

**List of Occupations in Demand as established on 08/01/2009 by the  
Ontario/Wayne/Seneca/Yates Counties Workforce Investment Board.**

The Finger Lakes Workforce Investment Board has identified the following Industry Clusters as critical to the area's economy. Individual Training Accounts are to be used for occupations linked to these clusters as well as the occupations listed. Individual Training Accounts for Real Estate Broker, Cosmetology and Pet Grooming can only be funded if individual has job offer and training request has been approved by Center Manager and Finger Lakes Workforce Board Director.

**Advanced Manufacturing:**

Title	Description
Electrical Engineering Technicians	Apply electrical theory and related knowledge to test and modify developmental or operational electrical machinery and electrical control equipment and circuitry in industrial or commercial plants and laboratories. Usually work under direction of engineering staff.
Electrical Engineers	Design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.
Electrical and Electronic Equipment Assemblers	Assemble or modify electrical or electronic equipment, such as computers, test equipment telemetering systems, electric motors, and batteries.
General and Operations Managers	Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial.
Helpers--Installation, Maintenance, and Repair Workers	Help installation, maintenance, and repair workers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment .Perform duties, such as furnishing tools, materials, and supplies to other workers; cleaning work area, machines, and tools; and holding materials or tools for other workers
Industrial Machinery Mechanics	Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.
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, shop mathematics, metal properties, layout, and machining procedures.
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.
Mechanical drafters	Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.
Network and Computer	Install, configure, and support an organization's local area network (LAN), wide area

Systems Administrators	network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures.
Numerical control machine tool operators, metal and plastic	Set up and operate numerical control (magnetic- or punched-tape-controlled) machine tools that automatically mill, drill, broach, and ream metal and plastic parts. May adjust machine feed and speed, change cutting tools, or adjust machine controls when automatic programming is faulty or if machine malfunctions.
Numerical Control Programmers	Develop programs to control machining or processing of parts by automatic machine tools, equipment, or systems.
Optical Instrument Assemblers	Assemble optical instruments, such as telescopes, level-transits, and gunsights.
Precision device inspectors and testers	Verify accuracy of and adjust precision devices, such as meters and gauges, testing instruments, clock and watch mechanisms, to ensure operation of device is in accordance with design specifications.
Production Inspectors, Testers, Graders, Sorters, Samplers, Weighers	Inspect, test, grade, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products. Work may be performed before, during, or after processing.
Welders and Cutters	Use hand welding and flame-cutting equipment to weld together metal components and parts or to cut, trim, or scarf metal objects to dimensions, as specified by layouts, work orders, or blueprints.

## **Health Care and Human Services:**

Child Care Workers	Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.
Dental Assistants	Assist dentist, set up patient and equipment, and keep records.
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.
Health Technologists and Technicians, not listed separately	All health technologists and technicians not listed separately
Healthcare Support Workers, not listed Separately	
Home Health Aides	Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.
Licensed Practical and Licensed Vocational Nurses	Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.
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.
Medical and Clinical Laboratory Technologists	Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.

Medical and Public Health Social Workers	Provide persons, families, or vulnerable populations with the psychosocial support needed to cope with chronic, acute, or terminal illnesses, such as Alzheimer's, cancer, or AIDS. Services include advising family care givers, providing patient education and counseling, and making necessary referrals for other social services.
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.
Medical Secretaries	Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.
Nursing Aides, Orderlies, and Attendants	Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.
Occupational Therapist Assistants	Assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in development of treatment plans, carry out routine functions, direct activity programs, and document the progress of treatments. Generally requires formal training.
Personal and Home Care Aides	Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide meals and supervised activities at non-residential care facilities. May advise families, the elderly, and disabled on such things as nutrition, cleanliness, and household utilities.
Pharmacist	Compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.
Pharmacy Technicians	Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.
Physical Therapist Assistants	Assist physical therapists in providing physical therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally requires formal training.
Preschool Teachers	Instruct children (normally up to 5 years of age) 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.
Psychiatric Aides	Assist mentally impaired or emotionally disturbed patients, working under direction of nursing and medical staff.
Radiologic Technicians	Maintain and use equipment and supplies necessary to demonstrate portions the human body on X-ray film or fluoroscopic screen for diagnostic purposes.
Respiratory Therapists	Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.
Registered Nurses	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs

who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.

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

Social Workers, not listed separately All social workers not listed separately.

## **Skilled Trades:**

Architectural and civil Prepare detailed drawings of architectural and structural features of buildings or drawings

drafters and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings.

Automotive Body and Related Repairers Repair and refinish automotive vehicle bodies and straighten vehicle frames.

Automobile specialty tech Repair only one system or component on a vehicle, such as brakes, suspension, or radiator.

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.

Brickmasons and Blockmasons Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures.

Bus and Truck Mechanics and Diesel Engine Specialists Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Carpenter Helpers Help carpenters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment..

