Knowledge, Skills and Abilities

- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Transportation** - Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/53-3021.00>

Local Certificate and Degree Programs

Bus Training for Passenger Endorsement:

- [JGC Truck Driving Training](#) - Certificate

Demographics for Bus Drivers, Transit and Intercity

Gender		
Male	58%	
Female	42%	
Age		
14-18	1%	
19-24	5%	
25-44	36%	
45-64	50%	
65+	8%	

Carpenters

- **Construction Carpenters:** Construct, erect, install, and repair structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools.
- **Rough Carpenters:** Build rough wooden structures, such as concrete forms, scaffolds, tunnel, bridge, or sewer supports, billboard signs, and temporary frame shelters, according to sketches, blueprints, or oral instructions.

Career Cluster Group: [Architecture and Construction](#)

Common Job Titles

Trim Carpenter; Mechanical Carpenter; Lead Carpenter; Custom Stair Builder; Assembler; Concrete Carpenter; Carpenter; Finish Carpenter; Bridge Repair Crew Person; Union Carpenter; Rough Carpenter; Journeyman Carpenter; Bridge Carpenter; Apprentice Carpenter; Form Carpenter

Common Job Tasks

Construction Carpenters:

- Install structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools.
- Follow established safety rules and regulations and maintain a safe and clean environment.
- Shape or cut materials to specified measurements, using hand tools, machines, or power saws.
- Measure and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge.
- Remove damaged or defective parts or sections of structures and repair or replace, using hand tools.
- Build or repair cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, or power tools.
- Assemble and fasten materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue.

Rough Carpenters:

- Measure materials or distances, using square, measuring tape, or rule to lay out work.
- Cut or saw boards, timbers, or plywood to required size, using handsaw, power saw, or woodworking machine.
- Mark cutting lines on materials, using pencil and scribe.
- Study blueprints and diagrams to determine dimensions of structure or form to be constructed.
- Assemble and fasten material together to construct wood or metal framework of structure, using bolts, nails, or screws.
- Anchor and brace forms and other structures in place, using nails, bolts, anchor rods, steel cables, planks, wedges, and timbers.
- Bore bolt holes in timber, masonry or concrete walls, using power drill.
- Erect forms, framework, scaffolds, hoists, roof supports, or chutes, using hand tools, plumb rule, and level.
- Install rough door and window frames, subflooring, fixtures, or temporary supports in structures undergoing construction or repair.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	6%	■
Associate's degree	6%	■
Some college, no degree	21%	■
High school diploma or equivalent	43%	■
Less than high school diploma	23%	■

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Long-term (>12 months)*

Career Path

Carpenters can learn their craft through on-the-job training, vocational schools or technical colleges, or through formal apprenticeship programs, which often takes 3 to 4 years. Learning to be a carpenter can also start in high school. Classes in English, algebra, geometry, physics, mechanical drawing, blueprint reading, and general shop classes will help prepare students for the further training they will need. After high school, there are a number of different ways to obtain the necessary training. Some people get a job as a carpenter's helper, assisting more experienced workers. At the same time, the helper might attend a trade or vocational school, or community college to receive further trade-related training and eventually become a carpenter. Some employers offer employees formal apprenticeships. These programs combine on-the-job training with related classroom instruction. Apprenticeship programs usually last 3 to 4 years, but new rules may allow apprentices to complete programs sooner as competencies are demonstrated. The number of apprenticeship opportunities is limited, however, so only a relatively small proportion of carpenters learn their trade through these programs. Most apprenticeships are offered by commercial and industrial building contractors, along with construction unions. Carpenters who complete formal apprenticeship programs receive certification as journey level carpenters. Additional certifications are also available and prove that the carpenter is able to perform specific tasks, which can lead to additional responsibilities. For those who would like to advance, it is increasingly important to be able to communicate in both English and Spanish in order to relay instructions and safety precautions to workers; Spanish-speaking workers make up a large part of the construction workforce in many areas. Carpenters may advance to supervisory and project manager positions. Others may become licensed contractors.

Indeed Link to [Current Job Postings](#)

What It Pays

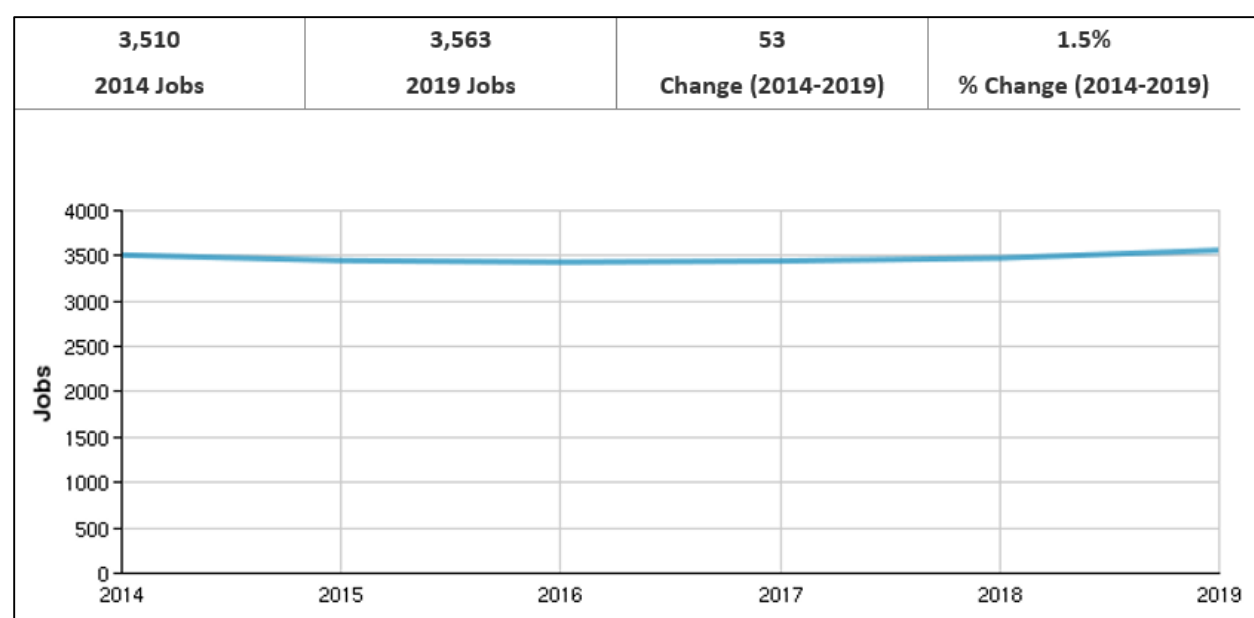
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$15.08	\$18.22	\$26.58	\$36.75	\$46.93
Sonoma County:	\$20.08	\$24.88	\$30.19	\$38.92	\$44.54
Napa County:	\$17.31	\$22.18	\$27.18	\$33.22	\$37.88
Marin County:	\$14.67	\$18.87	\$27.49	\$34.93	\$39.19
Lake County:	\$15.58	\$21.08	\$23.31	\$25.45	\$28.79
North Bay Region:	\$16.79	\$21.00	\$27.95	\$36.22	\$42.52
California:	\$14.23	\$18.32	\$25.79	\$34.72	\$42.26



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	934	1,046	12%	112	61
Sonoma County:	1,067	1,067	0%	0	105
Napa County:	560	597	7%	37	36
Marin County:	897	813	-9%	-84	143
Lake County:	52	40	-23%	-12	<5
North Bay Region:	3,510	3,563	2%	53	360
California:	69,431	71,360	3%	1,929	5,496



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 0.4% per year through 2019, somewhat slower than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 2.4%, while Lake and Marin Counties are projected to decline slightly in their jobs for this occupation. In addition to the overall net increase of about 55 new jobs for this occupation, worker replacement needs will add about 360 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation, although many of those jobs will be temporary or seasonal. Population growth should result in new home construction — the largest segment employing carpenters — which stimulates the need for new carpenters. Home remodeling needs should also spur demand for carpenters. In addition, the need to repair and replace roads and bridges should increase employment of carpenters.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
New Single-Family Housing Construction (except Operative Builders) (236115)	785	22.4%	29.4%
Residential Remodelers (236118)	644	18.3%	28.8%
Commercial and Institutional Building Construction (236220)	241	6.9%	17.8%
Framing Contractors (238130)	207	5.9%	20.6%
New Multifamily Housing Construction (except Operative Builders) (236116)	200	5.7%	30.4%

Most Important Knowledge, Skills and Abilities

- **Building and Construction** - Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Performing General Physical Activities** - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.








Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/47-2031.00>

Local Certificate and Degree Programs

No local programs identified

Demographics for Carpenters

Gender		
Male	97%	
Female	3%	
Age		
14-18	1%	
19-24	10%	
25-44	53%	
45-64	33%	
65+	2%	

Cellar Workers

Cellar Workers perform a wide range of tasks to assist in making wine, including cleaning the winery and its equipment. In small wineries, cellar workers are generalists; in large wineries, they are specialists. They are part of the occupation known as Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders.

Career Cluster Group: [Manufacturing](#)

Common Job Titles

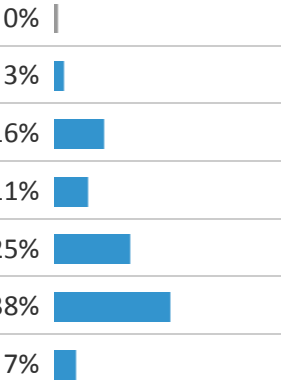
Cellar Worker; Cellar Rat; Cellar Helper

Common Job Tasks

- Assist in making wine by operating equipment to crush and ferment the grapes.
- Assist in bottle fermentation by turning the bottles and re-topping during the process (for sparkling wines).
- Operate equipment to clarify and filter wine.
- Make additions to wine, and blend and transfer wine during maturation.
- Prepare wine for bottling.
- Assist with barrel work and racking.
- Assist with bottling, corking and general cleaning.
- Assist in forwarding export orders.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	3%	
Bachelor's degree	16%	
Associate's degree	11%	
Some college, no degree	25%	
High school diploma or equivalent	38%	
Less than high school diploma	7%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

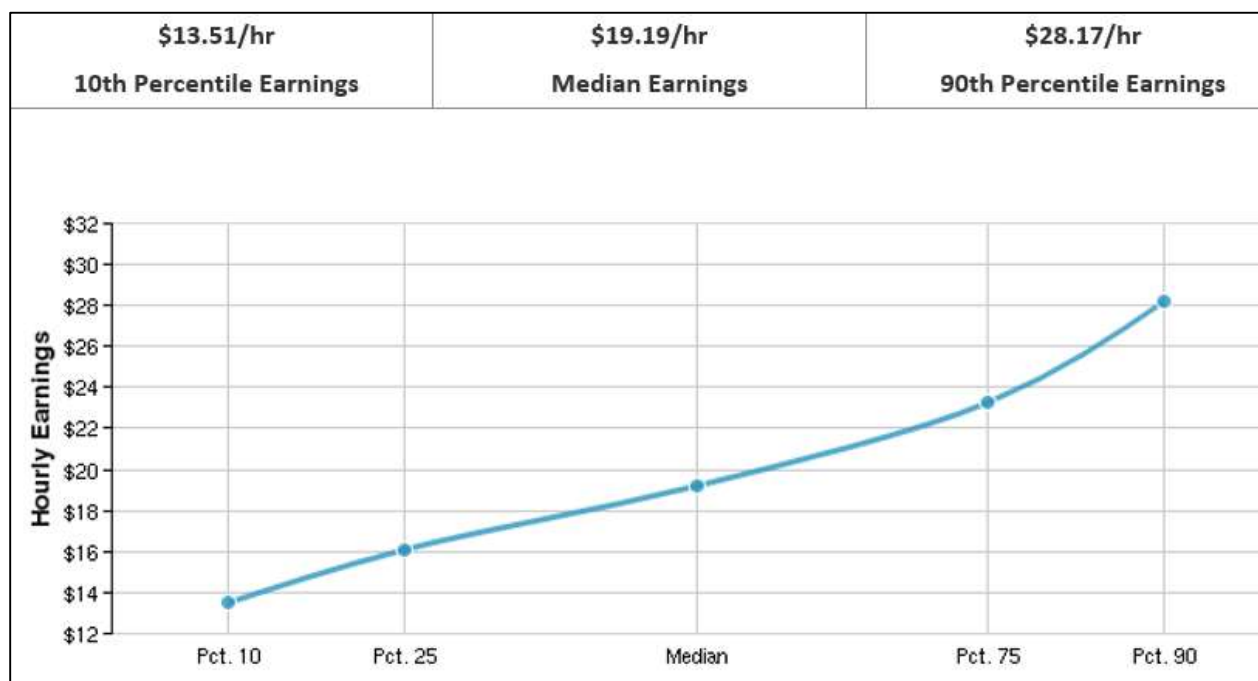
Career Path

Cellar worker is an entry level position, although there is a wide variety of skillsets among cellar workers. Some are laborers and do cleaning and heavy lifting. Others develop specialties or become supervisors or team leaders. Some become highly skilled in winemaking and are one step away from a cellar master position. Some go on to become winemakers, although there are very few professional winemakers who don't have a college degree in the subject (or haven't acquired one along the way).

Indeed Link to [Current Job Postings](#)

What It Pays

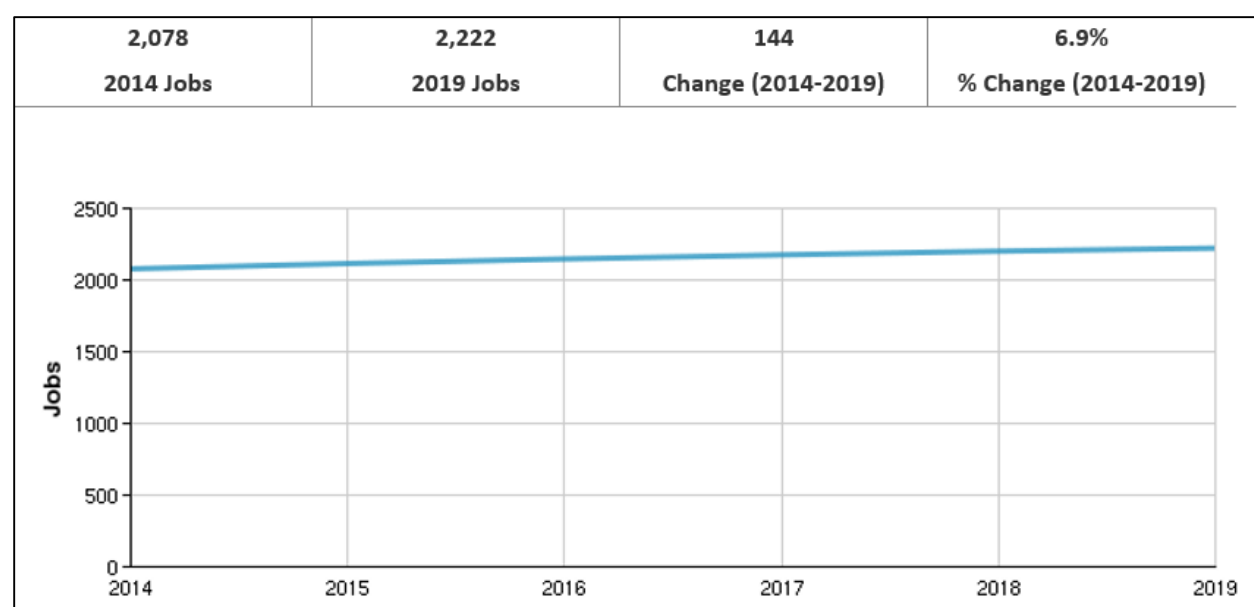
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$13.16	\$16.07	\$20.66	\$25.86	\$28.64
Sonoma County:	\$15.93	\$20.95	\$24.90	\$27.89	\$34.10
Napa County:	\$12.26	\$13.45	\$15.94	\$20.49	\$24.91
Marin County:					
Lake County:	\$10.75	\$12.06	\$14.45	\$18.04	\$21.27
North Bay Region:	\$13.51	\$16.08	\$19.19	\$23.27	\$28.17
California:	\$11.09	\$13.62	\$18.34	\$23.36	\$28.92



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	114	121	6%	7	21
Sonoma County:	686	712	4%	26	123
Napa County:	1,256	1,360	8%	104	232
Marin County:	<10	15			<5
Lake County:	14	15	7%	1	<5
North Bay Region:	2,078	2,222	7%	144	379
California:	7,522	8,013	7%	491	1,368



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.4% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 1.6%, while Sonoma County has the slowest projected growth rate at just about 0.8%. In addition to the projected net increase of about 145 new jobs for this occupation, worker replacement needs will add about 380 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

(for Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders)

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Wineries (312130)	1,818	87.5%	11.1%
Pharmaceutical Preparation Manufacturing (325412)	63	3.1%	2.0%
Breweries (312120)	40	1.9%	7.2%
Fluid Milk Manufacturing (311511)	20	1.0%	6.1%
Bottled Water Manufacturing (312112)	14	0.7%	13.0%

Most Important Knowledge, Skills and Abilities

- **Controlling Machines and Processes** - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Monitor Processes, Materials, or Surroundings** - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/51-9012.00>

Local Certificate and Degree Programs

Although not necessary for an entry level cellar worker position, there are two community colleges in the North Bay region with viticulture/winemaking programs. In addition, [University of California, Davis](#) has one of the most prestigious bachelor degree programs for viticulture and enology worldwide.

Viticulture & Winery Technology:

- [Napa Valley College](#) - Certificate, Associate degree

Wine Studies:

- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Cellar Workers

Gender		
Male	84%	<div></div>
Female	16%	<div></div>
Age		
14-18	0%	<div></div>
19-24	5%	<div></div>
25-44	48%	<div></div>
45-64	43%	<div></div>
65+	4%	<div></div>

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.

Career Cluster Group: [Architecture and Construction](#)

Common Job Titles

Cement Finisher; Finisher; Operator; Mason; Concrete Mason; Equipment Operator; Cement Mason; Concrete Finisher

Common Job Tasks

- Check the forms that hold the concrete to see that they are properly constructed.
- Mold expansion joints and edges, using edging tools, jointers, and straightedge.
- Spread, level, and smooth concrete, using rake, shovel, hand or power trowel, hand or power screed, and float.
- Set the forms that hold concrete to the desired pitch and depth, and align them.
- Produce rough concrete surface, using broom.
- Operate power vibrator to compact concrete.
- Signal truck driver to position truck to facilitate pouring concrete, and move chute to direct concrete on forms.
- Apply hardening and sealing compounds to cure surface of concrete, and waterproof or restore surface.
- Direct the casting of the concrete and supervise laborers who use shovels or special tools to spread it.
- Monitor how the wind, heat, or cold affect the curing of the concrete throughout the entire process.
- Chip, scrape, and grind high spots, ridges, and rough projections to finish concrete, using pneumatic chisels, power grinders, or hand tools.
- Cut out damaged areas, drill holes for reinforcing rods, and position reinforcing rods to repair concrete, using power saw and drill.
- Clean chipped area, using wire brush, and feel and observe surface to determine if it is rough or uneven.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	0%	
Bachelor's degree	2%	
Associate's degree	2%	
Some college, no degree	11%	
High school diploma or equivalent	47%	
Less than high school diploma	38%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Many cement masons and concrete finishers first gain experience as construction laborers or helpers. Most on-the-job training programs consist of informal instruction, in which experienced workers teach helpers or apprentices to use the tools, equipment, machines, and materials of the trade. Trainees begin with tasks such as edging, jointing, and using a straightedge on freshly placed concrete. As training progresses, assignments become more complex. Some cement masons and concrete finishers train in formal apprenticeship programs sponsored by local contractors, trade associations, or local union-management committees. These programs combine on-the-job training with a recommended minimum of 144 hours of classroom instruction each year. In the classroom, apprentices learn applied mathematics, blueprint reading, and safety. Apprentices generally receive special instruction in layout work and cost estimation. Apprenticeships may take 3-4 years to complete, although completion times are increasingly variable as apprenticeship progression based on demonstrated competence instead of time is gaining popularity. Applying for an apprenticeship may require passing a written test and a physical exam. With additional training, cement masons, concrete finishers, segmental pavers, or terrazzo workers may become supervisors for masonry contractors or move into construction management, building inspection, or cost estimation work. Certification programs offered through the National Concrete Masonry Association may allow workers to advance more quickly as they document higher levels of skill in working with concrete. Some cement masons and concrete finishers eventually become owners of businesses, where they may spend most of their time managing rather than practicing their original trade.

Indeed Link to [Current Job Postings](#)

What It Pays

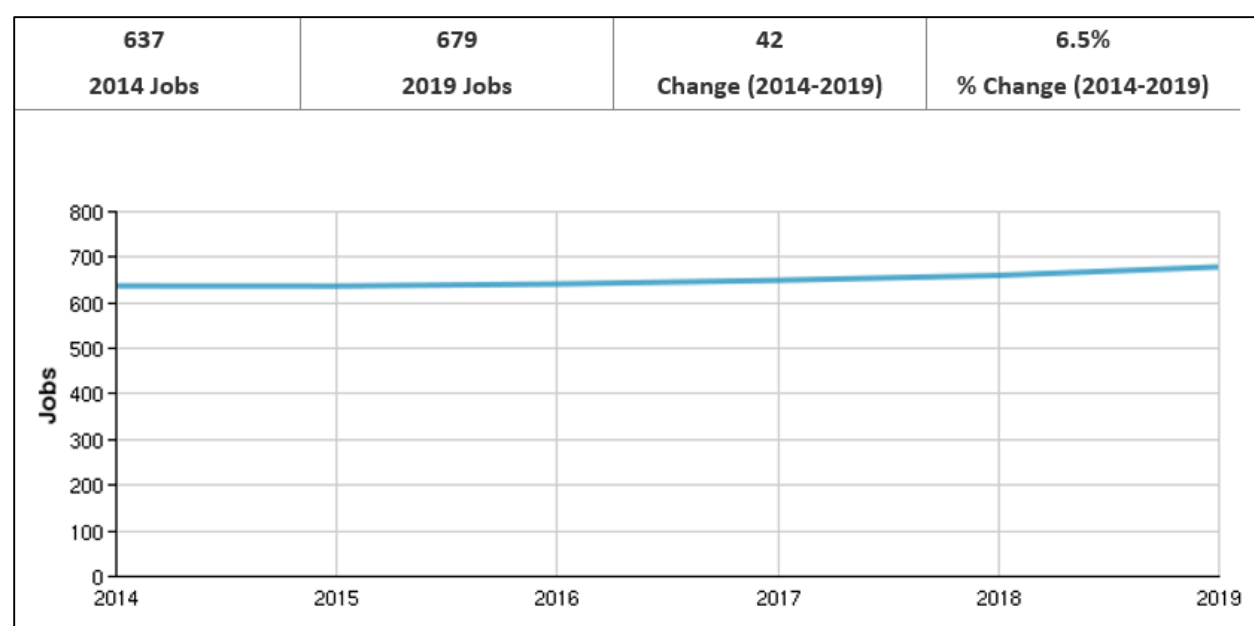
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$15.33	\$20.58	\$29.77	\$33.46	\$35.68
Sonoma County:	\$16.94	\$21.17	\$25.69	\$30.26	\$34.59
Napa County:	\$17.05	\$23.77	\$26.17	\$28.56	\$32.30
Marin County:	\$14.54	\$16.39	\$22.50	\$25.76	\$33.78
Lake County:					
North Bay Region:	\$16.19	\$20.70	\$25.91	\$29.57	\$34.05
California:	\$14.09	\$16.72	\$22.39	\$30.14	\$35.74



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	102	92	-10%	-10	16
Sonoma County:	254	280	10%	26	16
Napa County:	157	154	-2%	-3	16
Marin County:	121	149	23%	28	8
Lake County:	<10	<10		<5	<5
North Bay Region:	637	679	7%	42	55
California:	16,499	16,696	1%	197	1,314



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.4% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Marin County has the fastest projected growth rate for this occupation at 4.6%, while Napa County is projected to decline slightly in its employment for this occupation. In addition to the projected net increase of about 40 new jobs for this occupation, worker replacement needs will add about 55 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation, although many of those jobs will be temporary or seasonal. The use of concrete for buildings is increasing because its strength is an important asset in areas prone to severe weather. For example, residential construction projects in Florida are using more concrete as building requirements change in reaction to the increased frequency and intensity of hurricanes.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Poured Concrete Foundation and Structure Contractors (238110)	277	43.5%	32.9%
All Other Specialty Trade Contractors (238990)	85	13.3%	4.5%
Site Preparation Contractors (238910)	49	7.7%	4.6%
Highway, Street, and Bridge Construction (237310)	35	5.5%	3.8%
New Single-Family Housing Construction (except Operative Builders) (236115)	27	4.2%	1.0%

Most Important Knowledge, Skills and Abilities

- **Making Decisions and Solving Problems** - Analyzing information and evaluating results to choose the best solution and solve problems.
- **Building and Construction** - Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:
<http://www.onetonline.org/link/details/47-2051.00>

Local Certificate and Degree Programs

No local programs identified

Demographics for Cement Masons and Concrete Finishers

Gender		
Male	98%	<div></div>
Female	2%	<div></div>
Age		
14-18	1%	<div></div>
19-24	9%	<div></div>
25-44	55%	<div></div>
45-64	34%	<div></div>
65+	2%	<div></div>

Certified Nurse Assistants (CNAs)

Certified Nurse Assistant is a licensed occupation in California. CNAs are part of the occupation known as Nursing Assistants. They 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.

Career Cluster Group: [Health Science](#)

Common Job Titles

Certified Nurse Assistant (CNA); Nursing Aide; Psychiatric Attendant; Patient Care Technician (PCT); Patient Care Assistant (PCA); Nursing Assistant; Caregiver; Nursing Aid; Attendant; Nursing Assistant; Nurse's Aide

Common Job Tasks

- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Turn or reposition bedridden patients.
- Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.
- Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or appropriate activities.
- Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.
- Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
- Remind patients to take medications or nutritional supplements.
- Feed patients or assist patients to eat or drink.
- Supply, collect, or empty bedpans.
- Undress, wash, and dress patients who are unable to do so for themselves.
- Lift or assist others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers.
- Communicate with patients to ascertain feelings or need for assistance or social and emotional support.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	1%	
Bachelor's degree	7%	
Associate's degree	8%	
Some college, no degree	32%	
High school diploma or equivalent	37%	
Less than high school diploma	14%	

- Typical work experience needed for a job in this occupation:
- Typical on-the-job training once you have a job in this occupation:

Career Path

Nursing assistant is a licensed occupation in California that is commonly called Certified Nurse Assistant, or CNA. CNA training is offered by a variety of schools and training providers and usually consists of 150 hours of training which includes principles of infection control, communication techniques, and the skills to safely care for people. These skills include bathing, dressing, assisting to eat, grooming, toileting, lifting and moving while using proper body mechanics. Opportunities for advancement is limited without additional education and certification. However, CNA is an excellent way to enter the healthcare field as it has minimal training and can lead to a wide variety of other healthcare professions - as long as the individual is willing/able to pursue the necessary education or training. The most common healthcare careers for former CNAs are licensed vocational nurse, registered nurse, and medical assistant. Some CNAs are also Certified Home Health Aides, and sometimes the CNA training covers both professionals as they are closely related. Ironically, the average home health aide earns slightly less than the average CNA - even though the home health aide has slightly more training. But some prefer working in a home environment where there is often the opportunity to get to know the patient better.

Indeed Link to [Current Job Postings](#)

What It Pays

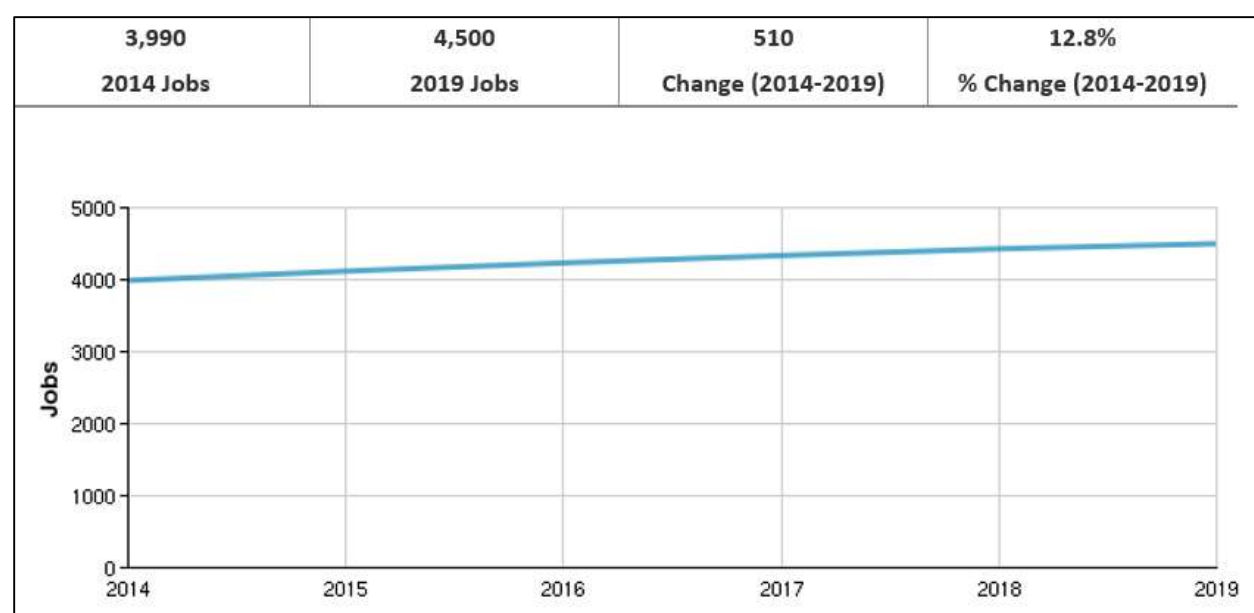
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$10.78	\$12.25	\$13.96	\$19.08	\$25.78
Sonoma County:	\$10.66	\$12.26	\$14.08	\$17.82	\$22.97
Napa County:	\$11.94	\$13.75	\$16.61	\$16.62	\$20.31
Marin County:	\$11.70	\$13.73	\$16.12	\$20.32	\$24.01
Lake County:	\$10.22	\$11.59	\$12.82	\$14.10	\$16.47
North Bay Region:	\$11.09	\$12.78	\$14.83	\$18.44	\$23.30
California:	\$9.98	\$11.36	\$13.42	\$16.23	\$19.15



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	947	1,089	15%	142	99
Sonoma County:	1,451	1,608	11%	157	148
Napa County:	518	567	9%	49	52
Marin County:	941	1,084	15%	143	98
Lake County:	132	152	15%	20	<5
North Bay Region:	3,990	4,500	13%	510	411
California:	115,325	132,389	15%	17,064	12,023



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2.6% per year through 2019, much faster than the 1.2% average growth for all occupations. Sonoma, Marin and Lake Counties have the fastest projected growth rate for this occupation at 3%, while Napa County has the slowest projected growth rate at a still-respectable 1.8%. In addition to the projected net increase of about 510 new jobs for this occupation, worker replacement needs will add about 410 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. And while there may appear to be a glut of CNA training programs, the fact is that these programs are not just preparing people for the CNA profession; rather they are preparing people for CNA jobs and a variety of other healthcare professions, including home health aides, LVNs and RNs, among others.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Nursing Care Facilities (623110)	1,419	35.6%	30.2%
Homes for the Elderly (623312)	516	12.9%	17.9%
General Medical and Surgical Hospitals (Private) (622110)	497	12.5%	4.6%
Services for the Elderly and Persons with Disabilities (624120)	260	6.5%	2.0%
Continuing Care Retirement Communities (623311)	203	5.1%	18.3%

Most Important Knowledge, Skills and Abilities

- **Assisting and Caring for Others** - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Identifying Objects, Actions, and Events** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Establishing and Maintaining Interpersonal Relationships** - Developing constructive and cooperative working relationships with others, and maintaining them over time.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/31-1014.00>








Local Certificate and Degree Programs

Certified Nurse Assistant Training:

- [American Red Cross](#) – Certificate
- [Santa Rosa Junior College](#) - Certificate

In addition to the above training programs, nurse assistant training is also provided by a number of County Offices of Education through their Regional Occupational Program (ROP).

Demographics for Nursing Assistants

Gender		
Male	20%	
Female	80%	
Age		
14-18	1%	
19-24	12%	
25-44	44%	
45-64	39%	
65+	5%	

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.

Career Cluster Group: [Science, Technology, Engineering and Mathematics](#)

Common Job Titles

Laboratory Technician (Lab Tech); Chemical Technician; Research Associate; Research and Development Technician; Quality Control Lab Technician; Qualified Lab Technician; Product Development Lab Chemist; Pilot Plant Operator; Laboratory Tester (Lab Tester); Research Technician; Analytical Technician; Formulation Technician; Analytical Lab Technician; Laboratory Analyst (Lab Analyst); Chemical Analyst; Chemical Lab Technician; Environmental Lab Technician; Gas Chromatography Lab Technician; Lab Tester; Air Quality Laboratory Technician

Common Job Tasks

- Maintain, clean, or sterilize laboratory instruments or equipment.
- Compile and interpret results of tests and analyses.
- Order and inventory materials to maintain supplies.
- Provide and maintain a safe work environment by participating in safety programs, committees, or teams and by conducting laboratory or plant safety audits.
- Conduct chemical or physical laboratory tests to assist scientists in making qualitative or quantitative analyses of solids, liquids, or gaseous materials.
- Prepare chemical solutions for products or processes, following standardized formulas, or create experimental formulas.
- Monitor product quality to ensure compliance with standards and specifications.
- Write technical reports or prepare graphs or charts to document experimental results.
- Set up and conduct chemical experiments, tests, and analyses, using techniques such as chromatography, spectroscopy, physical or chemical separation techniques, or microscopy.
- Provide technical support or assistance to chemists or engineers.

What It Requires

Educational Attainment

Doctoral or professional degree	3%	
Master's degree	4%	
Bachelor's degree	27%	
Associate's degree	12%	
Some college, no degree	27%	
High school diploma or equivalent	23%	
Less than high school diploma	4%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

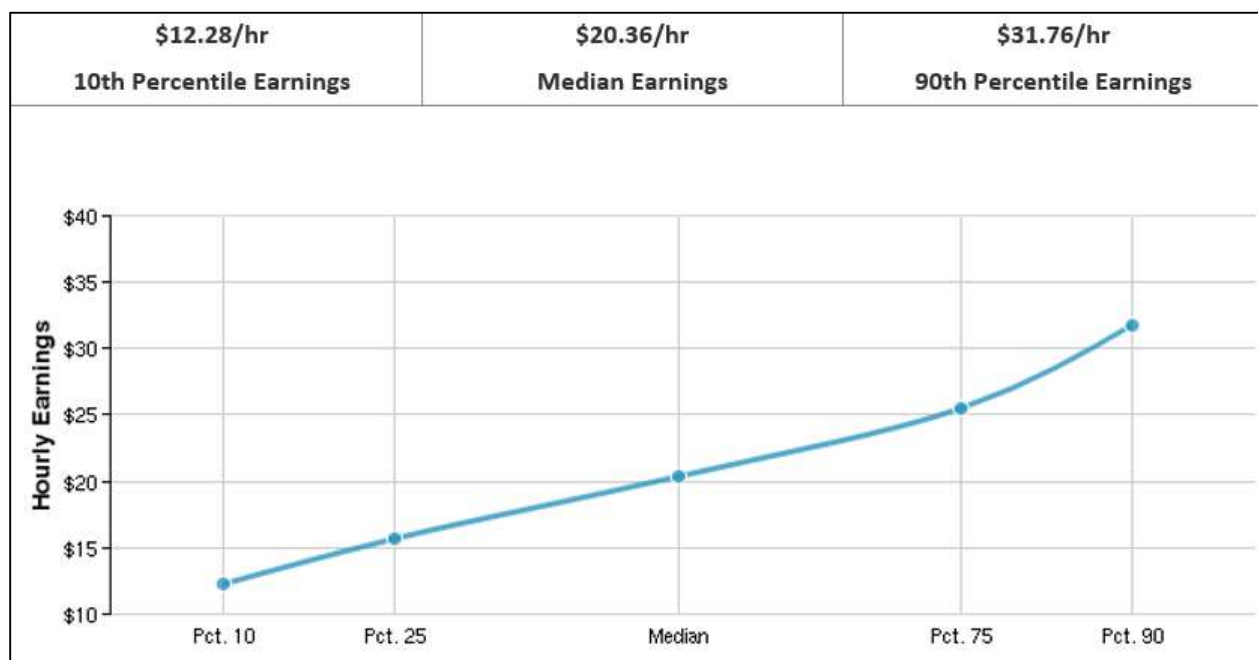
Career Path

Most chemical technicians need some formal postsecondary training, such as an associate degree or a certificate in applied science or science-related technology. Generally, there are two types of chemical technicians: research technicians who work in experimental laboratories and process control technicians who work in manufacturing or other industrial plants. Many chemical technicians working in research and development conduct a variety of laboratory procedures, from routine process control to complex research projects. For example, they may collect and analyze samples of air and water to monitor pollution levels, or they may produce compounds through complex organic synthesis. Most process technicians work in manufacturing, testing packaging for design, integrity of materials, and environmental acceptability. Often, process technicians who work in plants focus on quality assurance, monitoring product quality or production processes and developing new production techniques. A few work in shipping to provide technical support and expertise. Chemical technicians usually begin work as trainees in routine positions under the direct supervision of chemists, chemical engineers, or a more experienced technician. As they gain experience, they take on more responsibility and carry out assignments under only general supervision. Some eventually become supervisors. Technicians who have a bachelor's degree often are able to advance to scientist positions in their field after a few years of experience working as a technician or after earning a graduate degree.

Indeed Link to [Current Job Postings](#)

What It Pays

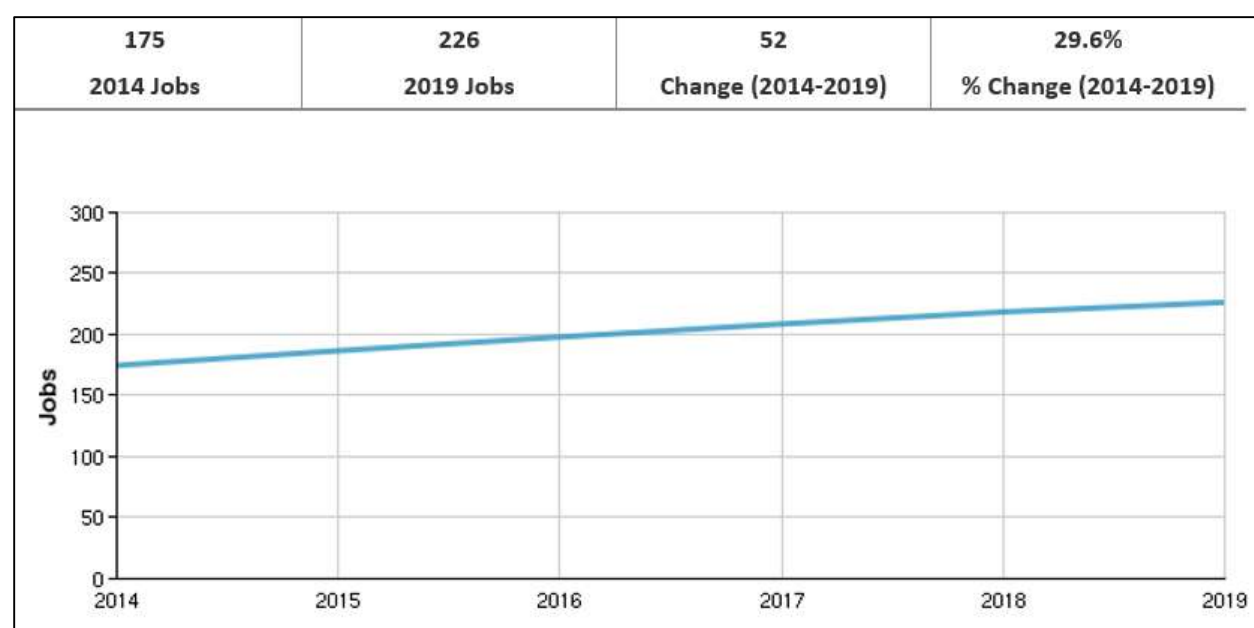
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$10.26	\$12.76	\$18.06	\$22.93	\$32.43
Sonoma County:	\$13.36	\$17.30	\$21.12	\$25.46	\$29.90
Napa County:	\$13.76	\$16.26	\$23.45	\$30.85	\$35.04
Marin County:	\$12.20	\$16.97	\$21.59	\$29.26	\$36.09
Lake County:					
North Bay Region:	\$12.28	\$15.67	\$20.36	\$25.52	\$31.76
California:	\$12.52	\$15.38	\$21.13	\$27.71	\$35.00



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	55	93	69%	38	10
Sonoma County:	80	85	6%	5	10
Napa County:	16	18	13%	2	<5
Marin County:	20	26	30%	6	<5
Lake County:	<10	<10		<5	<5
North Bay Region:	175	226	29%	51	26
California:	5,841	6,611	13%	770	780



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 5.8% per year through 2019, much faster than the 1.2% average growth for all occupations. Solano and Marin Counties have the fastest growth rates for this occupation at 13.8% and 6% respectively, while Sonoma County has the slowest projected growth rate at just about 1.2%. There is little or no employment for this occupation in Lake County. In addition to the projected net increase of about 50 new jobs for this occupation, worker replacement needs will add about 25 additional job openings through 2019. Although a small occupation with a limited number of jobs, this should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. As the instrumentation and techniques used in research, development, and production become more complex, employers will seek job candidates with highly developed technical skills. Job opportunities are expected to be best for graduates of applied science technology programs who are well trained on equipment used in laboratories or production facilities.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Testing Laboratories (541380)	52	30.0%	5.8%
Pharmaceutical Preparation Manufacturing (325412)	21	12.1%	0.7%
Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology) (541712)	17	9.7%	0.9%
Wineries (312130)	15	8.8%	0.1%
Local Government, Excluding Education and Hospitals (903999)	<10	3.4%	0.0%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Documenting/Recording Information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Chemistry** - Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/19-4031.00>

Local Certificate and Degree Programs

Chemistry:

- [College of Marin](#) - Associate degree
- [Dominican University of California](#) - Bachelor's degree
- [Napa Valley College](#) - Associate degree
- [Pacific Union College](#) - Bachelor's degree
- [Santa Rosa Junior College](#) - Associate degree
- [Solano Community College](#) - Associate degree
- [Sonoma State University](#) - Bachelor's degree

Demographics for Chemical Technicians

Gender		
Male	69%	<div></div>
Female	31%	<div></div>
Age		
14-18	0%	<div></div>
19-24	8%	<div></div>
25-44	46%	<div></div>
45-64	43%	<div></div>
65+	3%	<div></div>

Computer Network Support Specialists

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

Career Cluster Group: [Information Technology](#)

Common Job Titles

Data Communications Analyst; Enterprise Architect; Internet Designer; Internet Developer; Internet Network Specialist; Network Analyst; Network Architect; Network Designer; Network Engineer; Network Technician; Telecommunications Specialist

Common Job Tasks

- Analyze network data to determine network usage, disk space availability, or server function.
- Configure and define parameters for installation or testing of local area network (LAN), wide area network (WAN), hubs, routers, switches, controllers, multiplexers, or related networking equipment.
- Configure security settings or access permissions for groups or individuals.
- Configure wide area network (WAN) or local area network (LAN) routers or related equipment.
- Document network support activities.
- Evaluate local area network (LAN) or wide area network (WAN) performance data to ensure sufficient availability or speed, to identify network problems, or for disaster recovery purposes.
- Identify the causes of networking problems, using diagnostic testing software and equipment.
- Install and configure wireless networking equipment.
- Install network software, including security or firewall software.
- Install new hardware or software systems or components, ensuring integration with existing network systems.
- Install or repair network cables, including fiber optic cables.
- Perform routine maintenance or standard repairs to networking components or equipment.
- Test computer software or hardware, using standard diagnostic testing equipment and procedures.
- Troubleshoot network or connectivity problems for users or user groups.
- Analyze and report computer network security breaches or attempted breaches.
- Back up network data.
- Create or revise user instructions, procedures, or manuals.
- Create or update technical documentation for network installations or changes to existing installations.
- Document help desk requests and resolutions.
- Maintain logs of network activity.
- Monitor industry websites or publications for information about patches, releases, viruses, or potential problem identification.
- Provide telephone support related to networking or connectivity issues.
- Research hardware or software products to meet technical networking or security needs.
- Run monthly network reports.
- Test repaired items to ensure proper operation.
- Train users in procedures related to network applications software or related systems.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	8%	
Bachelor's degree	35%	
Associate's degree	17%	
Some college, no degree	28%	
High school diploma or equivalent	11%	
Less than high school diploma	1%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

There are two primary types of computer support specialists: One is technical support specialists who normally work within an organization's IT department. They help to troubleshoot and analyze problems with an organization's network, and provide support to computer users within an organization. Their support can include installing software, helping with general computer problems, and setting up user accounts. The other is help desk technicians who either work in house, or provide support over the phone. Many software companies employ help desk technicians to help customers solve problems related to the use of their software and networks. Depending on the type of software they support, the problems they solve can be very simple or very complex. Many people in this occupation provide support directly for the company that employs them, while others work for companies who provide outsourced support. Advancement usually depends more on performance than on formal education. Computer network support specialists may advance by gaining skills in other areas. For example, by completing additional training, they may move up to computer programmer or network administrator positions. Those with leadership skills may be promoted to supervisors.

Indeed Link to [Current Job Postings](#)

What It Pays

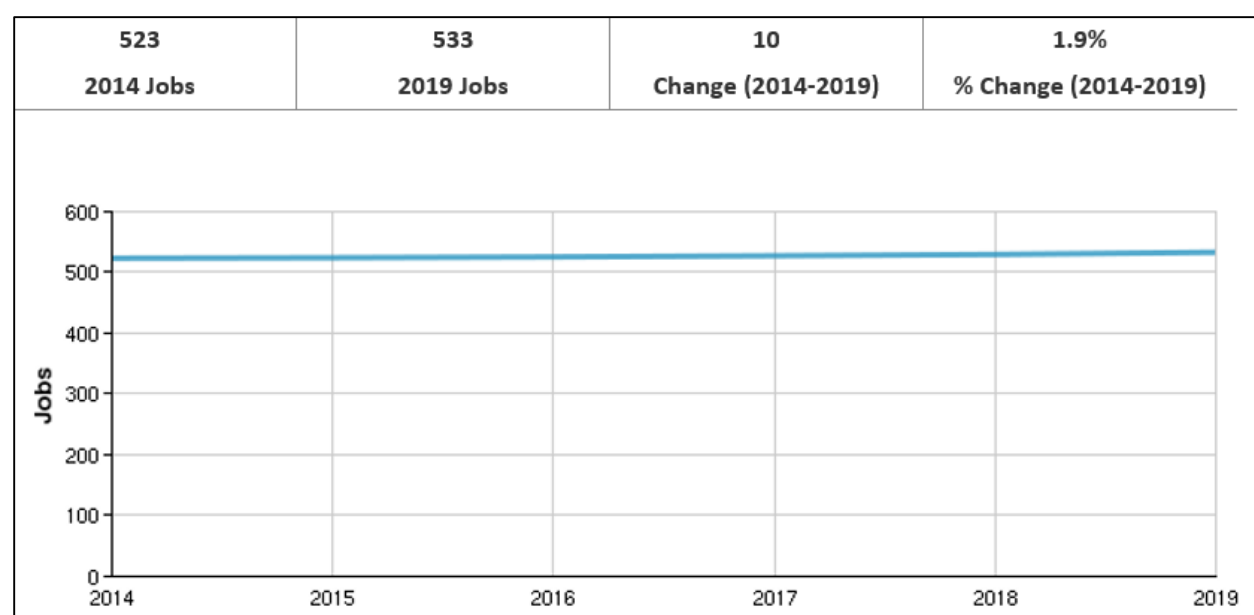
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$20.45	\$26.02	\$32.43	\$40.18	\$48.85
Sonoma County:	\$21.17	\$25.54	\$32.23	\$40.70	\$49.95
Napa County:	\$11.40	\$13.64	\$18.33	\$23.27	\$30.41
Marin County:	\$21.37	\$27.54	\$35.06	\$43.05	\$53.52
Lake County:					
North Bay Region:	\$20.73	\$25.76	\$32.61	\$40.63	\$50.07
California:	\$20.23	\$25.71	\$33.35	\$43.26	\$53.90



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	83	86	4%	<5	6
Sonoma County:	235	237	1%	<5	20
Napa County:	24	26	8%	<5	<5
Marin County:	172	175	2%	<5	14
Lake County:	<10	<10		<5	<5
North Bay Region:	523	533	2%	10	43
California:	20,402	21,586	6%	1184	1,658



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 0.4% per year through 2019, somewhat slower than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 1.6%, while Sonoma County has the slowest projected growth rate at 0.2%. In addition to the projected net increase of about 10 new jobs for this occupation, worker replacement needs will add about 45 additional job openings through 2019. This occupation, therefore, offers limited job opportunities for qualified job seekers in the North Bay Region. Applicants with a bachelor's degree and a strong technical background should have the best job opportunities.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Custom Computer Programming Services (541511)	56	10.6%	2.3%
Colleges, Universities, and Professional Schools (Local Government) (903612)	40	7.6%	0.5%
Local Government, Excluding Education and Hospitals (903999)	35	6.7%	0.1%
Computer Systems Design Services (541512)	34	6.4%	2.3%
Wired Telecommunications Carriers (517110)	28	5.3%	2.3%

Most Important Knowledge, Skills and Abilities

- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Computers and Electronics** - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/15-1152.00>

Local Certificate and Degree Programs

Computer Science

- [Pacific Union College](#) - Bachelor's degree
- [Santa Rosa Junior College](#) - Associate degree
- [Sonoma State University](#) - Bachelor's degree

Computer Systems Networking and Telecommunications

- [College of Marin](#) - Associate degree
- [Santa Rosa Junior College](#) - Certificate

Computer Support Specialist

- [Empire College](#) - Certificate
- [Santa Rosa Junior College](#) - Certificate

Computer Programming/Programmer, General

- [Solano Community College](#) - Certificate, Associate degree

Demographics for Computer Network Support Specialists

Gender		
Male	66%	<div></div>
Female	34%	<div></div>
Age		
14-18	0%	<div></div>
19-24	9%	<div></div>
25-44	53%	<div></div>
45-64	36%	<div></div>
65+	2%	<div></div>

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.

Career Cluster Group: [Information Technology](#)

Common Job Titles

Call Center Manager; Call Center Worker; Call Center Worker Supervisor; Computer Hardware Technician; Computer Instructor; Computer Lab Assistant; Computer Software Technician; Computer Support Technician; Customer Service Rep; Help Desk Technician; Information Systems Technician; Information Technology (IT) Specialist; Network Support Technician; Networking Technician; Technical Support Manager

Common Job Tasks

- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- Refer major hardware or software problems or defective products to vendors or technicians for service.
- Enter commands and observe system functioning to verify correct operations and detect errors.
- Oversee the daily performance of computer systems.
- Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Prepare evaluations of software or hardware, and recommend improvements or upgrades.
- Develop training materials and procedures, or train users in the proper use of hardware or software.
- Read trade magazines and technical manuals, or attend conferences and seminars to maintain knowledge of hardware and software.
- Confer with staff, users, and management to establish requirements for new systems or modifications.
- Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	8%	
Bachelor's degree	35%	
Associate's degree	17%	
Some college, no degree	28%	
High school diploma or equivalent	11%	
Less than high school diploma	1%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

There are two primary types of computer support specialists: One is technical support specialists who normally work within an organization's IT department. They help to troubleshoot and analyze problems with an organization's network, and provide support to computer users within an organization. Their support can include installing software, helping with general computer problems, and setting up user accounts. The other is help desk technicians who either work in house, or provide support over the phone. Many software companies employ help desk technicians to help customers solve problems related to the use of their software and networks. Depending on the type of software they support, the problems they solve can be very simple or very complex. Many people in this occupation provide support directly for the company that employs them, while others work for companies who provide outsourced support. Advancement usually depends more on performance than on formal education. Computer user support specialists may advance by gaining skills in other areas. For example, by completing additional training, they may move up to positions of greater responsibility, such as network administrator or to supervisory positions.

Indeed Link to [Current Job Postings](#)

What It Pays

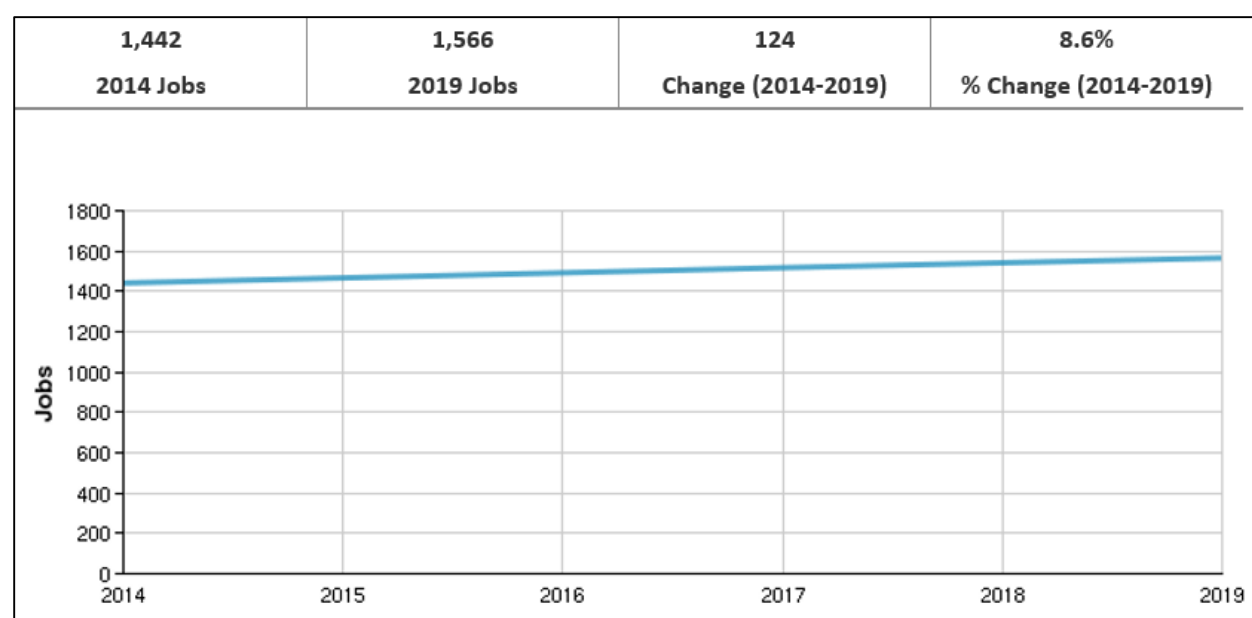
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$18.70	\$21.72	\$27.52	\$34.07	\$43.34
Sonoma County:	\$16.30	\$20.95	\$26.22	\$32.34	\$41.30
Napa County:	\$18.76	\$20.48	\$23.24	\$31.90	\$39.77
Marin County:	\$15.83	\$20.75	\$28.04	\$34.92	\$41.39
Lake County:	\$12.39	\$15.28	\$21.20	\$28.49	\$34.40
North Bay Region:	\$16.69	\$20.83	\$26.58	\$33.31	\$41.33
California:	\$14.89	\$19.39	\$25.29	\$33.42	\$42.64



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	233	257	10%	24	20
Sonoma County:	573	615	7%	42	47
Napa County:	151	166	10%	15	13
Marin County:	453	493	9%	40	37
Lake County:	32	34	6%	2	<5
North Bay Region:	1,442	1,566	9%	124	120
California:	70,052	77,710	11%	7658	5,881



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.8% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Napa and Solano Counties have the fastest projected growth rate for this occupation at 2%, while Lake County has the slowest projected growth rate at just about 1.2%. In addition to the projected net increase of about 125 new jobs for this occupation, worker replacement needs will add about 120 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. Applicants with a bachelor's degree and a strong technical background should have the best job opportunities.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Colleges, Universities, and Professional Schools (Local Government) (903612)	181	12.6%	2.1%
Custom Computer Programming Services (541511)	132	9.2%	5.4%
Elementary and Secondary Schools (Local Government) (903611)	79	5.5%	0.3%
Computer Systems Design Services (541512)	77	5.3%	5.2%
Corporate, Subsidiary, and Regional Managing Offices (551114)	58	4.0%	1.1%

Most Important Knowledge, Skills and Abilities

- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Computers and Electronics** - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:
<http://www.onetonline.org/link/details/15-1151.00>

Local Certificate and Degree Programs

Computer Science

- [Pacific Union College](#) - Bachelor's degree
- [Santa Rosa Junior College](#) - Associate degree
- [Sonoma State University](#) - Bachelor's degree

Computer Systems Networking and Telecommunications

- [College of Marin](#) - Associate degree
- [Santa Rosa Junior College](#) - Certificate

Computer Support Specialist

- [Empire College](#) - Certificate
- [Santa Rosa Junior College](#) - Certificate

Computer Programming/Programmer, General

- [Solano Community College](#) - Certificate, Associate degree

Demographics for Computer User Support Specialists

Gender		
Male	63%	<div></div>
Female	37%	<div></div>
Age		
14-18	1%	<div></div>
19-24	9%	<div></div>
25-44	51%	<div></div>
45-64	36%	<div></div>
65+	3%	<div></div>

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.

Career Cluster Group: [Manufacturing](#)

Common Job Titles








Brake Press Operator; Welder; Production Worker; Mold Maker; Machinist; Machine Operator; Computer Numerical Control Set Up Technician (CNC Set Up Technician); Computer Numerical Control Operator (CNC Operator); Computer Numerical Control Mill Operator (CNC Mill Operator); Computer Numerical Control Machinist (CNC Machinist); Computer Numerical Control Lathe Operator (CNC Lathe Operator); Computer Numerical Control Machine Operator (CNC Machine Operator); Computer Numerical Control Set-Up Operator (CNC Set-Up Operator)

Common Job Tasks

- Stop machines to remove finished workpieces or to change tooling, setup, or workpiece placement, according to required machining sequences.
- Confer with supervisors or programmers to resolve machine malfunctions or production errors or to obtain approval to continue production.
- Listen to machines during operation to detect sounds such as those made by dull cutting tools or excessive vibration and adjust machines to compensate for problems.
- Lift workpieces to machines manually or with hoists or cranes.
- Check to ensure that workpieces are properly lubricated and cooled during machine operation.
- Measure dimensions of finished workpieces to ensure conformance to specifications, using precision measuring instruments, templates, and fixtures.
- Clean machines, tooling, or parts, using solvents or solutions and rags.
- Set up and operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic workpieces.
- Adjust machine feed and speed, change cutting tools, or adjust machine controls when automatic programming is faulty or if machines malfunction.
- Monitor machine operation and control panel displays and compare readings to specifications to detect malfunctions.
- Mount, install, align, and secure tools, attachments, fixtures, and workpieces on machines, using hand tools and precision measuring instruments.
- Remove and replace dull cutting tools.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	2%	
Bachelor's degree	5%	
Associate's degree	11%	
Some college, no degree	31%	
High school diploma or equivalent	45%	
Less than high school diploma	6%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Employers look for applicants with computer controlled machine tool operator training or experience. Others prefer to train in-house. Advancement may lead to computer numerical control (CNC) programmer and supervisory positions. A few will open their own shops.

Indeed Link to [Current Job Postings](#)

What It Pays

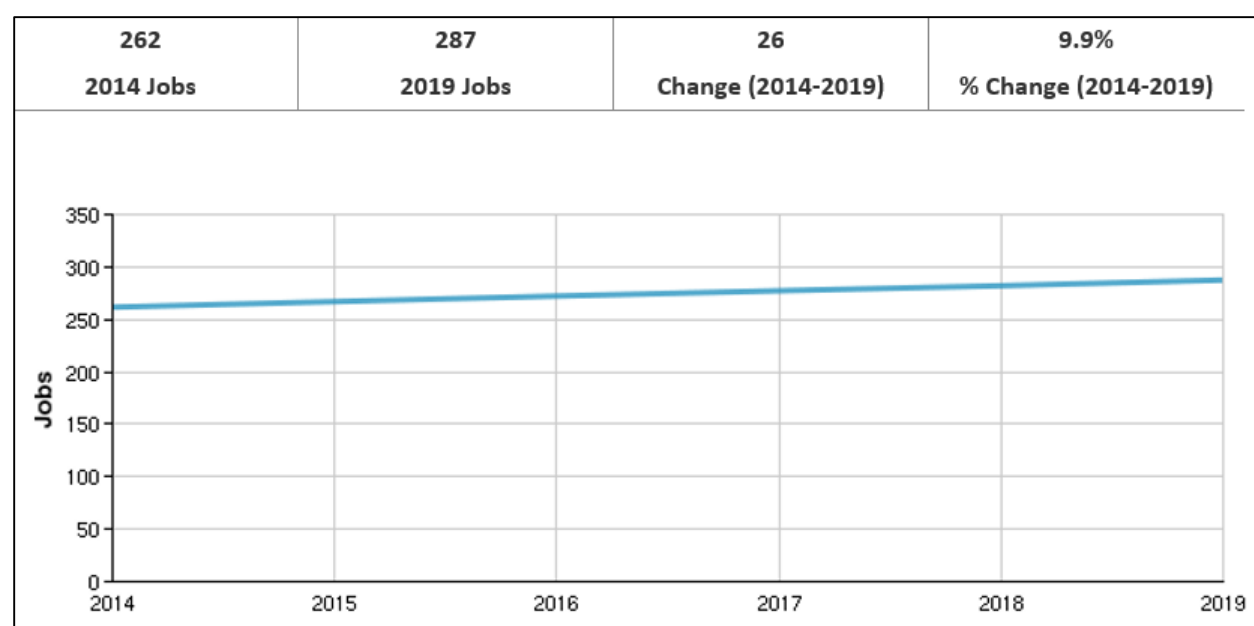
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$13.02	\$18.79	\$25.44	\$27.59	\$28.88
Sonoma County:	\$12.07	\$15.57	\$20.01	\$24.23	\$28.57
Napa County:					
Marin County:	\$13.69	\$14.98	\$17.03	\$21.87	\$27.25
Lake County:					
North Bay Region:	\$12.66	\$17.31	\$22.87	\$25.82	\$28.34
California:	\$10.94	\$13.55	\$17.49	\$22.18	\$27.53



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	156	168	8%	12	23
Sonoma County:	79	87	10%	8	11
Napa County:	<10	<10		<5	<5
Marin County:	19	23	21%	4	<5
Lake County:	<10	<10		<5	<5
North Bay Region:	262	287	10%	25	40
California:	10,652	11,118	4%	466	1,522



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2% per year through 2019, somewhat faster than the 1.2% average growth for all occupations. Marin County has the fastest projected growth rate for this occupation at 4.2%, while Lake and Napa Counties have very few current or projected jobs in this occupation. In addition to the projected net increase of about 25 new jobs for this occupation, worker replacement needs will add about 40 additional job openings through 2019. Although a small occupation with a limited number of jobs, this should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. Applicants with an extensive background in machine operations, certifications from industry associations, and good knowledge of the properties of metals and plastics should have the best job opportunities.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Machine Shops (332710)	45	17.3%	10.9%
Other Aircraft Parts and Auxiliary Equipment Manufacturing (336413)	14	5.3%	5.1%
Sheet Metal Work Manufacturing (332322)	12	4.7%	2.8%
Metal Can Manufacturing (332431)	12	4.5%	3.7%
Machine Tool (Metal Cutting Types) Manufacturing (333512)	<10	3.3%	11.2%

Most Important Knowledge, Skills and Abilities

- **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Controlling Machines and Processes** - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/51-4011.00>

Local Certificate and Degree Programs

No local programs identified

Demographics for Computer-Controlled Machine Tool Operators

Gender		
Male	91%	<div></div>
Female	9%	<div></div>
Age		
14-18	0%	<div></div>
19-24	5%	<div></div>
25-44	50%	<div></div>
45-64	44%	<div></div>
65+	1%	<div></div>

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.

Career Cluster Group: [Hospitality and Tourism](#)

Common Job Titles

Grill Cook; Prep Person; Pastry Baker; Prep Cook; Sous Chef; Lunch Cook; Line Cook; Saucier; Executive Chef; Dinner Cook; Cook; Chef; Breakfast Cook; Banquet Cook; Banquet Chef; Back Line Cook; Prep Cook (Preparation Cook); Fry Cook

Common Job Tasks

- Substitute for or assist other cooks during emergencies or rush periods.
- Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices.
- Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Portion, arrange, and garnish food, and serve food to waiters or patrons.
- Observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils.
- Season and cook food according to recipes or personal judgment and experience.
- Turn or stir foods to ensure even cooking.
- Ensure food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters.
- Bake, roast, broil, and steam meats, fish, vegetables, and other foods.
- Weigh, measure, and mix ingredients according to recipes or personal judgment, using various kitchen utensils and equipment.
- Wash, peel, cut, and seed fruits and vegetables to prepare them for consumption.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	4%	
Associate's degree	5%	
Some college, no degree	17%	
High school diploma or equivalent	41%	
Less than high school diploma	32%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

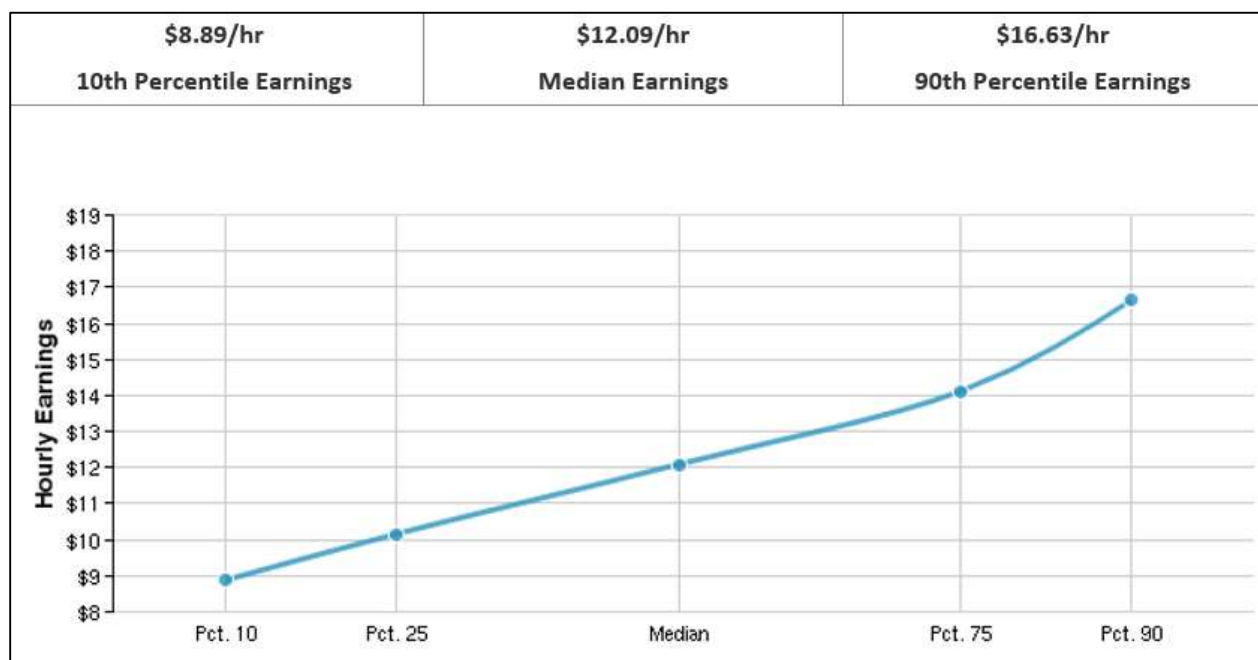
Career Path

With or without a certificate from a culinary school, a typical career path for a chef begins as a commis chef (aka apprentice, trainee, jr chef, etc) where they do prep work such as chopping vegetables, assisting the chefs, and cleaning up the kitchen. Unlike other kitchen workers, a commis chef works closely with other chefs in the kitchen to learn the basics of food preparation, including different techniques and methods. The next step in the career path is to become a line cook (aka chef de partie). A line cook oversees one section of the kitchen and preparation of one particular type of food. For example, a line cook may be responsible for cooking the fish, or they could oversee preparation of the pastries. The line cook becomes a specialist in this section, then eventually moves on to become the specialist of another section. Eventually, training is received and expertise is developed in all parts of the kitchen. The next step in the career path is to become a sous chef, which is the assistant to the head chef and the second in charge in the kitchen. The sous chef helps to run the kitchen, supervising staff, planning menus, creating work schedules, and overseeing the ordering for the kitchen. Customer relations may also be an important part of the job at this level. A sous chef also fills in for the executive chef, or takes over for a line cook when necessary. The final step in the career path is to become a head chef or executive chef. This person is in charge of the whole kitchen, including hiring and supervising staff, planning and executing the menus, budgeting, and customer relations. A true head chef sets the tone for their restaurant, stamping his or her signature style on the menu, and their vision leads to the success of the restaurant. These are the traditional steps toward becoming a head chef, but there are many alternate routes that can be taken. Some head chefs started their careers as caterers. Some honed their skills as personal chefs. Even small diners can provide opportunities for extensive on-the-job training.

Indeed Link to [Current Job Postings](#)

What It Pays

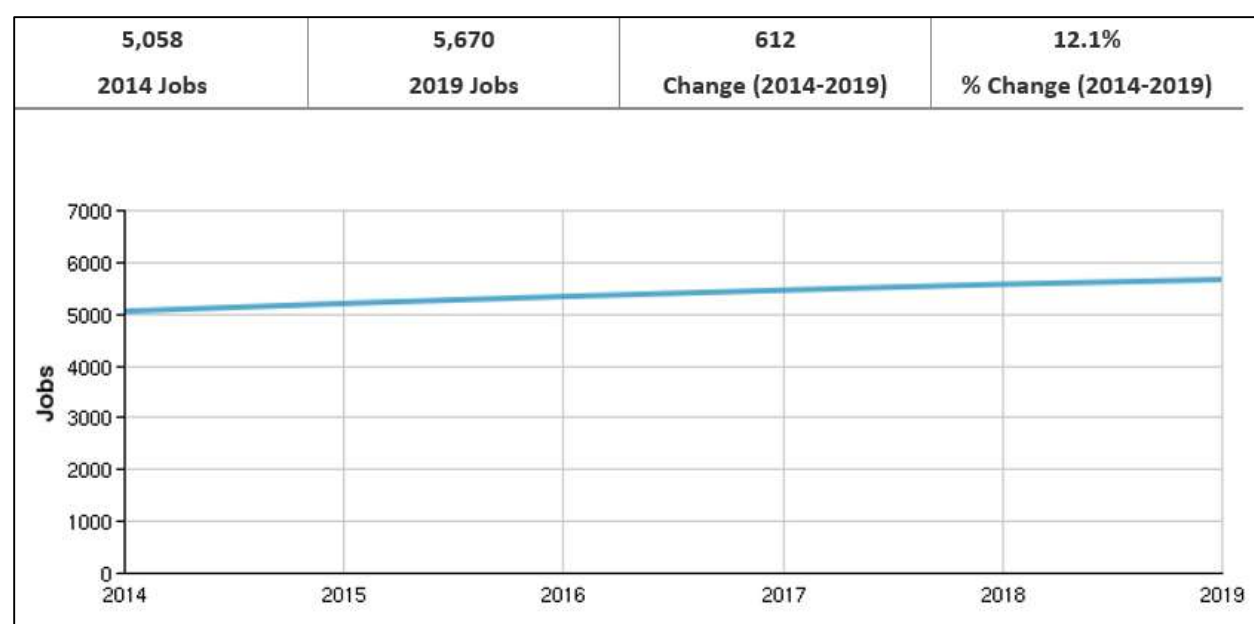
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$8.57	\$9.30	\$10.70	\$12.75	\$15.05
Sonoma County:	\$8.79	\$9.90	\$11.86	\$13.80	\$15.71
Napa County:	\$9.62	\$11.35	\$13.97	\$16.66	\$18.25
Marin County:	\$8.67	\$10.20	\$11.87	\$13.46	\$17.93
Lake County:	\$8.00	\$8.63	\$10.00	\$11.93	\$14.45
North Bay Region:	\$8.89	\$10.15	\$12.09	\$14.12	\$16.63
California:	\$8.68	\$9.59	\$11.15	\$13.47	\$16.10



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	758	881	16%	123	82
Sonoma County:	1,932	2,124	10%	192	204
Napa County:	1,077	1,230	14%	153	116
Marin County:	1,201	1,336	11%	135	127
Lake County:	91	99	9%	8	<5
North Bay Region:	5,058	5,670	12%	612	537
California:	123,673	141,063	14%	17,390	13,299



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2.4% per year through 2019, much faster than the 1.2% average growth for all occupations. Solano and Napa Counties have the fastest projected growth rates for this occupation at 3.2% and 2.8% respectively, while Lake County has the slowest projected growth rate at a still-respectable 1.8%. In addition to the projected net increase of about 610 new jobs for this occupation, worker replacement needs will add about 535 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. However, due to low salaries for most cooks and chefs, getting a job in a restaurant that is prestigious or pays well will always present a very competitive job market for applicants.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Full-Service Restaurants (722110)	4,039	79.9%	16.4%
Hotels (except Casino Hotels) and Motels (721110)	383	7.6%	3.9%
Limited-Service Restaurants (722211)	156	3.1%	1.2%
Wineries (312130)	78	1.5%	0.5%
Snack and Nonalcoholic Beverage Bars (722213)	48	0.9%	1.2%

Most Important Knowledge, Skills and Abilities

- **Food Production** - Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
- **Identifying Objects, Actions, and Events** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/35-2014.00>

Local Certificate and Degree Programs

Cooking and Related Culinary Arts, General:

- [Culinary Institute of America at Greystone](#) - Certificate, Associate degree
- [Fresh Starts Culinary Academy](#) - Certificate
- [Napa Valley Cooking School](#) (Napa Valley College) – Certificate
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Restaurant Cooks

Gender		
Male	66%	
Female	34%	
Age		
14-18	5%	
19-24	19%	
25-44	48%	
45-64	24%	
65+	4%	

Dental Assistants

Assist dentist, set up equipment, prepare patient for treatment, and keep records.

Career Cluster Group: [Health Science](#)

Common Job Titles

Expanded Duty Dental Assistant; Registered Dental Assistant (RDA); Orthodontic Assistant; Oral Surgery Assistant; Oral and Maxiofacial Surgical Assistant; Surgical Dental Assistant; Expanded Duties Dental Assistant (EDDA); Expanded Dental Assistant; Dental Assistant; Certified Registered Dental Assistant; Certified Dental Assistant (CDA); Hygiene Assistant; Expanded Functions Dental Assistant (EFDA)

Common Job Tasks

- Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
- Expose dental diagnostic x-rays.
- Provide postoperative instructions prescribed by dentist.
- Pour, trim, and polish study casts.
- Record treatment information in patient records.
- Assist dentist in management of medical or dental emergencies.
- Make preliminary impressions for study casts and occlusal registrations for mounting study casts.
- Order and monitor dental supplies and equipment inventory.
- Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
- Take and record medical and dental histories and vital signs of patients.
- Instruct patients in oral hygiene and plaque control programs.
- Clean and polish removable appliances.

What It Requires

Educational Attainment

Doctoral or professional degree	2%	
Master's degree	0%	
Bachelor's degree	7%	
Associate's degree	16%	
Some college, no degree	42%	
High school diploma or equivalent	30%	
Less than high school diploma	3%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: None, except in states where dental assistants are typically trained on-the-job.*

Career Path

Dental assistants have many options for professional growth. One pathway is to broaden their role chairside, and another pathway is to shift their focus in the dental field. Broadening their role (chairside) can include becoming a: a) registered (or certified) dental assistant; b) expanded function dental assistant; c) dental hygienist; d) dentist (which obviously requires a substantial education commitment); and e) dental specialist (which requires dental school and completion of a residency program). Shifting their focus can include becoming a: a) dental laboratory technician; b) office manager; c) educator; and d) dental product sales rep.

Indeed Link to [Current Job Postings](#)

What It Pays

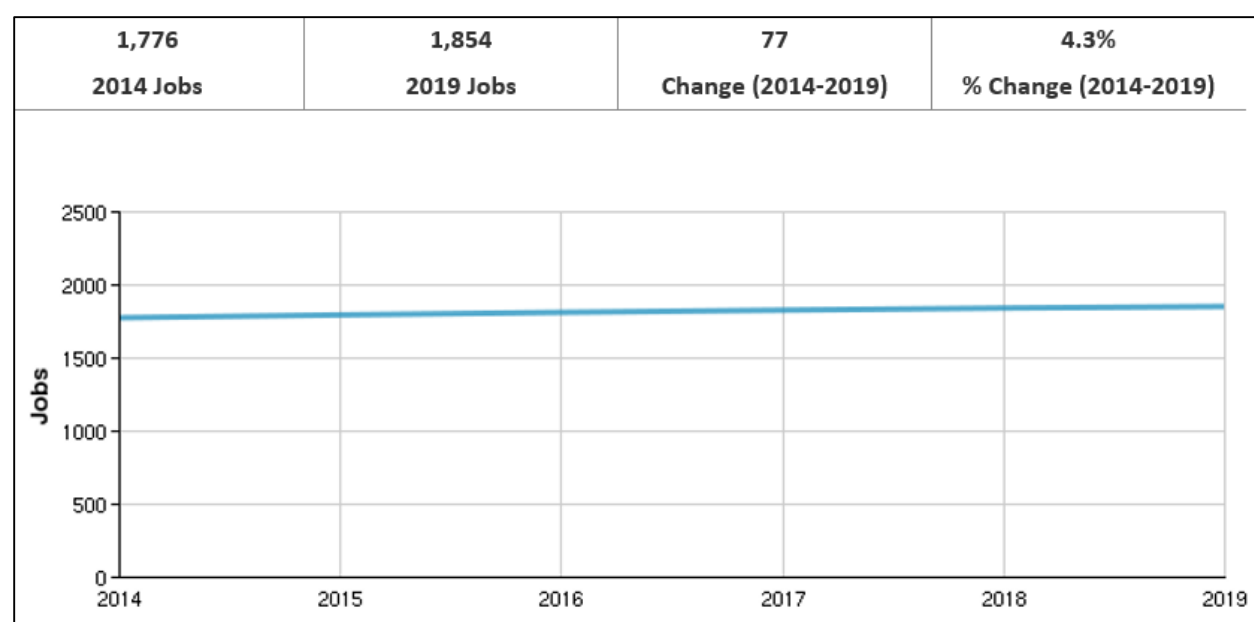
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$16.02	\$18.20	\$20.52	\$22.61	\$25.83
Sonoma County:	\$14.79	\$18.24	\$21.78	\$25.35	\$27.64
Napa County:	\$12.39	\$14.82	\$18.23	\$22.47	\$26.84
Marin County:	\$16.16	\$19.55	\$25.71	\$29.03	\$31.05
Lake County:	\$12.02	\$15.14	\$18.89	\$22.37	\$24.58
North Bay Region:	\$15.32	\$18.26	\$21.97	\$25.01	\$27.66
California:	\$11.54	\$13.75	\$17.11	\$21.24	\$25.12



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	618	647	5%	29	66
Sonoma County:	620	651	5%	31	67
Napa County:	93	94	1%	1	10
Marin County:	385	402	4%	17	41
Lake County:	60	59	-2%	-1	<5
North Bay Region:	1,776	1,854	4%	78	190
California:	45,536	48,461	6%	2,925	4,923



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 0.8% per year through 2019, slightly slower than the 1.2% average growth for all occupations. Solano and Sonoma Counties have the fastest projected growth rate for this occupation at 1%, while Lake County is projected to decline slightly in its employment for this occupation. In addition to the projected net increase of about 80 new jobs for this occupation, worker replacement needs will add about 190 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Offices of Dentists (621210)	1,645	92.6%	33.6%
HMO Medical Centers (621491)	45	2.6%	0.6%
Offices of Physicians (except Mental Health Specialists) (621111)	17	1.0%	0.2%
Federal Government, Civilian, Excluding Postal Service (901199)	13	0.7%	0.3%
All Other Outpatient Care Centers (621498)	<10	0.5%	0.6%

Most Important Knowledge, Skills and Abilities

- **Assisting and Caring for Others** - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Medicine and Dentistry** - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/31-9091.00>

Local Certificate and Degree Programs

Dental Assisting/Assistant:

- [Blake Austin College](#) – Certificate
- [College of Marin](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Dental Assistants

Gender		
Male	5%	<div></div>
Female	95%	<div></div>
Age		
14-18	1%	<div></div>
19-24	13%	<div></div>
25-44	54%	<div></div>
45-64	30%	<div></div>
65+	1%	<div></div>

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.

Career Cluster Group: [Health Science](#)

Common Job Titles








Dental Hygienist; Dental Nurse

Common Job Tasks

- Provide clinical services or health education to improve and maintain the oral health of patients or the general public.
- Record and review patient medical histories.
- Maintain dental equipment and sharpen and sterilize dental instruments.
- Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments.
- Feel and visually examine gums for sores and signs of disease.
- Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease.
- Chart conditions of decay and disease for diagnosis and treatment by dentist.
- Apply fluorides or other cavity preventing agents to arrest dental decay.
- Expose and develop x-ray film.
- Record and review patient medical histories.
- Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments.
- Provide clinical services or health education to improve and maintain the oral health of patients or the general public.

What It Requires

Educational Attainment

Doctoral or professional degree	2%	
Master's degree	2%	
Bachelor's degree	32%	
Associate's degree	55%	
Some college, no degree	6%	
High school diploma or equivalent	3%	
Less than high school diploma	0%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: None*

Career Path

Some start out as dental assistants and go into the dental hygienist profession after completing training and becoming licensed. Newly licensed dental hygienists usually begin working on a part-time or temporary basis until they are able to secure full-time, stable employment. Some prefer to remain as part-time workers. Advancement may lead to senior hygienist or dental hygiene school instructor.

Indeed Link to [Current Job Postings](#)

What It Pays

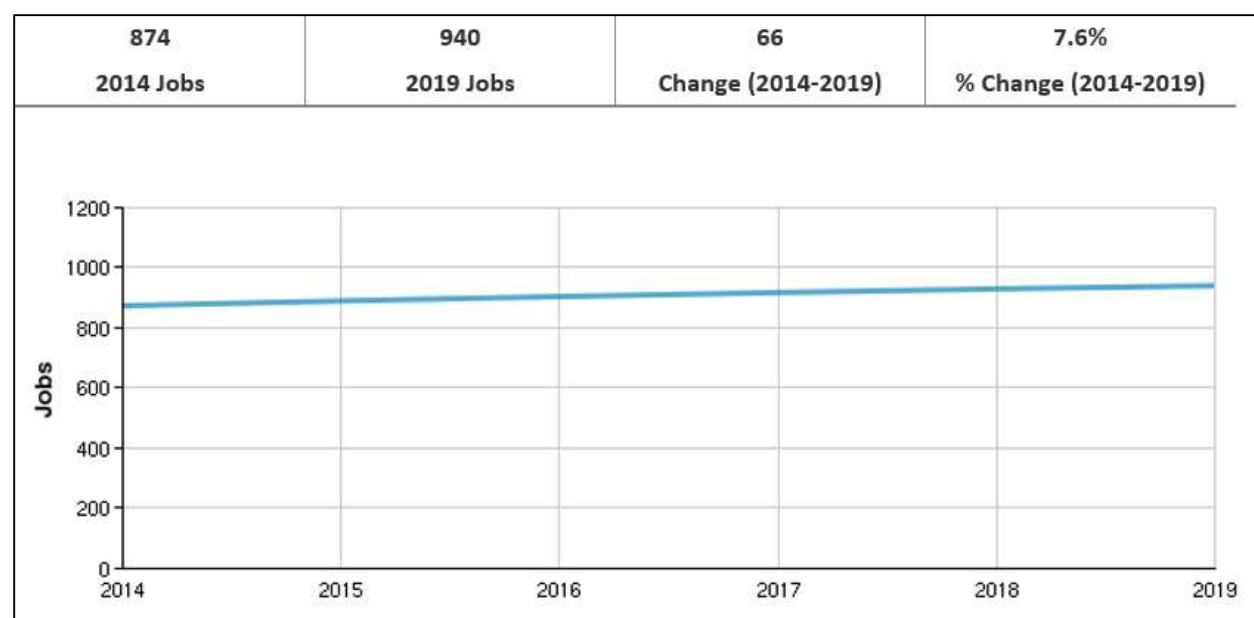
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$37.29	\$45.25	\$54.61	\$58.62	\$58.72
Sonoma County:	\$38.91	\$45.52	\$50.73	\$55.23	\$57.96
Napa County:	\$37.09	\$39.23	\$42.80	\$49.73	\$55.30
Marin County:	\$42.52	\$51.81	\$57.60	\$63.94	\$73.20
Lake County:	\$35.30	\$41.60	\$46.54	\$61.66	\$73.78
North Bay Region:	\$39.13	\$46.35	\$52.70	\$58.01	\$62.18
California:	\$27.87	\$39.02	\$47.37	\$53.39	\$57.00



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	247	268	9%	21	33
Sonoma County:	300	326	9%	26	41
Napa County:	90	93	3%	3	12
Marin County:	215	231	7%	16	29
Lake County:	22	22	0%	0	<5
North Bay Region:	874	940	8%	66	118
California:	22,614	24,923	10%	2,309	3,088



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.6% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Solano and Sonoma Counties have the fastest projected growth rate for this occupation at 1.8%, while Lake County has the slowest projected growth rate at 0%. In addition to the projected net increase of about 65 new jobs for this occupation, worker replacement needs will add about 120 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Offices of Dentists (621210)	844	96.5%	17.3%
HMO Medical Centers (621491)	<10	1.0%	0.1%
Offices of Physicians (except Mental Health Specialists) (621111)	<10	0.4%	0.1%
Unclassified Industry (999999)	<10	0.3%	0.2%
Temporary Help Services (561320)	<10	0.3%	0.0%

Most Important Knowledge, Skills and Abilities

- **Documenting/Recording Information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Medicine and Dentistry** - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Performing for or Working Directly with the Public** - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Assisting and Caring for Others** - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.








Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:
<http://www.onetonline.org/link/details/29-2021.00>

Local Certificate and Degree Programs

Dental Hygiene/Hygienist:

- [Pacific Union College](#) - Associate degree, Bachelor's degree
- [Santa Rosa Junior College](#) - Associate degree

Demographics for Dental Hygienists

Gender		
Male	4%	
Female	96%	
Age		
14-18	0%	
19-24	4%	
25-44	49%	
45-64	45%	
65+	2%	

Electrical and Electronics Engineering Technicians

- **Electronics Engineering Technicians:** Lay out, build, test, troubleshoot, repair, and modify developmental and production electronic components, parts, equipment, and systems, such as computer equipment, missile control instrumentation, electron tubes, test equipment, and machine tool numerical controls, applying principles and theories of electronics, electrical circuitry, engineering mathematics, electronic and electrical testing, and physics.
- **Electrical Engineering Technicians:** Test or modify developmental or operational electrical machinery or electrical control equipment and circuitry in industrial or commercial plants or laboratories.

Career Cluster Group: [Science, Technology, Engineering and Mathematics](#)

Common Job Titles

Electrical Design Technician; Electrical Engineering Technician; Electrical Technician; Electrical/Mechanical Technician; Electronics Engineering Technician; Electronics Technician; Electronics Test Technician; Engineering Lab Technician; Engineering Technician; Equipment Engineering Technician; Failure Analysis Technician (FA Technician); Field Engineer; Field Service Technician; Instrument and Controls (I&C) Technician; Laboratory Technician; Process Analyst; Refurbish Technician (Refurb Tech); Relay Technician; Relay Tester; Technician; Test Specialist/Technician; Test Systems Technician

Common Job Tasks

Electronics Engineering Technicians:








- Adjust or replace defective or improperly functioning circuitry or electronics components, using hand tools or soldering iron.
- Test electronics units, using standard test equipment, and analyze results to evaluate performance and determine need for adjustment.
- Read blueprints, wiring diagrams, schematic drawings, or engineering instructions for assembling electronics units, applying knowledge of electronic theory and components.
- Provide user applications or engineering support or recommendations for new or existing equipment with regard to installation, upgrades, or enhancements.
- Perform preventative maintenance or calibration of equipment or systems.
- Maintain working knowledge of state-of-the-art tools or software by reading or attending conferences, workshops, or other training.

Electrical Engineering Technicians:

- Assemble electrical and electronic systems and prototypes according to engineering data and knowledge of electrical principles, using hand tools and measuring instruments.
- Provide technical assistance and resolution when electrical or engineering problems are encountered before, during, and after construction.
- Set up and operate test equipment to evaluate performance of developmental parts, assemblies, or systems under simulated operating conditions, and record results.
- Collaborate with electrical engineers or other personnel to identify, define, or solve developmental problems.
- Build, calibrate, maintain, troubleshoot, or repair electrical instruments or testing equipment.
- Review existing electrical engineering criteria to identify necessary revisions, deletions, or amendments to outdated material.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	2%	
Bachelor's degree	15%	
Associate's degree	23%	
Some college, no degree	33%	
High school diploma or equivalent	23%	
Less than high school diploma	4%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: None*

Career Path

Engineering technicians initially work under the supervision of more experienced technicians, technologists, engineers or scientists. As they gain experience, they are given more difficult assignments with limited supervision. Eventually they may become supervisors. With additional education, some become engineers.

Indeed Link to [Current Job Postings](#)

What It Pays

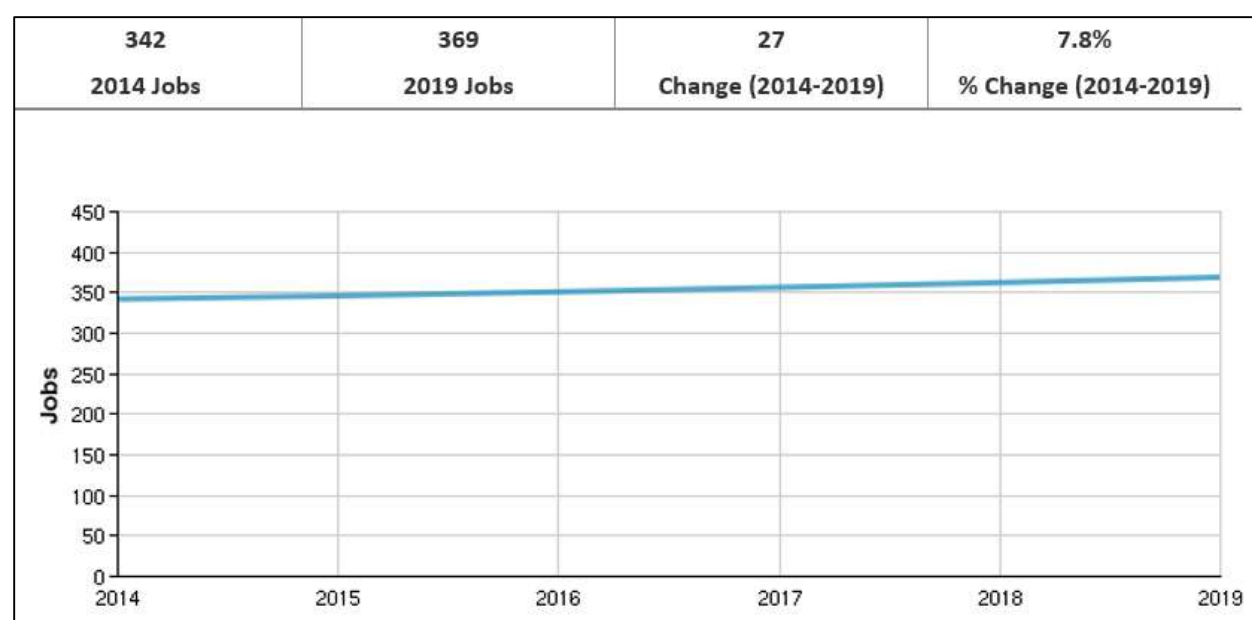
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$16.78	\$20.59	\$26.43	\$34.58	\$41.10
Sonoma County:	\$21.29	\$25.79	\$29.90	\$35.10	\$41.15
Napa County:	\$18.91	\$23.73	\$29.53	\$34.76	\$42.84
Marin County:	\$22.37	\$26.62	\$29.30	\$33.85	\$39.82
Lake County:					
North Bay Region:	\$20.63	\$24.99	\$29.30	\$34.89	\$41.11
California:	\$17.28	\$22.44	\$29.12	\$35.62	\$44.40



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	52	65	25%	13	6
Sonoma County:	212	222	5%	10	22
Napa County:	24	26	8%	2	<5
Marin County:	46	48	4%	2	5
Lake County:	<10	<10		<5	<5
North Bay Region:	342	369	8%	27	37
California:	21,548	21,889	2%	341	2,313



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.6% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 5%, while Marin County has the slowest projected growth rate at just about 0.8%. In addition to the projected net increase of about 25 new jobs for this occupation, worker replacement needs will add about 35 additional job openings through 2019. Although a small occupation with a limited number of jobs, this should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Engineering Services (541330)	29	8.5%	1.4%
Instrument Manufacturing for Measuring and Testing Electricity and Electrical Signals (334515)	24	7.0%	2.9%
Semiconductor and Related Device Manufacturing (334413)	22	6.5%	4.8%
US Postal Service (901149)	18	5.2%	0.9%
Other Electronic Component Manufacturing (334419)	17	5.0%	4.9%

Most Important Knowledge, Skills and Abilities

Electronics Engineering Technicians:

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Repairing and Maintaining Electronic Equipment** - Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.
- **Engineering and Technology** - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **Making Decisions and Solving Problems** - Analyzing information and evaluating results to choose the best solution and solve problems.

Electrical Engineering Technicians:

- **Engineering and Technology** - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Design** - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- **Computers and Electronics** - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/17-3023.00>

Local Certificate and Degree Programs

Electronics Technology:

- [College of Marin](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree








Electrical Engineering:

- [Sonoma State University](#) –Bachelor’s degree

Engineering:

- [Napa Valley College](#) - Associate degree
- [Santa Rosa Junior College](#) - Associate degree

Demographics for Electrical and Electronics Engineering Technicians

Gender		
Male	81%	
Female	19%	
Age		
14-18	0%	
19-24	5%	
25-44	40%	
45-64	53%	
65+	3%	

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.

Career Cluster Group: [Architecture and Construction](#)

Common Job Titles

Lineman; Power Lineman; Lineworker; Journeyman Lineman; Electrical Lineworker; Service Man; Line Foreman

Common Job Tasks

- Replace or straighten damaged poles.
- Dig holes, using augers, and set poles, using cranes and power equipment.
- Climb poles or use truck-mounted buckets to access equipment.
- Drive vehicles equipped with tools and materials to job sites.
- Attach cross-arms, insulators, and auxiliary equipment to poles prior to installing them.
- Install, maintain, and repair electrical distribution and transmission systems, including conduits, cables, wires, and related equipment, such as transformers, circuit breakers, and switches.
- String wire conductors and cables between poles, towers, trenches, pylons, and buildings, setting lines in place and using winches to adjust tension.
- Identify defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays, or wiring, using wiring diagrams and electrical-testing instruments.
- Open switches or attach grounding devices to remove electrical hazards from disturbed or fallen lines or to facilitate repairs.
- Adhere to safety practices and procedures, such as checking equipment regularly and erecting barriers around work areas.
- Coordinate work assignment preparation and completion with other workers.
- Splice or solder cables together or to overhead transmission lines, customer service lines, or street light lines, using hand tools, epoxies, or specialized equipment.
- Install watt-hour meters and connect service drops between power lines and consumers' facilities.
- Trim trees that could be hazardous to the functioning of cables or wires.
- Pull up cable by hand from large reels mounted on trucks.
- Place insulating or fireproofing materials over conductors and joints.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	0%	
Bachelor's degree	5%	
Associate's degree	12%	
Some college, no degree	32%	
High school diploma or equivalent	45%	
Less than high school diploma	6%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Long-term (>12 months)*

Career Path

Employers expect new hires to have some technical knowledge of electricity or electronics obtained through military service, vocational programs, or through community college coursework. Certificate and degree programs typically range from 1-2 years in length. Once hired, electrical power-line installers and repairers often must complete apprenticeships or on-the-job training programs that can last from 1-5 years. As they learn additional skills from more experienced workers, they can advance to more complex tasks. In time, they may advance to supervisory positions, or to more sophisticated maintenance and repair positions.

Indeed Link to [Current Job Postings](#)

What It Pays

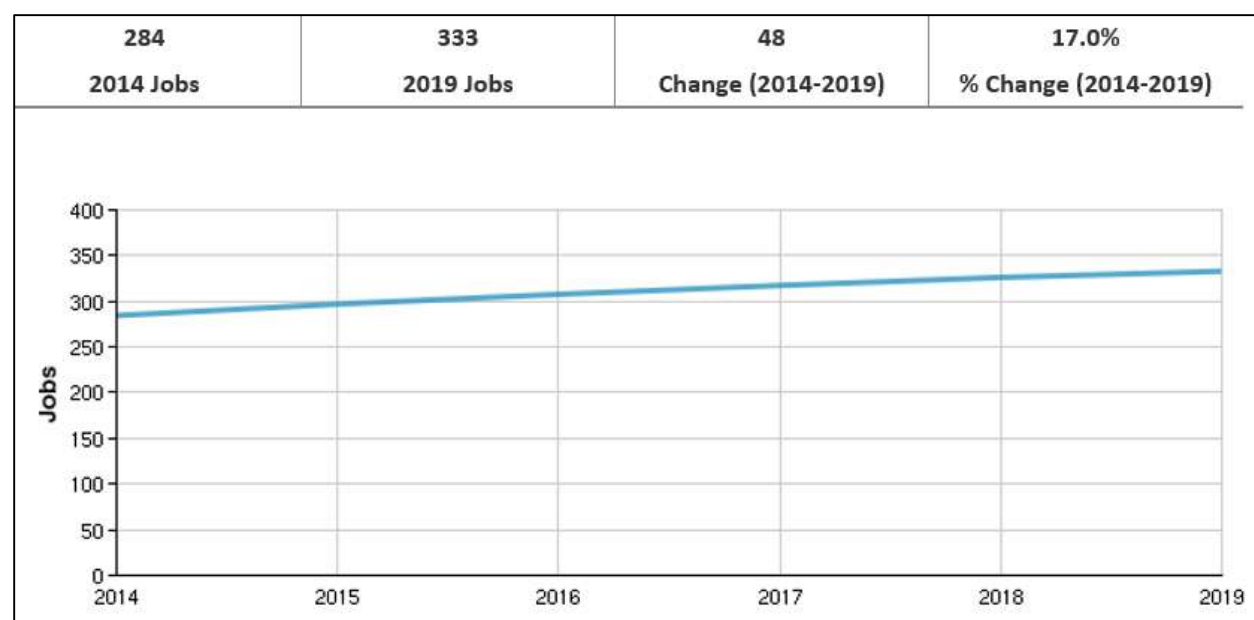
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$24.62	\$33.96	\$43.94	\$49.39	\$53.17
Sonoma County:	\$23.67	\$32.78	\$41.58	\$45.28	\$51.35
Napa County:					
Marin County:	\$24.48	\$33.34	\$38.84	\$44.24	\$48.78
Lake County:	\$41.89	\$45.38	\$51.06	\$57.06	\$61.36
North Bay Region:	\$27.65	\$36.25	\$45.26	\$50.57	\$55.10
California:	\$24.98	\$35.41	\$44.44	\$51.49	\$56.14



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	170	207	22%	37	34
Sonoma County:	54	63	17%	9	10
Napa County:	11	<10			<5
Marin County:	15	15	0%	0	<5
Lake County:	34	38	12%	4	<5
North Bay Region:	284	333	17%	49	56
California:	7,345	8,260	12%	915	1,374



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 3.4% per year through 2019, much faster than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 4.4%, while Marin County has the slowest projected growth rate at just about 0%. In addition to the projected net increase of about 50 new jobs for this occupation, worker replacement needs will add about 55 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. Highly skilled workers with apprenticeship training or a 2-year Associate's degree in telecommunications, electronics, or electricity should have the best job opportunities.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Power and Communication Line and Related Structures Construction (237130)	146	51.5%	16.6%
Local Government, Excluding Education and Hospitals (903999)	45	15.8%	0.2%
Natural Gas Distribution (221210)	41	14.5%	2.6%
Other Electric Power Generation (221119)	27	9.3%	12.8%
Electrical Contractors and Other Wiring Installation Contractors (238210)	11	3.9%	0.5%

Most Important Knowledge, Skills and Abilities

- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/49-9051.00>

Local Certificate and Degree Programs

Electronics Technology:

- [College of Marin](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Note: PG&E's PowerPathway™ is an innovative program that is helping to build a skilled workforce for PG&E and throughout the energy and utility industries. PowerPathway programs range from clean tech vehicles, to energy efficiency and renewables, to engineering and the smart grid, to skilled crafts. While there are no PowerPathway programs currently offered in the North Bay region, there are programs offered in Oakland and San Mateo. Visit PG&E's PowerPathway website for more info:

<http://www.pge.com/about/careers/powerpathway/>

Demographics for Electrical Power-Line Installers and Repairers

Gender		
Male	89%	<div></div>
Female	11%	<div></div>
Age		
14-18	0%	<div></div>
19-24	5%	<div></div>
25-44	54%	<div></div>
45-64	38%	<div></div>
65+	2%	<div></div>

Emergency Medical Technicians and Paramedics

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Licensing required.

Career Cluster Group: [Law, Public Safety, Corrections and Security](#)

Common Job Titles

Fire Fighter / First Responder; Firefighter/EMT (Firefighter/Emergency Medical Technician); Paramedic; Multi Care Technician (Multi Care Tech); Flight Paramedic; First Responder; Firefighter/Paramedic; Paramedic Supervisor; Emergency Medical Technician - Intermediate (EMT - I); Emergency Medical Technician (EMT); Fire Fighter First Responder; Emergency Medical Technician - Basic (EMT - B); Fire Fighter / Paramedic; Emergency Medical Technician / Driver (EMT/DRIVER); Emergency Medical Technician / Firefighter (EMT / Firefighter); Emergency Vehicle Operator; EMT/Dispatcher (Emergency Medical Technician/Dispatcher)

Common Job Tasks

- Attend training classes to maintain certification licensure, keep abreast of new developments in the field, or maintain existing knowledge.
- Comfort and reassure patients.
- Coordinate work with other emergency medical team members or police or fire department personnel.
- Immobilize patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.
- Administer first aid treatment or life support care to sick or injured persons in pre-hospital settings.
- Maintain vehicles and medical and communication equipment and replenish first aid equipment and supplies.
- Assess nature and extent of illness or injury to establish and prioritize medical procedures.
- Communicate with dispatchers or treatment center personnel to provide information about situation, to arrange reception of victims, or to receive instructions for further treatment.
- Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs or treatment.
- Operate equipment, such as electrocardiograms (EKGs), external defibrillators, or bag valve mask resuscitators, in advanced life support environments.
- Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management, or heart monitoring, during ambulance ride.
- Coordinate with treatment center personnel to obtain patients' vital statistics and medical history, to determine the circumstances of the emergency, and to administer emergency treatment.
- Decontaminate ambulance interior following treatment of patient with infectious disease and report case to proper authorities.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	2%	
Bachelor's degree	13%	
Associate's degree	20%	
Some college, no degree	49%	
High school diploma or equivalent	15%	
Less than high school diploma	1%	

Career Path

At the entry level, Emergency Medical Technicians (EMTs) mostly concentrate their efforts on transporting patients in nonemergency situations, such as from one health care facility to another, or from a home to a health care facility. More experienced, highly trained EMTs and Paramedics carry out more complicated procedures, often under the direction of a physician over a radio. Some EMTs and Paramedics work as members of flight crews of helicopters to transport critically injured patients to trauma centers. Increasingly, hospitals are also hiring EMTs to work in the facility or respond to calls in ambulances or helicopters to transport critically injured patients. Paramedics receive the most advanced training which may result in an associate degree. The coursework at this level includes anatomy, physiology and advanced medical skills. A paramedic may eventually become a supervisor, operations manager, administrative director or executive director of emergency services. Some EMTs and paramedics become instructors, dispatchers or physician assistants (which requires a Master's degree).

Indeed Link to [Current Job Postings](#)

What It Pays

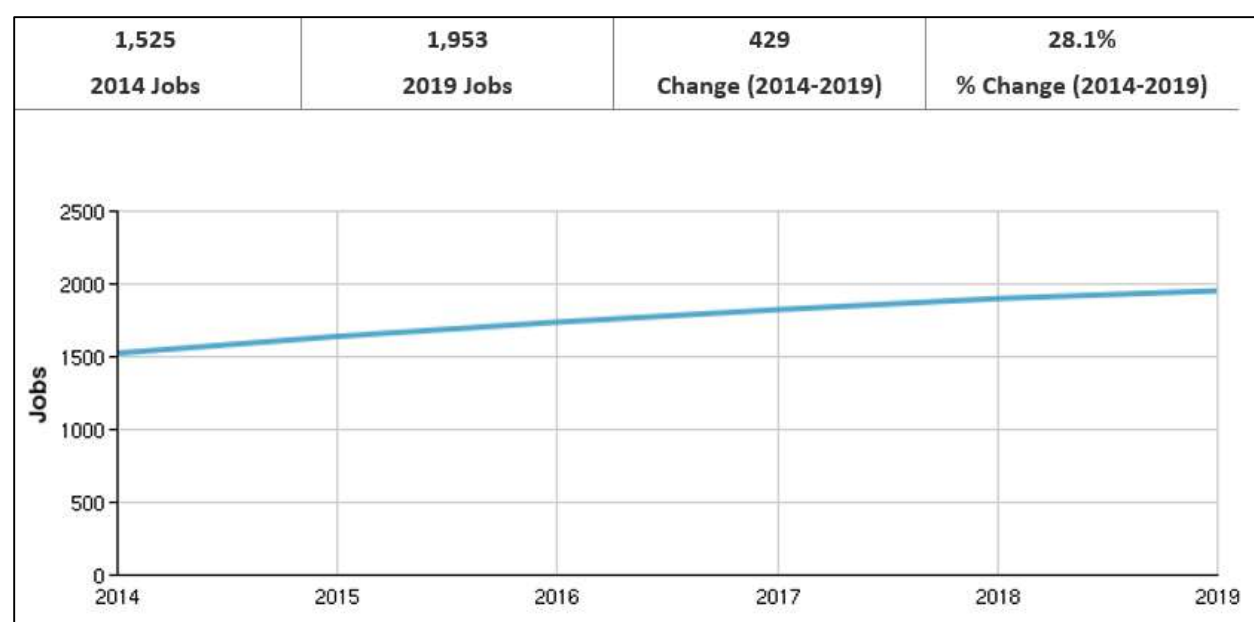
Percentile:	10th	25th	Median	75th	90th
Solano County:	\$11.04	\$13.35	\$16.80	\$19.93	\$22.50
Sonoma County:	\$10.39	\$12.64	\$17.40	\$21.46	\$25.96
Napa County:	\$15.65	\$17.56	\$25.42	\$30.60	\$37.21
Marin County:	\$13.76	\$17.06	\$23.45	\$42.66	\$51.05
Lake County:	\$10.80	\$14.10	\$19.41	\$24.67	\$30.20
North Bay Region:	\$10.91	\$13.24	\$18.04	\$22.92	\$27.47
California:	\$9.76	\$10.97	\$13.84	\$19.35	\$26.56



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	221	266	20%	45	34
Sonoma County:	1,120	1,465	31%	345	185
Napa County:	63	83	32%	20	10
Marin County:	85	98	15%	13	13
Lake County:	36	41	14%	5	<5
North Bay Region:	1,525	1,953	28%	428	248
California:	18,701	21,984	18%	3,283	2,841



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 5.6% per year through 2019, much faster than the 1.2% average growth for all occupations. Napa and Sonoma Counties have the fastest growth rates for this occupation at 6.4% and 6.2% respectively, while Lake and Marin Counties have the slowest projected growth rates at 2.8% and 3.0% respectively. In addition to the projected net increase of about 430 new jobs for this occupation, worker replacement needs will add about 250 additional job openings through 2019. This should provide more than adequate job opportunities for most qualified job seekers who wish to enter this occupation. Demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas will also continue. Growth in the middle-aged and elderly population will lead to an increase in the number of age-related health emergencies, such as heart attacks or strokes. This, in turn, will create greater demand for EMTs and paramedic services.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Ambulance Services (621910)	1,187	77.8%	76.2%
Local Government, Excluding Education and Hospitals (903999)	234	15.3%	0.9%
General Medical and Surgical Hospitals (Private) (622110)	40	2.6%	0.4%
HMO Medical Centers (621491)	12	0.8%	0.2%
Special Needs Transportation (485991)	<10	0.3%	0.8%

Most Important Knowledge, Skills and Abilities

- **Assisting and Caring for Others** - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Medicine and Dentistry** - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/29-2041.00>

Local Certificate and Degree Programs

Emergency Medical Technology/Technician (EMT Paramedic):

- [Napa Valley College](#) - Certificate, Associate degree
- [Pacific Union College](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree
- [Solano Community College](#) - Certificate, Associate degree

Demographics for Emergency Medical Technicians and Paramedics

Gender		
Male	66%	
Female	34%	
Age		
14-18	0%	
19-24	17%	
25-44	61%	
45-64	20%	
65+	1%	

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.

Career Cluster Group: [Agriculture, Food and Natural Resources](#)

Common Job Titles

Environmental Scientist; Process Laboratory Specialist; Water Quality Specialist; Water Quality Analyst; Source Control Inspector; Sanitarian Specialist; Sanitarian; Public Health Sanitarian; Laboratory Specialist; Industrial Pretreatment Program Specialist (IPP Specialist); Hazardous Substances Scientist; Environmental Health Specialist; Environmental Specialist; Environmental Technician; Laboratory Technician

Common Job Tasks

- Record test data and prepare reports, summaries, or charts that interpret test results.
- Collect samples of gases, soils, water, industrial wastewater, or asbestos products to conduct tests on pollutant levels or identify sources of pollution.
- Set up equipment or stations to monitor and collect pollutants from sites, such as smoke stacks, manufacturing plants, or mechanical equipment.
- Develop or implement programs for monitoring of environmental pollution or radiation.
- Maintain files, such as hazardous waste databases, chemical usage data, personnel exposure information, or diagrams showing equipment locations.
- Discuss test results and analyses with customers.
- Provide information or technical or program assistance to government representatives, employers, or the general public on the issues of public health, environmental protection, or workplace safety.
- Perform statistical analysis of environmental data.
- Calibrate microscopes or test instruments.

What It Requires

Educational Attainment

Doctoral or professional degree	5%	
Master's degree	10%	
Bachelor's degree	31%	
Associate's degree	12%	
Some college, no degree	25%	
High school diploma or equivalent	14%	
Less than high school diploma	3%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Environmental science and protection technicians typically need an associate's degree in environmental science, environmental health, public health, or a related degree. Because of the wide range of tasks, environments, and industries in which these technicians work, there are also some jobs that do not require postsecondary education, while some others require a bachelor's degree. A background in natural sciences is important. Environmental science and protection technicians typically specialize in either laboratory testing or in fieldwork and sample collection. However, it is common for laboratory technicians to occasionally collect samples from the field, and for fieldworkers to do some work in a laboratory. Advancement may lead to positions of greater responsibility, or to supervisory or management positions.

Indeed Link to [Current Job Postings](#)

What It Pays

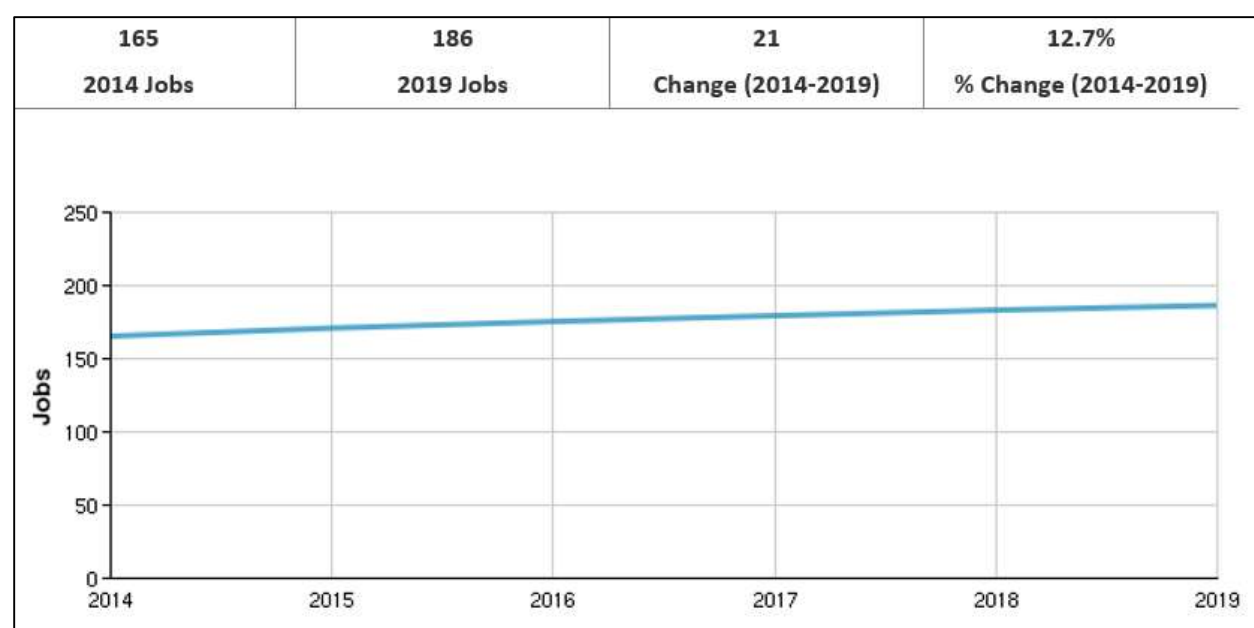
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$16.72	\$20.58	\$26.17	\$32.29	\$36.97
Sonoma County:	\$16.44	\$22.49	\$25.41	\$27.99	\$34.08
Napa County:	\$13.16	\$16.26	\$20.39	\$29.39	\$33.60
Marin County:	\$14.50	\$17.33	\$21.61	\$31.33	\$37.75
Lake County:	\$13.81	\$15.36	\$17.84	\$25.09	\$34.82
North Bay Region:	\$14.82	\$18.79	\$22.63	\$29.21	\$34.68
California:	\$14.33	\$17.96	\$22.68	\$29.81	\$37.88



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	21	31	48%	10	5
Sonoma County:	53	56	6%	3	11
Napa County:	62	67	8%	5	12
Marin County:	18	20	11%	2	<5
Lake County:	12	13	8%	1	<5
North Bay Region:	165	186	13%	21	35
California:	3,564	4,154	17%	590	776



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2.6% per year through 2019, much faster than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 9.6%, while Sonoma County has the slowest projected growth rate at 1.2%. In addition to the projected net increase of about 20 new jobs for this occupation, worker replacement needs will add about 35 additional job openings through 2019. Although a small occupation with a limited number of jobs, this should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. Job candidates with an associate's degree and laboratory experience should have the best opportunities.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	45	27.2%	0.2%
Testing Laboratories (541380)	32	19.3%	3.5%
Other Scientific and Technical Consulting Services (541690)	19	11.5%	1.0%
Engineering Services (541330)	<10	4.4%	0.3%
State Government, Excluding Education and Hospitals (902999)	<10	4.3%	0.1%

Most Important Knowledge, Skills and Abilities

- **Documenting/Recording Information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Evaluating Information to Determine Compliance with Standards** - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Processing Information** - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/19-4091.00>

Local Certificate and Degree Programs

Environmental Studies:

- [Pacific Union College](#) - Bachelor's degree
- [Santa Rosa Junior College](#) - Associate degree

Environmental Conservation

- [Santa Rosa Junior College](#) - Certificate, Associate degree








Mathematics & Science:

- [Solano Community College](#) - Associate degree

Environmental Studies & Planning:

- [Sonoma State University](#) - Bachelor's degree

Demographics for Environmental Science and Protection Technicians, Including Health

Gender		
Male	56%	
Female	44%	
Age		
14-18	2%	
19-24	14%	
25-44	44%	
45-64	38%	
65+	3%	

Firefighters

- **Municipal Firefighters:** Control and extinguish municipal fires, protect life and property and conduct rescue efforts.
- **Forest Firefighters:** Control and suppress fires in forests or vacant public land.

Career Cluster Group: [Law, Public Safety, Corrections and Security](#)

Common Job Titles

Crew Boss; Engine Boss; Fire Crew Specialist; Fire Medic; Fire Technician; Fireboat Operator; Firefighter; Forest Fire Warden; Forestry Technician (Fire); Handcrew Foreman; Hot Shot; Ladder Operator; Rescue Worker; Squad Boss; Tail Board Worker; Wildland Firefighter

Common Job Tasks

Municipal Firefighters:

- Dress with equipment such as fire resistant clothing and breathing apparatus.
- Respond to fire alarms and other calls for assistance, such as automobile and industrial accidents.
- Select and attach hose nozzles, depending on fire type, and direct streams of water or chemicals onto fires.
- Lay hose lines and connect them to water supplies.
- Clean and maintain fire stations and fire fighting equipment and apparatus.
- Create openings in buildings for ventilation or entrance, using axes, chisels, crowbars, electric saws, or core cutters.
- Move toward the source of a fire using knowledge of types of fires, construction design, building materials, and physical layout of properties.
- Assess fires and situations and report conditions to superiors to receive instructions, using two-way radios.
- Salvage property by removing broken glass, pumping out water, and ventilating buildings to remove smoke.
- Search burning buildings to locate fire victims.
- Drive and operate fire fighting vehicles and equipment.
- Participate in physical training activities to maintain a high level of physical fitness.
- Position and climb ladders to gain access to upper levels of buildings, or to rescue individuals from burning structures.
- Rescue victims from burning buildings and accident sites.

Forest Firefighters:

- Extinguish flames and embers to suppress fires, using shovels, or engine- or hand-driven water or chemical pumps.
- Fell trees, cut and clear brush, and dig trenches to create fire lines, using axes, chainsaws or shovels.
- Collaborate with other firefighters as a member of a firefighting crew.
- Maintain contact with fire dispatchers at all times to notify them of the need for additional firefighters and supplies, or to detail any difficulties encountered.
- Patrol burned areas after fires to locate and eliminate hot spots that may restart fires.
- Maintain knowledge of current firefighting practices by participating in drills and by attending seminars, conventions, and conferences.
- Participate in physical training to maintain high levels of physical fitness.
- Operate pumps connected to high-pressure hoses.
- Establish water supplies, connect hoses, and direct water onto fires.
- Test and maintain tools, equipment, jump gear and parachutes to ensure readiness for fire suppression activities.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	2%	
Bachelor's degree	19%	
Associate's degree	20%	
Some college, no degree	42%	
High school diploma or equivalent	16%	
Less than high school diploma	1%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Long-term (>12 months)*

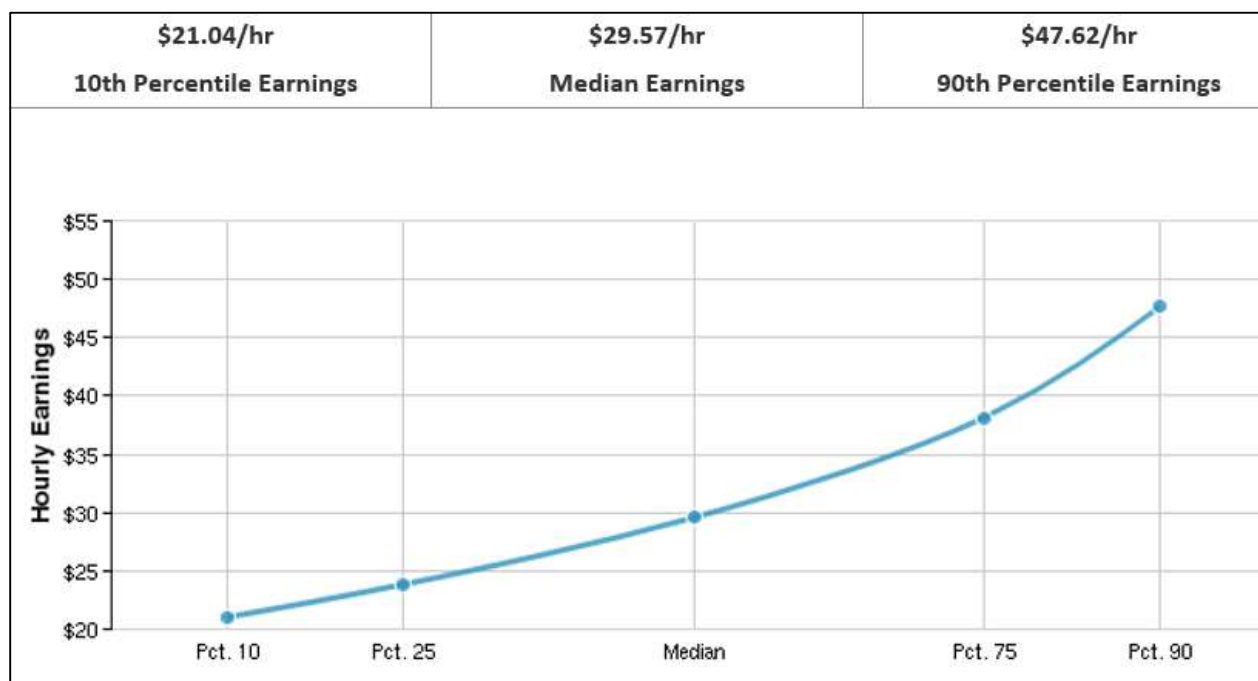
Career Path

Firefighters must usually be certified as emergency medical technicians at the EMT-Basic level. In addition, some fire departments require firefighters to be certified as an EMT-Paramedic. Firefighters often begin as volunteer fire fighters or forest fire fighters. As a rule, entry-level fire fighters undergo several weeks of training before being assigned to a fire company where they undergo a period of probation. In large fire departments, the training is generally at a department training center or academy. As fire fighters gain experience and knowledge, they can apply for jobs as fire inspectors, fire instructors, and fire investigators. They can also advance to positions such as fire marshal, although fire departments increasingly require a bachelor degree for higher-level promotions.

Indeed Link to [Current Job Postings](#)

What It Pays

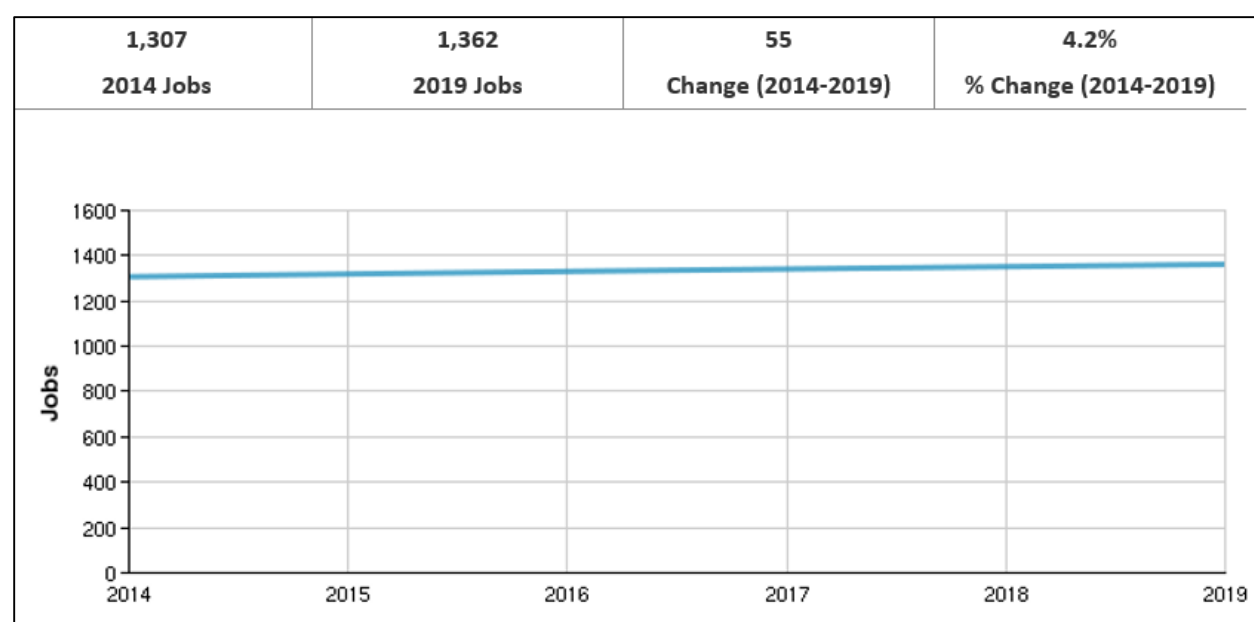
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$22.82	\$24.80	\$28.02	\$41.20	\$53.51
Sonoma County:	\$15.71	\$17.75	\$24.87	\$33.67	\$45.42
Napa County:	\$14.94	\$18.78	\$21.41	\$30.52	\$45.53
Marin County:	\$31.04	\$35.07	\$39.65	\$45.80	\$49.79
Lake County:	\$10.60	\$14.45	\$23.11	\$32.14	\$41.01
North Bay Region:	\$21.04	\$23.83	\$29.57	\$38.16	\$47.62
California:	\$18.69	\$25.50	\$34.14	\$44.40	\$53.62



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	165	179	8%	14	24
Sonoma County:	690	706	2%	16	96
Napa County:	43	50	16%	7	7
Marin County:	356	368	3%	12	50
Lake County:	54	58	7%	4	<5
North Bay Region:	1,307	1,362	4%	55	183
California:	27,424	28,583	4%	1,159	3,835



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 0.8% per year through 2019, slightly slower than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 3.2%, while Sonoma County has the slowest projected growth rate at just about 0.4%. In addition to the projected net increase of about 55 new jobs for this occupation, worker replacement needs will add about 185 additional job openings through 2019. Normally this would provide adequate job opportunities for most qualified job seekers. However, prospective firefighters will likely face strong competition for jobs because many people are attracted to the job's challenge, opportunity for public service, and relatively low formal education requirements. As a result, a department may receive hundreds of applicants for a single position.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	1,217	93.1%	4.4%
All Other Support Services (561990)	30	2.3%	3.2%
Convention and Trade Show Organizers (561920)	15	1.2%	4.6%
Federal Government, Civilian, Excluding Postal Service (901199)	15	1.1%	0.3%
Packaging and Labeling Services (561910)	11	0.8%	3.0%

Most Important Knowledge, Skills and Abilities

Municipal Firefighters:

- **Assisting and Caring for Others** - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Forest Firefighters:

- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Performing General Physical Activities** - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/33-2011.00>

Local Certificate and Degree Programs

Fire Technology:

- [College of Marin](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree
- [Solano Community College](#) - Certificate, Associate degree

Demographics for Firefighters

Gender		
Male	52%	<div></div>
Female	48%	<div></div>
Age		
14-18	2%	<div></div>
19-24	7%	<div></div>
25-44	42%	<div></div>
45-64	45%	<div></div>
65+	4%	<div></div>

First-Line Supervisors of Fire Fighting and Prevention Workers

- **Municipal Fire Fighting and Prevention Supervisors:** Supervise fire fighters who control and extinguish municipal fires, protect life and property, and conduct rescue efforts.
- **Forest Fire Fighting and Prevention Supervisors:** Supervise fire fighters who control and suppress fires in forests or vacant public land.

Career Cluster Group: [Law, Public Safety, Corrections and Security](#)

Common Job Titles

Battalion Chief; Chief of Fire Prevention; Chief of Operations; Fire Captain; Fire Chief; Fire Fighter Supervisor; Fire Investigator; Fire Lieutenant; Fire Manager; Fire Marshal; Fire Prevention Captain; Forest Fire Officer Supervisor; Forest Fire Specialist Supervisor; Forest Supervisor; Forestry Technician/Supervisor; Shift Commander; Smoke Jumper Supervisor; Wildland Fire Manager

Common Job Tasks

Municipal Fire Fighting and Prevention Supervisors:

- Assign firefighters to jobs at strategic locations to facilitate rescue of persons and maximize application of extinguishing agents.
- Evaluate fire station procedures to ensure efficiency and enforcement of departmental regulations.
- Instruct and drill fire department personnel in assigned duties, including firefighting, medical care, hazardous materials response, fire prevention, and related subjects.
- Assess nature and extent of fire, condition of building, danger to adjacent buildings, and water supply status to determine crew or company requirements.
- Evaluate the performance of assigned firefighting personnel.
- Recommend personnel actions related to disciplinary procedures, performance, leaves of absence, and grievances.

Forest Fire Fighting and Prevention Supervisors:

- Communicate fire details to superiors, subordinates, or interagency dispatch centers, using two-way radios.
- Serve as a working leader of an engine, hand, helicopter, or prescribed fire crew of three or more firefighters.
- Operate wildland fire engines or hoselays.
- Maintain knowledge of forest fire laws and fire prevention techniques and tactics.
- Evaluate size, location, and condition of forest fires and request and dispatch crews and position equipment so fires can be contained safely and effectively.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	4%	
Bachelor's degree	19%	
Associate's degree	24%	
Some college, no degree	40%	
High school diploma or equivalent	13%	
Less than high school diploma	0%	

- *Typical work experience needed for a job in this occupation: 1-5 Years*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

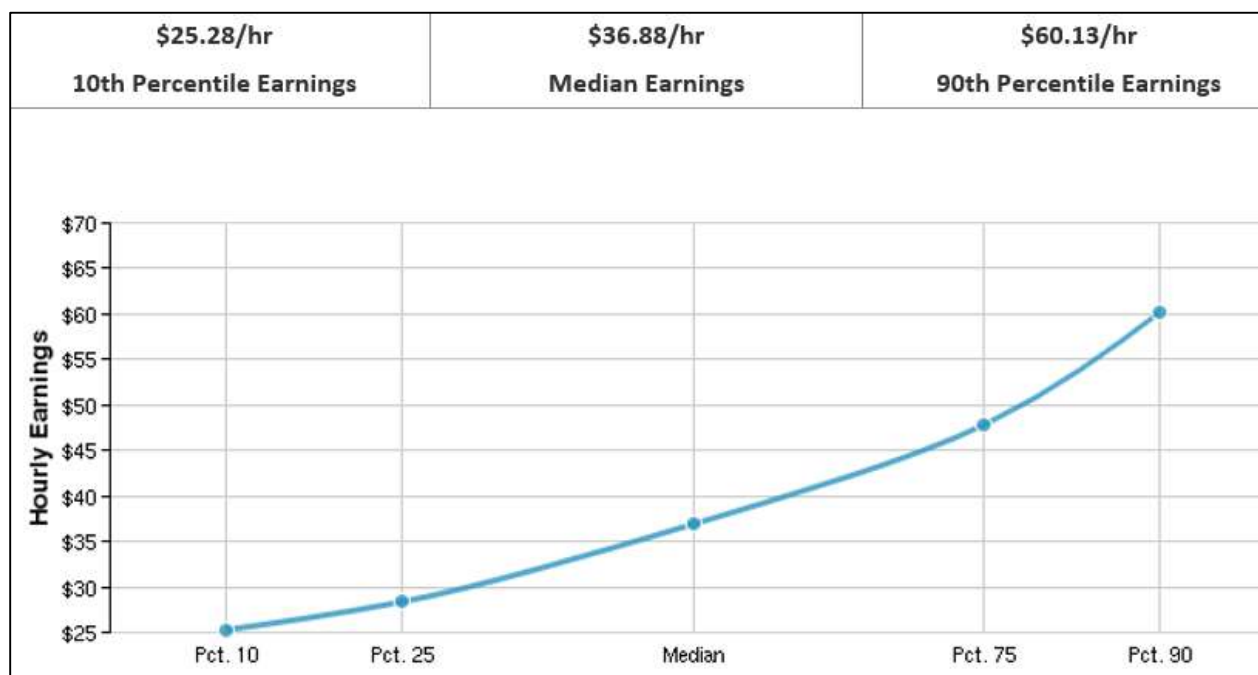
Municipal fire fighting and prevention supervisors usually have years of experience as fire fighters, and some also have experience as fire inspectors or fire investigators. As they gain experience and knowledge, those with leadership qualities may advance to supervisory positions. They can also advance to positions such as fire marshal, although fire departments increasingly require a bachelor degree for higher-level promotions.

Forest fire fighting and prevention supervisors start as seasonal forest fire fighters and receive on-the-job training. As they gain experience and knowledge, they may advance to forest fire inspector and prevention specialists jobs. They may also advance to supervisory positions. Like most forest fire fighter jobs, most of the supervisory positions are also seasonal - although they can be permanent positions. Advancement for forest fire fighting and prevention supervisors usually takes the form of finding a year-around job, or obtaining a job in a more desirable location.

Indeed Link to [Current Job Postings](#)

What It Pays

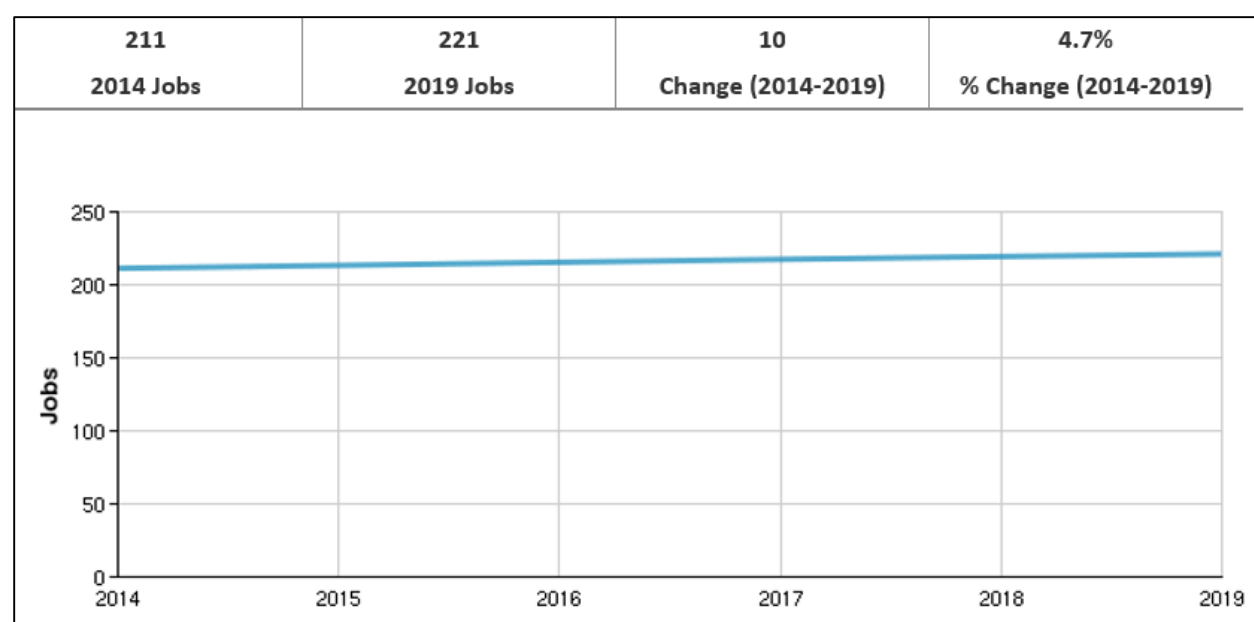
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$24.45	\$28.60	\$30.64	\$44.07	\$64.94
Sonoma County:	\$25.73	\$26.17	\$38.63	\$50.72	\$57.08
Napa County:					
Marin County:	\$35.65	\$49.06	\$57.59	\$64.16	\$78.50
Lake County:	\$13.10	\$15.51	\$25.13	\$27.31	\$29.95
North Bay Region:	\$25.28	\$28.34	\$36.88	\$47.83	\$60.13
California:	\$25.07	\$26.29	\$28.97	\$52.23	\$72.65



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	44	47	7%	3	9
Sonoma County:	94	96	2%	2	21
Napa County:	<10	<10			<5
Marin County:	17	18	6%	1	<5
Lake County:	48	51	6%	3	<5
North Bay Region:	211	221	5%	10	46
California:	3,399	3,566	5%	167	747



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1% per year through 2019, slightly slower than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 1.4%, while Sonoma County has the slowest projected growth rate at 0.4%. In addition to the projected net increase of about 10 new jobs for this occupation, worker replacement needs will add about 45 additional job openings through 2019. This is, therefore, a relatively small occupation in the North Bay Region with somewhat limited job opportunities for qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	201	95.2%	0.7%
State Government, Excluding Education and Hospitals (902999)	<10	1.7%	0.1%
Federal Government, Civilian, Excluding Postal Service (901199)	<10	1.2%	0.1%
All Other Support Services (561990)	<10	0.9%	0.2%
Packaging and Labeling Services (561910)	<10	0.4%	0.2%

Most Important Knowledge, Skills and Abilities

Municipal Fire Fighting and Prevention Supervisors:

- **Making Decisions and Solving Problems** - Analyzing information and evaluating results to choose the best solution and solve problems.
- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Performing for or Working Directly with the Public** - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Forest Fire Fighting and Prevention Supervisors:

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Performing General Physical Activities** - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/33-1021.00>

Local Certificate and Degree Programs

Fire Technology:

- [College of Marin](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree
- [Solano Community College](#) - Certificate, Associate degree

Demographics for First-Line Supervisors of Fire Fighting and Prevention Workers

Gender		
Male	51%	<div></div>
Female	49%	<div></div>
Age		
14-18	1%	<div></div>
19-24	6%	<div></div>
25-44	45%	<div></div>
45-64	44%	<div></div>
65+	4%	<div></div>

First-Line Supervisors of Food Preparation and Serving Workers

Directly supervise and coordinate activities of workers engaged in preparing and serving food.

Career Cluster Group: [Hospitality and Tourism](#)

Common Job Titles

Kitchen Supervisor; Food and Beverage Supervisor; Food Production Manager; Food Production Supervisor; Food Service Director; Food Service Manager; Food Service Supervisor; Food Supervisor; Kitchen Manager; Executive Chef; Restaurant Manager; Sous Chef; Supervisor of Food and Nutrition Services; Head Cook; Child Nutrition Manager; Assistant Manager; Cafeteria Manager; First Cook; Chef; Food and Beverage Manager; Cook Supervisor; Diet Supervisor; Dietary Manager; Dietary Supervisor; Director of Food and Beverage; Director of Food and Nutrition Services; Executive Sous Chef; Catering Supervisor

Common Job Tasks

- Record production, operational, and personnel data on specified forms.
- Assign duties, responsibilities, and work stations to employees in accordance with work requirements.
- Greet and seat guests, and present menus and wine lists.
- Estimate ingredients and supplies required to prepare a recipe.
- Train workers in food preparation, and in service, sanitation, and safety procedures.
- Develop departmental objectives, budgets, policies, procedures, and strategies.
- Perform various financial activities such as cash handling, deposit preparation, and payroll.
- Control inventories of food, equipment, smallware, and liquor, and report shortages to designated personnel.
- Supervise and participate in kitchen and dining area cleaning activities.
- Recommend measures for improving work procedures and worker performance to increase service quality and enhance job safety.
- Resolve customer complaints regarding food service.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	2%	
Bachelor's degree	12%	
Associate's degree	8%	
Some college, no degree	28%	
High school diploma or equivalent	37%	
Less than high school diploma	13%	

- *Typical work experience needed for a job in this occupation: 1-5 Years*
- *Typical on-the-job training once you have a job in this occupation: None*

Career Path

Restaurant supervisors and managers usually begin their hospitality careers as servers or as kitchen staff. Servers may be promoted to supervisory positions, and eventually to management positions. For kitchen staff, there are a few more steps involved. With or without a certificate from a culinary school, a typical career path for a chef begins as a commis chef (aka apprentice, trainee, jr chef, etc) where they do prep work such as chopping vegetables, assisting the chefs, and cleaning up the kitchen. Unlike other kitchen workers, a commis chef works closely with other chefs in the kitchen to learn the basics of food preparation, including different techniques and methods. The next step in the career path is to become a line cook (aka chef de partie). A line cook oversees one section of the kitchen and preparation of one particular type of food. For example, a line cook may be responsible for cooking the fish, or they could oversee preparation of the pastries. The line cook becomes a specialist in this section, then eventually moves on to become the specialist of another section. Eventually, training is received and expertise is developed in all parts of the kitchen. The next step in the career path is to become a sous chef, which is the assistant to the head chef and the second in charge in the kitchen. The sous chef helps to run the kitchen, supervising staff, planning menus, creating work schedules, and overseeing the ordering for the kitchen. Customer relations may also be an important part of the job at this level. A sous chef also fills in for the executive chef, or takes over for a line cook when necessary. The next step in the career path is to become a head chef. The head chef is in charge of the whole kitchen, including hiring and supervising staff, planning and executing the menus, budgeting, and customer relations. A true head chef sets the tone for their restaurant, stamping his or her signature style on the menu, and their vision leads to the success of the restaurant. These are the traditional steps toward becoming a head chef, but there are many alternate routes that can be taken. Some head chefs started their careers as caterers. Some honed their skills as personal chefs. Even small diners can provide opportunities for extensive on-the-job training. At many points in the pathway just described, a chef with good supervisory skills may have opportunities to manage the overall restaurant.

Indeed Link to [Current Job Postings](#)

What It Pays

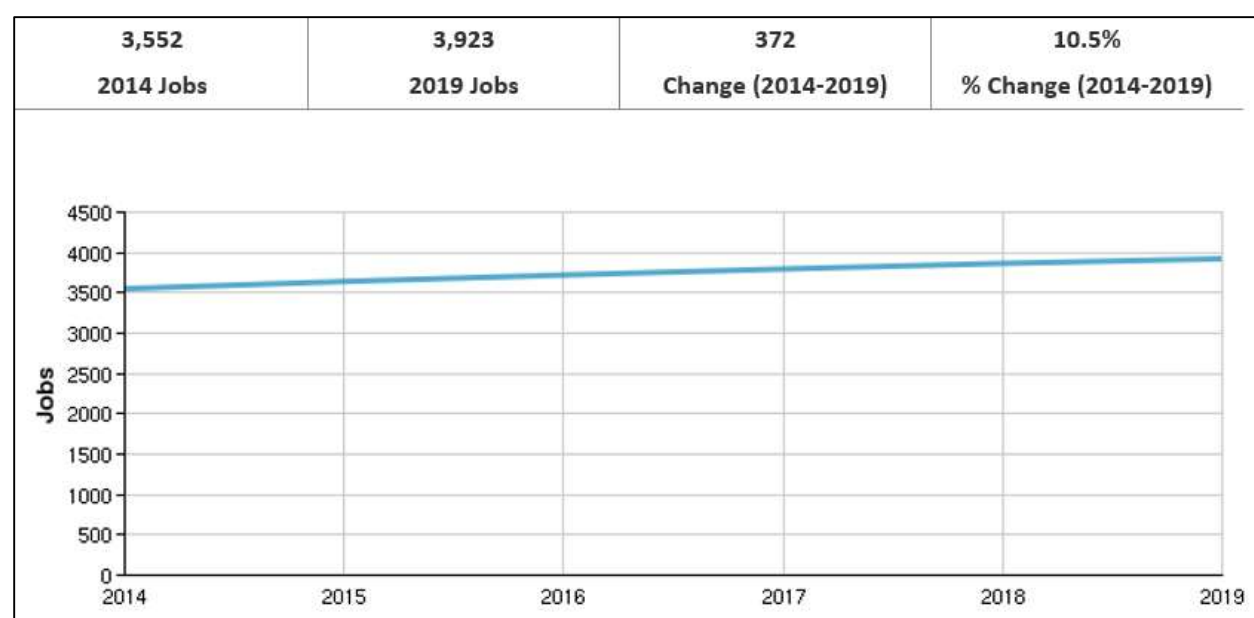
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$10.04	\$11.35	\$14.32	\$23.15	\$26.85
Sonoma County:	\$10.07	\$11.05	\$14.33	\$20.32	\$23.01
Napa County:	\$12.02	\$13.97	\$19.50	\$22.62	\$27.52
Marin County:	\$10.45	\$11.93	\$14.89	\$19.80	\$24.43
Lake County:	\$9.62	\$10.26	\$11.33	\$15.80	\$20.23
North Bay Region:	\$10.39	\$11.69	\$15.07	\$21.22	\$24.92
California:	\$9.86	\$10.88	\$13.52	\$18.18	\$23.01



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	970	1,072	11%	102	146
Sonoma County:	1,285	1,393	8%	108	191
Napa County:	503	578	15%	75	77
Marin County:	712	798	12%	86	108
Lake County:	81	83	2%	2	<5
North Bay Region:	3,552	3,923	10%	371	535
California:	97,114	109,473	13%	12,359	14,816



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 3%, while Lake County has the slowest projected growth rate at 0.4%. In addition to the projected net increase of about 370 new jobs for this occupation, worker replacement needs will add about 535 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Limited-Service Restaurants (722211)	1,115	31.4%	8.3%
Full-Service Restaurants (722110)	1,035	29.1%	4.2%
Snack and Nonalcoholic Beverage Bars (722213)	321	9.0%	8.3%
Supermarkets and Other Grocery (except Convenience) Stores (445110)	147	4.1%	1.0%
Elementary and Secondary Schools (Local Government) (903611)	139	3.9%	0.5%

Most Important Knowledge, Skills and Abilities

- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Judging the Qualities of Things, Services, or People** - Assessing the value, importance, or quality of things or people.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/35-1012.00>

Local Certificate and Degree Programs








Cooking and Related Culinary Arts, General:

- [Culinary Institute of America at Greystone](#) - Certificate, Associate degree
- [Fresh Starts Culinary Academy](#) - Certificate
- [Napa Valley Cooking School](#) (Napa Valley College) – Certificate
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Culinary Arts - Restaurant Management:

- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for First-Line Supervisors of Food Preparation and Serving Workers

Gender		
Male	42%	
Female	58%	
Age		
14-18	2%	
19-24	22%	
25-44	48%	
45-64	26%	
65+	3%	

First-Line Supervisors of Office and Administrative Support Workers

Directly supervise and coordinate the activities of clerical and administrative support workers.

Career Cluster Group: [Business, Management and Administration](#)

Common Job Titles








General Accounting Manager; Maintenance Supervisor; Office Supervisor; Office Services Supervisor; Office Manager; Operations Manager; Office Coordinator; Learning Center Coordinator; Human Resources Manager; Human Resources Director; Operations Vice President; General Manager; Records Supervisor; Fire Chief; Financial Aid Director; Hub Lead; Storekeeper; Finance Director; Controller; Workforce Services Supervisor; Technical Services Team Leader; Team Manager; Public Service Director; Stores Supervisor; Order Administrator; Staff Services Manager; Sales Manager; Purchasing Manager; Plant Manager; Payroll Supervisor; Patient Care Coordinator; Team Leader; Administrative Assistant; Business Manager; Billing Services Manager; Admissions Director; Administrative Supervisor; Administrative Services Director; Business Services Supervisor; Administrative Assistant to the Dean; Billing Department Supervisor; Accounts Receivable Manager; Accounts Payable Supervisor; Accounting Supervisor; Accounting Manager; Accounting Director; Facilities Manager; Administrative Officer; Department Manager; Executive Vice President; Executive Assistant; Education Administrator; Administrator; Director; Civil Process Supervisor; Customer Service Supervisor; Customer Service Manager; Clerical Supervisor; Accountant; Coordinator; Credit Manager; Clinical Services Director; Customer Service Director; Distribution Manager

Common Job Tasks

- Train or instruct employees in job duties or company policies or arrange for training to be provided.
- Supervise the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Discuss job performance problems with employees to identify causes and issues and to work on resolving problems.
- Participate in the work of subordinates to facilitate productivity or to overcome difficult aspects of work.
- Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action.
- Interpret and communicate work procedures and company policies to staff.
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.
- Resolve customer complaints or answer customers' questions regarding policies and procedures.
- Make recommendations to management concerning such issues as staffing decisions or procedural changes.
- Coordinate activities with other supervisory personnel or with other work units or departments.
- Recruit, interview, and select employees.
- Implement corporate or departmental policies, procedures, and service standards in conjunction with management.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	6%	
Bachelor's degree	24%	
Associate's degree	11%	
Some college, no degree	30%	
High school diploma or equivalent	24%	
Less than high school diploma	3%	

- *Typical work experience needed for a job in this occupation: 1-5 Years*
- *Typical on-the-job training once you have a job in this occupation: None*

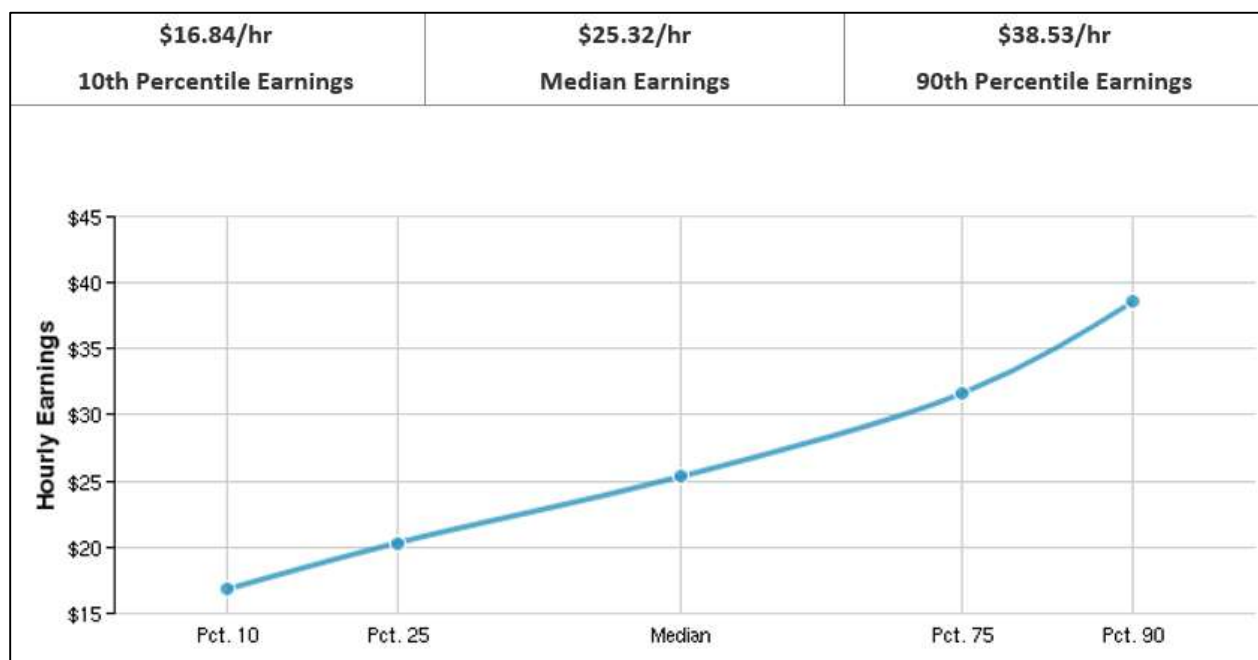
Career Path

Supervisors of office and administrative support workers generally begin their careers as lower level office and administrative support workers, including receptionists, office assistants and clerks, secretaries, and entry level administrative assistants. As they gain knowledge and experience and develop their skillsets, they generally advance to positions of greater responsibility and higher pay. Some become supervisors or office managers. A few become executive administrative assistants or personal assistants to executives.

Indeed Link to [Current Job Postings](#)

What It Pays

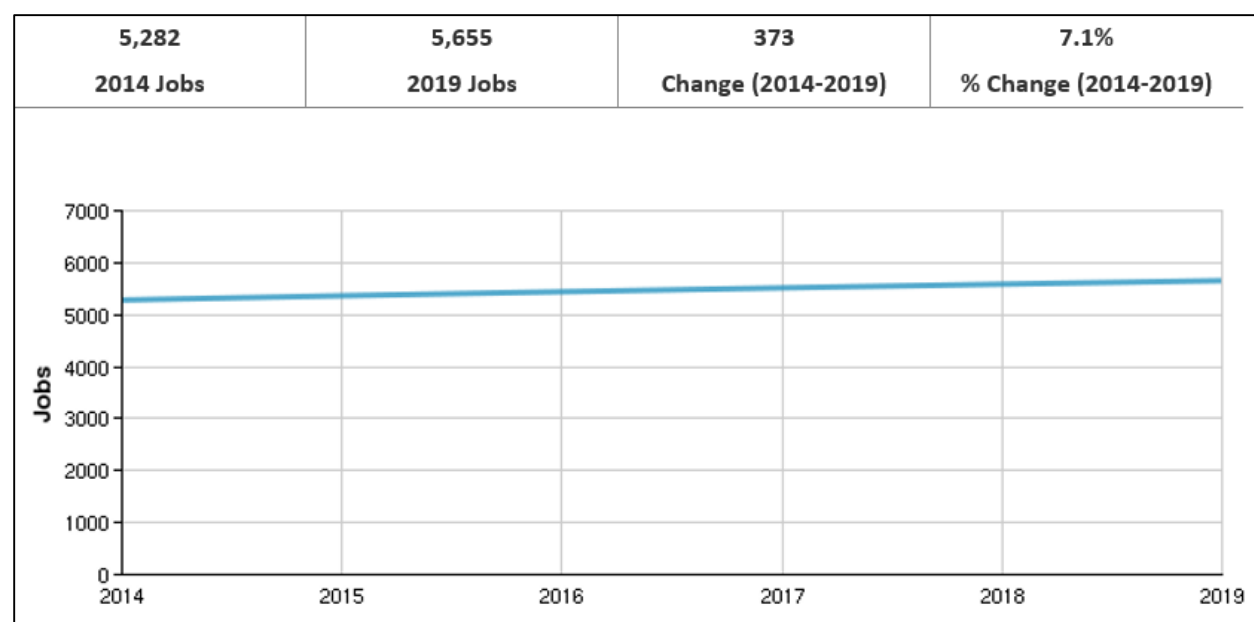
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$15.36	\$18.41	\$24.06	\$32.45	\$37.67
Sonoma County:	\$17.49	\$21.03	\$25.48	\$30.79	\$38.40
Napa County:	\$17.11	\$20.54	\$24.85	\$30.47	\$35.71
Marin County:	\$17.57	\$21.71	\$27.45	\$33.75	\$42.68
Lake County:	\$15.08	\$17.52	\$21.38	\$26.18	\$30.36
North Bay Region:	\$16.84	\$20.33	\$25.32	\$31.65	\$38.53
California:	\$16.48	\$20.55	\$26.34	\$33.83	\$41.26



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	1,333	1,468	10%	135	169
Sonoma County:	2,024	2,105	4%	81	245
Napa County:	631	695	10%	64	80
Marin County:	1,121	1,205	7%	84	139
Lake County:	173	182	5%	9	<5
North Bay Region:	5,282	5,655	7%	373	654
California:	176,093	187,451	6%	11,358	21,704



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.4% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Napa and Solano Counties have the fastest projected growth rate for this occupation at 2%, while Sonoma County has the slowest projected growth rate at 0.8%. In addition to the projected net increase of about 375 new jobs for this occupation, worker replacement needs will add about 655 additional job openings through 2019. This should provide adequate job opportunities for those job candidates with the most marketable skills and experience.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	324	6.1%	1.2%
Supermarkets and Other Grocery (except Convenience) Stores (445110)	243	4.6%	1.7%
Commercial Banking (522110)	230	4.4%	6.9%
Offices of Physicians (except Mental Health Specialists) (621111)	211	4.0%	3.0%
Offices of Dentists (621210)	151	2.9%	3.1%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Establishing and Maintaining Interpersonal Relationships** - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/43-1011.00>

Local Certificate and Degree Programs

Business Administration:

- [California Maritime Academy](#) - Bachelor's degree, Master's degree
- [College of Marin](#) - Certificate, Associate degree
- [Dominican University of California](#) - Bachelor's degree, Master's degree
- [Empire College](#) - Certificate, Associate degree
- [Napa Valley College](#) - Certificate, Associate degree
- [Pacific Union College](#) - Bachelor's degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree
- [Solano Community College](#) - Certificate, Associate degree
- [Sonoma State University](#) - Bachelor's degree, Master's degree

Demographics for First-Line Supervisors of Office and Administrative Support Workers

Gender		
Male	35%	
Female	65%	
Age		
14-18	0%	
19-24	5%	
25-44	44%	
45-64	47%	
65+	4%	

First-Line Supervisors of Personal Service Workers

Directly supervise and coordinate activities of personal service workers, such as flight attendants, hairdressers, or caddies.

Career Cluster Group: [Human Services](#)

Common Job Titles

Direct Care Supervisor; Spa Director; Salon Manager; Residential Assistant; Resident Care Supervisor; Hair Salon Manager; Community Life Director; Banquet Captain; Adult Family Home Program Manager; Recreation Coordinator

Common Job Tasks

- Train workers in proper operational procedures and functions and explain company policies.
- Meet with managers or other supervisors to stay informed of changes affecting operations.
- Analyze and record personnel or operational data and write related activity reports.
- Collaborate with staff members to plan or develop programs of events, schedules of activities, or menus.
- Observe and evaluate workers' appearance and performance to ensure quality service and compliance with specifications.
- Inspect work areas or operating equipment to ensure conformance to established standards in areas such as cleanliness or maintenance.
- Apply customer/guest feedback to service improvement efforts.
- Inform workers about interests or special needs of specific groups.
- Participate in continuing education to stay abreast of industry trends and developments.
- Requisition necessary supplies, equipment, or services.
- Assign work schedules, following work requirements, to ensure quality and timely delivery of service.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	4%	
Bachelor's degree	21%	
Associate's degree	10%	
Some college, no degree	29%	
High school diploma or equivalent	30%	
Less than high school diploma	5%	

- *Typical work experience needed for a job in this occupation: 1-5 Years*
- *Typical on-the-job training once you have a job in this occupation: None*

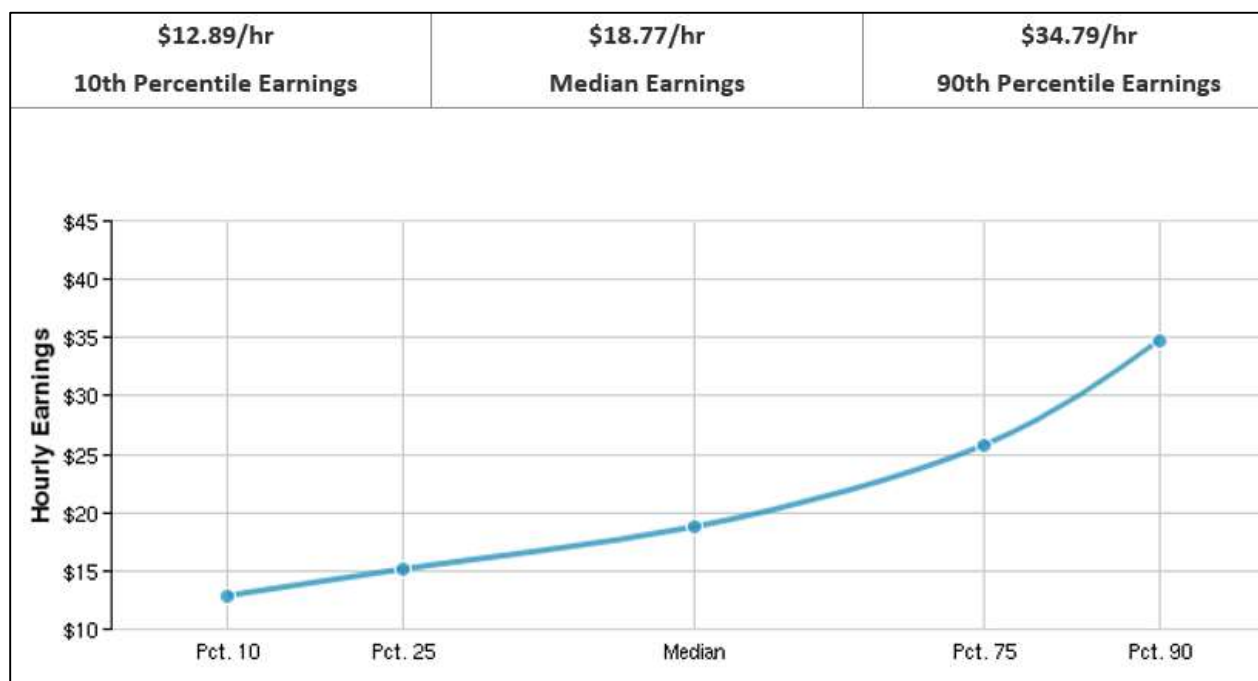
Career Path

Supervisors of personal service workers is an occupational classification that includes jobs in a wide variety of fields. Supervisors generally begin their careers in one of those fields, including personal and home care aides, social and human service assistants, recreation workers, fitness trainers and instructors, and hairstylists, among others. As they gain knowledge and experience and develop their skillsets, they generally advance to positions of greater responsibility and higher pay. Some become supervisors or managers. A few go into business for themselves.

Indeed Link to [Current Job Postings](#)

What It Pays

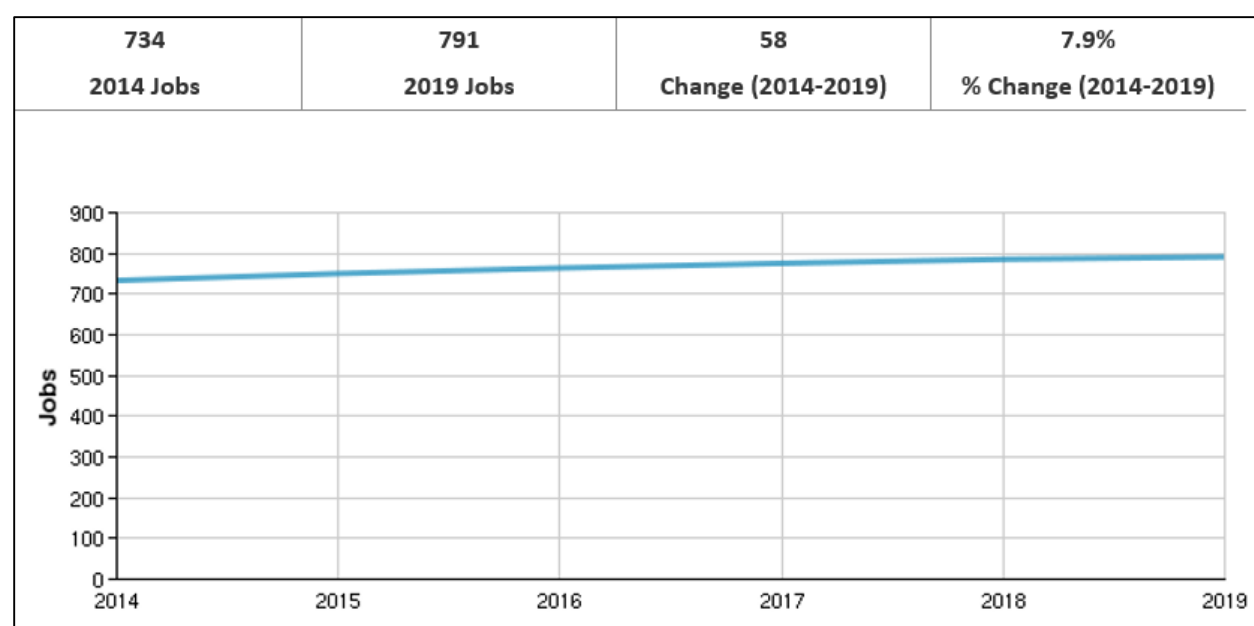
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$11.93	\$12.66	\$13.87	\$18.55	\$26.15
Sonoma County:	\$13.00	\$15.43	\$19.86	\$27.37	\$41.01
Napa County:	\$13.28	\$16.01	\$22.18	\$30.50	\$35.84
Marin County:	\$13.41	\$16.73	\$20.19	\$27.99	\$33.04
Lake County:	\$12.65	\$13.92	\$15.57	\$22.61	\$25.96
North Bay Region:	\$12.89	\$15.15	\$18.77	\$25.82	\$34.79
California:	\$12.05	\$14.74	\$19.22	\$25.81	\$33.04



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	164	177	8%	13	16
Sonoma County:	279	298	7%	19	27
Napa County:	88	95	8%	7	9
Marin County:	165	179	8%	14	16
Lake County:	37	42	14%	5	<5
North Bay Region:	734	791	8%	57	72
California:	17,616	19,195	9%	1,579	1,721



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.6% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Lake County has the fastest projected growth rate for this occupation at 2.8%, while Sonoma County has the slowest projected growth rate at 1.4%. In addition to the projected net increase of about 55 new jobs for this occupation, worker replacement needs will add about 70 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to become supervisors of personal service workers.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Services for the Elderly and Persons with Disabilities (624120)	145	19.8%	1.1%
Local Government, Excluding Education and Hospitals (903999)	69	9.4%	0.3%
Fitness and Recreational Sports Centers (713940)	69	9.4%	1.9%
Beauty Salons (812112)	44	6.0%	3.3%
Child Day Care Services (624410)	33	4.5%	1.2%

Most Important Knowledge, Skills and Abilities

- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Performing for or Working Directly with the Public** - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/39-1021.00>

Local Certificate and Degree Programs

No training programs were identified that were specific to supervisors of personal service workers. However, there are dozens of training programs to choose from to become a personal service worker. In addition, many colleges and training providers offer courses in business administration or management that can help an individual develop supervisory skills.

- [California Maritime Academy](#)
- [College of Marin](#)
- [Dominican University of California](#)
- [Empire College](#)
- [Napa Valley College](#)
- [Pacific Union College](#)
- [Santa Rosa Junior College](#)
- [Solano Community College](#)
- [Sonoma State University](#)

Demographics for First-Line Supervisors of Personal Service Workers

Gender		
Male	46%	
Female	54%	
Age		
14-18	1%	
19-24	16%	
25-44	43%	
45-64	37%	
65+	3%	

Food Service Managers

Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

Career Cluster Group: [Hospitality and Tourism](#)

Common Job Titles

Restaurant Manager; Banquet Manager/Director; Bar Manager; Cafeteria Manager; Catering Manager; Concessionaire; Country Club Manager; Dining Room Manager; Executive Chef; Fast Food Restaurant Manager; Food Production Manager; Food Service Manager; Food/Beverage Director; Hospitality Manager; Night Club Manager; Private Club Manager

Common Job Tasks

- Review work procedures and operational problems to determine ways to improve service, performance, or safety.
- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Establish standards for personnel performance and customer service.
- Investigate and resolve complaints regarding food quality, service, or accommodations.
- Monitor compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities.
- Schedule staff hours and assign duties.
- Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity.
- Count money and make bank deposits.
- Perform some food preparation or service tasks such as cooking, clearing tables, and serving food and drinks when necessary.
- Maintain food and equipment inventories, and keep inventory records.
- Order and purchase equipment and supplies.
- Organize and direct worker training programs, resolve personnel problems, hire new staff, and evaluate employee performance in dining and lodging facilities.
- Arrange for equipment maintenance and repairs, and coordinate a variety of services such as waste removal and pest control.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	3%	
Bachelor's degree	21%	
Associate's degree	9%	
Some college, no degree	28%	
High school diploma or equivalent	29%	
Less than high school diploma	9%	

- *Typical work experience needed for a job in this occupation: 1-5 Years*
- *Typical on-the-job training once you have a job in this occupation: None*

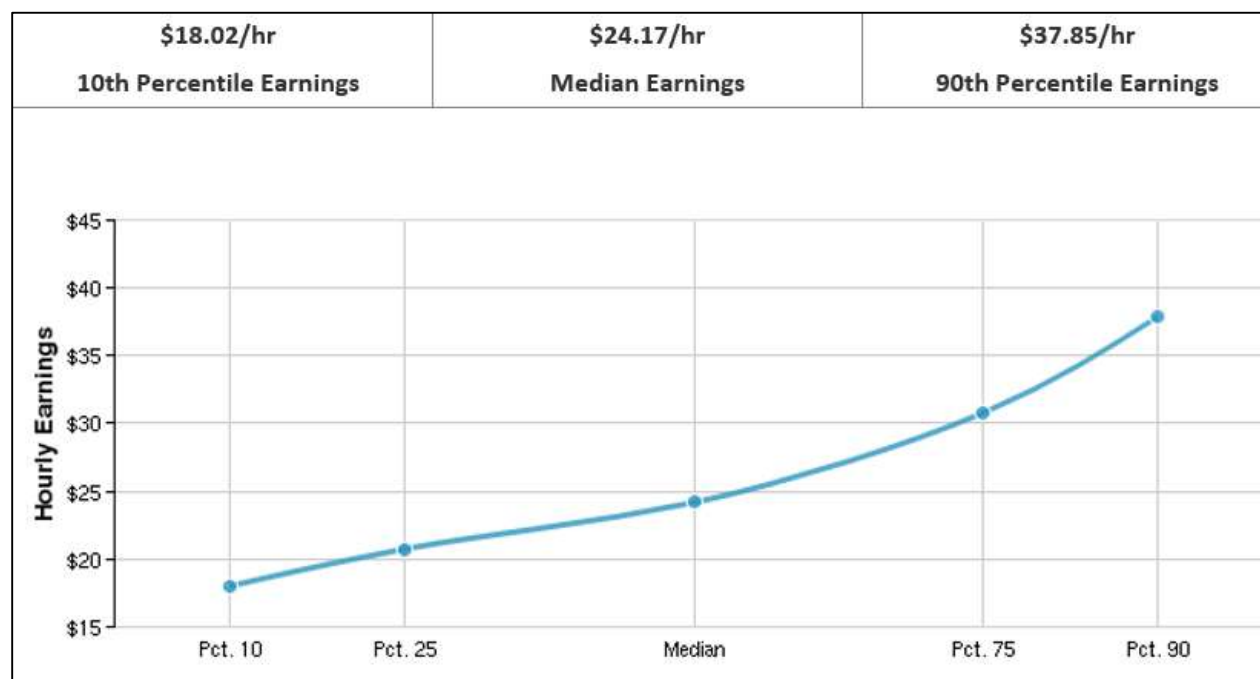
Career Path

Some food service manager positions are filled by promoting experienced food and beverage preparation and service workers, including food servers, chefs, and fast food workers. Most food service managers have several years of experience working in restaurants. Experienced supervisors in large restaurant chains may advance to assistant manager or manager. Managers typically advance to larger establishments or regional management positions within restaurant chains. Willingness to relocate often is essential for advancement to positions with greater responsibility. Some eventually open their own food service establishments.

Indeed Link to [Current Job Postings](#)

What It Pays

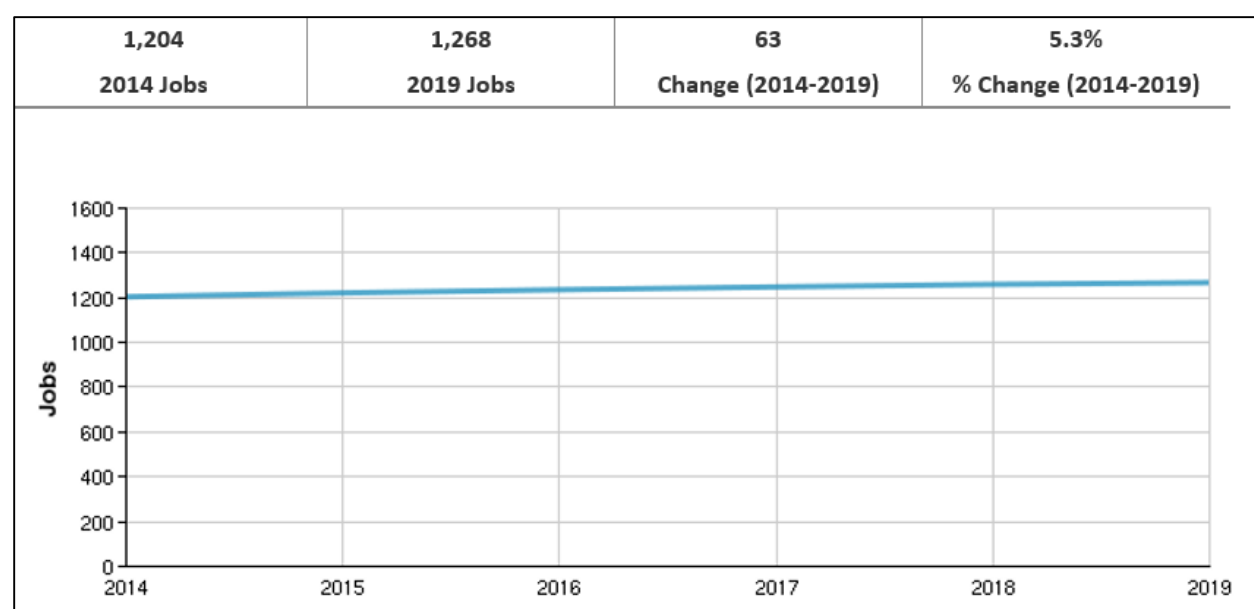
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$16.37	\$18.41	\$21.64	\$25.96	\$31.51
Sonoma County:	\$16.37	\$19.32	\$22.15	\$28.90	\$35.19
Napa County:	\$22.81	\$25.51	\$29.37	\$38.07	\$47.73
Marin County:	\$17.82	\$20.88	\$25.33	\$32.31	\$39.85
Lake County:	\$15.47	\$17.46	\$19.52	\$21.55	\$25.40
North Bay Region:	\$18.02	\$20.74	\$24.17	\$30.79	\$37.85
California:	\$16.49	\$19.48	\$23.13	\$29.26	\$38.10



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	234	248	6%	14	22
Sonoma County:	438	454	4%	16	40
Napa County:	260	280	8%	20	24
Marin County:	248	262	6%	14	23
Lake County:	25	25	0%	0	<5
North Bay Region:	1,204	1,268	5%	64	111
California:	30,965	33,114	7%	2,149	2,891



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1% per year through 2019, slightly slower than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 1.6%, while Lake County has the slowest projected growth rate at just about 0%. In addition to the projected net increase of about 65 new jobs for this occupation, worker replacement needs will add about 110 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Full-Service Restaurants (722110)	505	41.9%	2.1%
Limited-Service Restaurants (722211)	266	22.1%	2.0%
Hotels (except Casino Hotels) and Motels (721110)	98	8.1%	1.0%
Snack and Nonalcoholic Beverage Bars (722213)	80	6.6%	2.1%
Caterers (722320)	31	2.6%	2.8%

Most Important Knowledge, Skills and Abilities

- **Making Decisions and Solving Problems** - Analyzing information and evaluating results to choose the best solution and solve problems.
- **Training and Teaching Others** - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/11-9051.00>

Local Certificate and Degree Programs








Cooking and Related Culinary Arts, General:

- [Culinary Institute of America at Greystone](#) - Certificate, Associate degree
- [Fresh Starts Culinary Academy](#) - Certificate
- [Napa Valley Cooking School](#) (Napa Valley College) – Certificate
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Culinary Arts - Restaurant Management:

- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Food Service Managers

Gender		
Male	55%	
Female	45%	
Age		
14-18	1%	
19-24	14%	
25-44	54%	
45-64	28%	
65+	3%	

Industrial Machinery Mechanics

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.

Career Cluster Group: [Manufacturing](#)

Common Job Titles

Machine Adjuster; Maintenance Electrician; Welder; Overhauler; Millwright; Mechanic; Master Mechanic; Maintenance Technician; Maintenance Mechanic; Industrial Machinery Mechanic; Machine Repairman; Machinist; Industrial Electrician; Industrial Mechanic; Loom Fixer; Loom Technician; Machine Mechanic; Engineering Technician

Common Job Tasks

- Disassemble machinery or equipment to remove parts and make repairs.
- Examine parts for defects, such as breakage or excessive wear.
- Repair or replace broken or malfunctioning components of machinery or equipment.
- Clean, lubricate, or adjust parts, equipment, or machinery.
- Repair or maintain the operating condition of industrial production or processing machinery or equipment.
- Reassemble equipment after completion of inspections, testing, or repairs.
- Operate newly repaired machinery or equipment to verify the adequacy of repairs.
- Cut and weld metal to repair broken metal parts, fabricate new parts, or assemble new equipment.
- Record repairs and maintenance performed.
- Study blueprints or manufacturers' manuals to determine correct installation or operation of machinery.
- Analyze test results, machine error messages, or information obtained from operators to diagnose equipment problems.
- Record parts or materials used and order or requisition new parts or materials as necessary.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	5%	■
Associate's degree	12%	■
Some college, no degree	29%	■
High school diploma or equivalent	43%	■
Less than high school diploma	11%	■

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Long-term (>12 months)*

Career Path

Industrial machinery mechanics usually learn their trade through a 4-year apprenticeship program that combines classroom instruction with on-the-job-training. These programs usually are sponsored by a local trade union. Others start as helpers and learn the skills of the trade informally through experience and by taking courses offered by machinery manufacturers, community colleges, and trade schools. For entry-level jobs, employers prefer to hire those who have completed high school or technical school, and have taken courses in mechanical drawing, mathematics, blueprint reading, computers, and electronics. Opportunities for advancement vary by specialty. Some may advance either by working with more complicated equipment or by becoming supervisors.

Indeed Link to [Current Job Postings](#)

What It Pays

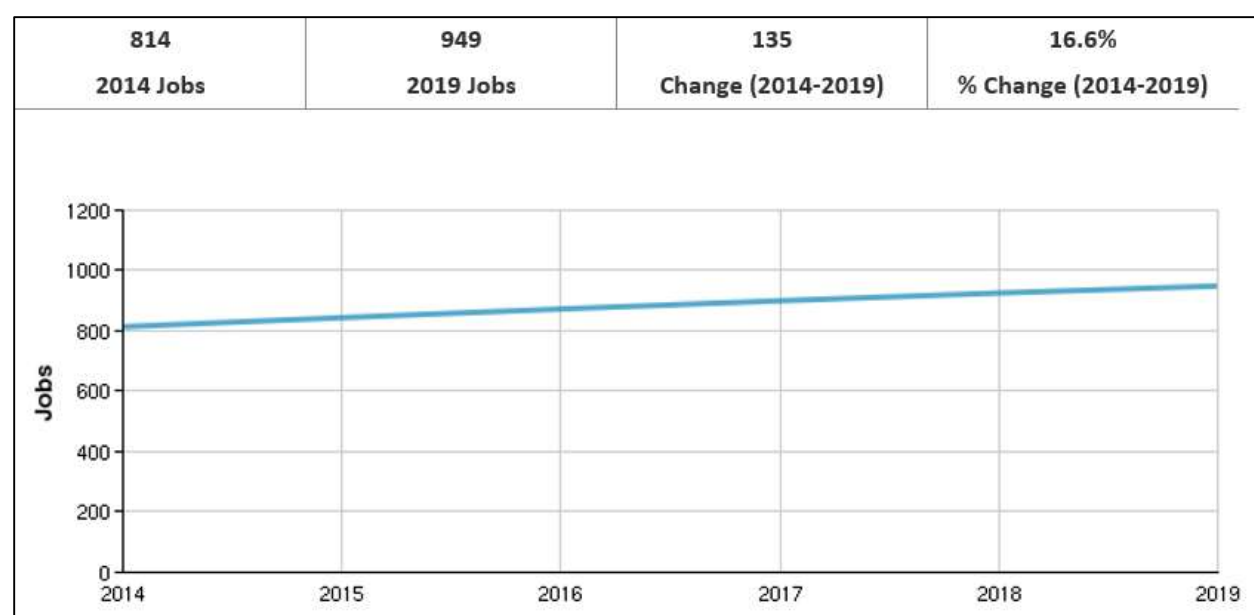
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$21.20	\$25.18	\$28.83	\$33.48	\$35.84
Sonoma County:	\$15.84	\$19.18	\$23.21	\$28.40	\$35.51
Napa County:	\$16.82	\$23.49	\$26.71	\$30.59	\$34.37
Marin County:	\$18.58	\$22.39	\$28.26	\$35.12	\$39.06
Lake County:	\$14.84	\$21.20	\$26.60	\$30.46	\$45.74
North Bay Region:	\$18.71	\$23.17	\$26.95	\$31.66	\$35.75
California:	\$16.03	\$20.64	\$26.19	\$31.82	\$38.42



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	353	385	9%	32	54
Sonoma County:	210	244	16%	34	34
Napa County:	194	248	28%	54	33
Marin County:	46	57	24%	11	8
Lake County:	12	14	17%	2	<5
North Bay Region:	814	949	17%	135	130
California:	22,520	24,668	10%	2,148	3,431



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 3.4% per year through 2019, much faster than the 1.2% average growth for all occupations. Napa and Marin Counties have the fastest projected growth rates for this occupation at 5.6% and 4.8% respectively, while Solano County has the slowest projected growth rate at a still-respectable 1.8%. In addition to the projected net increase of about 135 new jobs for this occupation, worker replacement needs will add about 130 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Wineries (312130)	219	26.8%	1.3%
Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance (811310)	72	8.9%	14.5%
Pharmaceutical Preparation Manufacturing (325412)	59	7.3%	1.9%
Industrial Machinery and Equipment Merchant Wholesalers (423830)	25	3.1%	3.0%
Local Government, Excluding Education and Hospitals (903999)	25	3.1%	0.1%

Most Important Knowledge, Skills and Abilities

- **Repairing and Maintaining Mechanical Equipment** - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Repairing** - Repairing machines or systems using the needed tools.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/49-9041.00>

Local Certificate and Degree Programs

No local programs identified

Demographics for Industrial Machinery Mechanics

Gender		
Male	95%	<div></div>
Female	5%	<div></div>
Age		
14-18	0%	<div></div>
19-24	3%	<div></div>
25-44	39%	<div></div>
45-64	54%	<div></div>
65+	4%	<div></div>

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.

Career Cluster Group: [Manufacturing](#)

Common Job Titles

Quality Systems Technician; Quality Control Auditor; Quality Control Inspector; Test Technician; Quality Control Supervisor; Picker / Packer; Quality Control Technician; Quality Engineer; Quality Process Auditor; Quality Technician; Quality Auditor; Quality Inspector; Powder Core Tester; Quality Assurance Inspector; Quality Assurance Auditor; Process Checker; Pipe Inspector; Line Analyst; Layout Inspection Quality Control Worker; Laboratory Technician; Inspector; Incoming Inspector; Auditor; Quality Assurance Technician

Common Job Tasks

- Discuss inspection results with those responsible for products, and recommend necessary corrective actions.
- Inspect, test, or measure materials, products, installations, or work for conformance to specifications.
- Notify supervisors and other personnel of production problems, and assist in identifying and correcting these problems.
- Discard or reject products, materials, or equipment not meeting specifications.
- Mark items with details such as grade or acceptance-rejection status.
- Record inspection or test data, such as weights, temperatures, grades, or moisture content, and quantities inspected or graded.
- Compute usable amounts of items in shipments and determine prices, based on quantities and grade assessments.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	3%	
Bachelor's degree	13%	
Associate's degree	9%	
Some college, no degree	26%	
High school diploma or equivalent	38%	
Less than high school diploma	12%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Training requirements vary, based on the responsibilities of the inspector, tester, sorter, sampler, or weigher. For workers who perform simple 'pass/fail' tests of products, a high school diploma generally is sufficient, along with basic in-house training. Training for new inspectors may cover the use of special meters, gauges, computers and other instruments; quality-control techniques; blueprint reading; safety; and reporting requirements. There are some postsecondary training programs in testing, but many employers prefer to train inspectors on the job. Complex precision-inspecting positions are filled by experienced assemblers, machine operators, or mechanics who already have a thorough knowledge of the products and production processes. To advance to these positions, experienced workers may need training in statistical process control, new automation, or the company's quality assurance policies. As automated inspection equipment and electronic recording of results is increasingly common, computer skills are also increasingly important. Advancement for these workers frequently takes the form of greater responsibility and higher pay. They may also advance to inspector of more complex products, to a supervisory position, or to related positions such as purchaser of materials and equipment.

Indeed Link to [Current Job Postings](#)

What It Pays

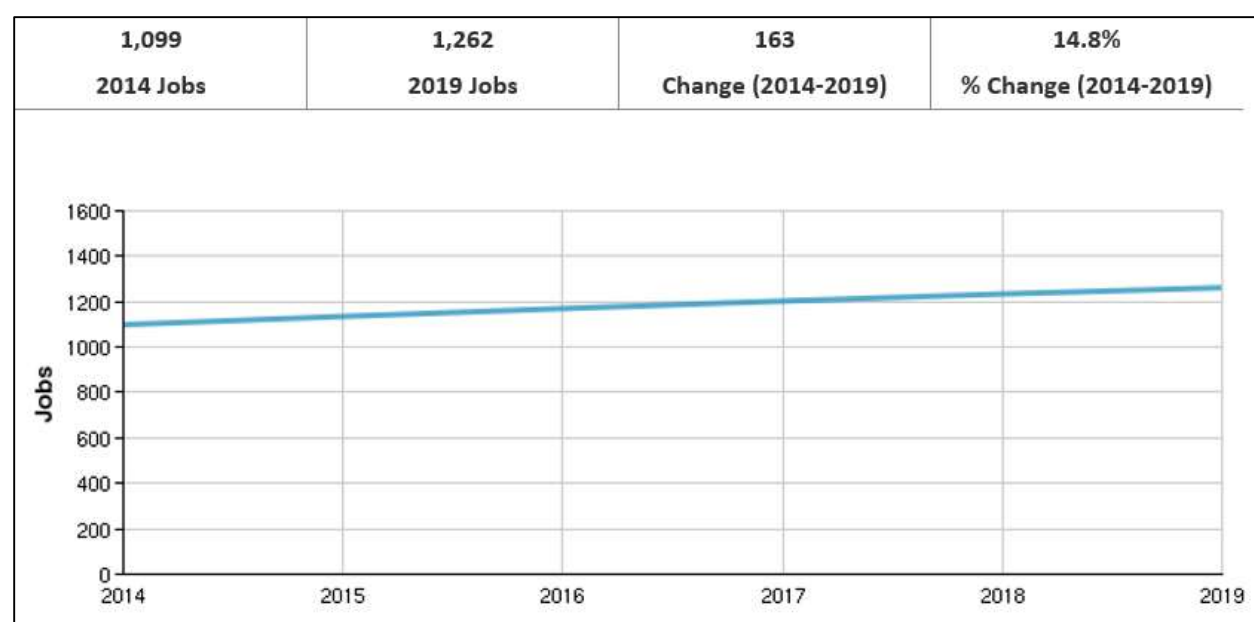
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$12.32	\$16.75	\$22.58	\$27.63	\$35.09
Sonoma County:	\$10.48	\$12.42	\$15.51	\$22.08	\$37.95
Napa County:	\$12.03	\$15.10	\$19.58	\$23.02	\$27.63
Marin County:	\$8.83	\$10.08	\$16.00	\$22.21	\$31.27
Lake County:					
North Bay Region:	\$11.19	\$14.08	\$18.63	\$24.03	\$34.23
California:	\$9.89	\$12.64	\$17.13	\$22.68	\$29.75



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	342	430	26%	88	43
Sonoma County:	408	433	6%	25	47
Napa County:	219	251	15%	32	26
Marin County:	121	136	12%	15	15
Lake County:	<10	12			<5
North Bay Region:	1,099	1,262	15%	163	132
California:	50,778	52,291	3%	1,513	5,674



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 3% per year through 2019, much faster than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 5.2%, while Sonoma County has the slowest projected growth rate at just about 1.2%. In addition to the projected net increase of about 165 new jobs for this occupation, worker replacement needs will add about 130 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Wineries (312130)	195	17.8%	1.2%
Pharmaceutical Preparation Manufacturing (325412)	101	9.2%	3.2%
Testing Laboratories (541380)	75	6.8%	8.3%
Temporary Help Services (561320)	46	4.2%	0.6%
Frozen Specialty Food Manufacturing (311412)	28	2.6%	2.6%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.








Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/51-9061.00>

Local Certificate and Degree Programs

No local programs identified

Demographics for Inspectors, Testers, Sorters, Samplers, and Weighers

Gender		
Male	53%	
Female	47%	
Age		
14-18	1%	
19-24	7%	
25-44	41%	
45-64	47%	
65+	5%	

Law Enforcement Officers

- **Police Patrol Officers:** Patrol assigned area to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.
- **Sheriffs and Deputy Sheriffs:** Enforce law and order in rural or unincorporated districts or serve legal processes of courts. May patrol courthouse, guard court or grand jury, or escort defendants.

Career Cluster Group: [Law, Public Safety, Corrections and Security](#)

Common Job Titles

Police Officer, Patrolman, Patrol Officer, State Trooper, Public Safety Officer, Law Enforcement Officer, Deputy, Deputy Sheriff, Deputy Sheriff/Bailiff

Common Job Tasks

Police Patrol Officers:

- Record facts to prepare reports that document incidents and activities.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Direct traffic flow and reroute traffic in case of emergencies.
- Issue citations or warnings to violators of motor vehicle ordinances.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Provide road information to assist motorists.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
- Patrol specific area on foot, horseback, or motorized conveyance, responding promptly to calls for assistance.

Sheriffs and Deputy Sheriffs:

- Execute arrest warrants, locating and taking persons into custody.
- Investigate illegal or suspicious activities.
- Drive vehicles or patrol specific areas to detect law violators, issue citations, and make arrests.
- Record daily activities and submit logs and other related reports and paperwork to appropriate authorities.
- Take control of accident scenes to maintain traffic flow, to assist accident victims, and to investigate causes.
- Transport or escort prisoners and defendants en route to courtrooms, prisons or jails, attorneys' offices, or medical facilities.
- Verify that the proper legal charges have been made against law offenders.
- Locate and confiscate real or personal property, as directed by court order.
- Serve statements of claims, subpoenas, summonses, jury summonses, orders to pay alimony, and other court orders.
- Notify patrol units to take violators into custody or to provide needed assistance or medical aid.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	4%	
Bachelor's degree	29%	
Associate's degree	17%	
Some college, no degree	35%	
High school diploma or equivalent	14%	
Less than high school diploma	0%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Police officers enforce the law in cities, while deputy sheriffs enforce the law on the county level. After a few years of experience, some police officers and deputy sheriffs may be promoted to the rank of sergeant, or to detective. As they move up in rank to lieutenant and captain, they generally take on more administrative work and spend less time in the field. Top law enforcement officers become police chiefs, superintendents, and elected Sheriffs, presiding over entire police departments or law enforcement agencies. Promotion depends on experience, training, exam scores, and job performance. A college degree in criminal justice, police science, public administration, or a related field is common for those who work their way up the ranks.

Indeed Link to [Current Job Postings](#)

What It Pays

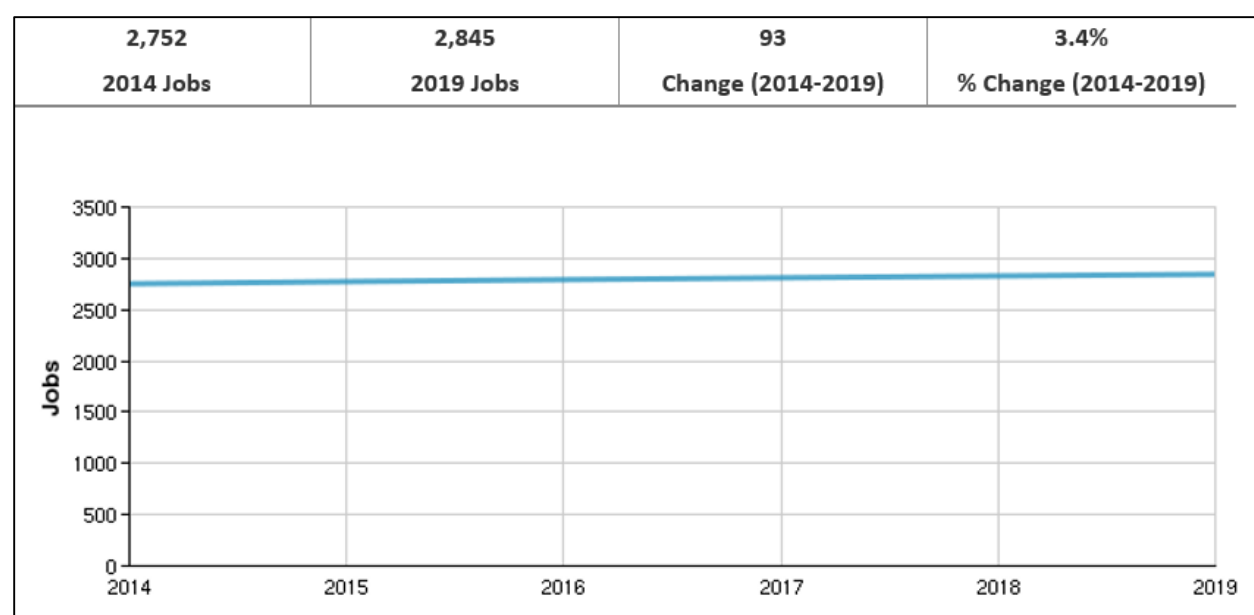
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$21.69	\$27.04	\$33.57	\$45.50	\$48.18
Sonoma County:	\$33.73	\$38.83	\$43.44	\$48.68	\$55.31
Napa County:	\$23.20	\$27.57	\$38.15	\$44.49	\$50.80
Marin County:	\$33.78	\$37.19	\$42.54	\$47.76	\$50.97
Lake County:	\$22.66	\$26.29	\$33.61	\$43.10	\$45.04
North Bay Region:	\$28.13	\$32.66	\$39.12	\$46.63	\$50.95
California:	\$26.98	\$34.37	\$41.10	\$46.64	\$54.08



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	780	805	3%	25	125
Sonoma County:	767	787	3%	20	122
Napa County:	426	453	6%	27	69
Marin County:	713	730	2%	17	114
Lake County:	66	70	6%	4	<5
North Bay Region:	2,752	2,845	3%	93	441
California:	73,151	75,927	4%	2,776	11,733



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 0.6% per year through 2019, somewhat slower than the 1.2% average growth for all occupations. Napa and Lake Counties have the fastest projected growth rate for this occupation at 1.2%, while Marin County has the slowest projected growth rate at just about 0.6%. In addition to the projected net increase of about 95 new jobs for this occupation, worker replacement needs will add about 440 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	2,421	88.0%	8.8%
State Government, Excluding Education and Hospitals (902999)	184	6.7%	2.7%
Colleges, Universities, and Professional Schools (Local Government) (903612)	46	1.7%	0.5%
Federal Government, Civilian, Excluding Postal Service (901199)	45	1.6%	0.9%
Colleges, Universities, and Professional Schools (State Government) (902612)	20	0.7%	0.6%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Identifying Objects, Actions, and Events** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Law and Government** - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/33-3051.00>

Local Certificate and Degree Programs

Administration of Justice/Law Enforcement:

- [College of Marin](#) - Certificate, Associate degree
- [Napa Valley College](#) - Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree








Criminal Justice - Law Enforcement:

- [Solano Community College](#) - Certificate, Associate degree

Criminology/Criminal Justice:

- [Sonoma State University](#) – Certificate, Bachelor's degree

Demographics for Law Enforcement Officers

Gender		
Male	50%	
Female	50%	
Age		
14-18	2%	
19-24	7%	
25-44	43%	
45-64	44%	
65+	4%	

Licensed Vocational Nurses (LVNs)

Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Career Cluster Group: [Health Science](#)

Common Job Titles

Licensed Vocational Nurse (LVN); Private Duty Nurse; Triage Licensed Vocational Nurse (TRIAGE LVN); Pediatric Licensed Vocational Nurse (PEDIATRIC LVN); Clinic Nurse; Charge Nurse; Clinic Licensed Vocational Nurse (CLINIC LVN)

Common Job Tasks

- Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.
- Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration.
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
- Assemble and use equipment, such as catheters, tracheotomy tubes, or oxygen suppliers.
- Administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts.
- Collect samples, such as blood, urine, or sputum from patients, and perform routine laboratory tests on samples.
- Apply compresses, ice bags, or hot water bottles.
- Prepare patients for examinations, tests, or treatments and explain procedures.
- Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.
- Answer patients' calls and determine how to assist them.
- Evaluate nursing intervention outcomes, conferring with other healthcare team members as necessary.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	4%	
Associate's degree	17%	
Some college, no degree	58%	
High school diploma or equivalent	19%	
Less than high school diploma	1%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: None*

Career Path

Licensed practical and licensed vocational nurses (LVNs in California) must be licensed to practice. Most training programs last about 1 year, and are offered by vocational and technical schools or community colleges. Most programs include both classroom study and supervised clinical practice (patient care). Classroom study covers basic nursing concepts and subjects related to patient care, including anatomy, physiology, medical-surgical nursing, pediatrics, obstetrics nursing, pharmacology, nutrition, and first aid. Clinical practice usually is in a hospital, but sometimes includes other settings. LVNs should enjoy learning because continuing education credits are required at regular intervals. In some employment settings, such as nursing homes, LVNs can advance to become charge nurses who oversee the work of other LVNs and nursing aides. LVNs may also become credentialed in specialties like IV therapy, gerontology, long-term care, and pharmacology. Some LPNs choose to become registered nurses through an LVN-to-RN training program.

Indeed Link to [Current Job Postings](#)

What It Pays

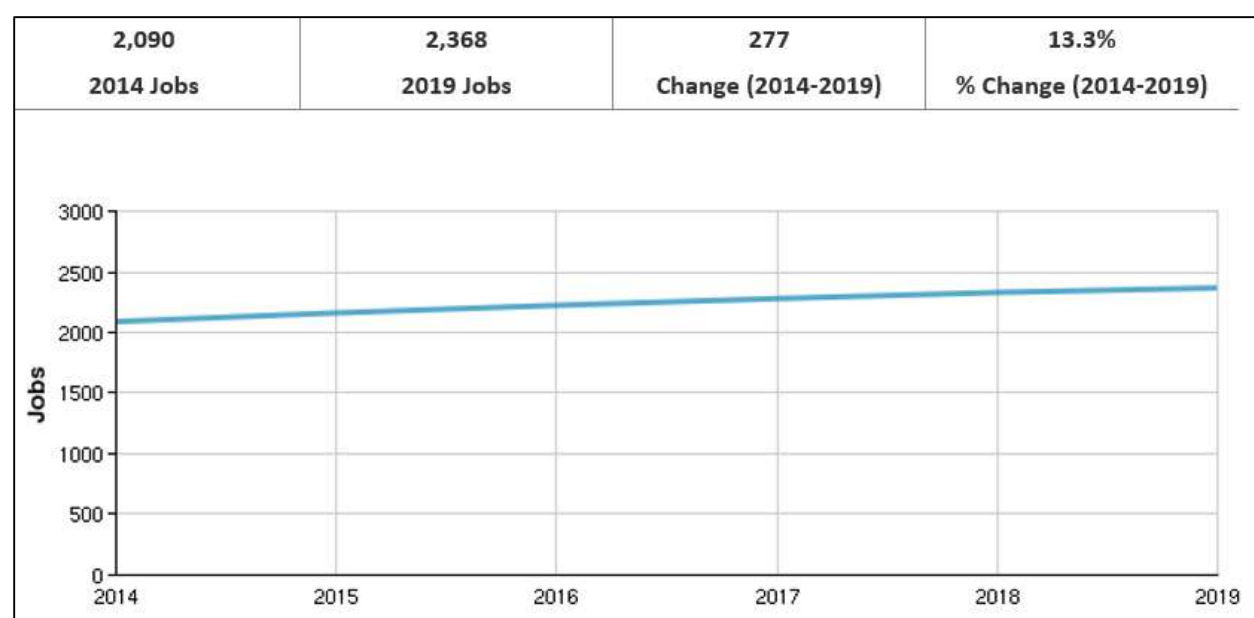
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$23.50	\$24.81	\$26.37	\$29.11	\$37.27
Sonoma County:	\$20.03	\$23.97	\$26.81	\$30.18	\$34.67
Napa County:	\$22.86	\$23.64	\$26.69	\$29.77	\$34.41
Marin County:	\$21.34	\$23.82	\$26.93	\$31.21	\$33.84
Lake County:	\$15.86	\$19.30	\$23.27	\$26.31	\$28.72
North Bay Region:	\$21.60	\$23.99	\$26.54	\$29.84	\$35.10
California:	\$17.66	\$20.67	\$24.59	\$28.15	\$32.73



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	693	799	15%	106	94
Sonoma County:	654	732	12%	78	87
Napa County:	256	282	10%	26	33
Marin County:	406	463	14%	57	55
Lake County:	81	90	11%	9	<5
North Bay Region:	2,090	2,368	13%	278	277
California:	69,566	78,921	13%	9,355	9,237



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2.6% per year through 2019, much faster than the 1.2% average growth for all occupations. Solano and Marin Counties have the fastest projected growth rates for this occupation at 3% and 2.8% respectively, while Napa County has the slowest projected growth rate at a still-respectable 2%. In addition to the projected net increase of about 280 new jobs for this occupation, worker replacement needs will add about 277 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Nursing Care Facilities (623110)	520	24.9%	11.0%
HMO Medical Centers (621491)	206	9.9%	2.8%
Offices of Physicians (except Mental Health Specialists) (621111)	193	9.3%	2.7%
General Medical and Surgical Hospitals (Private) (622110)	178	8.5%	1.6%
Home Health Care Services (621610)	175	8.4%	5.3%

Most Important Knowledge, Skills and Abilities

- **Assisting and Caring for Others** - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Medicine and Dentistry** - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Documenting/Recording Information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/29-2061.00>

Local Certificate and Degree Programs

Vocational Nursing:

- [Blake Austin College](#) – Certificate
- [Napa Valley College](#) - Certificate
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Licensed Vocational Nurses

Gender		
Male	13%	
Female	87%	
Age		
14-18	0%	
19-24	5%	
25-44	41%	
45-64	49%	
65+	5%	

Lodging Managers

Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.

Career Cluster Group: [Hospitality and Tourism](#)

Common Job Titles

Hotel Manager; Motel Manager; Bed/Breakfast Innkeeper; Front Desk Manager; Hospitality Manager; Resort Manager; Camp Director

Common Job Tasks

- Train staff members.
- Observe and monitor staff performance to ensure efficient operations and adherence to facility's policies and procedures.
- Answer inquiries pertaining to hotel policies and services, and resolve occupants' complaints.
- Assign duties to workers, and schedule shifts.
- Monitor the revenue activity of the hotel or facility.
- Interview and hire applicants.
- Greet and register guests.
- Show, rent, or assign accommodations.
- Purchase supplies, and arrange for outside services, such as deliveries, laundry, maintenance and repair, and trash collection.
- Coordinate front-office activities of hotels or motels, and resolve problems.
- Collect payments and record data pertaining to funds and expenditures.
- Inspect guest rooms, public areas, and grounds for cleanliness and appearance.
- Provide assistance to staff members by inspecting rooms, setting tables or doing laundry.
- Participate in financial activities such as the setting of room rates, the establishment of budgets, and the allocation of funds to departments.
- Arrange telephone answering services, deliver mail and packages, or answer questions regarding locations for eating and entertainment.
- Receive and process advance registration payments, mail letters of confirmation, or return checks when registrations cannot be accepted.

What It Requires

Educational Attainment

Doctoral or professional degree	2%	
Master's degree	9%	
Bachelor's degree	30%	
Associate's degree	10%	
Some college, no degree	26%	
High school diploma or equivalent	20%	
Less than high school diploma	4%	

- *Typical work experience needed for a job in this occupation: 1-5 Years*
- *Typical on-the-job training once you have a job in this occupation: None*

Career Path

Many lodging managers begin their careers in part-time or seasonal positions at lodging establishments to gain experience. Many participate in internships while going to college. Large hotel and motel chains may offer better opportunities for advancement than small, independently owned establishments, but relocation every several years is often necessary for advancement. The large chains have more extensive career ladder programs and offer managers the opportunity to transfer to another hotel or motel in the chain or to the central office. Some lodging managers may also advance to higher level manager positions.

Indeed Link to [Current Job Postings](#)

What It Pays

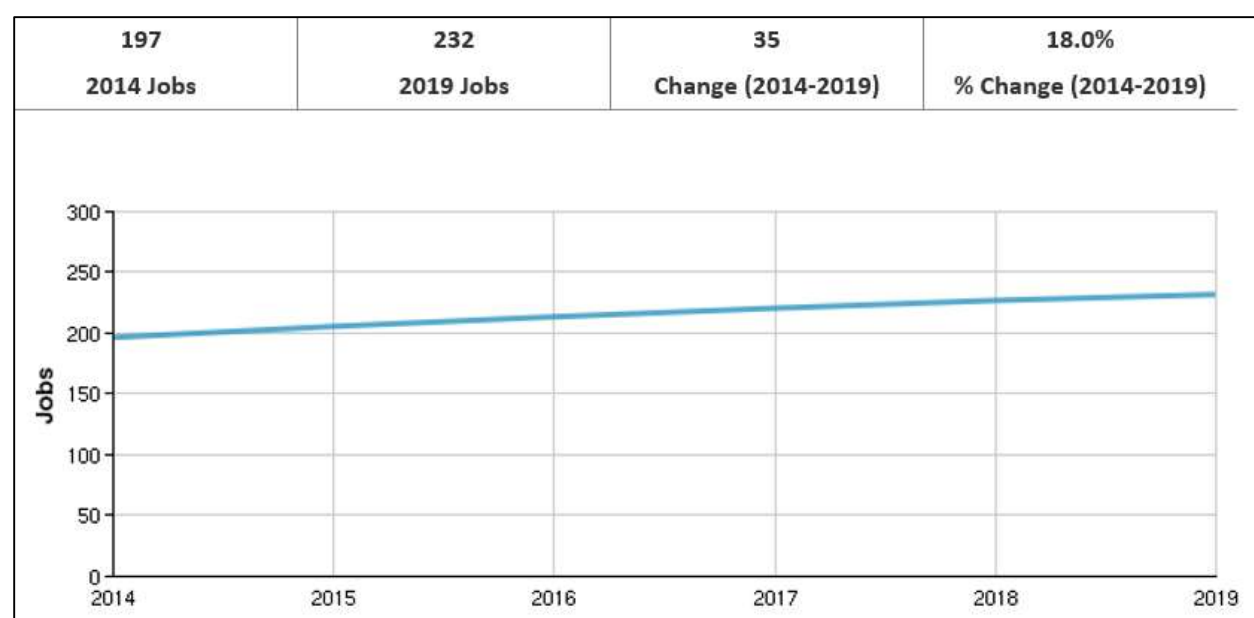
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$16.96	\$19.95	\$24.08	\$30.70	\$38.91
Sonoma County:	\$16.35	\$18.33	\$29.65	\$39.03	\$49.00
Napa County:	\$19.91	\$22.35	\$26.59	\$31.62	\$38.07
Marin County:	\$15.04	\$20.28	\$25.75	\$33.24	\$48.88
Lake County:					
North Bay Region:	\$17.77	\$20.54	\$26.86	\$33.54	\$42.39
California:	\$15.78	\$18.29	\$23.13	\$29.34	\$42.01



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	20	21	5%	1	<5
Sonoma County:	54	65	20%	11	9
Napa County:	91	110	21%	19	16
Marin County:	28	34	21%	6	6
Lake County:	<10	<10			<5
North Bay Region:	197	232	18%	35	37
California:	4,328	4,693	8%	365	700



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 3.6% per year through 2019, much faster than the 1.2% average growth for all occupations. Napa and Marin Counties have the fastest projected growth rate for this occupation at 4.2%, while Solano County has the slowest projected growth rate at just about 1%. In addition to the projected net increase of about 35 new jobs for this occupation, worker replacement needs will add about 35 additional job openings through 2019. This is, therefore, a relatively small occupation in the North Bay Region with somewhat limited job opportunities for qualified job seekers who wish to enter this occupation. Those seeking jobs at hotels with the highest level of guest services are expected to face the strongest competition, as these positions are highly sought after by people trained in hospitality management or administration. Applicants with a bachelor's degree in hospitality or hotel management are expected to have the best job opportunities.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Hotels (except Casino Hotels) and Motels (721110)	175	89.2%	1.8%
Bed-and-Breakfast Inns (721191)	<10	3.9%	1.7%
Office Administrative Services (561110)	<10	1.0%	0.1%
RV (Recreational Vehicle) Parks and Campgrounds (721211)	<10	0.9%	1.3%
All Other Traveler Accommodation (721199)	<10	0.9%	1.5%

Most Important Knowledge, Skills and Abilities

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Performing for or Working Directly with the Public** - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/11-9081.00>

Local Certificate and Degree Programs

Hospitality/Guest Services:

- [Empire College](#) - Associate degree
- [Napa Valley College](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate

Demographics for Lodging Managers

Gender		
Male	51%	<div></div>
Female	49%	<div></div>
Age		
14-18	0%	<div></div>
19-24	7%	<div></div>
25-44	52%	<div></div>
45-64	35%	<div></div>
65+	5%	<div></div>

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.

Career Cluster Group: [Manufacturing](#)

Common Job Titles

Manual Lathe Machinist; Millwright; Mold Tooling Designer (MTD); Moldmaker; Precision Grinder Machinist; Production Machinist; Set-Up / Machinist; Tool Room Machinist; Tool and Die Maker; Maintenance Technician; Tool Maker; Utility Operator; Set-Up Machinist; CNC Machinist (Computer Numerically Controlled Machinist); Maintenance Specialist; Toolmaker; 4-Slide Operator; Automation Technician; CNC Machinist (Computer Numerical Control Machinist); CNC Operator (Computer Numerical Control Operator); CNC Operator and Programmer (Computer Numerically Controlled Operator and Programmer); Gear Machinist; Machine Operator; Machine Repair Person; Machinist; Machinist Tool and Die; Maintenance Machinist; CNC Machine Operator (Computer Numerically Controlled Machine Operator)

Common Job Tasks

- Select the appropriate tools, machines, and materials to be used in preparation of machinery work.
- Calculate dimensions and tolerances using knowledge of mathematics and instruments such as micrometers and vernier calipers.
- Align and secure holding fixtures, cutting tools, attachments, accessories, or materials onto machines.
- Set up, adjust, and operate all of the basic machine tools and many specialized or advanced variation tools to perform precision machining operations.
- Clean and lubricate machines, tools, and equipment to remove grease, rust, stains, and foreign matter.
- Monitor the feed and speed of machines during the machining process.
- Observe and listen to operating machines or equipment to diagnose machine malfunctions and to determine need for adjustments or repairs.
- Study sample parts, blueprints, drawings, and engineering information to determine methods and sequences of operations needed to fabricate products, and determine product dimensions and tolerances.
- Machine parts to specifications, using machine tools, such as lathes, milling machines, shapers, or grinders.
- Check work pieces to ensure that they are properly lubricated or cooled.
- Set controls to regulate machining, or enter commands to retrieve, input, or edit computerized machine control media.
- Position and fasten work pieces.
- Measure, examine, or test completed units to check for defects and ensure conformance to specifications, using precision instruments, such as micrometers.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	3%	
Associate's degree	10%	■
Some college, no degree	30%	■
High school diploma or equivalent	46%	■
Less than high school diploma	10%	■

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Long-term (>12 months)*

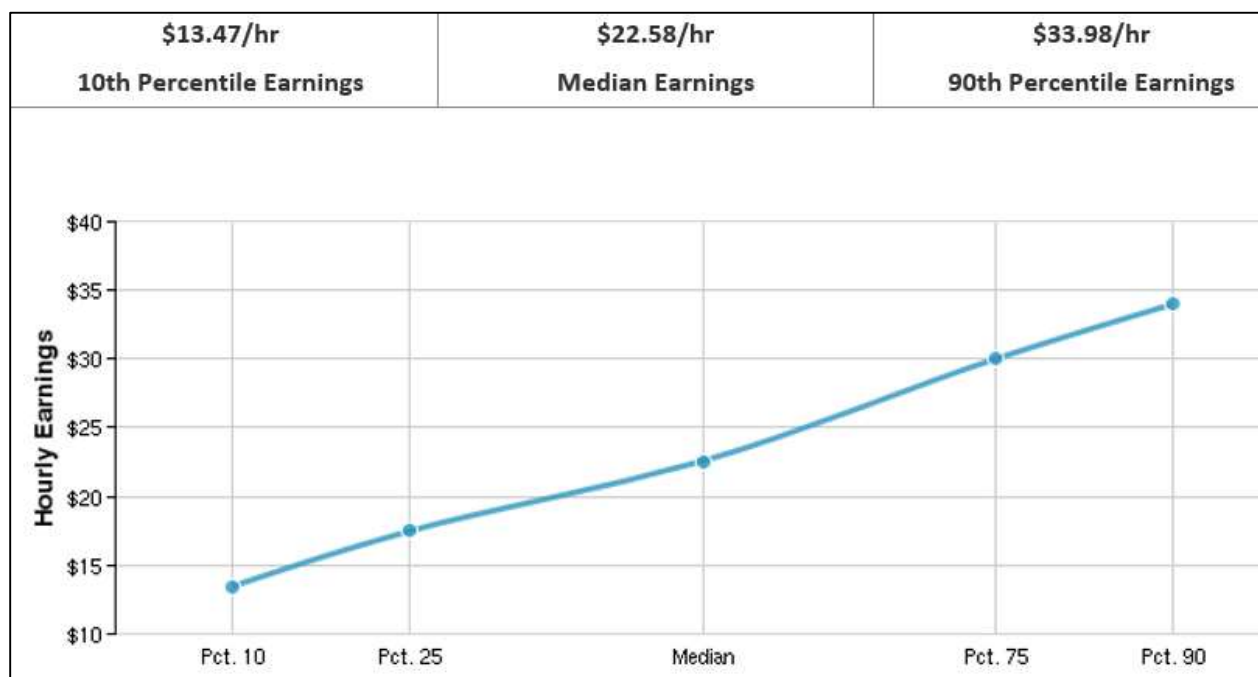
Career Path

Employers look for entry-level machinists with mechanical aptitude and a good work ethic. Some begin as shop helpers. Some employers prefer to hire only skilled machinists or those with technical school training. As machinists gain knowledge and experience, they are given greater responsibility. Some machinists advance to CNC programmer positions. Some are promoted to supervisory positions. A few will open their own shops.

Indeed Link to [Current Job Postings](#)

What It Pays

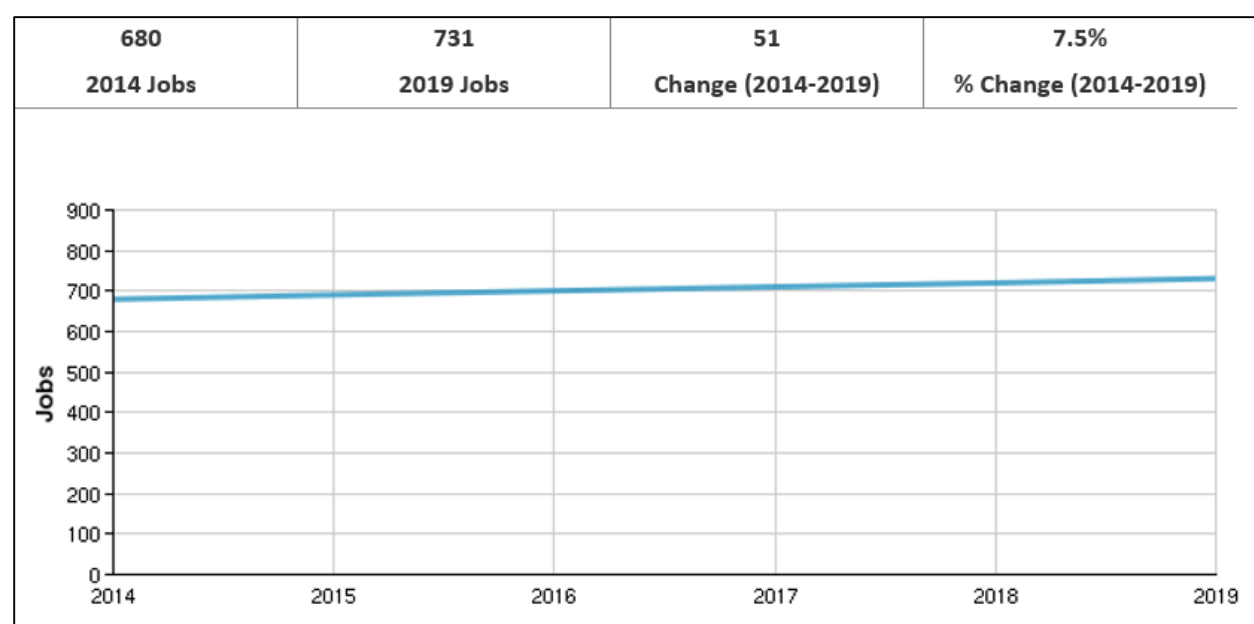
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$12.15	\$19.90	\$25.31	\$32.15	\$35.95
Sonoma County:	\$14.55	\$16.33	\$21.31	\$30.77	\$34.72
Napa County:	\$12.64	\$17.03	\$21.19	\$25.19	\$29.30
Marin County:	\$13.66	\$17.40	\$24.61	\$30.98	\$34.96
Lake County:					
North Bay Region:	\$13.47	\$17.48	\$22.58	\$30.03	\$33.98
California:	\$10.93	\$14.36	\$19.01	\$25.02	\$31.18



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	189	204	8%	15	23
Sonoma County:	300	304	1%	4	36
Napa County:	126	151	20%	25	16
Marin County:	62	69	11%	7	7
Lake County:	<10	<10			<5
North Bay Region:	680	731	8%	51	83
California:	35,062	36,403	4%	1,341	4,094



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.6% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 4%, while Sonoma County has the slowest projected growth rate at just about 0.2%. In addition to the projected net increase of about 50 new jobs for this occupation, worker replacement needs will add about 85 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Machine Shops (332710)	118	17.4%	28.5%
Temporary Help Services (561320)	53	7.7%	0.7%
Wineries (312130)	22	3.2%	0.1%
Machine Tool (Metal Forming Types) Manufacturing (333513)	20	2.9%	13.0%
Special Die and Tool, Die Set, Jig, and Fixture Manufacturing (333514)	19	2.9%	16.7%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Mathematics** - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Controlling Machines and Processes** - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/51-4041.00>

Local Certificate and Degree Programs

Machine Tool Technology/Machinist:

- [College of Marin](#) - Certificate, Associate degree
- [Napa Valley College](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Machinists

Gender		
Male	94%	<div></div>
Female	6%	<div></div>
Age		
14-18	0%	<div></div>
19-24	5%	<div></div>
25-44	39%	<div></div>
45-64	50%	<div></div>
65+	6%	<div></div>

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.

Career Cluster Group: [Manufacturing](#)

Common Job Titles

Utility Specialist; Maintenance Specialist; Mechanic; Maintenance Supervisor; Maintenance Mechanic; Maintenance Support Specialist; Maintenance Technician; Mechanical Specialist; Plant Maintenance Technician; Process Technician; Terminal Mechanic; Building Maintenance Mechanic; Maintenance Man; Stationary Engineer; Facilities Manager; Building Services Mechanic; Maintenance Engineer; Equipment Engineering Technician; Building Mechanic; Fireman (Boilers); HVAC Tech (Heating, Ventilation, and Air Conditioning Technician); I&C Technician (Instrument and Controls Technician); Industrial Maintenance Mechanic; Industrial Mechanic; Instrumentation and Electrical Technician (I/E Technician); Maintenance Electrician; Engineering Mechanic

Common Job Tasks

- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Adjust functional parts of devices or control instruments, using hand tools, levels, plumb bobs, or straightedges.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Order parts, supplies, and equipment from catalogs and suppliers, or obtain them from storerooms.
- Assemble, install, or repair wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment.
- Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklists.
- Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment.
- Clean or lubricate shafts, bearings, gears, or other parts of machinery.
- Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
- Dismantle devices to access and remove defective parts, using hoists, cranes, hand tools, and power tools.
- Plan and lay out repair work, using diagrams, drawings, blueprints, maintenance manuals, or schematic diagrams.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	5%	
Associate's degree	11%	
Some college, no degree	25%	
High school diploma or equivalent	44%	
Less than high school diploma	14%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Beginning maintenance and repair workers need to find a job where they can learn the trade and develop their skills. Some of the knowledge and skills needed can be acquired by taking shop classes in high school and career technical education classes in community college. But there's no substitute for hands-on experience and learning from a more experienced maintenance technician. As one becomes more skilled, they are usually given more responsibility and, eventually, higher pay. Advancement may lead to supervisory positions or to self-employment as a handyman. Some move on to skilled construction trades such as carpenter, electrician or plumber, or go into business for themselves as licensed contractors.

Indeed Link to [Current Job Postings](#)

What It Pays

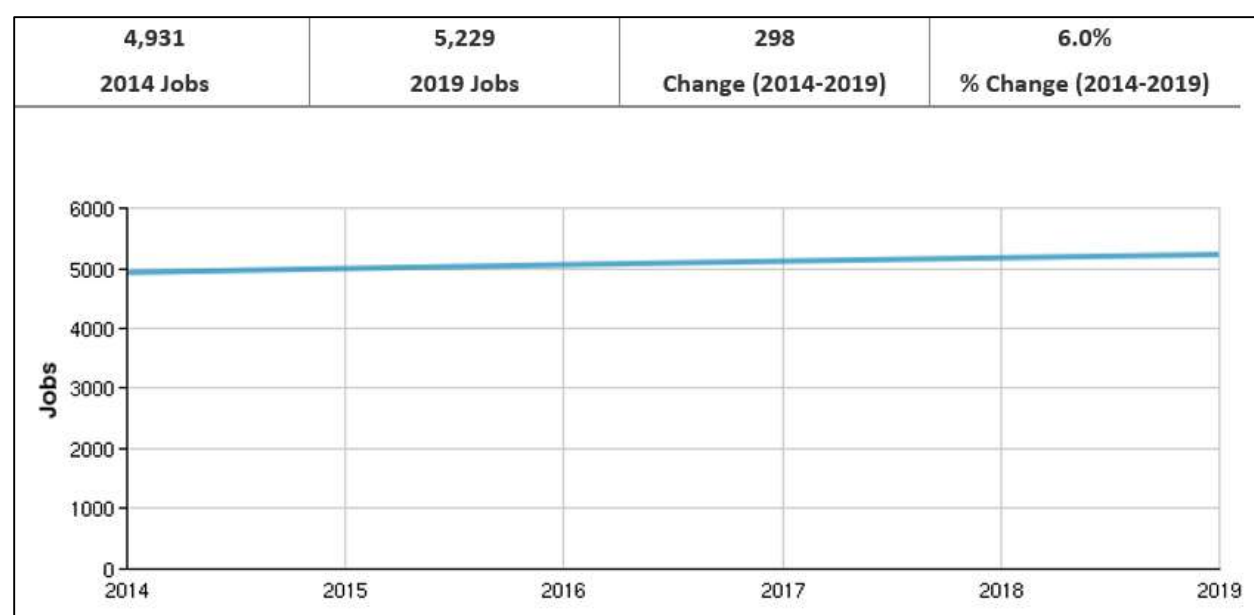
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$12.24	\$16.20	\$22.54	\$28.39	\$33.58
Sonoma County:	\$11.00	\$14.86	\$20.16	\$26.16	\$29.48
Napa County:	\$11.51	\$16.09	\$21.56	\$29.13	\$35.22
Marin County:	\$11.71	\$14.52	\$20.03	\$27.92	\$32.91
Lake County:	\$11.12	\$13.01	\$16.81	\$20.75	\$23.92
North Bay Region:	\$11.51	\$15.25	\$20.81	\$27.30	\$31.82
California:	\$10.69	\$13.61	\$18.09	\$24.30	\$29.60



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	1,160	1,207	4%	47	114
Sonoma County:	1,896	2,002	6%	106	188
Napa County:	824	913	11%	89	85
Marin County:	875	923	5%	48	89
Lake County:	176	183	4%	7	<5
North Bay Region:	4,931	5,229	6%	298	494
California:	133,547	141,580	6%	8,033	13,289



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.2% per year through 2019, the same as the average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 2.2%, while Solano and Lake Counties have the slowest projected growth rate at just about 0.8%. In addition to the projected net increase of about 300 new jobs for this occupation, worker replacement needs will add about 495 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. Those with experience in repair or maintenance related fields should have the best job prospects.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	503	10.2%	1.8%
Hotels (except Casino Hotels) and Motels (721110)	385	7.8%	3.9%
Wineries (312130)	276	5.6%	1.7%
Residential Property Managers (531311)	234	4.8%	15.7%
Lessors of Residential Buildings and Dwellings (531110)	191	3.9%	17.4%

Most Important Knowledge, Skills and Abilities

- **Inspecting Equipment, Structures, or Material**
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Repairing** - Repairing machines or systems using the needed tools.
- **Performing General Physical Activities** - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Handling and Moving Objects** - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/49-9071.00>

Local Certificate and Degree Programs

Electro-Mechanical Maintenance Technician:

- [Santa Rosa Junior College](#) - Certificate

Demographics for Maintenance and Repair Workers, General

Gender		
Male	87%	
Female	13%	
Age		
14-18	1%	
19-24	6%	
25-44	39%	
45-64	49%	
65+	6%	

Medical and Clinical Laboratory Technicians

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Career Cluster Group: [Health Science](#)

Common Job Titles








Blood Typer; Cytogenetic Technician; Hematology Technician; Hemodialysis Technician; Histologic Aide; Histologic Technician; Laboratory Assistant; Laboratory Technician; Medical Laboratory Assistant; Microbiology Technician; Pathological Technician; Pathologist Assistant; Serology Technician; Specimen Processor; Tissue Technician; Vascular Technician

Common Job Tasks

- Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Prepare standard volumetric solutions or reagents to be combined with samples, following standardized formulas or experimental procedures.
- Analyze the results of tests or experiments to ensure conformity to specifications, using special mechanical or electrical devices.
- Conduct chemical analyses of body fluids, such as blood or urine, using microscope or automatic analyzer to detect abnormalities or diseases and enter findings into computer.
- Analyze and record test data to issue reports that use charts, graphs, or narratives.
- Conduct blood tests for transfusion purposes and perform blood counts.
- Consult with a pathologist to determine a final diagnosis when abnormal cells are found.
- Conduct chemical analyses of body fluids, such as blood or urine, using microscope or automatic analyzer to detect abnormalities or diseases and enter findings into computer.

What It Requires

Educational Attainment

Doctoral or professional degree	3%	
Master's degree	6%	
Bachelor's degree	44%	
Associate's degree	17%	
Some college, no degree	19%	
High school diploma or equivalent	11%	
Less than high school diploma	1%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: None*

Career Path

Some medical and clinical laboratory technicians begin as lab assistants until they have the experience and knowledge to work as a technician. Othertimes, the assistants and the technicians are the same people - working under the supervision of medical and clinical laboratory technologists or laboratory managers. With additional education, advancement may lead to lab technologist or lab manager. A doctoral degree is usually necessary for advancement to lab director.

Indeed Link to [Current Job Postings](#)

What It Pays

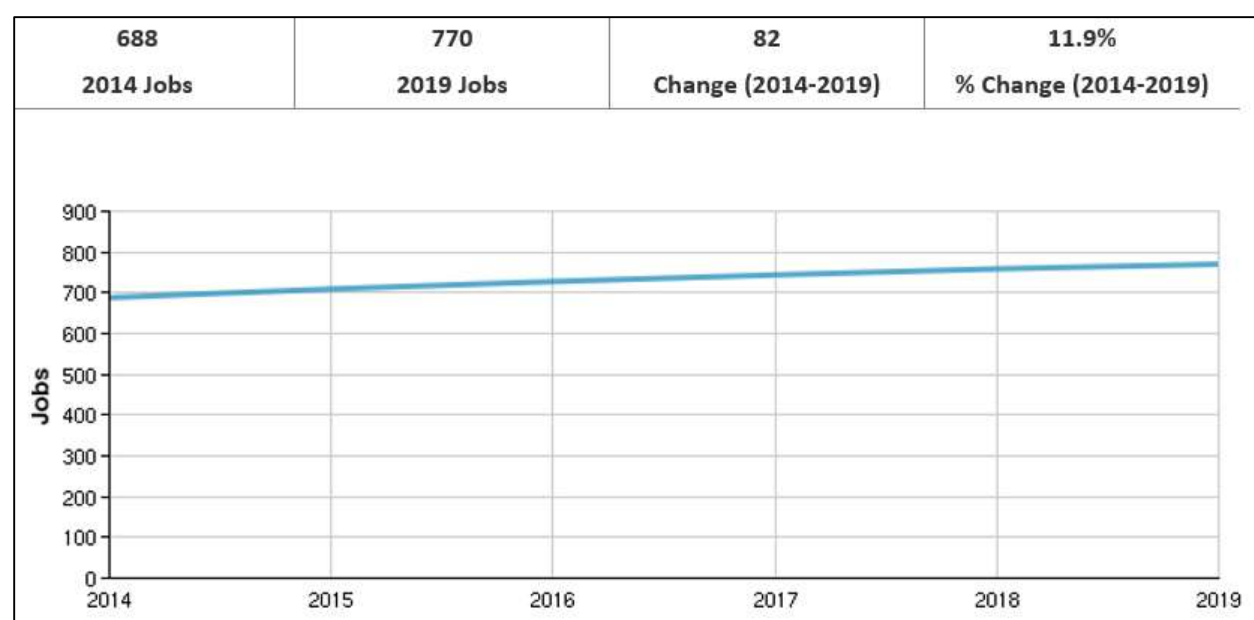
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$14.05	\$16.13	\$19.58	\$24.91	\$28.15
Sonoma County:	\$13.14	\$15.40	\$18.23	\$28.21	\$47.21
Napa County:	\$13.89	\$16.15	\$19.96	\$24.77	\$27.52
Marin County:	\$18.26	\$21.67	\$25.10	\$29.82	\$34.50
Lake County:					
North Bay Region:	\$14.44	\$16.78	\$20.13	\$26.32	\$33.22
California:	\$13.27	\$15.82	\$19.66	\$25.32	\$31.78



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	339	384	13%	45	48
Sonoma County:	154	176	14%	22	22
Napa County:	84	91	8%	7	12
Marin County:	101	109	8%	8	13
Lake County:	<10	10			<5
North Bay Region:	688	770	12%	82	97
California:	16,939	19,439	15%	2,500	2,430



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2.4% per year through 2019, somewhat faster than the 1.2% average growth for all occupations. Sonoma and Solano Counties have the fastest projected growth rates for this occupation at 2.8% and 2.6% respectively, while Marin and Napa Counties have the slowest projected growth rate at a still-respectable 1.6%. In addition to the projected net increase of about 80 new jobs for this occupation, worker replacement needs will add about 95 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. An increase in the aging population will lead to a greater need to diagnose medical conditions, such as cancer or type 2 diabetes, through laboratory procedures. Medical laboratory techs will be in demand.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
General Medical and Surgical Hospitals (Private) (622110)	165	23.9%	1.5%
HMO Medical Centers (621491)	144	20.9%	1.9%
Medical Laboratories (621511)	101	14.7%	15.9%
Offices of Physicians (except Mental Health Specialists) (621111)	64	9.2%	0.9%
Hospitals (State Government) (902622)	29	4.2%	0.7%

Most Important Knowledge, Skills and Abilities

- **Updating and Using Relevant Knowledge** - Keeping up-to-date technically and applying new knowledge to your job.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Documenting/Recording Information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.








Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:
<http://www.onetonline.org/link/details/29-2012.00>

Local Certificate and Degree Programs

Clinical Medical Assisting:

- [Empire College](#) - Certificate
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Medical and Clinical Laboratory Technicians

Gender		
Male	35%	
Female	65%	
Age		
14-18	0%	
19-24	5%	
25-44	46%	
45-64	46%	
65+	3%	

Medical Assistants

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Career Cluster Group: [Health Science](#)

Common Job Titles

Ophthalmic Assistant; Registered Medical Assistant; Phlebotomist; Outpatient Surgery Assistant; Optometric Technician; Ophthalmic Technician; Medical Office Assistant; Medical Assistant; Doctor's Assistant; Clinical Assistant; Chiropractor Assistant; Certified Ophthalmic Technician (COT); Certified Medical Assistant (CMA); Certified Medical Assistant (CMA); Medical Department Secretary; Optometric Assistant

Common Job Tasks

- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Show patients to examination rooms and prepare them for the physician.
- Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.
- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Explain treatment procedures, medications, diets, or physicians' instructions to patients.
- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Schedule appointments for patients.
- Perform general office duties, such as answering telephones, taking dictation, or completing insurance forms.
- Greet and log in patients arriving at office or clinic.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	1%	
Bachelor's degree	7%	
Associate's degree	22%	
Some college, no degree	43%	
High school diploma or equivalent	23%	
Less than high school diploma	2%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Medical assisting programs are offered in vocational-technical high schools, postsecondary vocational schools, and community colleges. Postsecondary programs usually last either 1 year and result in a certificate or diploma, or 2 years and result in an associate degree. Courses cover anatomy, physiology, and medical terminology, as well as keyboarding, transcription, recordkeeping, accounting, and insurance processing. Students learn laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, the administration of medications, and first aid. They study office practices, patient relations, medical law, and ethics. There are two accrediting bodies that accredit medical assisting programs. Accredited programs often include an internship that provides practical experience in physicians' offices or other healthcare facilities. Advancement usually takes the form of better hours, higher pay, or greater levels of responsibility. Medical assistants may also advance to other occupations through experience and additional training and certification. For example, some may go on to become registered nurses or physician assistants. Administrative medical assistants may advance to office managers, or qualify for a variety of administrative support occupations.

Indeed Link to [Current Job Postings](#)

What It Pays

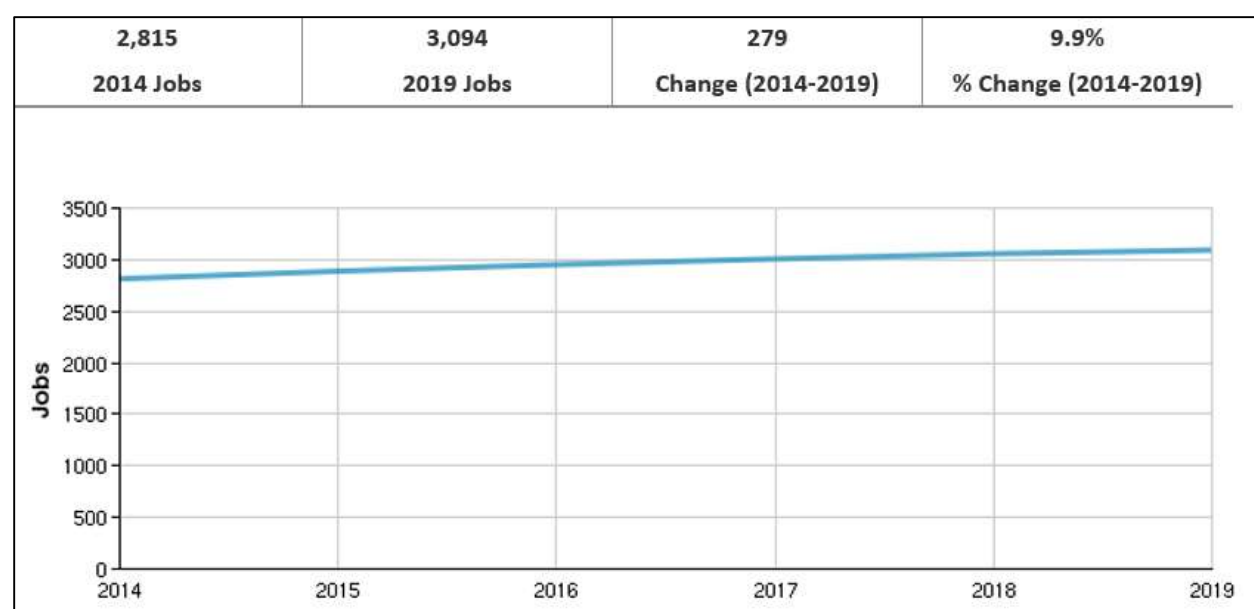
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$13.55	\$16.49	\$22.37	\$27.31	\$35.76
Sonoma County:	\$13.64	\$16.08	\$19.00	\$22.21	\$25.56
Napa County:	\$12.96	\$14.72	\$16.97	\$21.48	\$26.29
Marin County:	\$16.35	\$18.05	\$21.23	\$25.27	\$29.13
Lake County:	\$10.68	\$11.63	\$13.09	\$15.58	\$18.19
North Bay Region:	\$14.00	\$16.37	\$20.30	\$24.41	\$29.82
California:	\$10.53	\$12.56	\$15.60	\$18.80	\$23.05



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	1,019	1,150	13%	131	106
Sonoma County:	904	1,000	11%	96	91
Napa County:	288	315	9%	27	29
Marin County:	536	558	4%	22	53
Lake County:	67	71	6%	4	<5
North Bay Region:	2,815	3,094	10%	279	287
California:	86,956	96,605	11%	9,649	8,904



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2% per year through 2019, somewhat faster than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 2.6%, while Marin County has the slowest projected growth rate at just about 0.8%. In addition to the projected net increase of about 280 new jobs for this occupation, worker replacement needs will add about 285 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Offices of Physicians (except Mental Health Specialists) (621111)	1,210	43.0%	17.0%
HMO Medical Centers (621491)	661	23.5%	9.0%
General Medical and Surgical Hospitals (Private) (622110)	178	6.3%	1.6%
All Other Outpatient Care Centers (621498)	105	3.7%	8.0%
Offices of Chiropractors (621310)	82	2.9%	20.6%

Most Important Knowledge, Skills and Abilities

- **Documenting/Recording Information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Assisting and Caring for Others** - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/31-9092.00>

Local Certificate and Degree Programs

Administrative Medical Assisting:

- [Blake Austin College](#) – Certificate
- [Santa Rosa Junior College](#) – Certificate, Associate degree








Medical Assisting - Administrative and Clinical

- [College of Marin](#) - Certificate, Associate degree
- [Empire College](#) - Associate degree
- [Santa Rosa Junior College](#) – Certificate, Associate degree

Medical Assisting - Clinical:

- [Empire College](#) - Associate degree
- [Santa Rosa Junior College](#) – Certificate, Associate degree

Demographics for Medical Assistants

Gender		
Male	11%	
Female	89%	
Age		
14-18	1%	
19-24	11%	
25-44	54%	
45-64	33%	
65+	2%	

Medical Records and Health Information Technicians

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.

Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

Career Cluster Group: [Health Science](#)

Common Job Titles

Office Manager; Medical Records Analyst; Administrative Support Assistant; Medical Records Coordinator; Medical Records Custodian; Medical Records Director; Medical Records Manager; Medical Records Technician; Medical Transcriptionist; Medical Clerk; Receptionist; Registered Health Information Technician (RHIT); Release of Information Specialist; Medical Secretary; Coder; Bill Pay Clerk; Medical Records Clerk; Clinical Secretary; HIPAA Compliance Officer; File Clerk; Filer; Health Information Clerk; Health Information Management Clerk; Health Information Management Specialist; Health Information Management Technician; Health Information Specialist; Health Information Systems Technician; Clerk

Common Job Tasks

- Retrieve patient medical records for physicians, technicians, or other medical personnel.
- Protect the security of medical records to ensure that confidentiality is maintained.
- Release information to persons or agencies according to regulations.
- Review records for completeness, accuracy, and compliance with regulations.
- Plan, develop, maintain, or operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	3%	
Bachelor's degree	16%	
Associate's degree	16%	
Some college, no degree	36%	
High school diploma or equivalent	27%	
Less than high school diploma	2%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: None*

Career Path

Entry-level medical records and health information technicians usually have an associate degree. Many employers favor technicians who have a Registered Health Information Technicians (RHIT) credential. Health information technicians and coders should possess good oral and written communication skills as they often serve as liaisons between healthcare facilities, insurance companies, and other establishments. Candidates proficient with computer software and technology will be appealing to employers as healthcare facilities continue to adopt electronic health records. Medical records and health information technicians should enjoy learning, as continuing education is important in the occupation. Experienced medical records and health information technicians usually advance in their careers by obtaining a bachelor's or master's degree or by seeking an advanced specialty certification. Technicians with a bachelor's or master's degree can advance and become a health information manager. Technicians can also obtain advanced specialty certification, which is typically experience-based, but may require additional formal education depending on the certifying organization.

Indeed Link to [Current Job Postings](#)

What It Pays

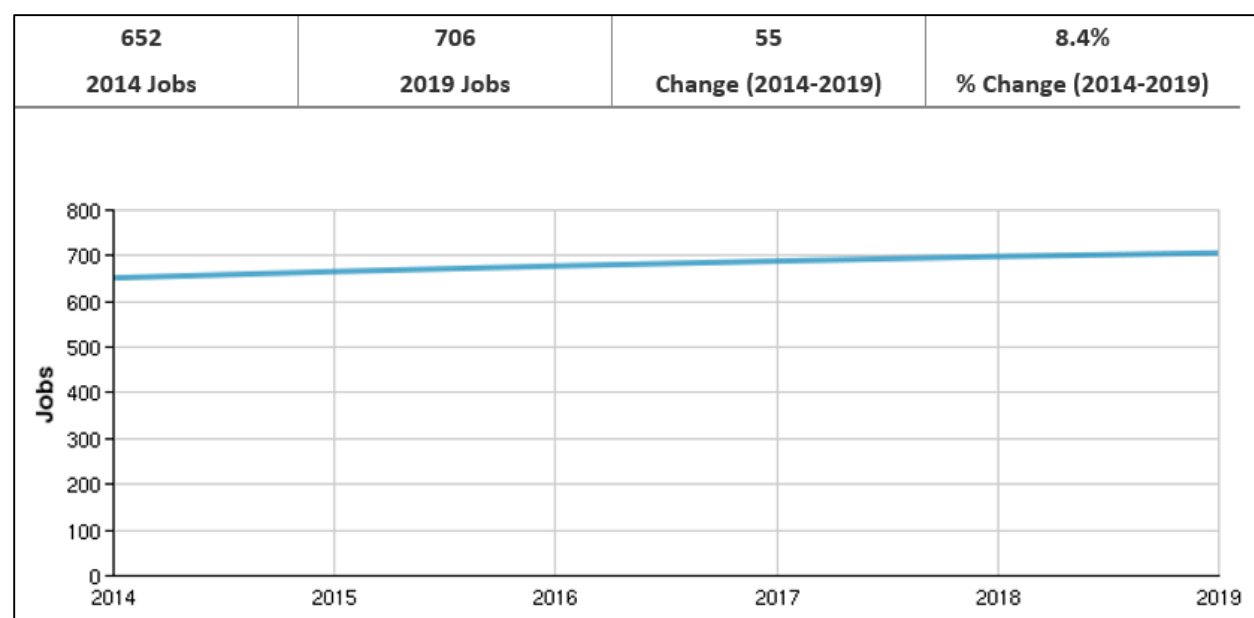
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$13.26	\$16.77	\$21.48	\$25.53	\$29.46
Sonoma County:	\$13.56	\$15.93	\$18.89	\$21.98	\$27.24
Napa County:	\$15.82	\$19.18	\$20.81	\$22.58	\$27.02
Marin County:	\$12.95	\$16.45	\$20.93	\$26.04	\$31.98
Lake County:	\$11.42	\$13.14	\$16.44	\$22.43	\$27.87
North Bay Region:	\$13.82	\$16.94	\$20.41	\$23.89	\$28.60
California:	\$12.12	\$14.63	\$18.55	\$24.07	\$31.53



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	225	249	11%	24	32
Sonoma County:	170	184	8%	14	23
Napa County:	148	156	5%	8	21
Marin County:	87	95	9%	8	12
Lake County:	22	22	0%	0	<5
North Bay Region:	652	706	8%	54	92
California:	18,850	20,947	11%	2,097	2,670



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.6% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 2.2%, while Napa County has the slowest projected growth rate at just about 1%. In addition to the projected net increase of about 55 new jobs for this occupation, worker replacement needs will add about 90 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
General Medical and Surgical Hospitals (Private) (622110)	156	24.0%	1.4%
Offices of Physicians (except Mental Health Specialists) (621111)	118	18.1%	1.7%
HMO Medical Centers (621491)	90	13.8%	1.2%
Nursing Care Facilities (623110)	42	6.4%	0.9%
Hospitals (State Government) (902622)	38	5.9%	0.9%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Organizing, Planning, and Prioritizing Work** - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/29-2071.00>

Local Certificate and Degree Programs

Health Information:

- [Empire College](#) - Associate degree

Demographics for Medical Records and Health Information Technicians

Gender		
Male	15%	
Female	85%	
Age		
14-18	1%	
19-24	6%	
25-44	40%	
45-64	47%	
65+	6%	

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.

Career Cluster Group: [Business, Management and Administration](#)

Common Job Titles

Ward Clerk; Office Manager; Patient Coordinator; Patient Relations Representative (PRR); Patient Services Representative; Physician Office Specialist; Unit Support Representative; Medical Receptionist; Medical Secretary; Receptionist; Business Assistant; Office Systems Technician; Medical Office Specialist; Administrative Assistant; Admissions Coordinator; Dental Office Manager; File Clerk; Front Office Manager; Health Unit Coordinator; Medical Assistant; Admissions Administrative Assistant

Common Job Tasks

- Answer telephones and direct calls to appropriate staff.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Transmit correspondence or medical records by mail, e-mail, or fax.
- Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
- Receive and route messages or documents, such as laboratory results, to appropriate staff.
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations.
- Answer telephones and direct calls to appropriate staff.
- Interview patients to complete documents, case histories, or forms, such as intake or insurance forms.
- Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies.
- Maintain medical records, technical library, or correspondence files.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	3%	
Bachelor's degree	16%	
Associate's degree	14%	
Some college, no degree	35%	
High school diploma or equivalent	30%	
Less than high school diploma	2%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

As with all higher level administrative support occupations, extensive knowledge of English, communication skills, and computer software expertise in word processing, spreadsheets, database management, and communications are all important. For medical secretaries, knowledge of medical terminology is also very important. Some employers will hire high school graduates and train them on-the-job, while other employers only hire those who have already acquired most or all of the necessary skills. Administrative support staff also need to be adaptable and versatile, and able to quickly utilize new office technologies, such as new or updated software packages, phone and email systems, and printers, copiers, projectors, and other equipment. As office automation continues to evolve, retraining and continuing education will remain integral parts of administrative support jobs. Basic website editing skills are also becoming increasingly common. Advancement for administrative support staff usually takes the form greater responsibility and higher pay, or promotion to supervisory or management positions. Promotion to management often requires a college degree.

Indeed Link to [Current Job Postings](#)

What It Pays

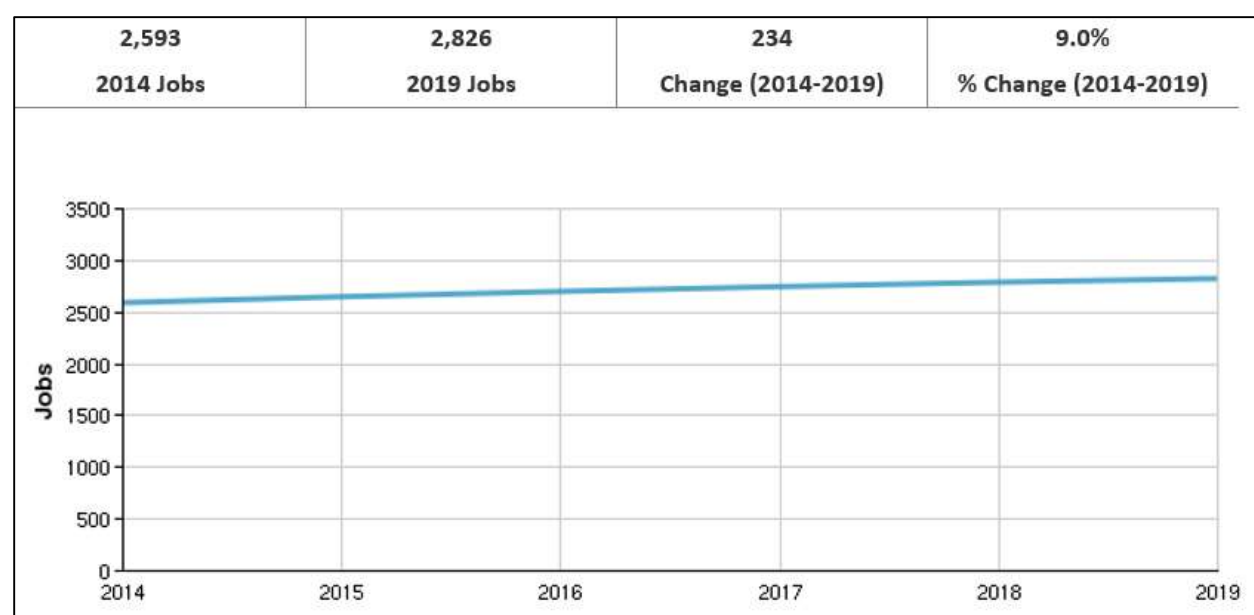
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$10.99	\$13.73	\$19.23	\$24.13	\$28.08
Sonoma County:	\$14.14	\$16.83	\$20.03	\$22.75	\$27.19
Napa County:	\$13.54	\$16.19	\$20.55	\$23.71	\$27.34
Marin County:	\$13.64	\$16.64	\$21.03	\$26.21	\$29.40
Lake County:	\$10.37	\$12.13	\$15.07	\$18.03	\$21.95
North Bay Region:	\$13.04	\$15.78	\$19.94	\$23.83	\$27.77
California:	\$11.75	\$13.91	\$17.00	\$21.17	\$26.07



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	683	777	14%	94	44
Sonoma County:	1,032	1,122	9%	90	65
Napa County:	213	235	10%	22	13
Marin County:	583	609	4%	26	36
Lake County:	81	84	4%	3	<5
North Bay Region:	2,593	2,826	9%	233	166
California:	74,284	84,054	13%	9,770	4,856



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.8% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 2.8%, while Marin and Lake Counties have the slowest projected growth rate at just about 0.8%. In addition to the projected net increase of about 235 new jobs for this occupation, worker replacement needs will add about 166 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Offices of Physicians (except Mental Health Specialists) (621111)	702	27.1%	9.9%
Offices of Dentists (621210)	640	24.7%	13.1%
General Medical and Surgical Hospitals (Private) (622110)	331	12.8%	3.0%
HMO Medical Centers (621491)	319	12.3%	4.3%
All Other Outpatient Care Centers (621498)	59	2.3%	4.5%

Most Important Knowledge, Skills and Abilities

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Performing for or Working Directly with the Public** - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/43-6013.00>

Local Certificate and Degree Programs

Administrative Medical Assisting:

- [Blake Austin College](#) – Certificate
- [Santa Rosa Junior College](#) - Certificate, Associate degree

Medical Administrative Assistant:

- [Empire College](#) - Certificate

Medical Assisting:

- [College of Marin](#) - Certificate, Associate degree








Medical Billing and Coding:

- [Empire College](#) - Certificate

Office Technology – Medical:

- [Solano Community College](#) - Certificate, Associate degree

Demographics for Medical Secretaries

Gender		
Male	5%	
Female	95%	
Age		
14-18	1%	
19-24	6%	
25-44	37%	
45-64	50%	
65+	6%	

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.

Career Cluster Group: [Manufacturing](#)

Common Job Titles








Bottler; Packaging Operator; Packer; Packing Machine Operator; Production Worker; Packaging Machine Operator; Filler Operator; Line Controller; Pack Operator

Common Job Tasks

- Observe machine operations to ensure quality and conformity of filled or packaged products to standards.
- Tend or operate machine that packages product.
- Sort, grade, weigh, and inspect products, verifying and adjusting product weight or measurement to meet specifications.
- Start machine by engaging controls.
- Stop or reset machines when malfunctions occur, clear machine jams, and report malfunctions to a supervisor.
- Monitor the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly.
- Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.
- Inspect and remove defective products and packaging material.
- Remove finished packaged items from machine and separate rejected items.
- Supply materials to spindles, conveyors, hoppers, or other feeding devices and unload packaged product.
- Package the product in the form in which it will be sent out, for example, filling bags with flour from a chute or spout.
- Count and record finished and rejected packaged items.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	4%	
Associate's degree	4%	
Some college, no degree	15%	
High school diploma or equivalent	43%	
Less than high school diploma	35%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Packaging and filling machine operators, including bottlers, is an entry level position with most employers. As an individual gains skills and experience, they can usually take on additional responsibilities. Advancement usually leads to supervisory or team leader positions. With additional education, one can eventually go on to become a production manager.

Indeed Link to [Current Job Postings](#)

What It Pays

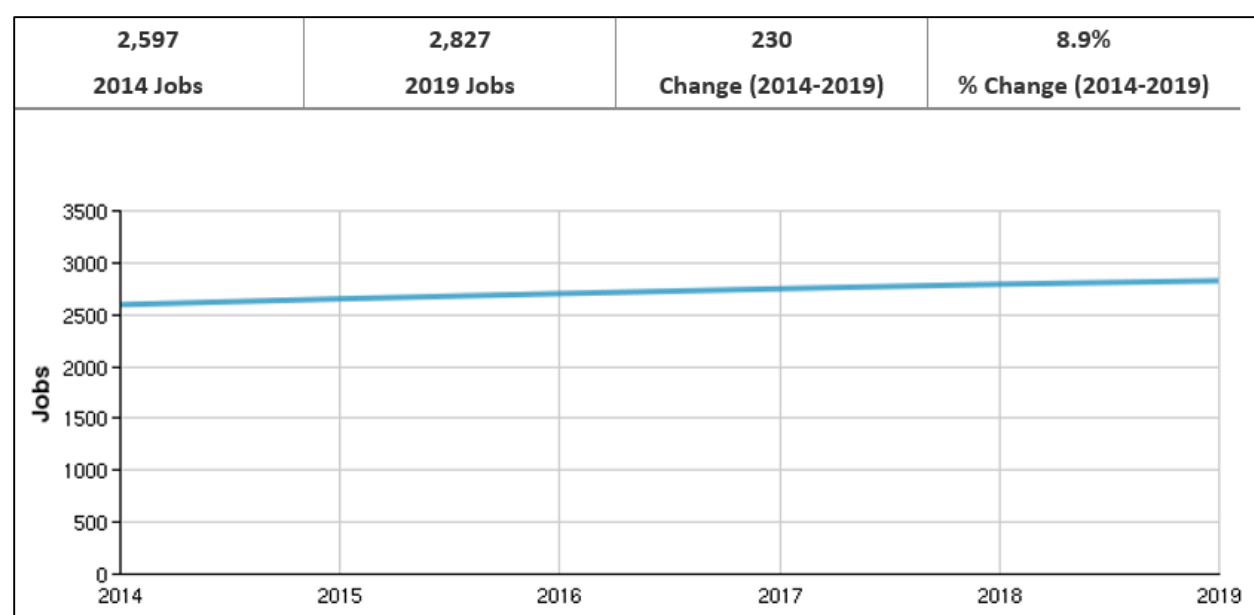
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$9.55	\$11.62	\$14.55	\$22.85	\$27.05
Sonoma County:	\$9.80	\$10.61	\$12.03	\$15.68	\$19.05
Napa County:	\$11.36	\$15.26	\$17.68	\$20.93	\$23.73
Marin County:	\$8.40	\$10.35	\$12.71	\$17.22	\$21.04
Lake County:	\$8.34	\$9.21	\$10.70	\$12.90	\$15.53
North Bay Region:	\$10.14	\$12.08	\$14.08	\$18.43	\$21.79
California:	\$8.60	\$9.24	\$11.45	\$16.52	\$21.33



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	423	465	10%	42	53
Sonoma County:	1,278	1,319	3%	41	153
Napa County:	776	892	15%	116	101
Marin County:	95	121	27%	26	14
Lake County:	25	30	20%	5	<5
North Bay Region:	2,597	2,827	9%	230	324
California:	45,415	46,899	3%	1,484	5,445



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.8% per year through 2019, slightly faster than the 1.2% average growth for all occupations. Marin County has the fastest projected growth rate for this occupation at 5.4%, while Sonoma County has the slowest projected growth rate at just about 0.6%. In addition to the projected net increase of about 230 new jobs for this occupation, worker replacement needs will add about 325 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Wineries (312130)	1,365	52.6%	8.3%
Pharmaceutical Preparation Manufacturing (325412)	183	7.1%	5.7%
Frozen Specialty Food Manufacturing (311412)	162	6.2%	14.6%
Temporary Help Services (561320)	109	4.2%	1.5%
Fruit and Vegetable Canning (311421)	69	2.7%	12.2%

Most Important Knowledge, Skills and Abilities

- **Controlling Machines and Processes** - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Handling and Moving Objects** - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Monitor Processes, Materials, or Surroundings** - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.








Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/51-9111.00>

Local Certificate and Degree Programs

No local programs identified

Demographics for Packaging and Filling Machine Operators and Tenders

Gender		
Male	43%	
Female	57%	
Age		
14-18	2%	
19-24	9%	
25-44	46%	
45-64	40%	
65+	3%	

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.

Career Cluster Group: [Architecture and Construction](#)

Common Job Titles

Facilities Painter; Painter; Maintenance Painter; Highway Painter; Industrial Painter

Common Job Tasks

- Smooth surfaces, using sandpaper, scrapers, brushes, steel wool, or sanding machines.
- Read work orders or receive instructions from supervisors or homeowners to determine work requirements.
- Apply primers or sealers to prepare new surfaces, such as bare wood or metal, for finish coats.
- Remove fixtures such as pictures, door knobs, lamps, or electric switch covers prior to painting.
- Apply paint, stain, varnish, enamel, or other finishes to equipment, buildings, bridges, or other structures, using brushes, spray guns, or rollers.
- Cover surfaces with dropcloths or masking tape and paper to protect surfaces during painting.
- Fill cracks, holes, or joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.
- Remove old finishes by stripping, sanding, wire brushing, burning, or using water or abrasive blasting.
- Wash and treat surfaces with oil, turpentine, mildew remover, or other preparations, and sand rough spots to ensure that finishes will adhere properly.
- Erect scaffolding or swing gates, or set up ladders, to work above ground level.
- Calculate amounts of required materials and estimate costs, based on surface measurements or work orders.
- Mix and match colors of paint, stain, or varnish with oil or thinning and drying additives to obtain desired colors and consistencies.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	6%	■
Associate's degree	4%	■
Some college, no degree	17%	■
High school diploma or equivalent	39%	■
Less than high school diploma	34%	■

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

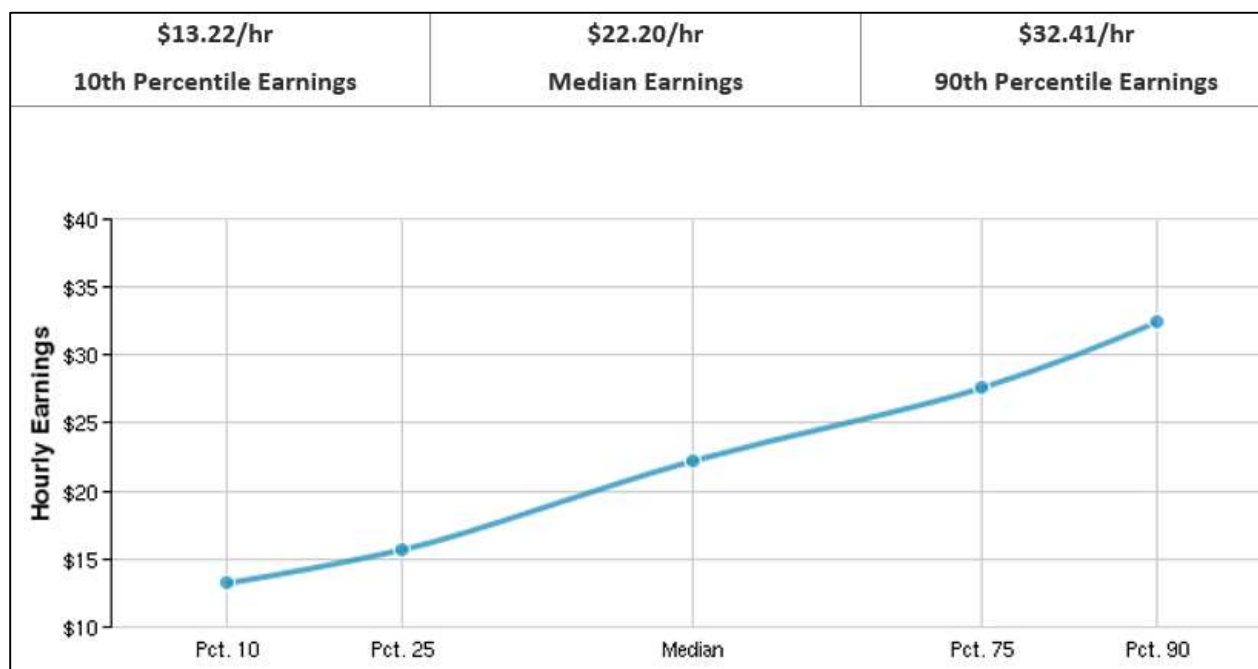
Career Path

Most painters learn their craft through on-the-job training and by working as a helper for an experienced painter. However, there are a number of formal and informal training programs that provide more thorough instruction and a better career foundation. In general, the more formal the training received, the more likely the individual will enter the profession at a higher level and earn a higher salary. Besides apprenticeships, some workers gain skills by attending technical or vocational schools that offer training prior to employment. These schools can take about a year to complete. Painters may advance to supervisory positions, or to estimator. Some establish their own painting businesses. For those who would like to advance, it is increasingly important to be able to communicate in both English and Spanish in order to communicate effectively with workers who have limited English skills; Spanish-speaking workers make up a large segment of the construction workforce in many areas. Painting contractors need good English skills to deal with clients and subcontractors.

Indeed Link to [Current Job Postings](#)

What It Pays

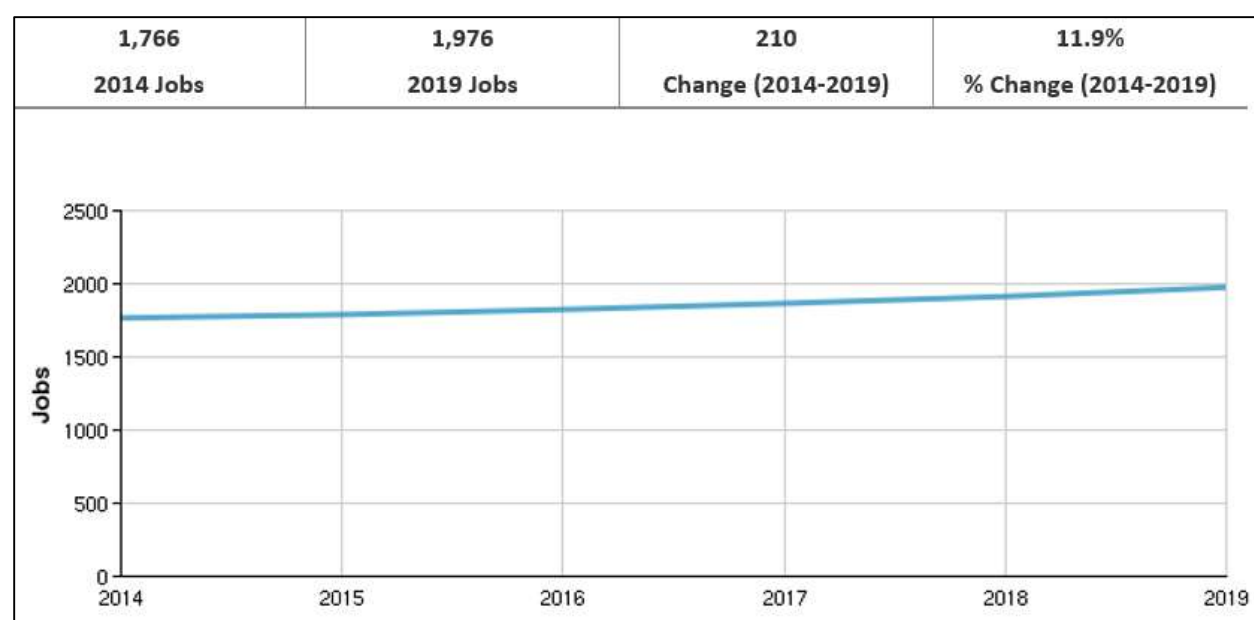
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$14.05	\$17.84	\$26.12	\$31.59	\$38.16
Sonoma County:	\$13.76	\$16.63	\$20.04	\$22.70	\$27.29
Napa County:	\$13.22	\$15.11	\$21.14	\$27.15	\$33.26
Marin County:	\$12.52	\$14.33	\$22.59	\$29.74	\$33.82
Lake County:	\$14.05	\$15.30	\$17.65	\$21.90	\$24.88
North Bay Region:	\$13.22	\$15.67	\$22.20	\$27.59	\$32.41
California:	\$12.51	\$15.00	\$19.43	\$26.64	\$33.55



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	297	370	25%	73	26
Sonoma County:	503	496	-1%	-7	57
Napa County:	175	207	18%	32	15
Marin County:	773	884	14%	111	64
Lake County:	19	18	-5%	-1	<5
North Bay Region:	1,766	1,976	12%	210	163
California:	30,514	33,867	11%	3,353	2,433



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2.4% per year through 2019, much faster than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 5%, while Lake County is projected to decline slightly in its employment for this occupation. In addition to the projected net increase of about 210 new jobs for this occupation, worker replacement needs will add about 165 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Painting and Wall Covering Contractors (238320)	1,329	75.3%	74.3%
New Single-Family Housing Construction (except Operative Builders) (236115)	69	3.9%	2.6%
Residential Remodelers (236118)	65	3.7%	2.9%
Local Government, Excluding Education and Hospitals (903999)	32	1.8%	0.1%
Drywall and Insulation Contractors (238310)	23	1.3%	1.8%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Arm-Hand Steadiness** - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/47-2141.00>

Local Certificate and Degree Programs

No local programs identified.

For information on formal apprenticeship training, see the International Union of Painters and Allied Trades, District 16 website at: <http://www.dc16iupat.org/>

Demographics for Painters, Construction and Maintenance

Gender		
Male	87%	<div></div>
Female	13%	<div></div>
Age		
14-18	3%	<div></div>
19-24	11%	<div></div>
25-44	51%	<div></div>
45-64	32%	<div></div>
65+	3%	<div></div>

Personnel and Payroll Technicians

They are part of the occupation known as Payroll and Timekeeping Clerks. They 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.

Career Cluster Group: [Business, Management and Administration](#)

Common Job Titles


Personnel Assistant; Payroll Coordinator; Payroll Representative; Payroll Specialist; Payroll Assistant; Payroll Clerk; Personnel Clerk; Payroll and Benefits Specialist; Accounting Clerk; Accounting Specialist; Human Resources Assistant; Payroll Administrator

Common Job Tasks

- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Compile employee time, production, and payroll data from time sheets and other records.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Process and issue employee paychecks and statements of earnings and deductions.
- Process paperwork for new employees and enter employee information into the payroll system.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Compute wages and deductions, and enter data into computers.
- Keep track of leave time, such as vacation, personal, and sick leave, for employees.
- Conduct verifications of employment.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	2%	
Bachelor's degree	17%	
Associate's degree	13%	
Some college, no degree	39%	
High school diploma or equivalent	28%	
Less than high school diploma	1%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

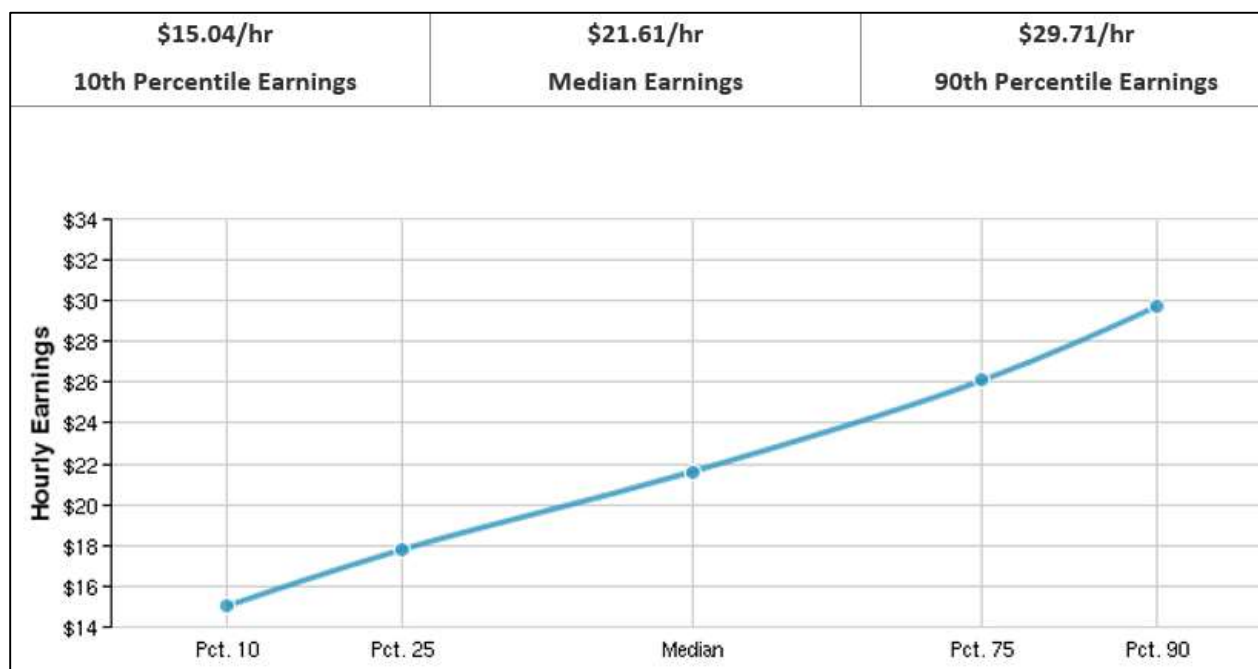
Career Path

As with all higher level administrative support occupations, extensive knowledge of English, communication skills, and computer software expertise in word processing, spreadsheets, database management, and communications are all important. For personnel and payroll technicians, knowledge of accounting technology or basic bookkeeping is also important. Some employers will hire high school graduates and train them on-the-job, while other employers only hire those who have already acquired most or all of the necessary skills. Administrative support staff also need to be adaptable and versatile, and able to quickly utilize new office technologies, such as new or updated software packages, phone and email systems, and printers, copiers, projectors, and other equipment. As office automation continues to evolve, retraining and continuing education will remain integral parts of administrative support jobs. Basic website editing skills are also becoming increasingly common. Advancement for administrative support staff usually takes the form greater responsibility and higher pay, or promotion to supervisory or management positions. Promotion to management often requires a college degree.

Indeed Link to [Current Job Postings](#)

What It Pays

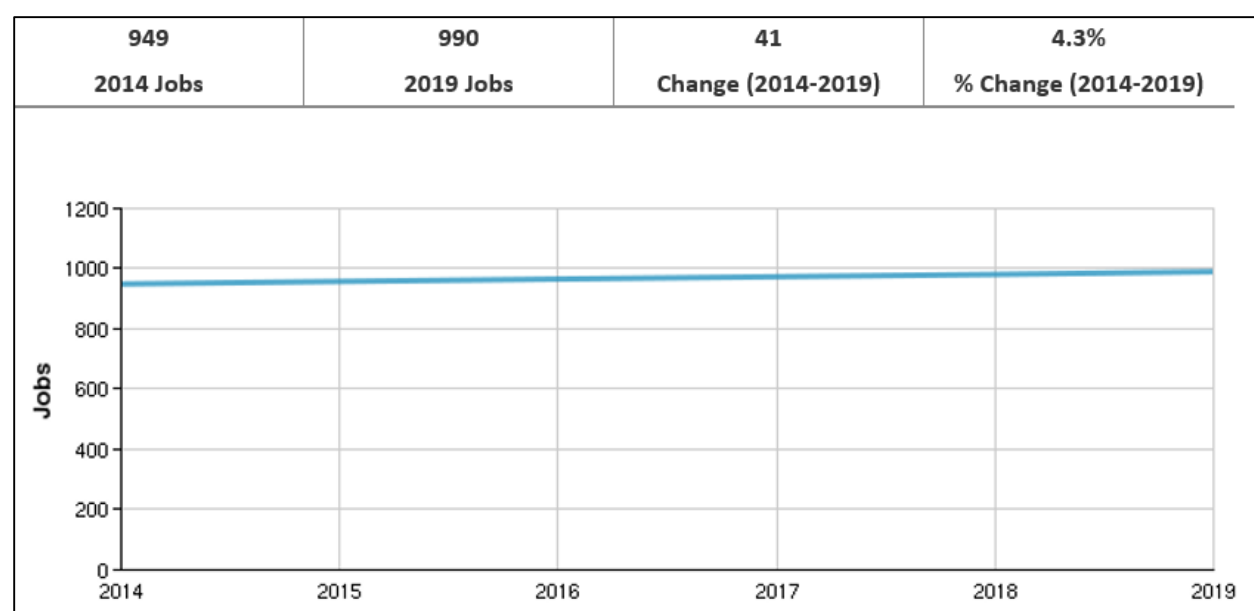
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$14.50	\$17.00	\$21.65	\$26.87	\$31.78
Sonoma County:	\$15.32	\$18.37	\$21.82	\$26.14	\$29.01
Napa County:	\$15.82	\$17.50	\$20.66	\$24.60	\$27.87
Marin County:	\$14.98	\$18.72	\$23.15	\$27.80	\$31.57
Lake County:	\$12.56	\$14.96	\$16.87	\$19.37	\$22.04
North Bay Region:	\$15.04	\$17.79	\$21.61	\$26.10	\$29.71
California:	\$13.32	\$16.59	\$20.51	\$25.14	\$29.27



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	242	250	3%	8	27
Sonoma County:	356	365	3%	9	40
Napa County:	168	180	7%	12	19
Marin County:	151	160	6%	9	17
Lake County:	33	35	6%	2	<5
North Bay Region:	949	990	4%	41	107
California:	25,224	26,592	5%	1,368	2,858



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 0.8% per year through 2019, slightly slower than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 1.4%, while Sonoma and Solano Counties have the slowest projected growth rate at just about 0.6%. In addition to the projected net increase of about 40 new jobs for this occupation, worker replacement needs will add about 105 additional job openings through 2019. By the numbers, this should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation. However, because hiring requirements are often low, with employers willing to provide on-the-job training, jobs in this occupation will continue to be very competitive.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Local Government, Excluding Education and Hospitals (903999)	65	6.8%	0.2%
Elementary and Secondary Schools (Local Government) (903611)	46	4.8%	0.2%
Corporate, Subsidiary, and Regional Managing Offices (551114)	44	4.6%	0.8%
Wineries (312130)	42	4.4%	0.3%
Temporary Help Services (561320)	29	3.1%	0.4%

Most Important Knowledge, Skills and Abilities

- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Performing Administrative Activities** - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/43-3051.00>

Local Certificate and Degree Programs

Accounting Technology/Technician and Bookkeeping:

- [College of Marin](#) - Certificate, Associate degree
- [Empire College](#) - Certificate, Associate degree
- [Napa Valley College](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree
- [Solano Community College](#) - Certificate, Associate degree

Demographics for Personnel and Payroll Technicians

Gender		
Male	16%	
Female	84%	
Age		
14-18	0%	
19-24	6%	
25-44	44%	
45-64	45%	
65+	5%	

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. Licensing required in California.

Career Cluster Group: [Health Science](#)

Common Job Titles

Pharmaceutical Care Associate; Pharmacy Technician; IV Certified Pharmacy Technician; Certified Pharmacy Technician (CPhT)

Common Job Tasks

- Answer telephones, responding to questions or requests.
- Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.
- Maintain proper storage and security conditions for drugs.
- Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information.
- Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels.
- Establish or maintain patient profiles, including lists of medications taken by individual patients.
- Receive written prescription or refill requests and verify that information is complete and accurate.
- Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer.
- Answer telephones, responding to questions or requests.
- Price and file prescriptions that have been filled.
- Receive written prescription or refill requests and verify that information is complete and accurate.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	2%	
Bachelor's degree	16%	
Associate's degree	20%	
Some college, no degree	34%	
High school diploma or equivalent	25%	
Less than high school diploma	2%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Although most pharmacy technicians receive informal on-the-job training, employers favor those who have completed formal training and certification. On-the-job training generally ranges between 3 and 12 months. Formal pharmacy technician education programs are available through some community colleges and other vocational schools. These programs range from 6 months to 2 years and include classroom and laboratory work. They cover a variety of subject areas, such as medical and pharmaceutical terminology, pharmaceutical calculations, pharmacy recordkeeping, pharmaceutical techniques, and pharmacy law and ethics. Technicians also are required to learn the names, actions, uses, and doses of the medications they work with. Many training programs include internships, in which students gain hands-on experience in actual pharmacies. In California, pharmacy technicians must be licensed with the state which requires passing a state exam. Advancement opportunities are limited, and usually take the form of better hours and higher pay, or finding a job with a more desirable employer or pharmacy. But in pharmacies that are part of large healthcare systems, pharmacy technicians with significant training or experience can be promoted to supervisory positions or advance into specialty positions such as chemotherapy technician or nuclear pharmacy technician. Or a pharmacy technician can complete a PhD program in pharmacology and go on to become a pharmacist.

Indeed Link to [Current Job Postings](#)

What It Pays

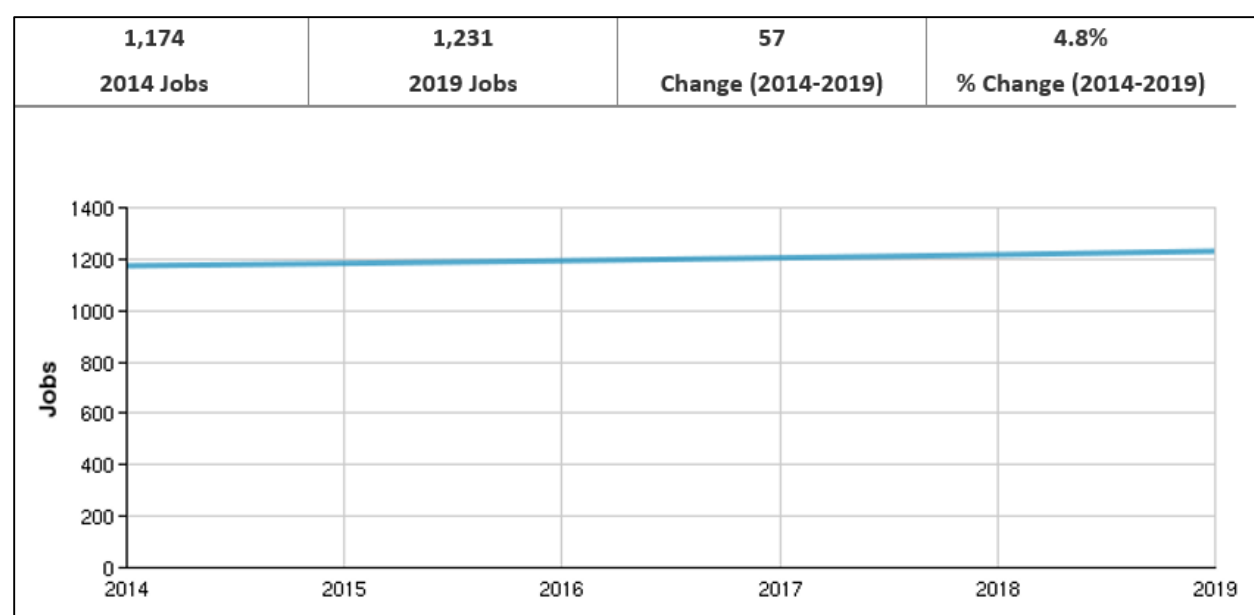
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$13.15	\$16.11	\$20.43	\$25.00	\$27.75
Sonoma County:	\$15.51	\$17.00	\$19.95	\$23.93	\$27.68
Napa County:	\$14.66	\$17.48	\$21.41	\$25.53	\$27.85
Marin County:	\$13.23	\$15.04	\$18.24	\$23.07	\$26.33
Lake County:	\$15.97	\$17.37	\$19.67	\$22.32	\$24.05
North Bay Region:	\$14.28	\$16.47	\$20.00	\$24.26	\$27.35
California:	\$13.13	\$15.56	\$18.26	\$21.73	\$25.43



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	425	459	8%	34	22
Sonoma County:	408	411	1%	3	22
Napa County:	120	138	15%	18	7
Marin County:	167	161	-4%	-6	15
Lake County:	55	62	13%	7	<5
North Bay Region:	1,174	1,231	5%	57	68
California:	32,075	35,861	12%	3,786	1,704



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1% per year through 2019, slightly slower than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 3%, while Marin County is projected to have a slight decline in employment for this occupation. In addition to the projected net increase of about 55 new jobs for this occupation, worker replacement needs will add about 70 additional job openings through 2019. This is, therefore, a relatively small occupation in the North Bay Region with somewhat limited job opportunities for qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Pharmacies and Drug Stores (446110)	528	44.9%	25.6%
Supermarkets and Other Grocery (except Convenience) Stores (445110)	134	11.4%	0.9%
General Medical and Surgical Hospitals (Private) (622110)	120	10.2%	1.1%
Warehouse Clubs and Supercenters (452910)	79	6.7%	1.8%
HMO Medical Centers (621491)	58	4.9%	0.8%

Most Important Knowledge, Skills and Abilities

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Processing Information** - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/29-2052.00>

Local Certificate and Degree Programs

Pharmacy Technician:

- [Santa Rosa Junior College](#) - Certificate, Associate degree

Demographics for Pharmacy Technicians

Gender		
Male	24%	
Female	76%	
Age		
14-18	0%	
19-24	17%	
25-44	51%	
45-64	30%	
65+	2%	

Preschool Teachers, Except Special Education

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.

Career Cluster Group: [Education and Training](#)

Common Job Titles








Childcare Teacher; Day Care Provider; Early Childhood Teacher; Head Start Teacher; Montessori Teacher; Nursery School Teacher; Preschool Teacher

Common Job Tasks

- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Teach proper eating habits and personal hygiene.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- Read books to entire classes or to small groups.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Prepare materials and classrooms for class activities.
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- Attend staff meetings, and serve on committees as required.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Enforce all administration policies and rules governing students.
- Demonstrate activities to children.
- Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	13%	
Bachelor's degree	34%	
Associate's degree	14%	
Some college, no degree	24%	
High school diploma or equivalent	13%	
Less than high school diploma	2%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Short-term (<1 month)*

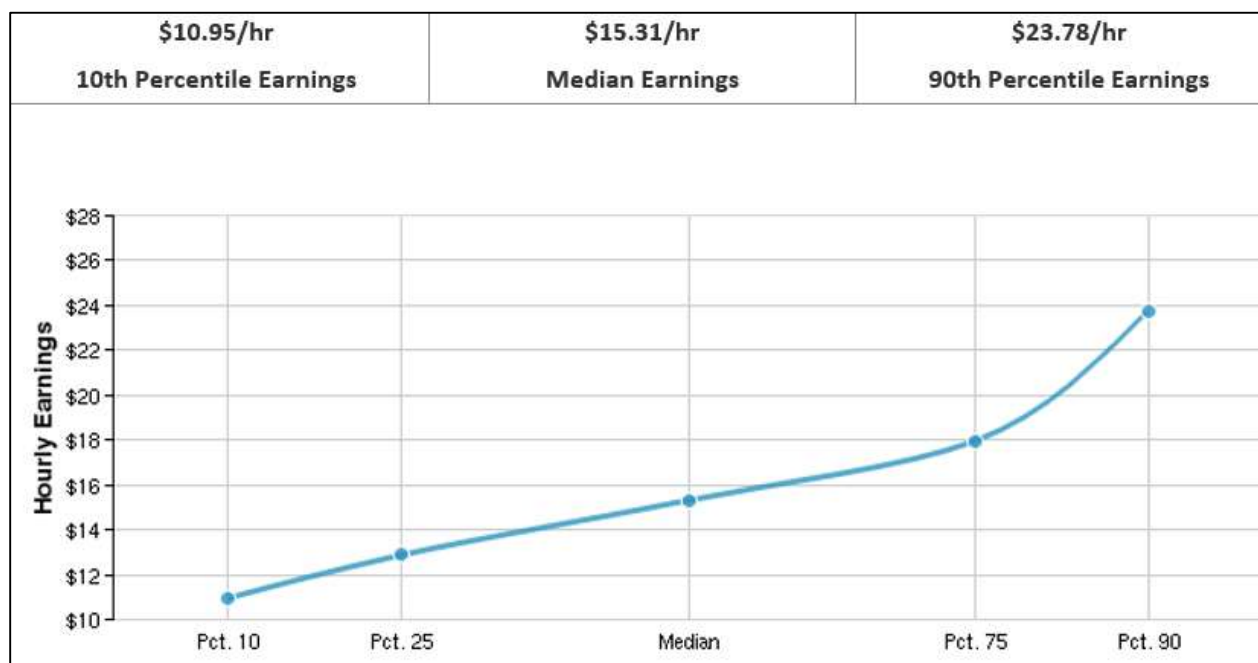
Career Path

Some preschool teachers get introduced into this career by working as teacher aides in preschools. Others may get experience working with children through employment in child care centers. Preschool teachers usually work their way up from assistant teacher, to teacher, to lead teacher—who may be responsible for the instruction of several classes—and, finally, to director of the center. Preschool teachers with a bachelor degree frequently are qualified to teach kindergarten through grade 3 as well. Teaching at these higher grades often results in higher pay. Some preschool teachers set up their own child-care businesses or establish their own private schools.

Indeed Link to [Current Job Postings](#)

What It Pays

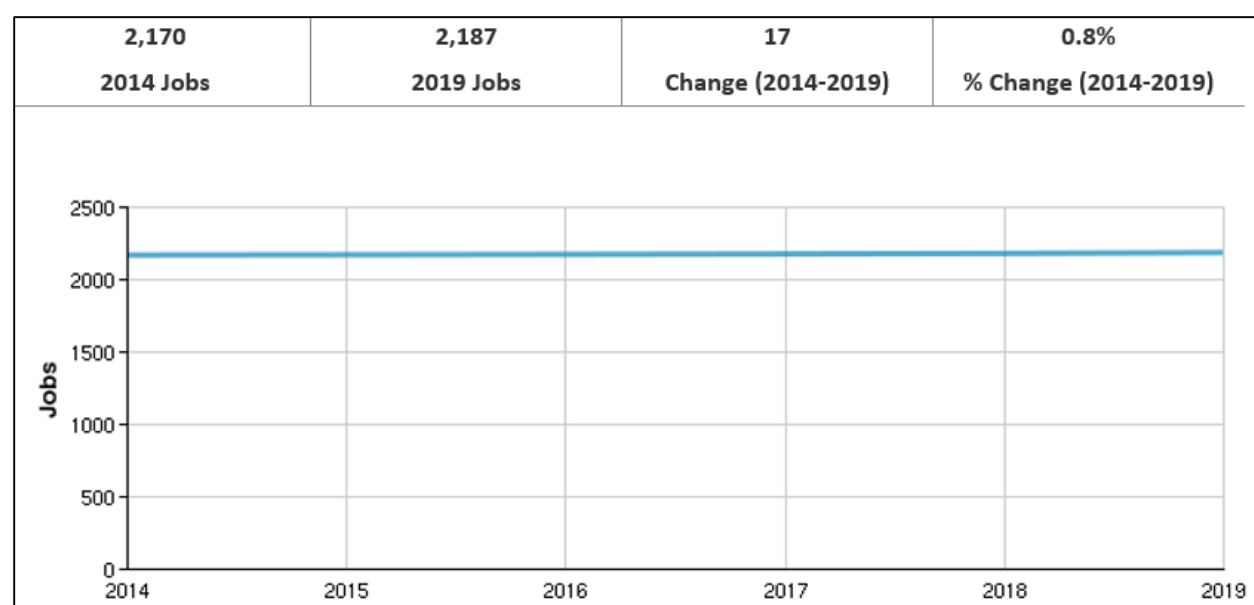
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$11.09	\$11.96	\$12.94	\$15.56	\$20.05
Sonoma County:	\$11.54	\$13.50	\$16.27	\$18.47	\$27.90
Napa County:	\$10.90	\$12.88	\$16.09	\$18.51	\$24.14
Marin County:	\$10.44	\$12.94	\$15.70	\$18.88	\$22.32
Lake County:	\$9.29	\$10.94	\$13.42	\$16.33	\$20.24
North Bay Region:	\$10.95	\$12.87	\$15.31	\$17.97	\$23.78
California:	\$10.25	\$12.24	\$14.77	\$18.29	\$23.48



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	458	476	4%	18	66
Sonoma County:	663	655	-1%	-8	100
Napa County:	269	262	-3%	-7	44
Marin County:	737	751	2%	14	108
Lake County:	43	44	2%	1	<5
North Bay Region:	2,170	2,187	1%	17	327
California:	55,630	58,138	5%	2,508	8,033



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 0.2% per year through 2019, somewhat slower than the 1.2% average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 0.8%, while Napa and Sonoma Counties are projected to have a slight decline in their employment for this occupation. In addition to the projected net increase of about 15 new jobs for this occupation, worker replacement needs will add about 325 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Child Day Care Services (624410)	1,108	51.1%	39.1%
Elementary and Secondary Schools (Local Government) (903611)	270	12.5%	1.0%
Religious Organizations (813110)	214	9.9%	5.4%
Elementary and Secondary Schools (Private) (611110)	182	8.4%	4.7%
Other Individual and Family Services (624190)	85	3.9%	3.4%

Most Important Knowledge, Skills and Abilities

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Speaking** - Talking to others to convey information effectively.
- **Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/25-2011.00>

Local Certificate and Degree Programs

Early Childhood Education:

- [College of Marin](#) - Certificate, Associate degree
- [Napa Valley College](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree
- [Solano Community College](#) - Certificate, Associate degree
- [Sonoma State University](#) – Bachelor's degree, Master's degree

Demographics for Preschool Teachers, Except Special Education

Gender		
Male	8%	<div></div>
Female	92%	<div></div>
Age		
14-18	0%	<div></div>
19-24	10%	<div></div>
25-44	49%	<div></div>
45-64	36%	<div></div>
65+	3%	<div></div>

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).

Career Cluster Group: [Human Services](#)

Common Job Titles

Apartment Manager; Building Superintendent; Condominium Manager; Facilities Coordinator; Land Development Manager; Leasing Manager/Administrator; Mall/Shopping Center Manager; Property Manager; Property/Real Estate Acquisition Specialist; Real Estate Developer; Real Estate Firm Manager; Real Estate Investor; Rental Manager

Common Job Tasks

- Negotiate short- and long-term loans to finance construction and ownership of structures.
- Direct and coordinate the activities of staff and contract personnel and evaluate their performance.
- Investigate complaints, disturbances and violations and resolve problems following management rules and regulations.
- Inspect grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Solicit and analyze bids from contractors for repairs, renovations, and maintenance.
- Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects for commercial or residential properties.
- Maintain records of sales, rental or usage activity, special permits issued, maintenance and operating costs, or property availability.
- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about local areas.
- Manage and oversee operations, maintenance, administration, and improvement of commercial, industrial, or residential properties.
- Direct collection of monthly assessments, rental fees, and deposits and payment of insurance premiums, mortgage, taxes, and incurred operating expenses.
- Purchase building and maintenance supplies, equipment, or furniture.

What It Requires

Educational Attainment

Doctoral or professional degree	2%	
Master's degree	8%	
Bachelor's degree	29%	
Associate's degree	9%	
Some college, no degree	28%	
High school diploma or equivalent	20%	
Less than high school diploma	4%	

- *Typical work experience needed for a job in this occupation: 1-5 Years*
- *Typical on-the-job training once you have a job in this occupation: None*

Career Path

Many people enter property management as onsite managers of apartment buildings, office complexes, or community associations or as employees of property management firms or community association management companies. As they acquire experience working under the direction of a property manager, they may advance to positions of greater responsibility at larger properties. Those who excel as onsite managers often transfer to assistant property manager positions, in which they can acquire experience handling a broad range of property management responsibilities. Some managers advance by specializing in one type of property, such as apartments or office buildings. Those who are good at promoting apartments may specialize in new properties. Those who enjoy making repairs may focus on older properties.

Indeed Link to [Current Job Postings](#)

What It Pays

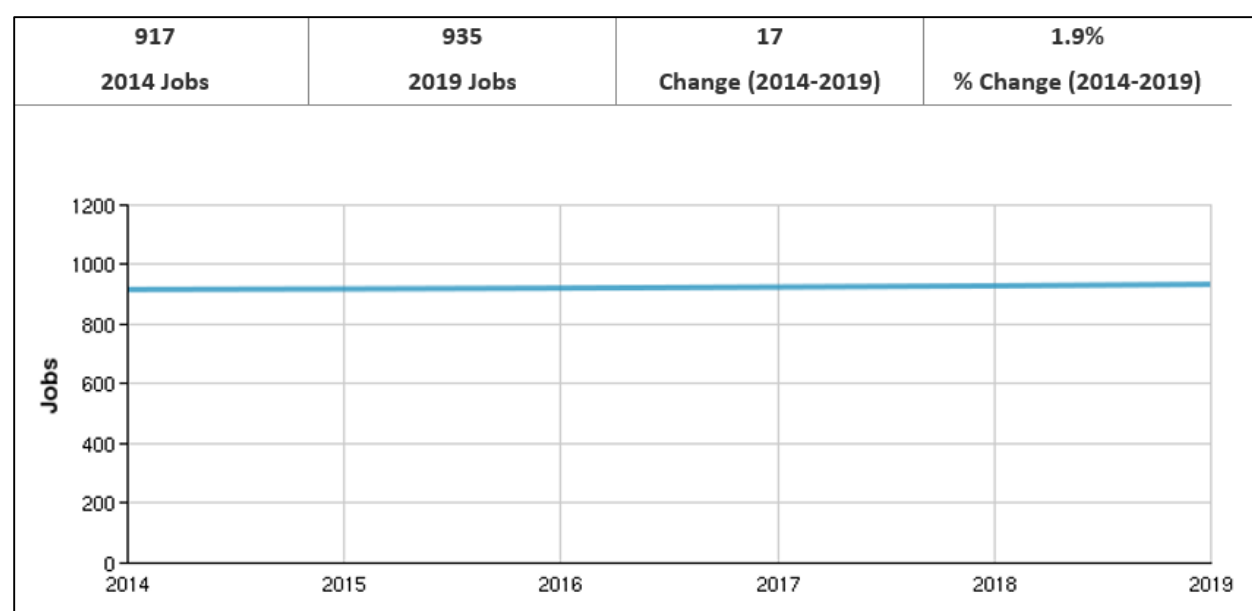
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$20.41	\$23.13	\$30.53	\$39.96	\$54.33
Sonoma County:	\$22.23	\$29.48	\$39.90	\$51.66	\$61.28
Napa County:	\$16.15	\$18.04	\$29.81	\$34.80	\$40.24
Marin County:	\$8.33	\$13.27	\$34.36	\$52.65	\$81.00
Lake County:	\$16.51	\$18.40	\$21.07	\$30.72	\$39.82
North Bay Region:	\$15.75	\$21.14	\$35.63	\$49.44	\$67.12
California:	\$16.63	\$22.49	\$32.10	\$43.83	\$64.03



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	98	99	1%	1	12
Sonoma County:	357	379	6%	22	42
Napa County:	53	52	-2%	-1	7
Marin County:	391	384	-2%	-7	51
Lake County:	20	21	5%	1	<5
North Bay Region:	917	935	2%	18	112
California:	27,146	28,256	4%	1,110	3,141



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 0.4% per year through 2019, somewhat slower than the 1.2% average growth for all occupations. Sonoma County has the fastest projected growth rate for this occupation at 1.2%, while Napa and Marin Counties are projected to decline slightly in their employment for this occupation. In addition to the projected net increase of about 20 new jobs for this occupation, worker replacement needs will add about 110 additional job openings through 2019. This is, therefore, a relatively small occupation in the North Bay Region with somewhat limited job opportunities for qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Residential Property Managers (531311)	211	23.0%	14.1%
Lessors of Residential Buildings and Dwellings (531110)	141	15.4%	12.9%
Lessors of Nonresidential Buildings (except Miniwarehouses) (531120)	71	7.7%	13.2%
Nonresidential Property Managers (531312)	67	7.3%	15.2%
Offices of Real Estate Agents and Brokers (531210)	60	6.5%	4.4%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Performing Administrative Activities** - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- **Establishing and Maintaining Interpersonal Relationships** - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Speaking** - Talking to others to convey information effectively.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:








<http://www.onetonline.org/link/details/11-9141.00>

Local Certificate and Degree Programs

Real Estate:

- [College of Marin](#) - Associate degree
- [Napa Valley College](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate, Associate degree
- [Solano Community College](#) - Certificate, Associate degree

Demographics for Property, Real Estate, and Community Association Managers

Gender		
Male	41%	
Female	59%	
Age		
14-18	0%	
19-24	3%	
25-44	35%	
45-64	49%	
65+	13%	

Registered Nurses (RNs)

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/registration required.

Career Cluster Group: [Health Science](#)

Common Job Titles

Certified Nurse Anesthetist; Certified Nurse Midwife; Clinic/Office Nurse; Clinical Nurse Specialist; Emergency Room (ER) Nurse; Head Nurse/Nurse Supervisor; Hospice Nurse; Hospital Nurse; Nurse Educator; Nurse Practitioner; Nursing Care Facility/Home Health Nurse; Occupational Health/Industrial Nurse; Operating Room (OR) Nurse; Public Health Nurse

Common Job Tasks

- Monitor, record, and report symptoms or changes in patients' conditions.
- Record patients' medical information and vital signs.
- Maintain accurate, detailed reports and records.
- Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate patient care plans.
- Instruct individuals, families, or other groups on topics such as health education, disease prevention, or childbirth and develop health improvement programs.
- Direct or supervise less-skilled nursing or healthcare personnel or supervise a particular unit.
- Modify patient treatment plans as indicated by patients' responses and conditions.
- Monitor all aspects of patient care, including diet and physical activity.
- Prepare patients for and assist with examinations or treatments.
- Prepare rooms, sterile instruments, equipment, or supplies and ensure that stock of supplies is maintained.

What It Requires

Educational Attainment

Doctoral or professional degree	2%	
Master's degree	8%	
Bachelor's degree	46%	
Associate's degree	38%	
Some college, no degree	5%	
High school diploma or equivalent	1%	
Less than high school diploma	0%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: None*

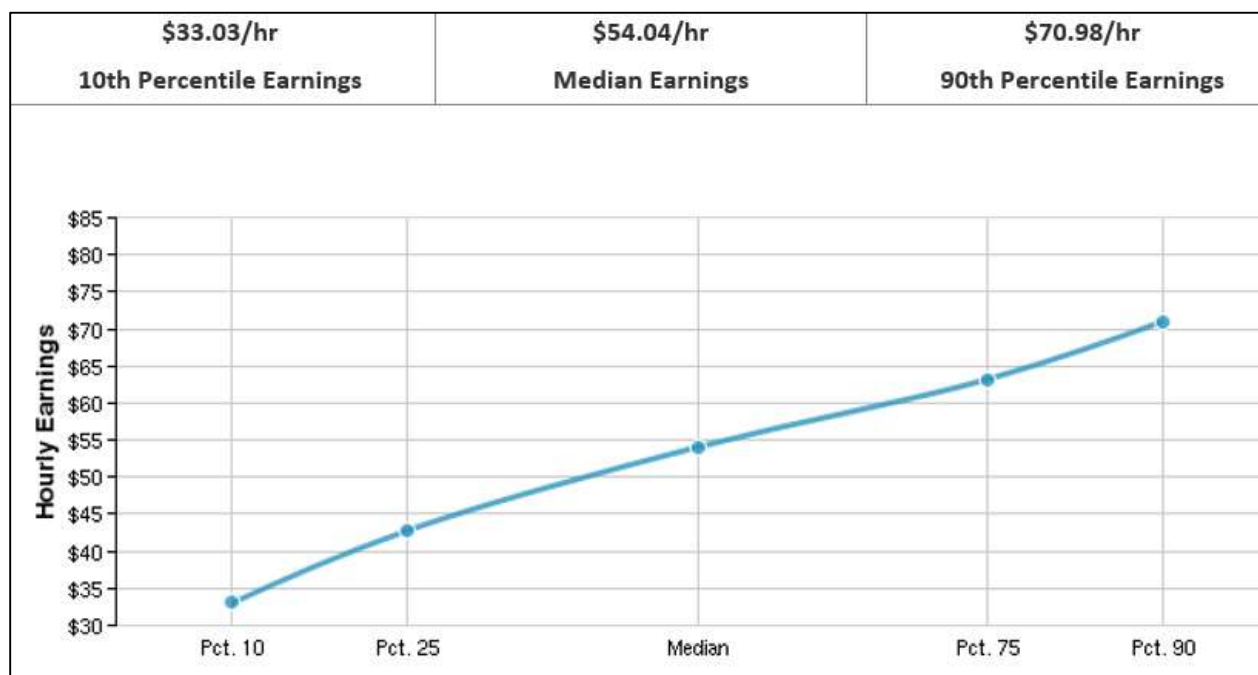
Career Path

Some registered nurses start their careers as licensed practical nurses or nursing aides, and then go back to school to receive their RN degree. Most RNs begin as staff nurses, and with experience and good performance often are promoted to more responsible positions. RNs with bachelor degrees may advance to positions in healthcare management, such as head nurse. From there, advancement can lead to a healthcare services administrator position. Increasingly, management-level positions require a graduate degree in nursing or health services administration. With additional education, RNs can move into a nursing specialty area such as clinical nurse specialist, nurse practitioner, or certified nurse midwife. Some experienced RNs move into the business side of health care where they manage acute, home health, or chronic care services. Increasingly, hospitals, insurance companies and pharmaceutical manufacturers need RNs for health planning and development, marketing, and policy development. Other RNs become college/university faculty.

Indeed Link to [Current Job Postings](#)

What It Pays

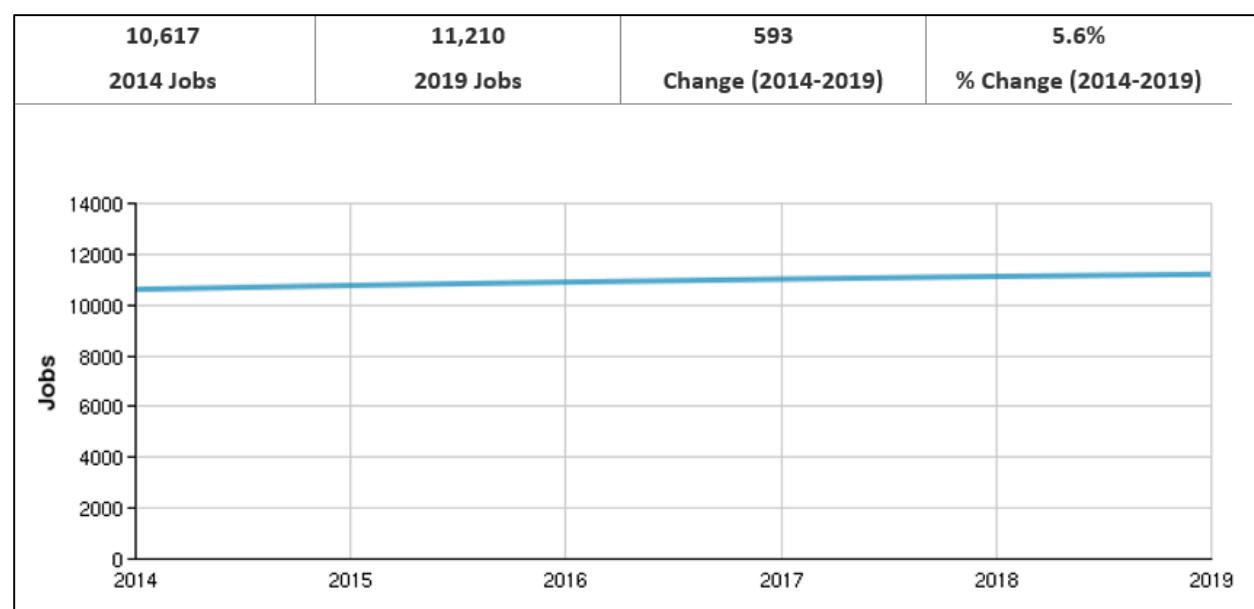
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$33.36	\$47.46	\$58.35	\$68.08	\$78.23
Sonoma County:	\$30.84	\$37.99	\$51.00	\$61.61	\$68.56
Napa County:	\$39.70	\$45.88	\$50.48	\$56.10	\$63.97
Marin County:	\$31.89	\$43.29	\$58.74	\$67.59	\$72.89
Lake County:	\$21.89	\$26.16	\$35.86	\$45.23	\$51.50
North Bay Region:	\$33.03	\$42.76	\$54.04	\$63.21	\$70.98
California:	\$30.52	\$35.84	\$43.88	\$54.70	\$65.56



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	3,184	3,491	10%	307	329
Sonoma County:	3,491	3,623	4%	132	347
Napa County:	1,806	1,917	6%	111	181
Marin County:	1,845	1,879	2%	34	181
Lake County:	291	300	3%	9	<5
North Bay Region:	10,617	11,210	6%	593	1,067
California:	263,847	288,903	9%	25,056	27,156



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1.2% per year through 2019, the same as the average growth for all occupations. Solano County has the fastest projected growth rate for this occupation at 2%, while Marin County has the slowest projected growth rate at 0.4%. In addition to the projected net increase of about 595 new jobs for this occupation, worker replacement needs will add about 1,065 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
General Medical and Surgical Hospitals (Private) (622110)	3,718	35.0%	34.1%
HMO Medical Centers (621491)	1,581	14.9%	21.4%
Hospitals (State Government) (902622)	803	7.6%	18.4%
Offices of Physicians (except Mental Health Specialists) (621111)	596	5.6%	8.4%
Home Health Care Services (621610)	562	5.3%	17.1%

Most Important Knowledge, Skills and Abilities

- **Assisting and Caring for Others** - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Medicine and Dentistry** - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/29-1141.00>

Local Certificate and Degree Programs

Registered Nursing:

- [College of Marin](#) - Certificate, Associate degree
- [Napa Valley College](#) - Associate degree
- [Pacific Union College](#) - Associate degree
- [Santa Rosa Junior College](#) - Associate degree
- [Solano Community College](#) - Associate degree








Registered Nursing (BSN):

- [Dominican University of California](#) - Bachelor's degree
- [Pacific Union College](#) - Bachelor's degree
- [Sonoma State University](#) – Bachelor's degree
- [Touro University California](#) - Bachelor's degree, Master's degree

Nurse Practitioner:

- [Sonoma State University](#) – Master's degree

Demographics for Registered Nurses

Gender		
Male	16%	
Female	84%	
Age		
14-18	0%	
19-24	2%	
25-44	40%	
45-64	53%	
65+	4%	

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.

Career Cluster Group: [Marketing, Sales and Service](#)

Common Job Titles

Sales Rep; Outside Sales Rep; Inside Sales Rep; Broker; Importer/Exporter

Common Job Tasks

- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Recommend products to customers, based on customers' needs and interests.
- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
- Provide customers with product samples and catalogs.
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates.
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
- Arrange and direct delivery and installation of products and equipment.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.
- Perform administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports.

What It Requires

Educational Attainment

Doctoral or professional degree	1%	
Master's degree	7%	
Bachelor's degree	40%	
Associate's degree	8%	
Some college, no degree	24%	
High school diploma or equivalent	18%	
Less than high school diploma	3%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Most new employees in this occupation have previous sales experience in many different products and services. New workers may get training by accompanying experienced workers on their sales calls. As they gain familiarity with the firm's products and clients, the new workers are given increasing responsibility until they are eventually assigned their own territory. Frequently, promotion takes the form of an assignment to a larger account or territory where commissions are likely to be greater. Experienced sales representatives may move into jobs as sales trainers. Those who have good sales records and leadership ability may advance to higher level positions such as sales supervisor, district manager, or vice president of sales. In addition to advancement opportunities within a firm, some manufacturers' agents go into business for themselves. Others find opportunities in purchasing, advertising, or marketing research.

Indeed Link to [Current Job Postings](#)

What It Pays

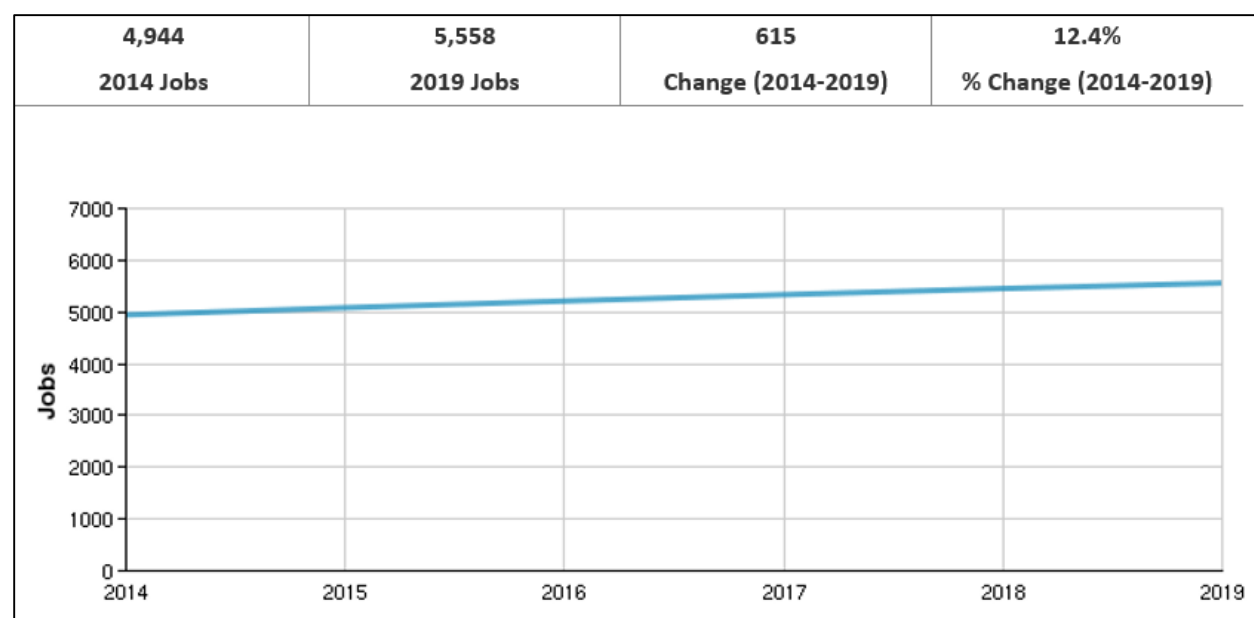
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$15.69	\$21.14	\$27.68	\$35.92	\$46.60
Sonoma County:	\$12.69	\$18.03	\$26.23	\$38.35	\$54.27
Napa County:	\$17.83	\$27.06	\$38.53	\$45.86	\$57.15
Marin County:	\$12.64	\$16.96	\$25.62	\$38.58	\$52.04
Lake County:	\$17.07	\$19.25	\$25.55	\$32.53	\$48.65
North Bay Region:	\$14.48	\$20.53	\$29.16	\$39.49	\$52.96
California:	\$13.30	\$18.06	\$26.56	\$38.71	\$55.31



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	981	1,122	14%	141	104
Sonoma County:	2,064	2,281	11%	217	214
Napa County:	1,130	1,294	15%	164	121
Marin County:	717	800	12%	83	75
Lake County:	51	62	22%	11	<5
North Bay Region:	4,944	5,558	12%	614	521
California:	144,585	160,133	11%	15,548	14,993



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2.4% per year through 2019, much faster than the 1.2% average growth for all occupations. Lake County has the fastest projected growth rate for this occupation at 4.4%, while Sonoma County has the slowest projected growth rate at a still-respectable 2.2%. In addition to the projected net increase of about 615 new jobs for this occupation, worker replacement needs will add about 520 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Wineries (312130)	807	16.3%	4.9%
Wine and Distilled Alcoholic Beverage Merchant Wholesalers (424820)	572	11.6%	27.4%
Wholesale Trade Agents and Brokers (425120)	552	11.2%	24.5%
Plumbing and Heating Equipment and Supplies (Hydronics) Merchant Wholesalers (423720)	141	2.8%	17.7%
Industrial Machinery and Equipment Merchant Wholesalers (423830)	121	2.4%	14.5%

Most Important Knowledge, Skills and Abilities

- **Sales and Marketing** - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- **Selling or Influencing Others** - Convincing others to buy merchandise/goods or to otherwise change their minds or actions.
- **Communicating with Persons Outside Organization** - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:
<http://www.onetonline.org/link/details/41-4012.00>

Local Certificate and Degree Programs








Business Administration:

- [California Maritime Academy](#) - Bachelor's degree
- [College of Marin](#) - Associate degree
- [Dominican University of California](#) - Bachelor's degree
- [Empire College](#) - Certificate, Associate degree
- [Napa Valley College](#) - Associate degree
- [Pacific Union College](#) - Bachelor's degree
- [Santa Rosa Junior College](#) - Associate degree
- [Solano Community College](#) - Certificate, Associate degree
- [Sonoma State University](#) - Bachelor's degree, Master's degree

Business Marketing:

- [Santa Rosa Junior College](#) - Certificate

Demographics for Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products

Gender		
Male	71%	
Female	29%	
Age		
14-18	0%	
19-24	5%	
25-44	47%	
45-64	43%	
65+	5%	

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. May participate in making management decisions affecting the work. Includes team leaders who work as part of the team.

Career Cluster Group: [Manufacturing](#)

Common Job Titles

Filter Assembler; Laborer; Sub-Assembly Team Worker; Production Assistant; Manufacturing Associate; Operator Technician; Packaging Inspector; Production Assembler; Line Worker; Production Associate; Production Line Worker; Respooler; Team Assembler; Tiedown Operator; Welder; Production Cell Leader; Fiber Optic Assembly Worker; Repairer; Assembly Lead Person; Factory Worker; Assembly Inspector; Assembly Line Leader; Assembly Line Machine Operator; Assembly Line Worker; Production Supervisor; Assembly Operator; Assembler; Assembly Technician; Cabinet Assembler; Carousel Operator; Certified Composites Technician (CCT); Commercial Light Fixture Assembler; Electrical Assembler; Factory Assembler; Fabricator; Assembly Person; Assembly Associate

Common Job Tasks

- Shovel, sweep, or otherwise clean work areas.
- Rotate through all the tasks required in a particular production process.
- Perform quality checks on products and parts.
- Package finished products and prepare them for shipment.
- Shovel, sweep, or otherwise clean work areas.
- Review work orders and blueprints to ensure work is performed according to specifications.
- Package finished products and prepare them for shipment.
- Perform quality checks on products and parts.
- Maintain production equipment and machinery.
- Determine work assignments and procedures.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	0%	
Bachelor's degree	5%	
Associate's degree	6%	
Some college, no degree	21%	
High school diploma or equivalent	48%	
Less than high school diploma	20%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

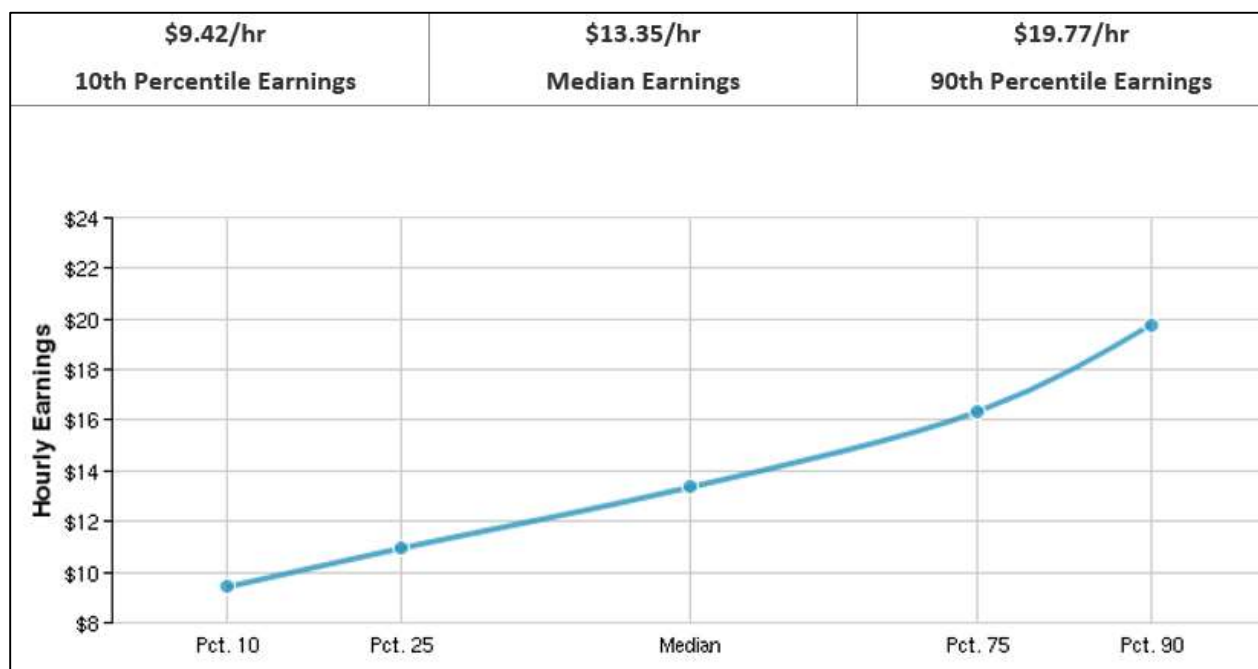
Career Path

Jobs for this occupation are almost always entry-level jobs, although the amount of on-the-job training varies greatly depending on the industry and employer. As assemblers gain knowledge and experience, they generally progress to jobs that require greater skill. This is usually accompanied by increased earnings. Experienced assemblers may advance to supervisory positions, or if they have a mechanical aptitude, they may move into positions such as maintenance technician or machinery mechanic. Assemblers can also advance to quality control jobs.

Indeed Link to [Current Job Postings](#)

What It Pays

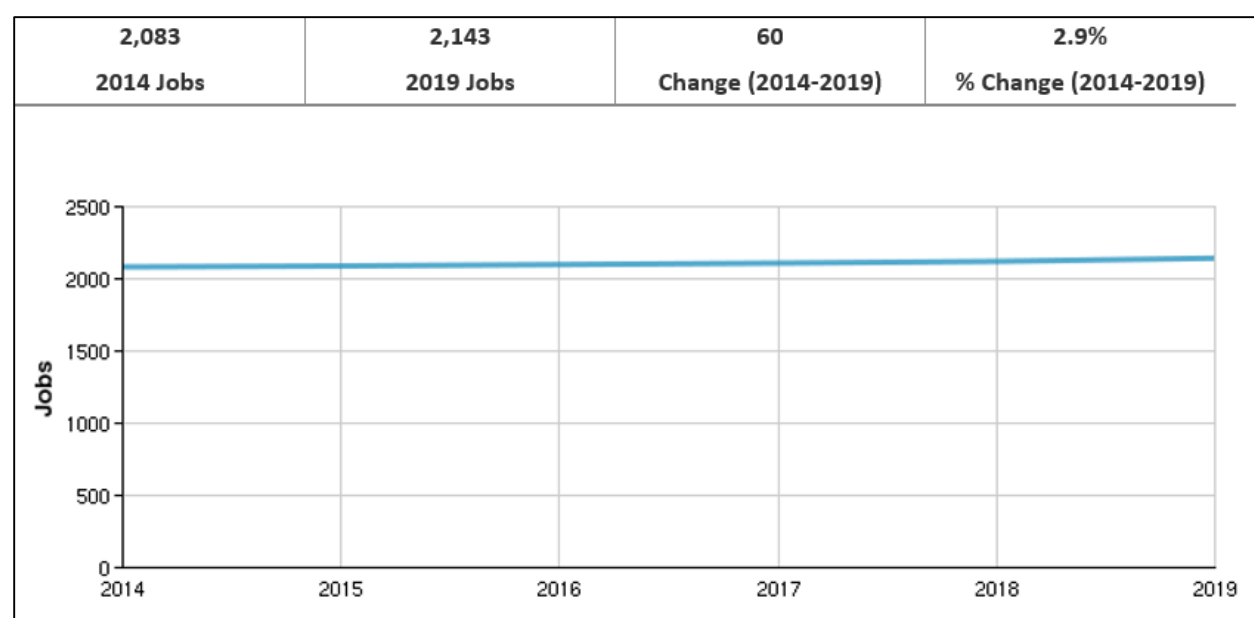
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$8.72	\$9.67	\$11.72	\$15.54	\$18.27
Sonoma County:	\$10.69	\$12.89	\$16.04	\$18.11	\$21.88
Napa County:	\$9.11	\$10.09	\$11.36	\$13.97	\$17.78
Marin County:	\$8.40	\$11.24	\$15.11	\$18.92	\$23.55
Lake County:	\$8.46	\$9.21	\$10.93	\$13.21	\$15.43
North Bay Region:	\$9.42	\$10.94	\$13.35	\$16.34	\$19.77
California:	\$8.78	\$9.79	\$11.85	\$15.83	\$20.52



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	804	791	-2%	-13	78
Sonoma County:	676	677	0%	1	61
Napa County:	403	464	15%	61	35
Marin County:	183	188	3%	5	15
Lake County:	18	23	28%	5	<5
North Bay Region:	2,083	2,143	3%	60	190
California:	88,409	87,784	-1%	-625	8,674



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 0.6% per year through 2019, somewhat slower than the 1.2% average growth for all occupations. Lake County has the fastest projected growth rate for this occupation at 5.6%, while Sonoma County has the slowest projected growth rate at just about 0%. In addition to the projected net increase of about 60 new jobs for this occupation, worker replacement needs will add about 190 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Temporary Help Services (561320)	334	16.1%	4.6%
Wineries (312130)	179	8.6%	1.1%
Pharmaceutical Preparation Manufacturing (325412)	68	3.3%	2.1%
Surgical and Medical Instrument Manufacturing (339112)	53	2.6%	7.0%
Air-Conditioning and Warm Air Heating Equipment and Commercial and Industrial Refrigeration Equipment Manufacturing (333415)	49	2.4%	19.3%

Most Important Knowledge, Skills and Abilities

- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Identifying Objects, Actions, and Events** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Monitor Processes, Materials, or Surroundings** - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:
<http://www.onetonline.org/link/details/51-2092.00>

Local Certificate and Degree Programs

No local programs identified

Demographics for Team Assemblers

Gender		
Male	55%	<div></div>
Female	45%	<div></div>
Age		
14-18	1%	<div></div>
19-24	10%	<div></div>
25-44	46%	<div></div>
45-64	39%	<div></div>
65+	3%	<div></div>

Telecommunications Line Installers and Repairers

Install and repair telecommunications cable, including fiber optics.

Career Cluster Group: [Arts, Audio/Video Technology and Communications](#)

Common Job Titles

Repairman; Installation and Service Technician; Lineman; Maintenance Splicer; Outside Plant Technician; Preventive Maintenance Technician; Installation and Repair Technician (I & R Technician); Service Technician; Splicing Technician; Telephone and Cable Television Installation and Repair Technician; Telephone Cable Splicer; Phone Technician; Cable Splicer; Broadband Technician; Installer; Cable Maintenance Splicer; Fiber Technician; Cable Technician; Cable Television Technician (CATV Technician); Combination Man; Combination Technician; Construction Lineman; Construction Technician; Construction Worker; Fiber Optic Splicer; Cable Crew Backhoe Operator

Common Job Tasks

- Clean or maintain tools or test equipment.
- Splice cables, using hand tools, epoxy, or mechanical equipment.
- Inspect or test lines or cables, recording and analyzing test results, to assess transmission characteristics and locate faults or malfunctions.
- Access specific areas to string lines or install terminal boxes, auxiliary equipment, or appliances, using bucket trucks, or by climbing poles or ladders, or entering tunnels, trenches, or crawl spaces.
- Set up service for customers, installing, connecting, testing, or adjusting equipment.
- Place insulation over conductors or seal splices with moisture-proof covering.
- Travel to customers' premises to install, maintain, or repair audio and visual electronic reception equipment or accessories.
- Pull up cable by hand from large reels mounted on trucks; then pull lines through ducts by hand or with winches.
- Lay underground cable directly in trenches or string it through conduits running through trenches.
- Install equipment such as amplifiers or repeaters to maintain the strength of communications transmissions.
- String cables between structures and lines from poles, towers, or trenches and pull lines to proper tension.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	1%	
Bachelor's degree	9%	
Associate's degree	12%	
Some college, no degree	34%	
High school diploma or equivalent	38%	
Less than high school diploma	6%	

- *Typical work experience needed for a job in this occupation: None*
- *Typical on-the-job training once you have a job in this occupation: Long-term (>12 months)*

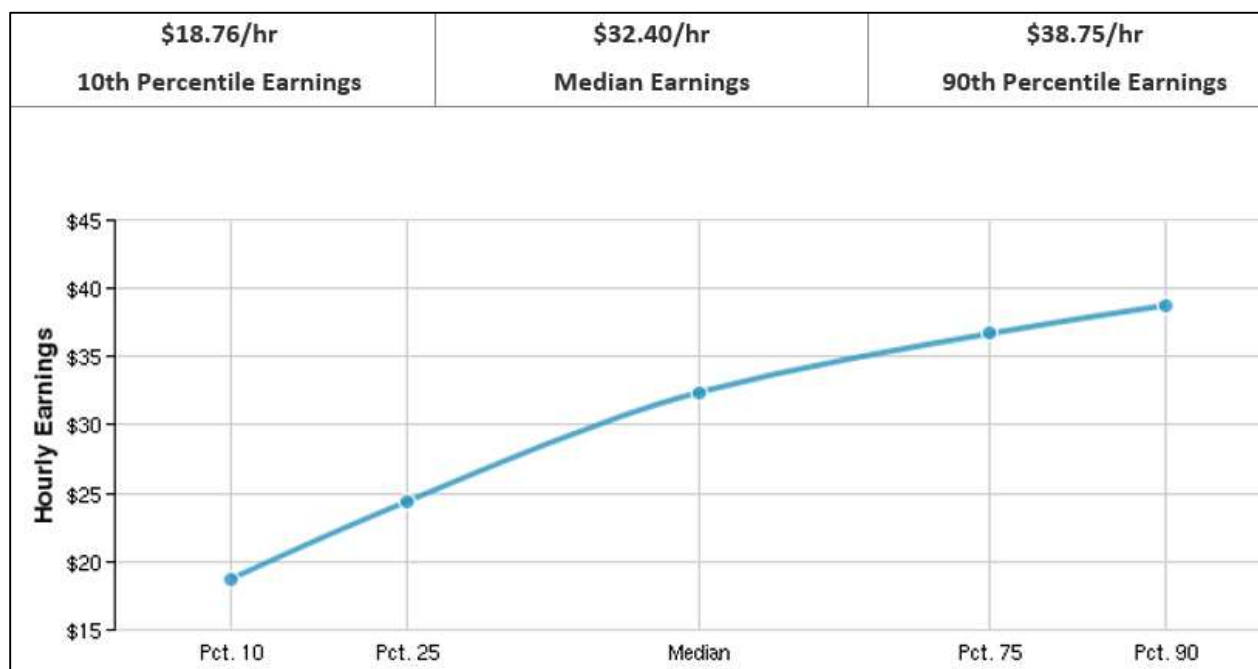
Career Path

Most employers require that telecommunications line installers and repairers have a high school diploma (or equivalent) and basic knowledge of algebra, trigonometry, and good reading and writing skills. Technical knowledge of electricity or electronics obtained through military service, vocational programs or community colleges can be helpful, but it is rarely required for new employees. Line installers and repairers receive most of their training on the job. Electrical line installers and repairers often must complete formal apprenticeships or other employer training programs. These programs, which can last up to 5 years, combine on-the-job training with formal classroom courses and are sometimes administered jointly by the employer and the union representing the workers. Safety regulations strictly define the training and educational requirements for apprentice electrical line installers. Line installers and repairers working for telephone and cable television companies also receive several years of on-the-job training. They also may attend training or take online courses provided by equipment manufacturers, schools, unions, or industry training organizations. Line installers and repairers must also be able to read instructions, write reports, and solve problems. They should also be mechanically inclined and like working with computers and new technology. Workers often rely on their fellow crew members for their safety, so teamwork is critical. Being able to get along with other people is very important in this job. Entry-level line workers generally begin with classroom training and begin an apprenticeship. Their on-the-job training begins with basic tasks, such as ground work and tree trimming. As they continue to learn additional skills from more experienced workers, they may advance to stringing cable and performing service installations. In time, they advance to more sophisticated maintenance and repair positions in which they are responsible for increasingly larger portions of the network. After about 3-5 years on the job, qualified line workers reach the journeyman level. A journeyman line worker can do most tasks without supervision and may also qualify for positions at other companies. Workers with many years of experience may advance to supervisory positions.

Indeed Link to [Current Job Postings](#)

What It Pays

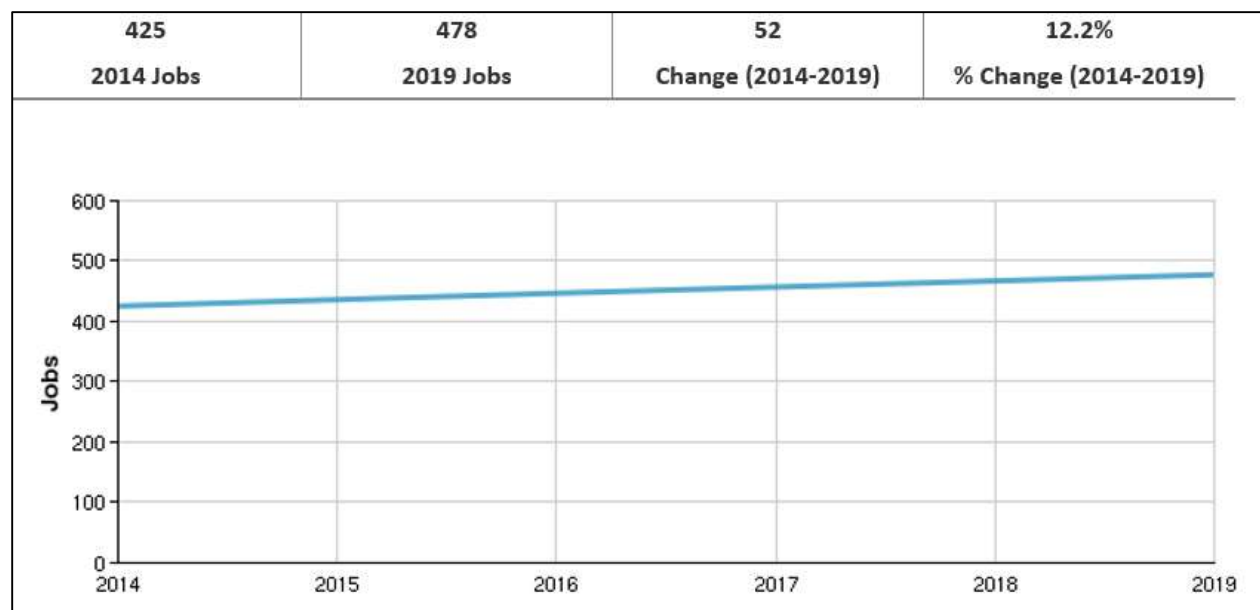
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$16.79	\$22.95	\$32.86	\$38.28	\$39.44
Sonoma County:	\$16.00	\$21.98	\$30.84	\$34.77	\$37.71
Napa County:	\$28.60	\$39.02	\$54.44	\$63.27	\$67.35
Marin County:	\$22.68	\$26.88	\$29.18	\$31.46	\$33.12
Lake County:	\$15.79	\$18.69	\$32.03	\$37.28	\$39.95
North Bay Region:	\$18.76	\$24.40	\$32.40	\$36.70	\$38.75
California:	\$15.45	\$22.52	\$30.75	\$34.11	\$36.13



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	146	172	18%	26	20
Sonoma County:	140	161	15%	21	18
Napa County:	27	27	0%	0	<5
Marin County:	93	93	0%	0	13
Lake County:	20	25	25%	5	<5
North Bay Region:	425	478	12%	53	57
California:	16,810	17,163	2%	353	2,120



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 2.4% per year through 2019, somewhat faster than the 1.2% average growth for all occupations. Lake County has the fastest projected growth rate for this occupation at 5%, while Napa and Marin Counties have the slowest projected growth rate at just about 0%. In addition to the projected net increase of about 55 new jobs for this occupation, worker replacement needs will add about 55 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Wired Telecommunications Carriers (517110)	144	33.8%	11.9%
Power and Communication Line and Related Structures Construction (237130)	88	20.6%	9.9%
Cable and Other Subscription Programming (515210)	79	18.6%	13.3%
Electrical Contractors and Other Wiring Installation Contractors (238210)	68	15.9%	2.8%
Telecommunications Resellers (517911)	<10	1.8%	3.4%

Most Important Knowledge, Skills and Abilities

- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Handling and Moving Objects** - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Performing General Physical Activities** - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Making Decisions and Solving Problems** - Analyzing information and evaluating results to choose the best solution and solve problems.








Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:
<http://www.onetonline.org/link/details/49-9052.00>

Local Certificate and Degree Programs

No local programs identified

Note: PG&E's PowerPathway™ is an innovative program that is helping to build a skilled workforce for PG&E and throughout the energy and utility industries. PowerPathway programs range from clean tech vehicles, to energy efficiency and renewables, to engineering and the smart grid, to skilled crafts. While there are no PowerPathway programs currently offered in the North Bay region, there are programs offered in Oakland and San Mateo. Visit PG&E's PowerPathway website for more info:
<http://www.pge.com/about/careers/powerpathway/>

Demographics for Telecommunications Line Installers and Repairers

Gender		
Male	97%	
Female	3%	
Age		
14-18	0%	
19-24	8%	
25-44	68%	
45-64	23%	
65+	1%	

Welders, Cutters, Solderers, and Brazers

- **Welders, Cutters, and Welder Fitters:** Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.
- **Solderers and Brazers:** Braze or solder together components to assemble fabricated metal parts, using soldering iron, torch, or welding machine and flux.

Career Cluster Group: [Manufacturing](#)

Common Job Titles

Assembler; Brazer; Electrical Assembler; Electronic Assembler; Electronic Technician; Fabricator; Maintenance Welder; Mig Welder; Production Technician; Robot Operator; Solderer; Sub Arc Operator; Welder; Welder Fabricator; Welder-Fitter

Common Job Tasks

Welders, Cutters, and Welder Fitters:

- Clamp, hold, tack-weld, heat-bend, grind or bolt component parts to obtain required configurations and positions for welding.
- Remove rough spots from workpieces, using portable grinders, hand files, or scrapers.
- Chip or grind off excess weld, slag, or spatter, using hand scrapers or power chippers, portable grinders, or arc-cutting equipment.
- Weld components in flat, vertical, or overhead positions.
- Operate safety equipment and use safe work habits.
- Operate manual or semi-automatic welding equipment to fuse metal segments, using processes such as gas tungsten arc, gas metal arc, flux-cored arc, plasma arc, shielded metal arc, resistance welding, and submerged arc welding.
- Recognize, set up, and operate hand and power tools common to the welding trade, such as shielded metal arc and gas metal arc welding equipment.
- Ignite torches or start power supplies and strike arcs by touching electrodes to metals being welded, completing electrical circuits.
- Examine workpieces for defects and measure workpieces with straightedges or templates to ensure conformance with specifications.
- Prepare all material surfaces to be welded, ensuring that there is no loose or thick scale, slag, rust, moisture, grease, or other foreign matter.
- Monitor the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of material.

Solderers and Brazers:

- Melt and apply solder along adjoining edges of workpieces to solder joints, using soldering irons, gas torches, or electric-ultrasonic equipment.
- Heat soldering irons or workpieces to specified temperatures for soldering, using gas flames or electric current.
- Clean workpieces to remove dirt or excess acid, using chemical solutions, files, wire brushes, or grinders.
- Examine seams for defects and rework defective joints or broken parts.
- Melt and separate brazed or soldered joints to remove and straighten damaged or misaligned components, using hand torches, irons, or furnaces.
- Melt and apply solder to fill holes, indentations, or seams of fabricated metal products, using soldering equipment.
- Clean equipment parts, such as tips of soldering irons, using chemical solutions or cleaning compounds.

What It Requires

Educational Attainment

Doctoral or professional degree	0%	
Master's degree	0%	
Bachelor's degree	2%	
Associate's degree	6%	
Some college, no degree	20%	
High school diploma or equivalent	50%	
Less than high school diploma	23%	

- *Typical work experience needed for a job in this occupation: Less than 1 year*
- *Typical on-the-job training once you have a job in this occupation: Moderate-term (1-12 months)*

Career Path

Formal training is available in postsecondary institutions, including vocational–technical institutes, community colleges, private welding, soldering, and brazing schools, and through formal apprenticeship programs. Courses in blueprint reading, shop mathematics, mechanical drawing, physics, chemistry, and metallurgy are helpful. An understanding of electricity also is helpful, and knowledge of computers is gaining importance as welding, soldering, and brazing machine operators become increasingly responsible for programming robots and other computer-controlled machines. Although many employers are willing to hire inexperienced entry-level workers and train them on the job, many prefer to hire workers who have been through some type of training program. Advancement usually leads to supervisory positions or to jobs with more desirable employers or that pay better.

Indeed Link to [Current Job Postings](#)

What It Pays

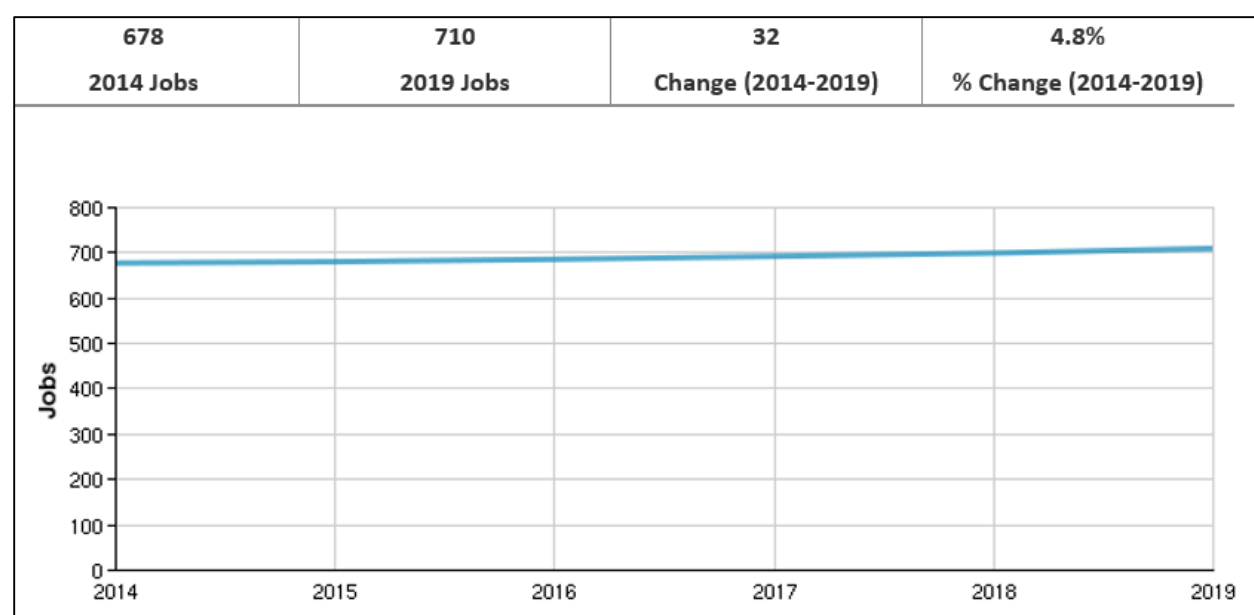
<i>Percentile:</i>	10th	25th	Median	75th	90th
Solano County:	\$15.74	\$20.89	\$32.57	\$40.93	\$43.98
Sonoma County:	\$13.57	\$16.42	\$20.58	\$26.61	\$32.33
Napa County:	\$9.27	\$15.69	\$18.21	\$24.45	\$28.98
Marin County:	\$11.07	\$12.49	\$16.53	\$25.33	\$31.95
Lake County:	\$13.91	\$16.16	\$18.07	\$21.51	\$33.34
North Bay Region:	\$13.71	\$17.56	\$23.97	\$30.91	\$35.81
California:	\$10.98	\$14.14	\$18.19	\$22.99	\$30.79



North Bay Region

Employment Statistics/Projections

	2014 Jobs	2019 Jobs	% Change 2014-19	New Jobs 2014-19	Replace- ment Jobs 2014-19
Solano County:	229	240	5%	11	29
Sonoma County:	329	339	3%	10	41
Napa County:	65	73	12%	8	8
Marin County:	44	47	7%	3	5
Lake County:	10	11	10%	1	<5
North Bay Region:	678	710	5%	32	86
California:	24,312	24,448	1%	136	3,224



North Bay Region

Job Market Outlook

Regional employment for this occupation is projected to grow 1% per year through 2019, slightly slower than the 1.2% average growth for all occupations. Napa County has the fastest projected growth rate for this occupation at 2.4%, while Sonoma County has the slowest projected growth rate at just about 0.6%. In addition to the projected net increase of about 30 new jobs for this occupation, worker replacement needs will add about 85 additional job openings through 2019. This should provide adequate job opportunities for most qualified job seekers who wish to enter this occupation.

Key Industries

Industry	Jobs in this Industry	% of Occupation in this Industry	% of Jobs in this Industry
Sheet Metal Work Manufacturing (332322)	35	5.2%	7.9%
Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance (811310)	31	4.6%	6.3%
Metal Tank (Heavy Gauge) Manufacturing (332420)	30	4.5%	14.2%
Framing Contractors (238130)	26	3.9%	2.6%
Metal Can Manufacturing (332431)	26	3.8%	8.2%

Most Important Knowledge, Skills and Abilities

- Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Operating Vehicles, Mechanized Devices, or Equipment - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- Inspecting Equipment, Structures, or Material - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Link to O*NET for a Detail Profile of this occupation's requirements and its related occupations:

<http://www.onetonline.org/link/details/11-3011.00>

Local Certificate and Degree Programs

Welding/Machine and Metals Technology:

- [College of Marin](#) - Certificate
- [Napa Valley College](#) - Certificate, Associate degree
- [Santa Rosa Junior College](#) - Certificate
- [Solano Community College](#) – Certificate, , Associate degree

Demographics for Welders, Cutters, Solderers, and Brazers

Gender		
Male	94%	<div></div>
Female	6%	<div></div>
Age		
14-18	0%	<div></div>
19-24	8%	<div></div>
25-44	51%	<div></div>
45-64	39%	<div></div>
65+	2%	<div></div>

Career Pathway Index to the Occupation Profiles

Career Pathway	Occupation Profile	Page
Agriculture, Food and Natural Resources	Environmental Science and Protection Technicians, Including Health	131
Architecture and Construction	Carpenters	47
Architecture and Construction	Cement Masons and Concrete Finishers	59
Architecture and Construction	Electrical Power-Line Installers and Repairers	119
Architecture and Construction	Painters, Construction and Maintenance	245
Arts, Audio/Video Technology and Communications	Telecommunications Line Installers and Repairers	293
Business, Management and Administration	Administrative Services Managers	5
Business, Management and Administration	Bookkeeping, Accounting, and Auditing Clerks	23
Business, Management and Administration	First-Line Supervisors of Office and Administrative Support Workers	155
Business, Management and Administration	Medical Secretaries	233
Business, Management and Administration	Personnel and Payroll Technicians	251
Education and Training	Preschool Teachers, Except Special Education	263
Finance	Bill and Account Collectors	17
Health Science	Certified Nurse Assistants (CNAs)	65
Health Science	Dental Assistants	101
Health Science	Dental Hygienists	107
Health Science	Emergency Medical Technicians and Paramedics	125
Health Science	Licensed Vocational Nurses (LVNs)	191
Health Science	Medical and Clinical Laboratory Technicians	215
Health Science	Medical Assistants	221
Health Science	Medical Records and Health Information Technicians	227
Health Science	Pharmacy Technicians	257
Health Science	Registered Nurses (RNs)	275
Hospitality and Tourism	Cooks, Restaurant	95
Hospitality and Tourism	First-Line Supervisors of Food Preparation and Serving Workers	149
Hospitality and Tourism	Food Service Managers	167
Hospitality and Tourism	Lodging Managers	197
Human Services	First-Line Supervisors of Personal Service Workers	161
Human Services	Preschool Teachers, Except Special Education	263
Human Services	Property, Real Estate, and Community Association Managers	269
Information Technology	Computer Network Support Specialists	77
Information Technology	Computer User Support Specialists	83
Law, Public Safety, Corrections and Security	Emergency Medical Technicians and Paramedics	125
Law, Public Safety, Corrections and Security	Firefighters	137
Law, Public Safety, Corrections and Security	First-Line Supervisors of Fire Fighting and Prevention Workers	143
Law, Public Safety, Corrections and Security	Law Enforcement Officers	185

Career Pathway	Occupation Profile	Page
Manufacturing	Cellar Workers	53
Manufacturing	Computer-Controlled Machine Tool Operators, Metal and Plastic	89
Manufacturing	Industrial Machinery Mechanics	173
Manufacturing	Inspectors, Testers, Sorters, Samplers, and Weighers	179
Manufacturing	Machinists	203
Manufacturing	Maintenance and Repair Workers, General	209
Manufacturing	Packaging and Filling Machine Operators and Tenders	239
Manufacturing	Team Assemblers	287
Manufacturing	Welders, Cutters, Solderers, and Brazers	299
Marketing, Sales and Service	Sales Representatives, Wholesale and Manufacturing	281
Science, Technology, Engineering and Mathematics	Chemical Technicians	71
Science, Technology, Engineering and Mathematics	Electrical and Electronics Engineering Technicians	113
Transportation, Distribution and Logistics	Automotive Service Technicians and Mechanics	11
Transportation, Distribution and Logistics	Bus and Truck Mechanics and Diesel Engine Specialists	29
Transportation, Distribution and Logistics	Bus Drivers, School or Special Client	35
Transportation, Distribution and Logistics	Bus Drivers, Transit and Intercity	41

Wine Industry: Career Pathways

The Wine Industry

The wine industry is officially defined by the North American Industry Classification System (NAICS) as *Establishments primarily engaged in one or more of the following:*

1. *Growing grapes and manufacturing wines and brandies*
2. *Manufacturing wines and brandies from grapes and other fruits grown elsewhere*
3. *Blending wines and brandies*

The wine industry is part of the manufacturing sector because the primary economic activity is to *manufacture* wine. The wine industry includes grape growers who make wine commercially, but it does not include grape growers who do not also make wine commercially. Such grape growers are instead classified as agricultural establishments (farms).

In the Greater North Bay Region, the wine industry has approximately 650 wineries and employs about 16,415 workers with average annual earnings of \$76,249. The average annual earnings, which includes all forms of compensation, are significantly higher than the average annual earnings for all industries (\$61,511), underscoring the importance of the wine industry and its economic contribution to the regional economy.

	Wineries	Winery Jobs	Avg. Earnings (Wineries)	All Industry Jobs	Avg. Earnings (All Industries)
Region	650	16,415	\$76,249	538,823	\$61,511
Solano	8	90	\$35,768	137,192	\$63,341
Sonoma	271	6,755	\$69,219	195,453	\$56,524
Napa	345	9,317	\$82,315	75,503	\$58,661
Marin	13	111	\$58,184	115,396	\$71,978
Lake	13	143	\$52,589	15,279	\$43,898

Source: EMSI (Economic Modeling Specialists Intl.)

The wine industry directly provides about 3% of all the jobs in the region. Due to the high multiplier effect, the wine industry also provides about 26,750 indirect jobs. These are jobs closely related to the wine industry, but jobs that wouldn't exist if not for the wine industry. In all, the wine industry is directly or indirectly providing about 43,000 jobs to the Greater North Bay Region's economy. That's 8% of all the jobs.

In Napa County, which has the highest percentage of wine-related jobs in the region, the wine industry directly provides 12% of the jobs. If you add the indirect jobs, the number increases to 26.5% of the jobs. That's a total of 20,000 jobs that are directly or indirectly provided by the wine industry.

At its heart, the wine industry is about growing grapes and making wine. Winemaking (aka Enology) is the study of making wine. Grape growing (aka Viticulture) is the study of growing grapes for winemaking.

Of course, not all wine is made from grapes, although grapes are most commonly used in the winemaking process - particularly among Napa and Sonoma wineries. But other fruits and plant parts, like flowers, can also be used to make wine. Examples of non-grape wines include strawberry wine, elderberry wine, blackberry wine, dandelion wine, and rosehip wine. In Hawaii, they even make wine from pineapples!

Wine is made through a process called fermentation. The process requires large amounts of fruit juice, or plant matter juice. Once the juice is extracted from the fruit, micro-organisms known as yeast convert the sugar in the juice to alcohol. This process typically takes several weeks or months. The wine is then aged in barrels and, finally, bottled and sold.

The Winemaker

Winemakers are responsible for making the wine in the same way as a head chef is responsible for the food served by a restaurant. He or she is also responsible – at least partly – for tending to the grapes during the growing and harvest seasons. This can include watering, feeding, training, and pruning the plants, as well as keeping pests away. A winemaker is also knowledgeable about which varieties of grapes grow best in certain types of soil and climates.

Grapes are typically harvested for winemaking during the late summer and early fall months. The fruit must be plucked from the vine at the right time in order to get the preferred taste and alcohol content desired by the winemaker. A winemaker will usually taste the fruit and test the sugar content of a few grapes several times before the harvest in order to determine when the rest of the grapes should be picked.

After the grapes are picked comes the crush. The crush is when the grapes are crushed and pressed to extract the juice. The juice is then allowed to set for several weeks or months to ferment. Yeast and sugar is often added to speed up the fermentation process. A fermentation lock allows gas to escape, but keeps harmful micro-organisms and debris from entering the mixture. During the fermentation process, the wine is often racked several times, which involves draining the liquid wine mixture away from the sediment that falls to the bottom of the fermentation tank.

While the wine is fermenting, the winemaker will check it periodically to determine the alcohol content. Frequent taste tests are done to ensure that only the highest quality wine is produced.

Finished wine is then transferred to barrels to age, which adds to the taste and body of the wine. It is then bottled and sealed before being sold.

The vast majority of winemakers have a college degree in enology and/or viticulture and many years of experience.

Winemakers in the North Bay Region earn an average salary of about \$95,000. Those who earn even more are generally also wine company presidents, vice presidents, CEOs or general managers.

The Assistant Winemaker

Assistant winemakers are like sous chefs in a restaurant; they do everything you would expect a head chef to do (and more), but they are second in charge. In a winery, the assistant winemaker is second in charge of the winemaking. Depending on the winery, some assistant winemakers have more responsibility than others. In a small winery, an assistant winemaker is likely to be a generalist who supervises the cellar workers, toils in the vineyard, and may even work in the tasting room.

Like winemakers, most assistant winemakers have a college degree in enology and/or viticulture and many years of experience.

Assistant winemakers in the North Bay Region earn an average salary of about \$78,000.

The Viticulturist

Viticulturists specialize in grape growing for the specific purpose of wine production. They plant new plants, water and fertilize the plants, and guard against pests and diseases. In smaller wineries, viticulturists may also be the vineyard manager, or the winemaker may serve as the viticulturist.

Like winemakers and assistant winemakers, most viticulturists have a college degree in enology and/or viticulture and many years of experience.

Viticulturists in the North Bay Region earn an average salary of about \$88,000.

The Vineyard Manager

Vineyard managers supervise and train employees, including seasonal labor and equipment operators. They also create a business plan for the vineyard, as well as a budget for materials, equipment, vines and labor. They keep records. And they work in collaboration with the viticulturist to make sure they are growing the best grapes possible.

Like winemakers and viticulturists, most vineyard managers have a college degree and many years of experience. Most common is a degree in enology, viticulture or agriculture.

Vineyard managers in the North Bay Region earn an average salary of about \$48,000.

The Cellar Master

Cellar masters, sometimes also called cellar managers or production managers, work with the winemaker to create wines that reflect his/her taste and style. They are responsible for all facets of wine production including ordering equipment and supplies such as tanks, barrels, gases, bottles and crates, and hiring, training and supervising cellar workers.

A college degree in enology is helpful but not essential. However, several years of experience as a cellar worker, including foreman experience, is generally required.

Cellar masters in the North Bay Region earn an average salary of about \$60,000.

The Cellar Foreman

Cellar foremen, sometimes also called team leaders or shift leaders, work directly under cellar masters in larger wineries and supervise the cellar workers in all facets of wine production.

A college degree in enology is helpful but not essential. However, several years of experience as a cellar worker is generally required.

Cellar foremen in the North Bay Region earn an average salary of about \$49,000.

The Cellar Worker

Cellar workers perform a wide range of tasks to assist in making wine, including cleaning the winery and its equipment. In small wineries, cellar workers are generalists; in large wineries, they may develop specialties.

A college degree is not necessary for cellar workers. However, most of the positions that cellar workers may advance to require a college degree in enology and/or viticulture.

Cellar workers in the North Bay Region earn an average salary of about \$31,000.

The Lab Manager and Lab Technician

Lab managers, sometimes also called quality assurance (QA) managers, direct functions in a wine processing laboratory including supervision of lab technicians, maintaining of lab records, and routine lab testing and analysis. The lab manager also oversees the laboratory equipment, handles new equipment purchasing, and keeps the equipment properly maintained.

A college degree in enology is usually required for both lab managers and lab technicians. However, a 2-year degree in winemaking from a community college is probably adequate for most jobs.

Lab managers in the North Bay Region earn an average salary of about \$65,000. Lab technicians earn an average salary of about \$37,000.

Other Jobs in the Wine Industry

	Education	Average Earnings
<i>Business & Financial Operations</i>		
Financial Manager	Bachelor's degree	\$62,000
Marketing Manager	Bachelor's degree	\$71,000
Marketing Specialist	Bachelor's degree	\$69,000
Accountant	Bachelor's degree	\$56,000
<i>Sales & Related</i>		
Tasting Room Staff/Sales, Sales Associate, and Wine Educator	High School	\$34,000
Sales Rep	High School	\$98,000
<i>Office & Admin Support</i>		
Office Manager	High School	\$64,000
Bookkeeper, Accounting Clerk, Accounts Receivable, Accounts Payable	High School	\$37,000 to \$41,000
Customer Service Representative (CSR)	High School	\$45,000
Admin Assistant	High School	\$41,000
<i>Agricultural Operations</i>		
Vineyard Foreman	High School	\$20,000 to \$60,000
Vineyard/Farm Worker	High School	\$20,000 to \$53,000
Equipment Operator	High School	\$20,000 to \$41,000
<i>Installation, Maintenance & Repair</i>		
Maintenance Supervisor/Maintenance Manager	High School	\$49,000 to \$62,000
Bottling Line Mechanic	High School	\$39,000
Maintenance Technician	High School	\$41,000
<i>Transportation & Material Moving</i>		
Stock Clerk, Warehouse Clerk, Fulfillment Clerk	High School	\$28,000 to \$35,000
Forklift Operator	High School	\$25,000
Truck Driver	High School	\$33,000

Sources:

Bryan Avila, Napa Valley Wineworks

Jim Cassio & Associates

SimplyHired.com (wage information)

EMSI (Economic Modeling Specialists Intl.)

Workforce Needs Assessment Results

Greater North Bay Region, 2014

A workforce needs assessment was conducted between February and May 2014 with businesses representing the priority industry sectors in the Greater North Bay region, including Marin, Sonoma, Solano, Napa and Lake Counties. A total of 173 employers representing nearly 24,000 employees participated in this needs assessment, which is presented in this report as qualitative information. The primary research method was telephone interviews supplemented by online surveys (depending on the preference of each employer).

Workforce Needs Assessment Participants by Industry and Area

2-3 Digit NAICS Industries	Area	Employers	Employees
11 Agriculture, Forestry, Fishing, and Hunting	Sonoma	7	377
23 Construction	Marin	4	134
311 Food Manufacturing	Sonoma	4	1,999
311 Food Manufacturing	Solano	2	412
311 Food Manufacturing	Napa	1	250
311 Food Manufacturing	Marin	2	50
3121 Beverage Manufacturing	Sonoma	1	400
3121 Beverage Manufacturing	Napa	5	768
3121 Beverage Manufacturing	Marin	1	85
3121 Beverage Manufacturing	Lake	8	118
31-33 Manufacturing (Other than food or beverage)	Sonoma	4	513
31-33 Manufacturing (Other than food or beverage)	Solano	7	598
42 Wholesale Trade	Marin	1	14
44-45 Retail Trade	Marin	2	451
48-49 Transportation and Warehousing	Solano	16	790
48-49 Transportation and Warehousing	Marin	2	33
51 Information	Marin	1	50
52 Finance and Insurance	Marin	3	787
54 Professional, Scientific and Technical Services	Sonoma	4	343
54 Professional, Scientific and Technical Services	Lake	1	30
55 Management of Companies and Enterprises	Marin	1	6
56 Admin and Support and Waste Mgmt and Remed. Svs.	Marin	1	60
621 Ambulatory Health Care Services	Sonoma	4	625
621 Ambulatory Health Care Services	Solano	1	200
621 Ambulatory Health Care Services	Napa	6	1,587
621 Ambulatory Health Care Services	Marin	2	1,970
621 Ambulatory Health Care Services	Lake	11	307
622 Hospitals	Sonoma	1	430
622 Hospitals	Solano	2	4,800
623 Nursing and Residential Care Facilities	Sonoma	1	170
623 Nursing and Residential Care Facilities	Solano	6	682
623 Nursing and Residential Care Facilities	Napa	3	338
623 Nursing and Residential Care Facilities	Marin	1	180
623 Nursing and Residential Care Facilities	Lake	5	163

2-3 Digit NAICS Industries – cont.	Area	Employers	Employees
624 Social Assistance	Sonoma	1	120
624 Social Assistance	Solano	1	49
624 Social Assistance	Marin	2	37
624 Social Assistance	Lake	2	194
71 Arts, Entertainment, and Recreation	Sonoma	5	498
71 Arts, Entertainment, and Recreation	Napa	2	97
71 Arts, Entertainment, and Recreation	Marin	2	166
71 Arts, Entertainment, and Recreation	Lake	3	21
721 Accommodation	Sonoma	3	357
721 Accommodation	Marin	2	51
721 Accommodation	Napa	7	792
721 Accommodation	Lake	3	26
722 Food Services and Drinking Places	Sonoma	3	300
722 Food Services and Drinking Places	Napa	2	659
722 Food Services and Drinking Places	Marin	3	185
722 Food Services and Drinking Places	Lake	7	577
92 Public Sector	Lake	1	43
Total		173	23,892

The industry sectors listed in this table are sectors that were identified by the workforce investment boards in each of the North Bay Counties as Priority Industry Sectors. One of our goals was to include at least one representative employer from each sector in the workforce needs assessment, but to also include additional employers from those sectors that represent substantial portions of the employment and potential employment in the region.

Beginning with “Assessment Part A,” each bullet represents the response of one employer within the specified industry.

Defining the term "work ethic"

Many of the employers who participated in our workforce needs assessment used the term "work ethic" to indicate that something important was lacking or needed in their job candidates or employees. Many other employers gave examples that were part of having a good or strong work ethic. For example, being: reliable; trustworthy; responsible; respectful; disciplined; hard-working; does good/quality work; takes initiative (as deemed appropriate); and works well as part of a team. When employers mentioned any of these types of qualities or characteristics, we inserted the term "strong work ethic."

Assessment Part A: What are your plans to run and grow your business in the next 2-5 years and what is your most significant barrier to achieving your goals?

Agriculture, Forestry, Fishing, and Hunting Industry

- They intend to keep growing. Field labor and water issues are a barrier.
- They are growing all the time - 10-15% annually. They need skilled maintenance mechanics & electricians who are familiar with the creamery business. There is a skilled labor shortage.
- Keep it the same. Water rights can be a problem.
- Stay the same - Stable workforce. No problems achieving their goals.
- They plan to remain the same. They have a stable workforce. Workers want too much money.
- They intend to grow. The labor shortage is the biggest problem.
- Remain the same. They hire seasonally & the lack of a skilled labor force is an issue. Water issues are a problem too.

Construction Industry

- Plan to expand more jobs.
- Busy now. Goal is to get below 40 employees.
- Stay the same; 20-30 hires a year.
- Stable

Food Manufacturing Industry

- Growing. It is expensive in California, so they are moving their expansion to New York.
- Not growing now, but it is their intention to grow. No known obstacles other than labor issues.
- Growing. Barrier includes getting qualified applicants.
- Growing. No problems at this time. They have a base of 70 very stable employees, and expand to 110 during their high season, then drop back to 70. In the future, if they get certain processing equipment, it will automate some of the processes & they expect to have less jobs to fill.
- Irons in the fires, but no set plans yet. Regulatory issues and healthcare are the biggest barriers.
- We've been the same size 1960, so we don't plan to grow, just remain stable.
- They are growing (not building). Barrier is that they can't find good mechanics.
- Plan to stay the same in Marin; maybe expand to Sonoma County someday.
- Hoping to grow; they just hired a couple of people.

Assessment Part A: What are your plans to run and grow your business in the next 2-5 years and what is your most significant barrier to achieving your goals? – cont.

Beverage Manufacturing Industry

- They intend to remain the same. They have trouble finding skilled maintenance mechanics.
- Plans to remain the same, but to recruit approx 50-60 people per year for on call jobs at 20-30 hours per week.
- Plans to grow: Renovating facility, increasing private tastings over 9,000 wine club members--more private venue for them and more staffing--qualified workers.
- Definitely not reducing jobs. Already built more office and storage in one location. Challenging for management re: employees, cashiers, customer service, cash handling.
- Plan to sell direct to consumers, invest in tasting room, build another tasting room, develop training programs; training developing staffing models in retaining employee turnover is one of the biggest charges.
- Plan to convert to direct to consumers; provide exceptional customer service and sales; wine tasting rooms, newsletters. Traffic is an issue.
- Plans are to grow slowly.
- They hope to expand and regrow; they reduced last year.
- They are running at maximum capacity and plan to remain the same.
- Plan to buy more property and expand vineyard.
- They hope to double in 5 years depending on sales and availability of quality suppliers.
- Plan to stay the same.
- Plan to stay the same.
- Plan to stay about the same. They hire a few seasonal workers Aug--Oct.
- Hope to maintain in regards to staff. Money is a barrier.
- Plans for the future: to stay the same.
- Plans for the organization: to expand sales--not expanding acreage or plant/vineyard.
- They plan to expand to a tasting room and have more wine making.

Assessment Part A: What are your plans to run and grow your business in the next 2-5 years and what is your most significant barrier to achieving your goals? – cont.

Manufacturing (Other than food or beverage) Industry

- Plan to grow & expand. It is hard to hold on to their labor force during harvest season. Their laborers can make more money working in the grape & marijuana industries than to stay with their 40-hour-a-week work schedule.
- Growth is likely. Their location is tough to attract experienced engineers to. They use temp services as well.
- Finding talented workers for both entry level, skilled and professional positions.
- We plan to increase our sales 50% in the next 5 years. This will be achieved via new product development, strategic acquisition. Barrier: Cash flow for new development and financing for acquisition will be most challenging.
- We're always growing as far as production and sales.
- Our business is based on refineries we work with having success. Plan to remain stable. Barriers are skilled labor retiring like machinists.
- Probably remain at the same employment level. No barriers, but we were just purchased by a large company, so the future is unclear.
- We have work for the next year and a half, and want to expand to some extent. Regulatory issues and competition are barriers; It's expensive to operate in California, and most of this type of work has left the state.
- We're on track for growth in business, but not growing in employees. Economy is our biggest barrier.
- We have 1% growth, the economy is a barrier.
- Want to grow because we're a global company and we've seen a considerable decline in our workforce in the last 5 years. Regulatory issues and competition are the biggest barriers.

Wholesale & Retail Trade Industry

- Plan to grow a sales force in SoCal, Sacramento & other larger Metropolitan areas. Barriers are finding qualified candidates & training them to specific company standards.
- They hire all the time within a budgeted amount that varies.
- Plan to stay the same.

Assessment Part A: What are your plans to run and grow your business in the next 2-5 years and what is your most significant barrier to achieving your goals? – cont.

Transportation and Warehousing

- Plans to grow.
- They intend to grow. Depends on the economy.
- Plan to remain about the same.
- They are growing, and are hiring now.
- They plan on steady-growth. They hire a lot of seasonal employees. Up to 50 or 60 jobs that are strictly seasonal.
- Plan to stay the same.
- Hoping to grow, but downsizing now.
- They have expanded already into other Northern California cities. Their expansion is to build buildings for storage, but that doesn't affect their numbers of employees since they use contractors for a lot of their business.
- Wants to grow. It is expected to be slow & steady. They work their own hours, and are very independent.
- Plans to stay the same.
- They expect to grow. They have recently gotten into logistics - warehouse distribution.
- Looking to grow. Barriers include economic factors.
- Plan to remain the same.
- Plan to remain the same.
- They hope to stay the same, but will probably shrink due to industry changes. They have 40% or more turnover each year.
- They are downsizing now.
- They would like to grow & add jobs. The economy will determine whether they do or not. They hope to add 9 jobs in the next 5 years.
- In the summer they get a seasonal increase. They are a family owned business.

Information Industry

- Downsizing in May 2014. They are losing their news copy desk to a remote location.

Finance and Insurance Industry

- We have plans for moderate growth. The ability to identify skilled talent is our most significant barrier. In our Marin headquarters the talent we have the most difficulty identifying and recruiting is: IT Solutions Engineers; Java and C Sharp programmers; IT Business Analysts; Enterprise Architects; Security Engineers; Project Managers; Financial Analysts, Specialists and Managers; Predictive Modelers; Actuaries; and Auditors.
- Have no plans to grow and they do not have any barriers in achieving their goals.
- No plan to grow. Barriers include cost of living.

Assessment Part A: What are your plans to run and grow your business in the next 2-5 years and what is your most significant barrier to achieving your goals? – cont.

Professional, Scientific and Technical Services Industry

- Possibly growing within 2 years with more staff. Barriers include a lack of contracts with the federal government.
- No plans to grow beyond the current level of employment.
- Plans to hire more staff. Barriers include recruiting efforts; time and training.
- Plan to increase revenue. Barriers include lack of sales.
- Growth of the organization depends on parents. Healthcare is highly regulated and in labs they're licensed now and can't be training on site and it's a barrier. An old program used to train locally to become licensed as phlebotomists but they no longer exist.

Management of Companies and Enterprises Industry

- We have plans to grow, and our growth hinges on general construction, and that's on the upswing.

Administrative and Support and Waste Management and Remediation Services Industry

- We are growing because of our reputation. Obamacare is a barrier and a big blow to us, and finding skilled employees is a barrier.

Assessment Part A: What are your plans to run and grow your business in the next 2-5 years and what is your most significant barrier to achieving your goals? – cont.

Ambulatory Health Care Services Industry

- Growing - finding licensed California clinical laboratory scientists.
- They plan to stay the same. They don't anticipate growing due to the availability of medical providers.
- They are growing. Been in business for 20 years. They just opened a new branch & plan expansion in the East Bay. Their difficulty is that there is a bunch of competition with 32 other home care companies within their immediate area.
- We are planning on purchasing a new territory, Solano County. Barriers include new labor laws, OT, 24 hour shifts.
- We're growing in every area. Nursing shortages are the biggest barrier.
- We continue to grow, but it's hard to find experienced RN's with acute care.
- New labor laws are a barrier, slowing our growth. And because of that, we will be looking to improve the quality of our workforce, limiting entry level CNA's and increase experienced employees.
- We will attract more bilingual staff to accommodate patients. Barriers are finding qualified staff and competing with the other larger companies that can pay more.
- Would like to find more non-hospital and non-emergency work. Barriers are regulatory issues, and some issues are financial.
- Expecting 10% annual growth, partly due to an aging population.
- We are a franchise and corporate office is very aggressive in training and staying on top of new trends in medical industry and with marketing on TV. Barrier includes the fact that we are all competing for the same good employees.
- New emergency room will have more bays, and home health care is expanding.
- Hoping to increase our workforce by 30%, business by 20%. Barriers are finding a good workforce in Marin County that is interested and qualified to do the care-giving job for the amount of money that can be paid.
- We are at 90% capacity and can only grow another 10%. Finding qualified support staff is a barrier.
- They are planning/hoping to expand with more RNs, LVNs, and home health aides. Barrier is that they can't hire new graduates for hospice work - as they now need 5 years of previous experience.
- We plan to expand our client base. Barrier includes hiring qualified caregivers, and the business is dependent on the influx of an aging society.
- Their plans are to remain stable.
- Looking at 5% growth due to more patients.
- Plan is to add more staff and to find more mid-level providers such as nurse practitioners. Hiring physician assistants is a barrier because we have postings and no one applies.
- Their plan is to expand in Mendocino and Lake Counties. Staffing is a barrier, as they can't find permanent staffing within a certain healthcare discipline.
- Plan to keep employment level the same; no growth planned. Barriers are regulatory issues, no start-up capital for a needed treatment program in the county.
- New patients will help us grow, that is what they are planning/hoping on. Not a lot of growth in their town itself, which is a barrier.
- Plan is to remain stable with no growth. Obamacare is barrier.

Assessment Part A: What are your plans to run and grow your business in the next 2-5 years and what is your most significant barrier to achieving your goals? – cont.

Hospitals Industry

- They plan to grow while being forced to downsize. Significant problems are competing with Kaiser, and getting enough physician referrals. They need to downsize and grow at the same time, which is difficult.
- Plan to add new services.
- Plan to add more employees. No barriers anticipated.

Nursing and Residential Care Facilities Industry

- They just merged with one of their competitors. They intend to grow.
- No plans to grow the organization.
- Plan to stay the same.
- No plans to grow.
- Plan to stay the same as they have no room for expansion.
- Company plans to slightly increase staff to meet the demand over the next 2-5 years.
- Merging with another organization. However, no plans to expand.
- Plan to maintain business as usual.
- Growth planned so they can add 1 or 2 patients and growing into a sub-acute care and Medicare facility. Barriers would be insurance/ payer sources changing due to Obamacare.
- Plan to keep people aware of us and fill vacancies. Barrier is price point.
- We have plans to remain stable. Barriers are government regulations, and payments.
- Plan to grow. A barrier is 1 hospital in the area for 3 skilled nursing facilities.
- We want to expand our open hours. Barriers are staffing because it's hard to get people to move to our (rural) area.
- They're moving to a larger location. The barrier is finding licensed physical therapists in Lake County.
- Plan is to remain stable. No barriers except for Obamacare.
- They are stable, no growth. No barriers, they're a very small company and plan to keep it that way.

Social Assistance Industry

- Remain the same. They have some group homes that get smaller, some that grow. Mostly their growth depends on the state budget.
- Hoping to grow, but there's no funding for growth.
- High costs of doing business; medical coverage, rent, permits, daily expenses.
- We want to start a preschool program, so that will help us grow. No barriers except for money, which we'll get through grants.
- Continue to expand to meet the needs of the Affordable Care Act. Barriers are finding qualified staff, especially for the higher level positions.
- We're recruiting more certificate homes and want to double our roster in the next 2 years. To find qualified foster parents is a barrier.

Assessment Part A: What are your plans to run and grow your business in the next 2-5 years and what is your most significant barrier to achieving your goals? – cont.

Arts, Entertainment, and Recreation Industry

- We will be adding to our staff.
- No plans to grow. Our barrier is our need for better transportation, bus systems.
- Moderate growth expected, 3-5%.
- No plans to grow or expand. They adjust staff seasonally. Their difficulty is finding people available for part time employment.
- Plan to stay the same.
- Broadening product base with new membership availability. Barrier is golf stats have dropped 20% since 2008. That hasn't turned around.
- Just signed long term lease with the county, and the 1st phase will include funds for the property which will grow our business. We also invested in a banquet facility on site. Barriers include the weather, the local economy, and local competition.
- We are always looking at innovative ways to expand and grow, and visitation numbers are up. No barriers.
- We plan to get more business from current customers, and with better and improved quality. Barriers are lazy workers, expensive rent for workers in area, and employee work ethics.
- We're counting on new business, and we've added staff and new products and services recently. The drought is a barrier.
- Stay stable, and try not to close. Golfing is cutting back in areas everywhere. Barriers are getting younger people to play.
- Plan to maintain stable clientele, and we continue to grow because we offer services that aren't offered in the rest of the county. We'd like to recruit more youth members, and that would be our only barrier.

Accommodation Industry

- Adding more staff. Barriers include finding qualified people.
- They have plans to grow their business.
- Plan to stay the same.
- We're an international hotel, and we have a lot of marketing. Any new competition that gets built nearby would be a barrier, but so far we haven't had to worry about that.
- We are making a lot of sales calls in and outside the area to get customers to come to Marin County, and we see a lot of nursing, construction, and commerce customers.
- Business as usual, no changes. Barrier includes a lack of talent for the skilled positions, due to competition.
- We plan to maintain our position in the market, and continue to grow.
- Plan to remain stable.
- We just remodeled, so we can enhance our product. Barriers are competitive wages in the area.
- We just completed an upgrade and renovation, and we might add more guest rooms in the next 2-5 years.
- They're a five star hotel, and will grow in business because of that.
- Plan to grow the business from word of mouth. Barrier includes competition.
- Since 2009, they have been renovating with new paint and remodeling rooms. Barriers include on time employees during the winter months and a lack of money for renovation work.
- Plan to keep the place open. There are no barriers for there is a steady stream of clients already.
- We plan to remain stable, and our barriers are finding experienced and qualified people.

Assessment Part A: What are your plans to run and grow your business in the next 2-5 years and what is your most significant barrier to achieving your goals? – cont.

Food Services and Drinking Places Industry

- Plan to stay the same. They have seasonal employment, April to October.
- Plan to retain staff. Barriers include the economy.
- Plan is to increase revenue. Barriers include the economy.
- Not expanding in Yountville; looking at lower east coast. They plan to hire internally first.
- Plan to stay the same.
- We started a seasonal menu to see if the public responds, and hope to grow clientele that way. We plan to have a new menu for each season now. We've been up in sales, but barrier is being close in proximity to other competition and other Chinese restaurants.
- We've been around for 35 years, and will continue to offer the programs that keep people coming back.
- We've added a banquet room which will grow our business. Constant growth for the last four years with no barriers.
- We'd like to expand in the coming years. Finding employees that can pass a background check and drug test is a barrier.
- Plan to remain stable, but we'd like to grow. It depends on the economy, which is a barrier.
- We're adding new staff to expand our roster of employees, and we also offer services that are unique to our business. No barriers, except that we're slow in the winter.
- They expect to get busy in the next 2-5 years; there are not any barriers.
- Offer great food and service at reasonable prices. That will help us grow. The look and smell of the lake stops tourists from coming in, and that's a barrier.
- We are updating our menu and marketing. No barriers because we're seeing the economy improve.
- They are in the process of changing to a new BBQ. No barriers except for money.

Public Sector

- Moving forward there are two options for us: 1--recruiting new and experienced workers, mostly from other states; 2--add new RN grads and invest in their training and salaries.

Assessment Part B: About how many employees do you expect to have working:

- 6 months from now
- 1 year from now
- 3 years from now

Industry Employment & Growth Plans	Current Jobs	In six months	In one year	In three years	# Change	% Change
Agriculture, Forestry, Fishing, and Hunting						
Sonoma:	376	390	310	320	-56	-15%
Construction						
Marin:	134	143	152	152	18	13%
Food Manufacturing						
Sonoma:	1,999	2,089	2,059	2,079	80	4%
Solano:	412	600	412	412	0	0%
Napa:	-	-	-	-	-	-
Marin:	50	57	57	57	0	0%
Beverage Manufacturing						
Sonoma:	-	-	-	-	-	-
Napa:	768	807	848	986	218	28%
Marin:	-	-	-	-	-	-
Lake:	118	117	118	123	5	4%
Manufacturing (Other than food or bev)						
Sonoma:	513	573	580	591	78	15%
Solano:	598	627	627	632	34	6%
Wholesale Trade						
Marin:	-	-	-	-	-	-
Retail Trade						
Marin:	451	451	451	451	0	0%
Transportation and Warehousing						
Solano:	790	902	890	909	119	15%
Marin:	33	43	35	41	8	24%
Information						
Marin:	-	-	-	-	-	-
Finance and Insurance						
Marin:	787	787	796	796	9	1%
Professional, Scientific and Tech Services						
Sonoma:	343	343	343	343	0	0%
Napa:	-	-	-	-	-	-
Lake:	-	-	-	-	-	-
Mgmt of Companies and Enterprises						
Marin:	-	-	-	-	-	-
Admin and Support and Waste Mgmt						
Marin:	-	-	-	-	-	-
Ambulatory Health Care Services						
Sonoma:	625	680	730	820	195	31%
Solano:	-	-	-	-	-	-
Napa:	1,587	1,617	1,662	1,720	133	8%
Marin:	1,970	2,010	2,010	2,010	40	2%
Lake:	307	329	340	375	68	22%
Hospitals						
Sonoma:	-	-	-	-	-	-
Solano:	4,800	4,800	4,600	4,600	-200	-4%
Napa:	-	-	-	-	-	-
Marin:	-	-	-	-	-	-

Lake:	-	-	-	-	-	-
Nursing and Residential Care Facilities						
Sonoma:	-	-	-	-	-	-
Solano:	682	682	693	705	23	3%
Napa:	518	525	525	525	7	1%
Marin:	-	-	-	-	-	-
Lake:	163	171	178	179	16	10%
Social Assistance						
Sonoma:	-	-	-	-	-	-
Solano:	-	-	-	-	-	-
Napa:	-	-	-	-	-	-
Marin:	37	37	45	45	8	22%
Lake:	194	199	216	227	33	2%
Arts, Entertainment, and Recreation						
Sonoma:	498	583	588	588	90	18%
Napa:	97	122	97	97	0	0%
Marin:	166	181	166	166	0	0%
Lake:	21	26	21	28	7	33%
Accommodation						
Sonoma:	357	367	357	357	0	0%
Napa:	792	839	792	809	17	2%
Marin:	51	58	51	51	0	0%
Lake:	26	30	26	26	0	0%
Food Services and Drinking Places						
Sonoma:	300	303	302	304	4	1%
Napa:	659	684	689	689	30	5%
Marin:	185	200	187	205	20	11%
Lake:	577	607	595	618	41	7%
Public Sector						
Lake:	-	-	-	-	-	-

Industries with only one employer reporting are not included in this table due to confidentiality requirements.

Note that the data in the table above cannot be used to estimate overall employment by industry or area because the data only reflect the surveys that were conducted as part of the needs assessment. For industry-wide employment estimates, please refer to the **Industry & Occupational Employment Projections** report, which is a supplement to the **Occupational Outlook Report**. The supplementary report includes nearly 300 pages of comprehensive industry and occupational employment projections.

Assessment Part C: If you are projecting an increase in your number of employees, what jobs will make up the most new positions over the next 3 years and how many of those new jobs do you expect to create?

Agriculture, Forestry, Fishing, and Hunting Industry

- Cheese Plant Operator
- Cheese Work Production (4)
- Field Laborers (65)
- Field Workers (10)
- Grape Pickers & Pruners (15)
- Harvest Workers (15)
- Maintenance (4)
- Maintenance Manager
- Pasteurizer/Sanitation (4)
- Warehouse Workers (4)
- Yogurt Line Operator (4)

Construction Industry

- Carpentry
- Concrete
- Construction Managers (5)
- Landscape
- Project Managers (5)
- Skilled Carpenters (10)

Food Manufacturing Industry

- AP/AR
- Basket Assembly (33)
- Cashiers (2)
- Cheesecake Production Workers (2)
- Cooks (2)
- Customer Service (2)
- Drivers (5)
- Feed Mills
- Hatchery
- HR (2)
- Human Resources
- IT (7)
- Managers
- Marketing (2)
- Mechanics
- Mechanics
- Office/Admin
- Packers (70)
- Production
- Production Line
- Production Line Workers
- Production Line Workers (40)
- Production, High Level
- Production Workers, Entry (40)
- Purchasing
- Restaurant Supervisors
- Restaurant Workers
- Sales (2)
- Sales Staff
- Store Clerk (10)
- Supervisors
- Warehouse Workers
- Warehousing
- Weighers (35)

Beverage Manufacturing Industry

- Accounting
- Bottling Line and Quality Control (3)
- Cashiers (8)
- Cellar Worker (5)
- Combination Labor and Cellar Staff (2)
- Farm Laborer
- Financial Planning Analyst
- Hospitality (55)
- Hospitality Staff Management (5)
- Hospitality Staff, Tasting Room (13)
- Hospitality Tasting Room (2)
- Manufacturing, Seasonal (Feb-Nov)
- Post Production (cellar, bottling) (2)
- Pricing Analyst (3)
- Sales (4)
- Sales Position
- Selling Staff
- Tasting Room Associate
- Tasting Room Sales Staff (8)
- Tasting Room Staff
- Technology (4)
- Wine Club Staffing (10)
- Wine Educators (7)

Assessment Part C: If you are projecting an increase in your number of employees, what jobs will make up the most new positions over the next 3 years and how many of those new jobs do you expect to create? – cont.

Manufacturing (Other than food or beverage) Industry

- Engineering (2)
- Ingot Processors (9)
- Inspectors
- Laborers (33)
- Machine Operators
- Management (3)
- Manufacturing
- Sales (12)
- Sales Manager
- Welder/Fitter (25)
- Welders/Fabricators (15)

Wholesale & Retail Trade Industry

- Sales
- Sales Force (7)
- Support

Transportation and Warehousing Industry

- Claims Dept. & Evaluation (3)
- Clerical (3)
- Coordinating
- Dispatchers (2)
- Drivers
- Drivers
- Drivers (13)
- Drivers, Commercial
- Drivers, Tanker (27)
- Drivers, Trailer (27)
- Material Handlers (4)
- Mechanics
- Mechanics (2)
- Movers (4)
- Movers (9)
- Office Positions (3)
- Office/Admin
- Package Handlers
- Sales (2)
- Sales Assistants (2)
- Telemarketing (3)

Finance and Insurance Industry

- Analysts (19)
- Architects (19)
- Customer Service (3)
- Finance Professionals (39)
- IT Solutions Engineers (19)
- Programmers (19)

Professional, Scientific and Technical Services Industry

- Clerical (2)
- Engineers
- Phlebotomists
- Production Technicians
- Research and Development

Administrative and Support and Waste Management and Remediation Services Industry

- Building Maintenance Engineer (1)
- Building Maintenance Technician (4)

Assessment Part C: If you are projecting an increase in your number of employees, what jobs will make up the most new positions over the next 3 years and how many of those new jobs do you expect to create? – cont.

Ambulatory Health Care Services Industry

- Administrative Staff (5)
- Caregivers (100)
- Caregivers (16)
- Caregivers (30)
- Caregivers (36)
- Caregivers (40)
- Caregivers (60)
- Certified Hemodialysis Tech (3)
- Client Care Coordinator
- Client Care Manager
- CNA
- CNA (2)
- CNA (20)
- Dental Assistant, Registered (5)
- Dental Hygienist
- Dental Hygienist, Assistant
- Dentist (2)
- Dietician (2)
- EMT (10)
- Front 2nd Manager
- General Practitioner
- Home Health Aide
- Home Health Aide
- Hospice Aide (Home Health)
- HR Manager
- Lab Assistants, Production, Entry Level (24)
- Lab Directors, PhD Level (2)
- Lab Techs, Licensed, Upper Level (4)
- LVN
- LVN (3)
- Medical Admin (4)
- Medical Assistant
- Medical Coder
- Medical Office Staff (2)
- Medical Records
- Nurse Assistants, Non Certified (5)
- Occupational Therapist (2)
- Office Staff (4)
- Paramedics (10)
- Patient Care Technician (30)
- Physical Therapist (2)
- Receptionist (3)
- Recruiter
- RN (1)
- RN (10)
- RN (2)
- RN (2)
- RN (3)
- Scheduler
- Social Worker (2)
- Social Worker MSW
- Speech Therapist
- Supervisor (3)

Hospitals Industry

- Adult Medicine
- Clinical Social Workers
- Hospital Staff
- IT (3)
- Nurses
- Nursing
- Psychiatric Workers, Licensed
- Psychologists

Nursing and Residential Care Facilities Industry

- Caregivers (4)
- Caregivers (6)
- Charge Nurse
- CNA (5)
- CNA (7)
- Housekeeper (5)
- LVN (7)
- Medical Assistant
- Medical Office Staff
- Nurse Supervisor (4)
- Physical Therapists (2)
- Respiratory Therapist
- RN (10)
- RN (7)
- Sonographer/Cardiology Tech
- Unit Manager

Assessment Part C: If you are projecting an increase in your number of employees, what jobs will make up the most new positions over the next 3 years and how many of those new jobs do you expect to create? – cont.

Social Assistance Industry

- Accounting Tech
- Direct Service Providers
- Eligibility Supervisor
- Eligibility Worker (7)
- Employment and Training Worker
- Info Systems Tech (3)
- Lead Teacher
- Office Assistant (8)
- Preschool Aide
- Preschool Director
- Preschool Teacher
- Secretary
- Social Worker
- Social Worker (7)
- Student Interns (10)
- Transporter (3)

Arts, Entertainment, and Recreation Industry

- Bartenders (2)
- Bussers (3)
- Cart Fleet Manager
- Cart Staff (9)
- Clerical (3)
- Counter Staff
- Golf Instructor
- Grounds Crew (2)
- Grounds Keeper (2)
- Grounds Keepers (3)
- Grounds Keepers (5)
- Housekeeping (3)
- Instructor
- Laborers, Golf Course (5)
- Lifeguards (5)
- Outside Service (2)
- Pool Servers (4)
- Pro Shop Attendant (3)
- Pro Shop Counter (5)
- Pro Staff (2)
- Restaurant Servers (6)
- Sailing Instructor (15)
- Service Staff (3)
- Spot Waterers (3)
- Swim Director
- Tennis Camp Counselors (2)

Accommodation Industry

- Administration Office Staff (3)
- Bell Staff (2)
- Cook (2)
- Food and Beverage
- Food Service
- Front Desk
- Front Desk
- Front Desk (2)
- Front Desk (2)
- Front Desk, Relief
- Front Office (4)
- Hospitality
- Housekeeper
- Housekeeper (3)
- Housekeeper (5)
- Housekeeper (8)
- Housekeeper (2)
- Housekeeper (2)
- Housekeeping
- Housekeeping (2)
- Housekeeping Aide
- Maid
- Maintenance (3)
- Office
- Pool Attendant (5)
- Pool Server (5)
- Pool Worker (10)
- Reservation Coordinator
- Restaurant
- Server

Assessment Part C: If you are projecting an increase in your number of employees, what jobs will make up the most new positions over the next 3 years and how many of those new jobs do you expect to create? – cont.

Food Services and Drinking Places Industry

- Accounting, General (2)
- Back Waiter (7)
- Bartender
- Bartenders (2)
- Bussers (4)
- Bussers (6)
- Cashier
- Cook
- Cooks (2)
- Cooks (3)
- Cooks (4)
- Culinary (10)
- Dealers
- Dealers (4)
- Dishwasher
- Dishwashers (4)
- Floaters (Housekeeping/Food and Bev/Events) (4)
- Food and Beverage (8)
- Front Desk (2)
- Gaming Supervisors
- Host (2)
- Hostess
- Hostesses (4)
- Hotel Front Desk (3)
- Hotel Housekeeper (3)
- Housekeepers (4)
- Housekeeping
- Pizza Delivery
- Pizza Maker
- Prep Cook
- Prep Cook
- Runners (6)
- Servers
- Servers (10)
- Servers (2)
- Servers (4)
- Servers (5)
- Servers (6)
- Slot Technicians (4)
- Wait Staff (5)
- Waiters (2)

Assessment Part D: If you expect any of your current employees to retire or leave your organization over the next 3 years, for what jobs do you expect to hire the most replacement workers and how many replacements do you expect to hire?

Agriculture, Forestry, Fishing, and Hunting Industry

- Harvest Workers (10)
- Pruning Workers (4)
- Tasting Room Staff (3)
- Vineyard Monitoring
- Vineyard Workers (2)
- Vineyard Workers (4)

Food Manufacturing Industry

- Basket Assembly (15)
- Drivers (10)
- Management Personnel (2)
- Mechanic (8)
- Packers (15)
- Processing
- Production Workers
- Production Workers (60)
- Production Workers, Entry (40)
- Sales (3)
- Skilled Production Worker (10)
- Store Clerks (30)
- Store Supervisor
- Warehousing
- Weighers (15)

Beverage Manufacturing Industry

- Bottling Line Mechanics (5)
- Bottling Line Workers (10)
- Cashiers (8)
- Cellar Position
- Culinary
- Production
- Sales
- Sales
- Sales Clerks (7)
- Seasonal Cellar Help
- Tasting Room
- Tasting Room Associate
- Tasting Room Associate
- Tasting Room Sales Staff (8)
- Tour Guides (7)
- Tours
- Vineyard Workers (4)
- Wine Educator (3)
- Winemaker

Manufacturing (Other than food or beverage) Industry

- Assembly Worker (13)
- CFO
- CNC Operator (9)
- Engineer (2)
- Machine Operator
- Machinist
- Machinist (2)
- Machinist (3)
- Management
- Manufacturing
- Production Workers (7)
- Shop Helper (20)
- Various (3)
- Warehouse (6)
- Welder/Fitter (15)
- Welders (5)

Wholesale & Retail Trade Industry

- Carwasher
- Sales
- Sales
- Sales
- Sales
- Tech

Assessment Part D: If you expect any of your current employees to retire or leave your organization over the next 3 years, for what jobs do you expect to hire the most replacement workers and how many replacements do you expect to hire? – cont.

Transportation and Warehousing Industry

- Admin Assistant
- Billing
- Carriers (1)
- City Carrier
- Dispatchers
- Drivers
- Drivers (3)
- Drivers (3)
- Drivers (6)
- Package Handlers
- Sales
- Telemarketing (2)
- Tow Truck Drivers (2)

Finance and Insurance Industry

- Customer Service (3)
- Personal Bankers (3)
- Tellers (3)

Professional, Scientific and Technical Services Industry

- Admin. Specialist
- Professor
- Programmer

Administrative and Support and Waste Management and Remediation Services Industry

- Building Maintenance Engineer (3)
- Building Maintenance Technician (10)

Assessment Part D: If you expect any of your current employees to retire or leave your organization over the next 3 years, for what jobs do you expect to hire the most replacement workers and how many replacements do you expect to hire? – cont.

Ambulatory Health Care Services Industry

- CNA
- CNA
- CNA (105)
- CNA (150)
- Diabetes - Registered Dietitian
- Dietician (2)
- Dietitian
- EMT (18)
- Environmental Tech
- Front Office
- General Practitioner
- Home Health Aide
- Home Health Aids
- Lab Assistants, Entry Level (60)
- LVN
- LVN
- Management
- Medical Assistant
- Medical Assistant
- Medical Assistants
- Medical Clerk
- Medical Office Assistant
- Nurse Assistant, Non-Certified (25)
- Nurse Practitioner
- Occupational Therapist
- Paramedics (10)
- Patient Care Technician (30)
- Personal Caregiver (30)
- Personal Caregivers (250)
- Personal Caregivers (30)
- Personal Caregivers (30)
- Personal Caregivers (50)
- Personal Caregivers w/CNA cert.
- Physical Therapist (2)
- RDAs
- Receptionist (2)
- RN
- RN
- RN (10)
- RN (100)
- RN (4)
- Social Worker (2)
- Social Worker (LCSW)
- Speech Therapist
- Stenographer
- Supervisors (2)
- Technical Support (Lab)
- Technician
- Transcriber

Hospitals Industry

- Clinical Social Workers (10)
- Licensed Psychiatric Workers (10)
- Psychologists (10)
- Register Nurses (8)
- Registered Nurses (10)
- Various Titles (264)

Assessment Part D: If you expect any of your current employees to retire or leave your organization over the next 3 years, for what jobs do you expect to hire the most replacement workers and how many replacements do you expect to hire? – cont.

Nursing and Residential Care Facilities Industry

- Bus Driver
- Charge Nurse (10)
- Chef
- CNA
- CNA (3)
- CNA (35)
- CNA (40)
- CNA (50)
- Dining Dept. Workers (2)
- Dining Room Servers
- Housekeepers
- Housekeepers
- Housekeeping (3)
- Kitchen Help
- LVN (15)
- LVN (20)
- LVN (5)
- LVNs
- Medical Office Staff
- Medical Tech (15)
- Mental Health Workers
- Nurse Supervisor (5)
- Nurses (35)
- Personal Caregivers (25)
- Personal Caregivers (3)
- Physical Therapist
- Psychiatric Technicians, Licensed
- Receptionist
- Respiratory Therapist (2)
- RN (10)
- RN (35)
- RN (5)
- RNs
- Servers (15)
- Sonographer/Cardiology Tech
- Unit Manager
- Wait Staff

Social Assistance Industry

- Afterschool Teacher (2)
- Eligibility Worker (18)
- Group Home Counselors (30)
- Office Assistant (9)
- Office Manager
- Social Worker (12)
- Student Staff (20)

Arts, Entertainment, and Recreation Industry

- Childcare
- Cooks (3)
- Counter Staff (3)
- Fitness Instructor (2)
- Front Desk (3)
- Golf Cart Staff (9)
- Golf Course Grounds Crew (2)
- Golf Course Laborers (5)
- Golf Pro Shop Attendant (2)
- Golf Pro Shop Staff
- Grounds Keeper
- Head Engineer
- Housekeeping (2)
- Housekeeping (3)
- Instructor (3)
- Management (3)
- Mechanics (5)
- Outside Service (3)
- Personal Trainer (2)
- Restaurant Manager
- Server (3)
- Servers (3)
- Service Desk (2)

Assessment Part D: If you expect any of your current employees to retire or leave your organization over the next 3 years, for what jobs do you expect to hire the most replacement workers and how many replacements do you expect to hire? – cont.

Accommodation Industry

- Administration Office Staff (10)
- Bell Staff (2)
- Bell Staff (3)
- Busser (3)
- Cook (3)
- Engineers
- Facialist (4)
- Finance
- Food and Beverage
- Front Desk
- Front Desk
- Front Desk (12)
- Front Desk (2)
- Front Desk (3)
- Front Desk (4)
- Front Desk (6)
- Front Office
- Housekeeper (12)
- Housekeeper (25)
- Housekeeper (3)
- Housekeeper (4)
- Housekeeper (5)
- Housekeepers (2)
- Housekeeping
- Housekeeping
- Housekeeping Aid
- Maid
- Maintenance
- Massage (4)
- Reservation Coordinator
- Restaurant
- Restaurant (5)
- Server (6)
- SPA (5)
- Various Positions (54)

Assessment Part D: If you expect any of your current employees to retire or leave your organization over the next 3 years, for what jobs do you expect to hire the most replacement workers and how many replacements do you expect to hire? – cont.

Food Services and Drinking Places Industry

- Back Waiter (7)
- Bakery
- Bartenders (3)
- Bartenders (5)
- Bartenders (5)
- Bartenders (6)
- Busser (10)
- Bussers
- Bussers (3)
- Cashiers (6)
- Chef (2)
- Conference Host (4)
- Controller
- Cooks
- Cooks
- Cooks (15)
- Cooks (5)
- Dealers (2)
- Dealers (6)
- Dishwasher (2)
- Dishwasher (2)
- Dishwashers
- Dishwashers
- Dishwashers
- Dishwashers
- Dishwashers (3)
- Food and Beverage (27)
- Food Prep
- Front Desk (9)
- Gaming Supervisor (5)
- General Accounting
- Host (5)
- Hostess (2)
- Hostesses
- Hotel Front Desk (4)
- Hotel Housekeeper (10)
- Housekeepers (5)
- Housekeeping (9)
- Janitor/Facilities Worker (3)
- Kitchen Assistant (4)
- Kitchen Employees
- Line Cook (5)
- Line Cooks (3)
- Line Servers
- Prep Cook (2)
- Prep Cook (5)
- Server (2)
- Server (20)
- Servers
- Servers
- Servers
- Servers (10)
- Servers (17)
- Servers (3)
- Slot Technicians (2)
- Various Positions (22)
- Wait Staff (2)
- Waiters (12)

Public Sector

- RN / Public Health Nurse (6)

Assessment Part E: For what jobs do you have significant difficulty finding qualified applicants?

This is a key question in a workforce needs assessment because it a) directly indicates the workforce needs of our employers, and b) provides data on the relationship between occupational supply and demand.

Occupational employment projections, in contrast, do not indicate occupational supply and demand as they can only identify occupations that will be in demand due to new job openings (from growth) or replacement jobs (the result of workers leaving the occupation or labor force). Knowing that certain occupations are in-demand is important, but that still doesn't necessarily indicate the presence of skilled labor shortages, skill gaps, or training program deficiencies.

Attempts to compare numbers from occupational employment projections with numbers from education/training program statistics also offer an incomplete picture of supply and demand due to incomplete labor supply data.

But when employers indicate that they are having significant difficulty finding qualified applicants for certain types of jobs, it tells us of possible supply and demand imbalances. This survey data, therefore, when carefully analyzed, can provide a relatively reliable assessment of occupational supply and demand.

Agriculture, Forestry, Fishing, and Hunting Industry

- Cheese Plant Manager
- Cheesemaker (experienced)
- Drivers (valid license & tractor skills)
- Field Workers (properly documented)
- Field Workers (skilled labor)
- Groundskeepers
- Harvest Workers (skilled labor)
- Laborers
- Laborers
- Maintenance Manager
- Maintenance Mechanic
- Management (Bilingual)
- Pruning, thinning, suckering
- Vineyard Workers

Construction Industry

- Carpenters
- Construction Manager
- Dump Truck Driver (good driving record)
- Laborers (entry level)
- Pool Maintenance
- Project Manager

Food Manufacturing Industry

- Cashiers
- Catering Help
- Finance/Accounting (all levels)
- High Tech Processors
- Maintenance/Equipment Repair
- Mascot Entertainer (undesirable shifts, unattractive job)
- Mechanic (manufacturing experience)
- Mechanics
- Mechanics (2nd & 3rd shifts)
- Production Line Workers (rotating shifts)
- Production Workers (pasteurization knowledge)

Assessment Part E: For what jobs do you have significant difficulty finding qualified applicants? – cont.

Beverage Manufacturing Industry

- Bartender (experienced in hospitality field)
- Cashier (cash handling skills)
- Cellar Master
- Customer Service (basic customer service skills)
- Gardeners
- Hospitality
- Hospitality Workers
- Housekeeping (rotating shifts)
- Lodging Accommodations/Guest Services (customer service experience)
- Manager (wine sales experience)
- Office Support
- Office Support (accounting background and winery experience)
- Restaurant Workers (experienced and with wine knowledge)
- Sales (refined sales skills)
- Security (rotating shifts)
- Servers (experienced in hospitality field)
- Skilled Bottling Line Mechanics (experienced)
- Tasting Room
- Tasting Room
- Tasting Room Associates
- Technical Support (Excel analytics, PowerPoint, Outlook and Word, all at an advanced level)
- Vineyard Workers
- Vineyard Workers (properly documented)
- Wine Educators (luxury brand sales experience)
- Winemaker (degree in Enology)

Manufacturing (Other than food or beverage) Industry

- Benchman (skilled)
- Customer Service (with paper and digital customer service skills)
- Engineer (experienced)
- Engineer (steel fabrication experience)
- Forklift Driver (experienced and with certification)
- Head Rig Operator (skilled)
- Machinist
- Machinist
- Machinists
- Medical Device Engineer
- Millwright (skilled)
- Planer/Sawyer (skilled)
- Software Engineer
- Welder (experienced)
- Welder/Fitter
- Welders/Fabricators (experienced)

Wholesale & Retail Trade Industry

- Sales
- Sales People (w strong work ethic, responsible and diligent)

Assessment Part E: For what jobs do you have significant difficulty finding qualified applicants? – cont.

Transportation and Warehousing Industry

- Claims
- Clerical (pass drug & background check)
- Clerks
- Clerks (customer service skills)
- Commercial Drivers (w special endorsements and pass background check)
- Dispatchers (w communication skills)
- Drivers
- Drivers (experienced)
- Drivers (good driving record)
- Drivers (good driving record)
- Drivers (pass background check)
- Drivers (pass background check)
- Drivers (pass drug and background check)
- Management (pass drug and background check)
- Material Handler (pass drug and background check)
- Movers (pass background check)
- Movers (w interpersonal and communication skills)
- Postal Carriers
- Receptionists/Front Desk (w communication skills and ability to work under stress)
- Sales
- Sales People (w ability to extract information)
- Telemarketing

Information Industry

- Managers
- Reporters
- Sales Reps

Finance and Insurance Industry

- Finance
- IT
- Management
- Project Management

Professional, Scientific and Technical Services Industry

- Clinical Laboratory Scientist
- Executive Management
- Optical Engineers
- Phlebotomist/Lab Asst

Administrative and Support and Waste Management and Remediation Services Industry

- Project Manager

Assessment Part E: For what jobs do you have significant difficulty finding qualified applicants? – cont.

Ambulatory Health Care Services Industry

- Clinical Supervisors (w strong nursing background and admin skills)
- CNAs (experienced)
- CNA's (pass background check)
- Dietician
- Director of Patient Care Services
- EMT (experienced)
- Home Health Aids (pass background check)
- Hygienist
- ICU Nurse (experienced)
- Lab Directors (licensed)
- Lab Techs (licensed)
- Nurse Practitioner
- Nurse Practitioner (no applicants in rural area)
- Nursing Assistant (non-certified)
- Occupational Therapist
- Occupational Therapist (part time)
- Paramedics (experienced)
- Personal Caregiver (experienced and w strong work ethic)
- Personal Caregiver (w transportation)
- Personal Caregivers (pass background check)
- Personal Caregivers (w compassion)
- Personal Caregivers (w driver's license, transportation and English speaking skills)
- Physical Therapist
- Physical Therapist
- Physical Therapist (part time)
- Physician Assistant (experienced w worker's comp)
- Physicians (family practice)
- RDA
- RN
- RN (experience in acute care and heart and vascular)
- RN (hard to complete with larger, higher-paying hospitals)
- RN
- RN (experienced in hospice and geriatrics)
- Social Worker (LCSW)
- Social Worker (MSW)
- Speech Therapist (part time)
- Staff Nurse (experienced)
- Transcriber

Hospitals Industry

- Neural Disorder Medicine
- Nursing Informatics (IT nurse – new field)
- Psychiatric Techs (licensed)
- Psychologists
- Registered Nurses
- Social Workers (LCSW)
- Speech Therapists

Assessment Part E: For what jobs do you have significant difficulty finding qualified applicants? – cont.

Nursing and Residential Care Facilities Industry

- Bus Driver
- CAN (experienced)
- CNAs (w strong work ethic)
- Drivers (commercial license and willingness to work part-time)
- Housekeeping (w English speaking skills)
- Kitchen Workers (w strong work ethic)
- LVN (experienced)
- LVNs
- Maintenance Workers (pass background check)
- Nursing Positions (CNAs, LVNs and RNs w elder-care experience)
- Ophthalmic Tech (no local training programs)
- Personal Caregivers
- Physical Therapists
- Resident Assistants (swing and graveyard shifts)
- RN (experienced)
- RNs
- RNs
- Sonographer/Cardiology Tech (part-time)

Social Assistance Industry

- Direct Service Providers (flexible schedule)
- Info Systems Tech
- Office Manager
- Social Workers (who work with children)
- Student Staffers (who can balance required classes with work schedule)
- Support Staff (willing to work in the kitchen)
- Teachers (w Early Childhood Education units)

Arts, Entertainment, and Recreation Industry

- Chef (part-time)
- Clubhouse Manager
- Food and Beverage
- Greens Superintendent
- Groundskeepers (w English speaking skills)
- Housekeeping (experienced)
- Outside Sales (w sales skills)
- Outside Sales Cart
- Outside Service (flexible schedule)
- Personal Trainers
- Restaurant Manager
- Shop Maintenance Mechanics

Accommodation Industry

- Cook (experienced and willing to relocate)
- Cooks
- Cooks
- Dishwashers
- Front Desk
- Front Desk (experienced and w computer skills)
- Front Desk (w concierge and customer service skills)
- Housekeepers
- Housekeepers
- Housekeepers
- Housekeeping
- Maintenance (w strong work ethic)

Assessment Part E: For what jobs do you have significant difficulty finding qualified applicants? – cont.

Food Services and Drinking Places Industry

- Bartender (experienced)
- Bartenders (experienced)
- Bussers
- Casino Manager (w casino management experience)
- Chef (experienced and reliable)
- Cook
- Cook
- Cooks (experienced and without drug and alcohol problems)
- Dealers (experienced)
- Dishwasher
- Dishwasher
- Dishwasher
- Dishwashers
- General Manager (w casino management experience)
- Groundskeepers
- Hostess (w multitasking ability)
- Housekeepers
- Janitor/Facilities Worker
- Kitchen Assistant
- Line Cook (experienced and calm under pressure)
- Management Positions in Accounting
- Management Positions in Marketing
- Marketing Director
- Pizza Delivery
- Pizza Maker
- Prep Cook
- Server
- Servers (experienced and calm under pressure)
- Table Preppers

Public Sector

- Public Health Nurse

Assessment Part F: Have you found any specific knowledge, skills, abilities or personal characteristics lacking in your new hires?

Agriculture, Forestry, Fishing, and Hunting Industry

- All Positions – need better English speaking skills
- Crew Leaders – need better English speaking skills
- Drivers – need better English speaking skills
- Equipment Operators – need tractor driving skills
- Field Workers – need chemical application skills
- Field Workers – need willingness to do hard work
- Groundskeepers – need willingness to do hard work
- Managers – need better English speaking skills
- Mechanics – need better mechanical skills
- Supervisors – need better English speaking skills

Construction Industry

- Construction Manager - w spreadsheet and value engineering skills
- Laborers, Entry Level – w strong work ethic
- Pool Maintenance – w personal and mechanical skills
- Project Manager – w spreadsheet and value engineering skills

Food Manufacturing Industry

- Admin - look and talk professional
- Mechanic – skilled and w strong work ethic
- Mechanics – flexible w work hours
- Processing Line Workers - mechanically inclined w English/ESL skills
- Production Workers – w strong work ethic
- QA - quality assurance in microbiology
- Receptionist – all skills are necessary
- Skilled Labor – w pasteurization knowledge and w strong work ethic

Beverage Manufacturing Industry

- Bottlers – w strong work ethic
- Cashier – w cash handling skills
- Cellar Workers – w industry experience and w strong work ethic
- Clerical – professionalism and w strong work ethic
- Customer Service – w customer service skills
- Food Service/Wine
- Hospitality
- Hospitality – w experience and customer service skills
- Housekeeping - w strong work ethic
- Production - self-appearance and etiquette
- Sales – w customer service skills
- Security - w strong work ethic
- Tasting Room Associates – w technical skills, customer service skills and ability to learn and remember
- Tasting Room Staff – w knowledge of viticulture and global wines, hospitality skills
- Technical Support – w Excel analytics, PowerPoint, Outlook and Word, all at an advanced level
- Wines Sales – w good people skills

Assessment Part F: Have you found any specific knowledge, skills, abilities or personal characteristics lacking in your new hires? – cont.

Manufacturing (Other than food or beverage) Industry

- All Positions - general deficiency in technical skills and work ethics
- Customer Service - inability to alphabetize, put things in numerical order, 10-key skills, and other basic office requirements
- Millwright Apprentice – inability to pass drug test
- Welder/Fitter – poorly skilled (had to rework their welds)

Wholesale & Retail Trade Industry

- Sales People – deficient in customer service skills and ability to learn quickly

Transportation and Warehousing

- All Jobs – need phone etiquette, computer and customer service skills
- Clerical - – need customer service and office etiquette skills, and strong basic skills (spelling and math)
- Deliver Service Person – need customer service skills and driver’s licenses
- Dispatchers – need multitasking, communication and computer skills
- Drivers – need customer service skills
- Drivers – need experience
- Drivers - need good communication skills for working with dispatchers and customers
- Drivers - need help in keeping up with changing computer technologies
- Drivers - need to be able to process paperwork (specific to towing services)
- Office Staff - need help in keeping up with changing computer technologies
- Receptionist – need customer service and office etiquette skills, and strong basic skills (spelling and math)

Information Industry

- News - inability to learn easily and follow instructions
- Advertising - inability to learn easily and follow instructions

Finance and Insurance Industry

- Admin Asst with CEO/Board – needs help with catching on to tasks
- All Jobs – need strong work ethic and attention span

Professional, Scientific and Technical Services Industry

- Lead Production – need team leadership abilities
- Engineers – need team leadership abilities

Administrative and Support and Waste Management and Remediation Services Industry

- Building Maintenance Technician – need communication skills and strong work ethic

Assessment Part F: Have you found any specific knowledge, skills, abilities or personal characteristics lacking in your new hires? – cont.

Ambulatory Health Care Services Industry

- All Healthcare Positions – need customer service and bedside manner skills
- Analyst - skillsets overestimated
- Asst Front Office – need better phone skills
- CNA – need experience with geriatrics, disabilities and dementia
- CNA – need more training and ability to relate to seniors
- CNAs – need to be warm and compassionate, and have a strong work ethic
- EMT – need interviewing, teamwork and conflict resolution skills
- Front Office – need ability to do electronic charting and health records
- Home Health Aide (hospice) – need to understand professional boundaries
- Home Health Aids - need to be warm and compassionate, and have a strong work ethic
- Lab Techs – need social interaction skills and ability to take direction
- Paramedics – need interviewing, teamwork and conflict resolution skills
- Personal Caregiver – need a strong work ethic
- Personal Caregiver – need a strong work ethic
- Personal Caregivers - need a strong work ethic
- Personal Caregivers – need compassion and a strong work ethic
- Personal Caregivers – need more experience
- RNs – need help in handling emotional work
- Supervisor – need supervising skills

Hospitals Industry

- Clinical Lab Scientists - need better computer skills
- CNAs – need better computer skills
- Emergency Room Techs - need better computer skills
- Housekeeping – need better computer skills
- Med Techs - need better computer skills
- Respiratory Therapists - need better computer skills
- RNs – need better computer skills

Nursing and Residential Care Facilities Industry

- All Jobs – need ESL education
- All Jobs – need to deal effectively with difficult and emergency situations
- All Jobs – need to learn to smile, make eye contact and be patient
- All Positions – need customer service skills and a strong work ethic
- CNAs – need a strong work ethic
- CNAs – need better time management and patient interaction skills
- CNAs - need more experience
- Kitchen Workers – need a strong work ethic
- LVNs - need a strong work ethic and up-to-date licenses
- Medical Assistant – need stronger skills for the job
- Medical Receptionist – need better people and computer skills
- Nurses - need good communication skills
- Personal Caregivers - need good communication skills
- Personal Caregivers – need skills in working with seniors
- RNs - need a strong work ethic and up-to-date licenses
- RNs – need practical experience

Assessment Part F: Have you found any specific knowledge, skills, abilities or personal characteristics lacking in your new hires? – cont.

Social Assistance Industry

- Eligibility Worker – need stronger computer skills
- Office Manager – need stronger social and communication skills
- Student Interns – need stronger writing and math skills, basic critical thinking skills, and ability to separate from their smartphones while working
- Support Staff – need professional development, writing skills, basic critical thinking skills, and willingness to do mundane tasks (dishes, kitchen prep, etc)

Arts, Entertainment, and Recreation Industry

- All Jobs – need English speaking skills and stronger computer skills
- Counter Staff - need a strong work ethic
- Front Waiter/Back Waiter – need enthusiasm and stronger communication skills
- Golf Course Maintenance – need ESL education
- Golf Course Maintenance – need stronger communication skills
- Outside Sales – need sales skill sets
- Outside Service – need a strong work ethic and need to learn to take pride in their job
- Personal Trainers - personalities of the trainers don't always fit with the clients
- Servers – need waiting skills

Accommodation Industry

- Bartending - need better people skills and basic job skills
- Cooks – need more cooking talent
- Engineer/Maintenance – need better time management and organizational skills, and a strong work ethic
- Front Desk - need a strong work ethic and ability to be outgoing
- Front Desk – need better customer service skills
- Front of House – need better people skills and basic job skills
- Hotel Manager – need stronger organizational and people skills
- Housekeeping - need a strong work ethic
- Housekeeping – need to be drug free
- Line Cooks – need stronger culinary skills and customer service skills
- Maintenance - need a strong work ethic and the ability to not use their phone while on the job
- Restaurant – need better people skills and basic job skills

Food Services and Drinking Places Industry

- All Jobs – need experience and an outgoing personality
- Bakery - need better communication skills and a strong work ethic
- Cooks – need better technical skills
- Dishwasher – need the right aptitude for the work
- Dishwasher and Bussers – need a strong work ethic
- Food and Beverage – need a strong work ethic
- Front Desk – need better customer service and basic computer skills
- Host – need the ability to stay on task
- Hostess – need to be able to multitask and work well under pressure
- Retail – need better communication skills
- Server – need to be a team player
- Servers – need common sense and an understanding of service etiquette

Assessment Part F: Have you found any specific knowledge, skills, abilities or personal characteristics lacking in your new hires? – cont.

Public Sector

- Health Program Coordinator – need supervisory skills
- Registered Dietician – need more work experience
- RNs - need more work experience

Assessment Part G: For what jobs, if any, do you have employees with skill needs that may require new or updated training? What kind of training do you need?

Agriculture, Forestry, Fishing, and Hunting Industry

- All Jobs – need ESL education.
- All Positions – need ESL education.
- All Workers w Potential for Promotion – need management training.
- Field workers – need ESL education and safety classes.
- Field workers – need ESL education, but it is not company provided and many cannot afford classes.
- Field Workers – need ESL education.
- Foremen – need ESL education.
- Groundskeepers – need ESL education.
- Maintenance Mechanics – need maintenance training.
- Management – need ESL education, but the company provides this in-house to their management.
- Managers – need customer service skills, supervisory/delegation skills, ESL education.
- Mechanical – need small engine skills and horticulture skills.
- Office Staff – need computer skills.
- Vineyard Workers – need ESL education.

Construction Industry

- Carpenters – need ESL education.
- Concrete Workers – need ESL education.
- Field Laborers – need ESL education.
- Laborers – need basic construction skills and safety classes.
- Laborers – need ESL education.
- Landscapers – need ESL education.
- Management – need pool industry knowledge, chemical seminar and computer skills
- Office Staff – need computer skills (email, calendar, Outlook).
- Project Managers – need safety classes and computer skills (email, calendar, Outlook).

Food Manufacturing Industry

- Admin, Customer Service, Finance – all need to use software to generate reports and get info
- All Bakery Jobs – need ESL education
- All Jobs – need computer integrated software system knowledge
- All Jobs – need ESL education or English speaking skills and computer skills
- Drivers, Warehouse people, Production – all need to be able to use hand-held computers
- Forklift Operators – need forklift cert training
- Leadership Positions – need leadership training
- Leadership Roles – need safety training, computer skills, and English speaking skills
- Machine Operators – need ESL education, computer skills and safety training
- Maintenance Workers - need to produce work orders and do data entry
- Mechanics – need updated mechanic skills training
- Scale Operators – need safety skills and computer skills

Assessment Part G: For what jobs, if any, do you have employees with skill needs that may require new or updated training? What kind of training do you need? – cont.

Beverage Manufacturing Industry

- Accounting – need Quick Books skills
- All Jobs – need MS Office skills at an advanced level
- Assistant Tasting Room Manager – need formal computer skills to further themselves
- Cashier – need cash handling skills
- Customer Service - need customer service skills
- Customer Service - need MS Office skills at an advanced level
- Employees – need training on new programs and computer skills
- Hospitality - basic entry-level hospitality and customer service training and wine knowledge
- Hospitality Staff – need training on how to help businesses evolve
- Marketing - need MS Office skills at an advanced level
- Office Staff - updated Excel and QuickBooks skills
- Production - need MS Office skills at an advanced level
- Production Workers - need ESL education
- Sales – need basic skills training
- Sales – need customer service skills
- Tasting Room Associates – need computer skills
- Vineyard Workers – need ESL education
- Vineyard Workers – need ESL education
- Vineyard Workers – need ESL education
- Website Worker – need customer service skills, including how to work with difficult customers
- Wine Clerks – need sales skills
- Wine Club Workers – need customer service skills, including how to work with difficult customers
- Winemakers – need training on CO2 gases, pesticides and winemaking practices
- Winery Workers – need ESL education
- Winery Workers – need machine maintenance certificate classes

Manufacturing (Other than food or beverage) Industry

- Auto Cad – need blueprint reading skills
- General Assembly Worker – need ESL education
- General Manufacturing Jobs – need management and process techniques training
- Laborer Jobs – need ESL education

Wholesale & Retail Trade Industry

- Admin Positions - TTB compliance training, including new alcohol regulations
- Sales - TTB compliance training, including new alcohol regulations

Transportation and Warehousing

- All Jobs – need computer skills
- All Jobs – need customer service and computer software training – especially Excel
- Clerks – need communication skills training and ESL education
- Dispatchers – need computer skills, ESL education and customer service skills
- Drivers – need ESL education
- Drivers – need tow operator training
- Office Staff – need computer skills
- Postal Carriers – need safety training, scanning training, and training on delivery procedures

Assessment Part G: For what jobs, if any, do you have employees with skill needs that may require new or updated training? What kind of training do you need? – cont.

Professional, Scientific and Technical Services Industry

- All Jobs – need safety training

Ambulatory Health Care Services Industry

- Caregivers - need a strong work ethic
- Caregivers – need training in Alzheimer's and dementia care
- Caregivers – need training in CPR, First Aid, Alzheimer's care and elderly care
- Clinic Workers – need computer skills
- CNAs – need communication skills training and ESL education
- CNAs – need training on hospice care, dementia care and ergonomics
- CNAs – need update license training
- Front Office – need communication skills training, including phone use
- Health Care – need computer skills
- Home Health Aids - need training on hospice care, dementia care and ergonomics
- Multiple Positions - need ESL education
- Nursing/Patient Care Staff – need customer service training
- Office Positions – need computer skills – especially Excel
- RNs – need a Spanish medical vocabulary

Hospitals Industry

- Clinical Lab Scientists - need computer skills
- CNA's – need computer skills
- Emergency Room Techs - need computer skills
- Housekeeping - need computer skills
- Med Techs - need computer skills
- Respiratory Therapists - need computer skills
- RNs – need computer skills

Nursing and Residential Care Facilities Industry

- All Jobs - safety, First Aid and CPR training
- All Staff – training in memory dementia care, and how to deal with a difficult situations
- All Titles – need updated computer training
- Caregivers – need training in dementia care and using new techniques
- CNA – need training in wound care and oral care
- CNAs – CPR and First Aid training
- Housekeepers – need ESL education
- Housekeeping – need ESL education

Social Assistance Industry

- All Jobs - Time management and organizational skills training, project management training and MS Office software training

Assessment Part G: For what jobs, if any, do you have employees with skill needs that may require new or updated training? What kind of training do you need? – cont.

Arts, Entertainment, and Recreation Industry

- All Jobs - need ESL education and computer skills
- All Staff – need computer skills
- Assistant Superintendent – need MS Office software skills, especially Excel
- Golf Professionals need MS Office software skills, especially Excel
- Grounds Crew - need ESL education and computer skills
- Groundskeepers - need ESL education
- Groundskeepers - need ESL education
- Housekeeping – need ESL education and computer skills
- Kitchen Crew - need ESL education
- Managers - need ESL education for management
- Personal Trainers – need CPR training updates and safety training
- Superintendent – need MS Office software skills, especially Excel
- Waiters – need training on communications skills and motivational work attitudes

Accommodation Industry

- Bussers - need ESL education
- Cooks - need ESL education
- Culinary – need safety and First Aid training and training in basic job skills
- Dishwashers - need ESL education
- Food and Beverage Workers - need ESL education
- Front Desk – need concierge and customer service training
- Front Desk – need ESL education and customer service and basic computer skills training, including MS Office software
- Housekeepers - need ESL education
- Housekeepers - need ESL education
- Housekeepers - need ESL education
- Housekeeping - need ESL education
- Housekeeping – need ESL education and communication skills training
- Housekeeping – need ESL education and customer service training
- Landscapers - need ESL education
- Service In-House – need safety and First Aid training and training in basic job skills
- SPA personnel – need safety and First Aid training and training in basic job skills

Food Services and Drinking Places Industry

- Bartender – need bartender training
- Customer Service – need customer service training
- Dealers – need seminars in effective communications
- Dishwashers – need ESL education
- First-Line Managers – need supervisor training
- Front Desk – need seminars in effective communications
- Gaming Workers – need seminars in effective communications
- Housekeepers – need ESL education
- Kitchen Staff - need ESL education
- Kitchen Staff – need ESL education
- Line Workers - need ESL education
- Management - need ESL education
- Managerial Staff – need soft skills training and development
- Prep Workers - need ESL education
- Restaurant – need seminars in effective communications

Public Sector

- Public Health Nurse – need supervisor training and training in conflict resolution, strategic planning, communication skills, and safety in the field

Assessment Part H: If you are having difficulty recruiting qualified workers for reasons other than a lack of specific skills and experience, what are some of the biggest challenges you encounter?

Agriculture, Forestry, Fishing, and Hunting Industry

- Biggest challenge: Deportation issues. It is expensive to get here, and dangerous to remain here. They need proper documentation that is not so onerous & time consuming to obtain.
 - Biggest challenge: Competition. There is a high demand for skilled specialty workers. They pay well & there is a shortage of workers.
 - Biggest challenge: skilled labor shortage, legal issues related to migrant workers.
- Mexico's economy is improving & a lot of the workers are staying instead of coming up to work due to their status & expenses related to working here.
- They have a problem getting vineyard workers. People have legal issues. People aren't willing to work hard.
 - Biggest challenge: them having a willingness to work hard for 8 hours a day.

Construction Industry

- Biggest challenge: people have to commute.
 - Biggest challenge: some can't drive, but they work around that. Some don't have cars or a license to drive.
- Biggest challenge: no driver's license or poor driving records. They can't insure people if 2 points or more on their record.

Food Manufacturing Industry

- Biggest challenge: Just a willingness to work and work hard. They are competitive and pay well & provide benefits.
 - Biggest challenge: availability and reliability. It is a 6-day a week job, in a cold work environment. People have to be on their feet all day.
 - Big challenge: ESL, Writing skills, English skills.
 - They have a lot of jobs that require skills, and a lot that don't. They hire accordingly. They have generations of families that continue to work, so they are pre-informed,
 - Biggest challenge: Work ethic
 - Location is a barrier for a lot of people as they have to commute and they lack
- affordable housing. They are hiring high level mechanics from Sonoma State and UC Davis. Another challenge: all the local people are unqualified.
- Biggest challenge: location. People must commute (Novato or San Rafael) and rely on public transportation which can be a challenge. Also, the age of restaurant workers is young, so there's nothing to attract them to the area and it's too expensive to live in Corte Madera.
 - Biggest challenge: Transportation. People who don't have their own transportation don't last as long. Have to rely on public transportation.

Assessment Part H: If you are having difficulty recruiting qualified workers for reasons other than a lack of specific skills and experience, what are some of the biggest challenges you encounter? – cont.

Beverage Manufacturing Industry

- Biggest challenge: Getting more people in Lake County. Housing is affordable. Travel on roads is hard; easier access would help.
- Biggest challenge: High cost of living. They have to hire locally because most people cannot afford to move there.
- Biggest challenge: interest in general; some people just don't take advantage of the available jobs - just apply!
- Biggest challenge: lack of quality people to hire.
- Biggest challenge: location, and a lack of public transportation.
- Biggest challenge: not an abundant number of people to fill their positions. They offer a ton of internal training and support.
- Biggest challenge: personality and trustworthiness.
- Biggest challenge: scheduling and availability. Weekend work is required for seasonal jobs in retail.
- Biggest challenges: legal status, affordable homes, commute (they are coming from other counties and expect more money).
- Challenges recruiting qualified employees: applicants having a legal ID. Wages are low here. Lots of people are unemployed. Cost of living is low and welfare will cover their needs.
- Looking at the age group, their applicants are lacking in all basic skills, resumes are incomplete and it's hard to pre-qualify their prospective hires.
- The quality of life. Don't want to live in Lake County. Zero fine dining. Zero reason for professional people to stay.

Manufacturing (Other than food or beverage) Industry

- Biggest challenge: Cost of doing businesses and regulatory issues.
- Biggest challenge: Finding people with good work ethics.
- Biggest challenge: Not being able to pass a drug and background check. Getting a TWIC card. People don't want to put in an effort at work.
- Biggest challenge: Their location can be a problem.
- Biggest challenge: There aren't many Mills in the area. They have to compete with the other companies to get the best candidates & they always want more money.

Wholesale & Retail Trade Industry

- Biggest challenge: A lot of people think they're worth more than is reasonable. People aren't willing to put in time & effort to grow with a company. Welfare is easier. Some would rather ask for charity than work.

Assessment Part H: If you are having difficulty recruiting qualified workers for reasons other than a lack of specific skills and experience, what are some of the biggest challenges you encounter? – cont.

Transportation and Warehousing

- Biggest challenge: Being a driver is not a glorious job. It's difficult to attract younger people.
- Biggest challenge: Clean driving record. Passing background test. Pass the postal training & test.
- Biggest challenge: Drivers must have specific certifications in order to drive school buses. They get a lot of applicants who might not be able to pay for the specialty training.
- Biggest challenge: Driving records must be clean.
- Biggest challenge: Passing background checks.
- Biggest challenge: Passing background checks. Bridge tolls. Commute issues.
- Biggest challenge: Passing the drug test and the background check.
- Biggest challenge: They are asking for too much money.

Information Industry

- Biggest challenge: There is a high employment rate in Marin and not many workers in the print news field to choose from.

Finance and Insurance Industry

- Biggest challenge: They are advertising on Craigslist and applicants have a lack of experience or will have a long commute due to the high cost of living in Marin. Also, most workers are not committed to the job and making banking a career.
- Biggest challenge: Work ethics and time management skills.

Professional, Scientific and Technical Services Industry

- Biggest challenge: No local qualified applicants and so we hire from Arizona educational institutions.
- Biggest challenge: Proximity to work; it's a remote location.
- Challenges: The rural location... people need to have more here.

Administrative and Support and Waste Management and Remediation Services Industry

- Biggest challenge: Work ethics.

Assessment Part H: If you are having difficulty recruiting qualified workers for reasons other than a lack of specific skills and experience, what are some of the biggest challenges you encounter? – cont.

Ambulatory Health Care Services Industry

- Biggest challenge: Cost of the local newspaper. They don't advertise with the Press Democrat anymore unless it's absolutely necessary.
- Biggest challenge: Location. Commuting from outside the area doesn't make sense. Some just ride the bus, but this is not a long-term solution.
- Biggest challenge: People are having transportation issues, such as people commuting 2 hours to work.
- Biggest challenge: Reliability and unscheduled absences. Reliability and availability for 24 hour shifts has been our biggest challenge.
- Biggest challenge: Reliability, lack of work history and poor interview presentation
- Biggest challenge: Transportation issues and commute time.
- Biggest challenge: We are rural, so we're hard to reach and people find work closer to home.
- Biggest challenge: We don't have as competitive packages for employees as larger organizations do.
- Biggest challenge: work ethics
- Biggest challenge: Work ethics, transportation issues, can't pass the background check, lack of life experience and common sense, lack of personal responsibility.
- Biggest challenge: Working well with others in an enclosed environment.
- Biggest challenges: Can't pass the drug test.
- Biggest challenges: Passing drug tests. A few have challenges with transportation.
- Biggest challenges: Reliability, timeliness, and transportation issues.
- Biggest challenges: Transportation for workers and their reliability.
- Challenges: Passing background checks and DMV records.

Hospitals Industry

- Most of the qualified people come from outside the county, so transportation and the commute are the biggest challenges.

Assessment Part H: If you are you having difficulty recruiting qualified workers for reasons other than a lack of specific skills and experience, what are some of the biggest challenges you encounter? – cont.

Nursing and Residential Care Facilities Industry

- Biggest challenge: Critical thinking skills, computer skills, passing drug and background checks, and employee logistics (90% live outside this area).
- Biggest challenge: Finding laundry and maintenance employees with a high school diploma.
- Biggest challenge: Lack of convenient public transportation.
- Biggest challenge: Language barriers
- Biggest challenge: Passing background checks, drug tests and pre-employment checks. They are screened by the Department of Justice and the FBI.
- Biggest challenge: Passing background checks, especially for people who may not have committed a felony, but have something like a DUI that stays on their record for years.
- Biggest challenge: Work ethics and a preference to receive government assistance rather than work.
- Biggest challenges: Time management and commitment to an on-call schedule.
- Biggest challenges: Work ethics, loyalty to company and small community makes it harder to find good workers.
- Challenges: Transportation, reliability and work ethics.
- Challenges: We're in a rural part of the county, and it's hard to get people to move here.
- Challenges: Workers commute from far away, they often can't pass background check, and they won't move here for a part-time job.

Social Assistance Industry

- Biggest challenge: Finding experienced staff.
- Biggest challenges: Pay rate. Being in a rural area, the county hasn't given raises for the 7th fiscal year because of CALPERS. This makes it difficult to retain employees. Plus our new hires get a lower level benefit package compared to current employees.
- Biggest challenges: Reliability and low scoring on the pre-employment test.

Arts, Entertainment, and Recreation Industry

- Biggest challenge: lack of transportation and child care issues.
- Biggest challenge: Pay vs cost of living ratio. Housing costs always an issue in Sonoma County.
- Biggest challenge: Shop maintenance mechanics - skill set/ compensation; They think they are worth more than we are willing to pay.
- Biggest challenge: Outside sales.
- Biggest challenge: Work ethics.
- Biggest challenge: Work ethic and personal responsibility.
- Biggest challenges: Work ethic, dependability, honesty, and not being a documented US citizen.
- Challenges encountered: reliability, dependability and work ethic.

Assessment Part H: If you are having difficulty recruiting qualified workers for reasons other than a lack of specific skills and experience, what are some of the biggest challenges you encounter? – cont.

Accommodation Industry

- Biggest challenge: Alcohol and drug abuse, as well as personal cell phone usage makes it difficult to recruit qualified workers.
- Biggest challenge: applying online without computer skills. We are a global company, and everything is done on the internet. Sometimes housekeeping applicants have a hard time applying without any computer skills.
- Biggest challenge: Local competition
- Biggest challenge: Previous experience and tenure in previous employment positions.
- Biggest challenge: reliability, weak resumes, and the ability to fill out an application.
- Biggest challenge: remote location, transportation, cost of living and gasoline for transportation.
- Biggest challenge: There's competition in the county finding good dishwashers and housekeepers.
- Biggest challenge: time management and work ethics.
- Biggest challenge: Transportation issues such as employees having a car to come to work.
- Biggest challenge: workers can't afford to live here.
- Challenges: transportation (bus service, especially on Sundays), valid driver's license and a WANT to work.

Food Services and Drinking Places Industry

- Biggest challenge: Availability issues and reliability.
- Biggest challenge: Invalid Social Security numbers.
- Biggest challenge: non-English speaking and legal statuses.
- Biggest challenge: Public transportation access and competitive compensation.
- Biggest challenge: Reliability and honesty.
- Biggest challenge: some commute, but not a big issue. Also, their hires have to have a food handler license prior to hiring and they have a training program onsite.
- Biggest challenges: Reliability and being able to contact people to come to work.
- Challenges: Drugs and alcohol, and lazy workers. Work ethics issues as well.
- Challenges: There are reliability and transportation issues.
- Challenges: timeliness; they usually use their staff to recruit.
- Challenges: Work ethics; transportation issues - because we're 24 hrs and the bus doesn't run that late. Biggest challenge: Finding people that can pass the drug and background checks. Need gaming license to work at casino, and they have to pay \$75 up front for the license; we'd like to know if there could be some program that can assist those that want to get their license but can't afford the \$75 up front. Biggest challenge: Passing a background check.

Public Sector

- Biggest challenges: Finding affordable housing in area; location is rural, so it is tough to reach. Salary is not as competitive. They are having to hire out of state for some jobs.

Assessment Part I: In your opinion, what is the most important thing that could be done to improve the quality of the workforce?

Agriculture, Forestry, Fishing, and Hunting Industry

- Immigration reform!
- Get kids enrolled in maintenance mechanics training. Teach them trade skills. There are good jobs that pay well that keep people employed with benefits if they have the skills. Kids need to understand there is a good future in that line of work.
- Help people get Visa's & work permits. Help them get here.
- Affordable housing!
- Have a larger pool of people to draw from for employment.
- For vineyards to become automated. Help create more of a willing and able labor force.

Construction Industry

- Have affordable housing; commute becomes an issue.
- Address language barrier issues such as basic working language skills.

Food Manufacturing Industry

- Offer more training courses for low income people so that they have the opportunity to advance in life and in their careers.
- Teach people the basics: computer skills, English skills, math skills, safety background.
- Teach people how to put a resume together that accurately lists the applicant's applicable skills. Improve the work ethic in our youth. Basic education isn't enough to do well anymore; learn a craft or a trade.
- Have a local mechanic training program.
- Apply safety courses so people are safe on the job.
- Attract people with skills... high level skills. She has to rob people from the East Bay for high level skills sets.
- Get more people willing to work to apply for work in Corte Madera.
- People need motivation to be productive.

Assessment Part I: In your opinion, what is the most important thing that could be done to improve the quality of the workforce? – cont.

Beverage Manufacturing Industry

- Affordable housing. Young people need to learn to get along in the workplace, in a group/team environment. Teach young people basic skills and practical trades. They don't need to have a degree to be competent skilled workers.
- Affordable housing; better transportation, as the bus system does not work well enough (takes too long and not enough stops); Need mass transit/ride share program.
- Availability and accessibility to available/open positions.
- Culinary Institute training--formal service wine knowledge.
- Customer service training in soft skills.
- Establish a recruiting method for the hospitality industry as a whole. It's growing, but not enough people.
- Formal service skills training could be improved.
- Have people apply for jobs, gain experience in larger companies; improve on professionalism and technical skills.
- Improve the quality of people to attract quality people.
- Inform and share knowledge about local events, so they can better inform visitors what the county has to offer.
- More education in wine and tourism industry would help. It's the only thing drawing into the area year-round. Make it easy for new businesses to get permits to come into Lake County--wineries, tasting rooms, more lodging, more restaurants, bed and breakfasts – all equal more business!
- More standards could be put into effect on employers training their employees. Also, regulations and tax advantages and incentives to promote the industry in Lake County would be beneficial.
- Narrow parameters, basic skills, people skills, customer service skills and cash handling skills.
- Need to expand industry manufacturing jobs. Train them to give a better first impression; basic family values, courteous, things you can't teach them in schools; when they are in the service industry they need to know how to behave.
- One-stop career center in Lakeport has free classes in interviewing and dressing professionally. It'd be good if people knew about it and took advantage of services like these.
- Train workers to speak English, and offer programs like ESL.

Assessment Part I: In your opinion, what is the most important thing that could be done to improve the quality of the workforce? – cont.

Manufacturing (Other than food or beverage) Industry

- Basic manufacturing, assembly and quality training - vocational type. 2) English as a second language 3) Job specific skills; CNC, Sheet Metal, Weld, Assembly, Soldering, Inspection etc.
- Have a job board for posting production positions, because there's a lot of production plants in the area. Forklift training would be good, too.
- Have a machinist program at Solano CC, and add it to the ROP program, too. Teach kids about milling, engine lathes and arch welding in high school.
- Have autocad and blueprint reading training, welding program, and machine tool technology program.
- Have general machining and mechanic programs locally.
- Have local training for welder fabricators and machine tool operators.
- Have work ethic training mixed with a machinist training program, and a welding program teaching a wide variety of welding techniques.
- People should have at least intermediate or advanced communication skills. If someone is unemployed, they should get another job, even if it isn't in their desired field. Get any kind of job to buff up your skills.
- Teach the ability to alphabetize, put things in numerical order, 10 key skills, and other basic office requirements, basic skills classes, focusing on communication skills, professionalism when interviewing and other interviewing skills.

Wholesale & Retail Trade Industry

- Advertise job openings for retailers.
- Have affordable housing. It's very expensive to live here. Everyone has to commute in order to work here.

Transportation and Warehousing

- Have benefits for part-time employees so they stay with the company; 2) To attract more businesses downtown.
- Advertise the programs that are available. They are needed, especially if people who can't afford it can take a course for free.
- Anything to help with workman's comp costs and insurance costs in general.
- Boost people's motivation to work. Unemployment pays too much.
- Create more jobs.
- Give access to funding for training.
- Have better education.
- Have less unemployment. Get people to work instead of sitting back on their unemployment benefits.
- Have people improve upon technology skills. Get them familiar with social media and updated computer skills (especially with the Microsoft Office programs: Excel, Outlook, etc.).
- Help with language barriers.
- Improve upon the school systems. They need to focus on education and the basics (i.e. math, spelling etc). That would make a difference!
- Improve upon work skills, maturity, and a focus on being productive.
- Promote where to look for jobs (i.e. job fairs, community bulletins, etc).

Assessment Part I: In your opinion, what is the most important thing that could be done to improve the quality of the workforce? – cont.

Information Industry

- Kids need to want to work.

Finance and Insurance Industry

- Attract more industry to Marin and Sonoma, thereby creating a pool of qualified experienced talent from which to draw.
- Get people to commit to their jobs.
- Offer affordable housing.

Professional, Scientific and Technical Services Industry

- Have folks get a general education.
- Have training in professional conduct, and working with dynamic teams.
- Improve upon reading and communication skills, as well as work ethics.
- Re-implement the phleb (Phlebotomy?) program in Lake County so we have people to hire.

Management of Companies and Enterprises

- Have computer skills for all industries, and common programs, and to include communication skills and time management.

Administrative and Support and Waste Management and Remediation Services Industry

- Teach communication skills and work ethics.

Assessment Part I: In your opinion, what is the most important thing that could be done to improve the quality of the workforce? – cont.

Ambulatory Health Care Services Industry

- Assistance in local training and get advanced elderly care training locally.
- Bring health professionals into the area.
- Bring young people to the area; offer schooling and CNA training.
- Create a program for hands-on job experience with an externship.
- Create local classes in medical and dental offices for workers (hygiene, periodontal).
- General job skills and interview training, basic computer, bed bound care, body mechanics and dementia care.
- Get experience for homecare. It's private. Workers need to be professional and courteous. Teach people how to be professional.
- Get more nurses for our area, and more programs, because the programs locally are impacted. Also to teach computer skills and dialysis training.
- Have more people specializing in geriatrics with this aging demographic.
- Have training programs in medical transcription and medical office.
- Hospitals are becoming more like urgent care. Medical transport is a major issue here, too. Integrated care is lacking in the county and we're rural, so clinics can't expand like in a larger population.
- Make sure new employees have computer skills, because everything is going electronic and it's a struggle for some workers. Driver training for bus drivers would help because there's a lack of them in the area.
- Mentorship is very important, and we'd be willing to be involved. Do internship programs so they can look into different opportunities. That is what we think is important.
- Offer closer classes in healthcare.
- Offer more healthcare training.
- Offer more medical related classes at the college, and to educate local people.
- Review permitting system (i.e. cost, transferability).
- Social skills development. People need to learn to take direction and be trainable.
- The only place to get your CNA license is through Red Cross, so what I'd love to see is more opportunity to get that CNA licensing locally, and more continuing education classes for people that are already certified. Another important thing that could improve the quality of the workforce would be to provide affordable housing for working people in Marin County. I have to bring people in from Solano County.
- There is a lack of resources for patients. Care in the area needs to be addressed.
- Train people in work ethics! A class to teach how to be a valuable, good employee. I would teach those classes if the WIB wants me to teach them.
- We have high unemployment in Lake County and when I look for people there are sometimes an over-abundance of workers, and that's not good. We need people with 5 years of experience, but they're getting trained without the experience. On-the-job training would be good; new graduate training program for nurses and residency programs for nurses.
- Youth and students need an educational goal to continue their education, and to help them meet their career goals.

Hospitals Industry

- Teaching English as a second language is probably the most important thing in Sonoma County.

Assessment Part I: In your opinion, what is the most important thing that could be done to improve the quality of the workforce? – cont.

Nursing and Residential Care Facilities Industry

- A local physical therapist program would be helpful.
- An outside resource to train potential employees would be important.
- Be better prepared after graduation for employment. More education as to what the employers needs are, and what's expected of them as an employee.
- Classes on professionalism, how to interview, how to make a resume, and other job seeking skills.
- Get more health education classes for senior care, and provide tools to learn computer skills for administrative employees.
- Have a livable minimum wage for Napa.
- Have more local education and more local places to learn medical skills. There are no respiratory therapist or cardiology classes within an hour of us.
- Lower college fees. They are too high for people and the available spaces dwindle quickly. Access to postsecondary education. Satellite campuses are great. More online course availability.
- Make more incentives for people to want to work, rather than staying on government assistance.
- Need a local RN program. There's no pool to draw RNs from.
- Patient care and interaction training (i.e. customer service).
- Provide more critical thinking and computer skills. They need a more realistic, longer practicum to progressively increase patient to student ratios.
- Teach the young entering the workforce the proper work ethic.
- Teamwork

Social Assistance Industry

- Basic skills.
- Clean up the methamphetamine problem in the county because it directly impacts the workforce.
- Have more exposure in high school so students can learn about teaching jobs, and get them interested in volunteering and helping students.
- Increase minimum wage.
- Lower transportation costs; on site training for employees that cannot attend classes outside of work.

Assessment Part I: In your opinion, what is the most important thing that could be done to improve the quality of the workforce? – cont.

Arts, Entertainment, and Recreation Industry

- Educate high school seniors on what employers expect from employees, and how to apply for jobs. Show high school seniors what they should expect as an entry level employee.
- Educate students on what employers expect, and what it means to be a contributor to society.
- ESL and computer training.
- Have computer skills training.
- Make sure businesses and those looking for work know what is being offered by the Sonoma County Workforce Investment Board.
- More education makes people more desirable as employees. Local training in grounds keeping, interpersonal relations, and customer service.
- Need to get people to want to work. Customer service training would be good, too.
- Provide some form of motivational, communications and work ethic and professionalism skills training.
- Train people in hospitality at junior colleges locally, and expose them to the work. Internships would be good.
- Without big business in the county, professionalism will suffer. More hospitality and restaurant training in the area would improve the quality of the workforce. The lake needs to be cleaned up to draw tourists. When Konocti closed it was a big blow to the county. Reopen Konocti!

Accommodation Industry

- Bring more tourists here with marketing for the county. Working with people is a passion, and not something you can teach. One needs genuine skills to be good in the tourism and hospitality industry. Communication (interpersonal) should be taught with hospitality courses.
- Come together with businesses to add training programs.
- Find affordable housing for workers that work in the area.
- Finding people willing to work with basic work ethics
- Have a new, local culinary program.
- Have continuing education.
- Have customer service and hospitality training for local people.
- Have more ROP programs, courses in customer service, how to dress, smiling, and being on time.
- Improve upon interpersonal skills, teamwork, computer skills, grammar, spelling and writing.
- Improved communication skills for customer service and hospitality workers, as well as interview skills (i.e. dressing properly, how to fill out an application, etc).
- Instill values such as teamwork, work ethics, and a want to work.
- Legalize the existing workforce that have lived here for a while, and have been productive during that time.
- Offer local computer skills training, and make it free.
- Teach computer and people skills, as well as organizational and customer service skills locally.
- Teach people in the field about the place where they work, and things to do locally.

Assessment Part I: In your opinion, what is the most important thing that could be done to improve the quality of the workforce? – cont.

Food Services and Drinking Places Industry

- Crack down on drugs in the area because it's taking a big toll on our community. And clean up the lake! It stops tourists from coming to the area.
- Customer service training at local junior colleges would improve the quality of the workforce. Sonoma State just started a hospitality program, and a satellite link here would be a good idea, or even a mimicked program locally. And, updated computer skills training for those that need it.
- Get a bus line to come out to the Marin Headlands. The bus now only runs on weekends. That would be beneficial for all the businesses out in our area, as we run 7 days a week.
- Improve customer service skills, and technical training for cooks.
- Improve on accessibility and approachability.
- Improve on timeliness and work ethics.
- Improve on work ethics and coming in on time.
- Improve work ethics and interview skills. Make the bus system run later to accommodate employee needs. Dealer training program, computer skills, and cash handling training would be good programs to have locally.
- Local customer service training is important.
- Local customer service training, getting along in the workplace, teach how to work as a team player, work ethics, and conflict management training.
- Local training in food and beverage industry would be good.
- Offer job and hiring skills, teaching young people how to prepare for interviews, how to prepare a resume, and about appearance when applying for a job.
- Provide opportunities for people to learn more in the various industries.
- Teach work ethics, customer service, multitasking, and prioritizing locally, as well as a cooking skills program, and some sort of on-the-job training would be good, too.

Public Sector

- We need student loans forgiven for nurses. Loan repayment programs would help encourage nurses to work for health professional shortage area; competitive salaries area big issues for the county.