

# MAIP TOP JOBS & WORK-READY SKILLS 2019-2021

The jobs listed below have been identified as “high demand” by Metro Atlanta area by employers participating in Metro Atlanta Industry Partnerships (MAIP). Note: The list is intended to assist organizations that are considering developing workforce programs and services for job seekers but not intended to limit choices.

<b>Healthcare Top Jobs 2019-2021</b>			
<b>Job</b>	<b>ONET Code</b>	<b>Job Zone</b>	<b>SVP</b>
Food Services Non-Restaurant (FNS)	<a href="#">35-3041.00</a>	1	Below 4.0
Maids and Housekeeping Cleaners (EST)	<a href="#">37-2012.00</a>	2	4.0 to < 6.0
Nursing Assistants (CNA & PCT)	<a href="#">31-1014.00</a>	2	4.0 to < 6.0
Medical Equipment Preparers	<a href="#">31-9093.00</a>	2	4.0 to < 6.0
Medical Assistant	<a href="#">31.9092.00</a>	3	6.0 to < 7.0
Medical Records & Health Information Technicians	<a href="#">29-2071.00</a>	3	6.0 to < 7.0
Licensed Practical Nurse (LPN)	<a href="#">29-2061.00</a>	3	6.0 to < 7.0
Emergency Medical Technician & Paramedics	<a href="#">29-2014.00</a>	3	6.0 to < 7.0
Registered Nurses (ADN & BSN)	<a href="#">29-1141.00</a>	3	6.0 to < 7.0
<b>IT Top Jobs 2019-2021</b>			
<b>Job</b>	<b>ONET Code</b>	<b>Job Zone</b>	<b>SVP</b>
Computer User/Network Support Specialists	<a href="#">15-1151.00, 15-1152.00</a>	3	6.0 to < 7.0
Software Developers – Applications	<a href="#">15-1132.00</a>	4	7.0 to < 8.0
Software Developers – Web, Systems	<a href="#">15-1133.00, 15-1134.00</a>	4	7.0 to < 8.0
Business Intelligence Analyst	<a href="#">15-1199.08</a>	4	7.0 to < 8.0
Computer System Engineers/Architects	<a href="#">15-1199.02</a>	4	7.0 to < 8.0
Information System Specialist	<a href="#">15-1142.00</a>	4	7.0 to < 8.0
Information Security Analyst	<a href="#">15-1122.00</a>	4	7.0 to < 8.0
IT Project Managers	<a href="#">15-1199.09</a>	4	7.0 to < 8.0
<b>TDL Top Jobs 2019-2021</b>			
<b>Job</b>	<b>ONET Code</b>	<b>Job Zone</b>	<b>SVP</b>
Clerks (Billing / Posting/Cost/Rate/Statement/File)	<a href="#">43-4071.00, 43-3021.00-02</a>	2	4.0 to < 6.0
Customer Service Representatives	<a href="#">43-4051.00</a>	2	4.0 to < 6.0
Freight Agents/Forwarders	<a href="#">43-5011.00-01</a>	2	4.0 to < 6.0
Light and Heavy Truck Drivers (CDL)	<a href="#">53-3033.00, 53-3032.00</a>	2	4.0 to < 6.0
Package Handlers/E-Commerce Specialists/Laborers & Freight, Stock and Materials Movers, Hand Mechanics (Light, Diesel, Equipment)	<a href="#">49-3023.00, 49-3031.00, 49-9041.00, 49-3042.00</a>	3	6.0 to < 7.0
Logistics Analysts, Logistics Engineers, Logisticians	<a href="#">13-1081.00, 13-1081.00-01, 13-1081.00-02</a>	4	7.0 to < 8.0
Logistics Managers/Storage and Distribution Managers/Transportation Managers	<a href="#">11-3071.03, 11-3071.02, 11-3071.01, 11-3071.00</a>	4	7.0 to < 8.0

For more information at Metro Atlanta Industry Partnerships, email [metroatlindustrypartnerships@unitedwayatlanta.org](mailto:metroatlindustrypartnerships@unitedwayatlanta.org).

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“**Work-Ready Skills**” – This skills list was developed through individual employer meetings and industry-specific employer forums.

## Skills and Abilities

- Judgement & Decision Making
- Service Oriented Listening
- Reading
- Oral Expression & Comprehension
- Dexterity/ Arm-Hand Steadiness
- Reasoning Ability
- Written Expression/ Comprehension

## Work Activities

- Assisting & Caring for Others
- Coaching/Training & Teaching Others
- Communicating Outside
- Organization Control
- Machines/Inspect Equipment
- Interacting with Computers
- Monitor Processes, Materials, Surroundings
- Physical Acts/Handle-Move Objects
- Process/Analysis Data or Information
- Schedule/Organize, Plan, & Prioritize Work
- Think Creatively

**O\*NET INFO SHEET** (Find more at <https://www.onetonline.org/>)

**A Job Zone** is a group of occupations that are similar in: how much education people need to do the work, how much related experience people need to do the work, and how much on-the-job training people need to do the work.

### **The five Job Zones are:**

- Job Zone 1 - occupations that need little or no preparation
- Job Zone 2 - occupations that need some preparation
- Job Zone 3 - occupations that need medium preparation
- Job Zone 4 - occupations that need considerable preparation
- Job Zone 5 - occupations that need extensive preparation

**Specific Vocational Preparation (SVP)** is the amount of lapsed time required by a typical worker to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation. This training may be acquired in a school, work, military, institutional, or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Specific vocational training includes vocational education, apprenticeship training, in-plant training, on-the-job training, and essential experience in other jobs.

### **The following is an explanation of the various levels of specific vocational preparation: Level Time**

1. Short demonstration only
2. Anything beyond short demonstration up to and including 1 month
3. Over 1 month up to and including 3 months
4. Over 3 months up to and including 6 months
5. Over 6 months up to and including 1 year
6. Over 1 year up to and including 2 years
7. Over 2 years up to and including 4 years
8. Over 4 years up to and including 10 years
9. Over 10 years

**Note:** The levels of this scale are mutually exclusive and do not overlap.

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