Construction Carpenters Construct, erect, install, and repair structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools.

Construction laborers

Construction Managers Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

Electricians Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

Heating and Air Conditioning Mechanics Install, service, and repair heating and air conditioning systems in residences and commercial establishments.

Janitorial supervisors Supervise work activities of janitorial personnel in commercial and industrial

establishments. Assign duties, inspect work, and investigate complaints regarding janitorial services and take corrective action. May purchase janitorial supplies and equipment, take periodic inventories, screen applicants, train new employees, and recommend dismissals.

Janitors and Cleaners	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.
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.
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.
Plumbers	Assemble, install, and repair pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes.
Supervisors and Manager/Supervisors-Construction Trades Workers	Directly supervise and coordinate activities of construction trades workers and their helpers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work and may also engage in the same construction trades work as the workers they supervise.
Tractor-Trailer Truck Drivers	Drive tractor-trailer truck to transport products, livestock, or materials to specified destinations.
Truck Drivers, Heavy	Drive truck with capacity of more than three tons to transport materials to specified destinations.

## **Travel and Tourism/Retail:**

Combined Food Preparation and Serving Workers, Including Fast Food	Perform duties which combine both food preparation and food service.
Cooks, Restaurant	Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.
Customer service representatives	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
Financial Managers, Branch or Department	Direct and coordinate financial activities of workers in a branch, office, or department of an establishment, such as branch bank, brokerage firm, risk and insurance department, or credit department.
Food Preparation Workers	Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.
Food Service Managers	Plan, direct, or coordinate activities of an organization or department that serves food and beverages.
Insurance Policy Processing Clerks	Process applications for, changes to, reinstatement of, and cancellation of insurance policies. Duties include reviewing insurance applications to ensure that all questions have been answered, compiling data on insurance policy changes, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company

records.

Insurance Sales Agents	Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.
Lodging Managers	Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.
Loan Counselors	Provide guidance to prospective loan applicants who have problems qualifying for traditional loans. Guidance may include determining the best type of loan and explaining loan requirements or restrictions.
Loan Interviewers and Clerks	Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department. Review loan papers to ensure completeness, and complete transactions between loan establishment, borrowers, and sellers upon approval of loan.
Maids and housekeepers	Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.
Order Fillers, Wholesale And Retail Sales	Fill customers' mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms. Duties include computing prices of items, completing order receipts, keeping records of out-going orders, and requisitioning additional materials, supplies, and equipment.
Property, Real Estate, and Community Association Managers	Plan, direct, or coordinate selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties.
Retail Salespersons	Sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment.
Supervisors, customer service	Supervise and coordinate activities of workers involved in providing customer service.
Telemarketers	Solicit orders for goods or services over the telephone.
Tellers	Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.

### **Information Technology:**

Computer Support Specialists	Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.
Computer Systems Analysts	Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. May supervise computer programmers.

### **New Science: (No occupations listed)**

### **Other:**

Accountants	Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.(BS level).
Administrative Services Managers	Plan, direct, or coordinate supportive services of an organization, such as recordkeeping, mail distribution, telephone operator/receptionist, and other office support services. May oversee facilities planning and maintenance and custodial operations.
Auditors	Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.
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; keeping records of collection and status of accounts
Billing, Cost, and Rate Clerks	Compile data, compute fees and charges, and prepare invoices for billing purposes. Duties include computing costs and calculating rates for goods, services, and shipment of goods; posting data; and keeping other relevant records. May involve use of computer or typewriter, calculator, and adding and bookkeeping machines.
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.
Bus Drivers, School	Transport students or special clients, such as the elderly or persons with disabilities.
Education Administrators, Elementary and Secondary School	Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private elementary or secondary level schools.
Educational, Vocational, and School Counselors	Counsel individuals and provide group educational and vocational guidance services.
Executive secretaries and administrative assistants	Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.
Farmworkers, Farm and Ranch Animals	Attend to live farm, ranch, or aquacultural animals that may include cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Attend to animals produced for animal products, such as meat, fur, skins, feathers, eggs, milk, and honey. Duties may include feeding, watering, herding, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticides as appropriate. May clean and maintain animal housing areas.
Food Servers, Nonrestaurant	Serve food to patrons outside of a restaurant environment, such as in hotels, hospital rooms, or cars.
Legal Secretaries	Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.
Office Clerks, General	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual

	establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.
Order Clerks	Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or rental of facilities. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.
Property, Real Estate, and Community Association Managers	Plan, direct, or coordinate selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties.
Receptionists and Information Clerks	Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization.
Secondary School Teachers <b>Science, Mathematics and Foreign Language only</b>	Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers.
Secretaries	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.
Security Guards	Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.
Special Education Teachers, Secondary School	Teach secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.
Supervisors, Administrative Support	Supervise and coordinate activities of workers involved in providing administrative support.
Teacher Assistants	Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.
Veterinary Tech	Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines.