Top Job Skills by Projected Employment and Demand Pennsylvania, 2016-2026

Top 50 Detailed Work Activities, 2016-2026	2026 Employment	Percent of Annual Demand	Annual Demand
Order materials, supplies, or equipment.	1,049,690	18.8%	136,609
Sell products or services.	793,030	14.9%	108,338
Calculate costs of goods or services.	789,910	14.8%	100,336
Record operational or production data.	721,560	12.7%	92,253
Greet customers, patrons, or visitors.		12.7 %	
Monitor inventories of products or materials.	619,500 740,000		87,104 95,770
Clean work areas.	,	11.8%	85,779 85,362
	626,500	11.7%	,
Clean food preparation areas, facilities, or equipment.	478,750	11.3%	81,924
Collect deposits, payments or fees.	705,790	11.2%	81,290
Prepare documentation for contracts, transactions, or regulatory compliance.	714,520	11.0%	79,801
Serve food or beverages.	456,310	10.9%	79,150
Cook foods.	457,050	10.8%	78,829
Answer telephones to direct calls or provide information.	615,900	10.8%	78,707
Process customer bills or payments.	429,820	10.5%	76,528
Maintain records of sales or other business transactions.	526,350	10.1%	73,437
Answer customer questions about goods or services.	519,130	10.1%	73,273
Explain technical product or service information to customers.	491,140	9.7%	70,224
Clean food service areas.	366,460	9.1%	66,504
Communicate with customers to resolve complaints or ensure satisfaction.	365,520	9.0%	65,747
Arrange tables or dining areas.	357,570	8.9%	64,736
Take customer orders.	352,240	8.9%	64,634
Execute sales or other financial transactions.	585,070	8.9%	64,613
Reconcile records of sales or other financial transactions.	435,200	8.8%	64,161
Provide information to coworkers.	550,420	8.7%	63,190
Process sales or other transactions.	402,440	8.4%	60,985
Prepare hot or cold beverages.	331,830	8.3%	60,372
Compile data or documentation.	542,630	8.2%	59,782
Administer basic health care or medical treatments.	567,070	8.2%	59,268
Communicate dining or order details to kitchen personnel.	317,300	8.1%	59,115
Collect dirty dishes or other tableware.	315,890	8.0%	57,921
Explain regulations, policies, or procedures.	488,840	7.7%	55,722
Maintain financial or account records.	462,620	7.6%	55,051
Clean tableware.	316,210	7.5%	54,826
Provide customers with general information or assistance.	288,460	7.4%	53,776
Train personnel.	462,930	7.1%	51,382
Prepare foods for cooking or serving.	315,170	7.1%	51,279
Respond to customer problems or complaints.	447,410	7.0%	51,160
Arrange food for serving.	288,590	6.8%	49,121
Schedule appointments.	427,560	6.6%	47,979
Assist chefs or caterers with food or drink preparation.	270,740	6.5%	47,529
Set up merchandise displays.	374,220	6.5%	47,343
Confer with coworkers to coordinate work activities.	430,000	6.5%	46,938
Train food preparation or food service personnel.	259,190	6.3%	45,843
Package food or supplies.	250,050	6.3%	45,669
Operate cash registers.	244,870	6.2%	45,103
Prepare sales or other contracts.	361,690	6.1%	44,500
Supervise employees.	500,580	6.1%	44,268
Move equipment, supplies or food to required locations.	250,340	6.1%	44,002
Load shipments, belongings, or materials.	359,710	6.0%	43,697
Maintain inventory records.	383,790	6.0%	43,662

Detailed Work Activities - Types of specific job behaviors or duties particular to an occupation.

Data are ranked by percent of annual demand where employment change was positive between 2016 and 2026

For the entire list of job skills and further job skills information go to the following link: www.workstats.dli.pa.gov/Products/ProjectedJobSkills/



Top Job Skills by Projected Employment and Demand Pennsylvania, 2016-2026

Demand	Top 50 Tools & Technologies, 2016-2026	2026 Employment	Percent of Annual	Annual Demand
Office suite software 5,371,520 78,9% 573,398 Data base user interface and query software 5,228,410 75.2% 546,460 Personal computers 5,022,170 73.6% 583,206 Desktop computers 4,481,430 64.2% 466,499 Electronic mail software 4,381,390 50.2% 466,499 Electronic mail software 3,918,600 50.5% 366,850 Notebook computers 3,918,600 50.5% 366,850 Internet browser software 3,926,310 43.2% 314,775 Presentation software 3,026,310 43.2% 314,775 Counting software 2,537,400 37.4% 227,916 Accounting software 2,484,760 34.7% 225,006 Calendar and scheduling software 2,484,760 34.7% 225,006 Medical software 2,219,163 36.8% 260,095 Calendar and scheduling software 2,106,185 29.2% 211,170 Medical software 2,106,185 29.2% 212,181,181			Demand	
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Electronic mail software	·	5,002,170		535,206
Notebook computers		4,481,430		
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	Development environment software	1,187,690	15.5%	112,731

Tools & Technologies - Machines, equipment, tools, and information technologies that one could be expected to use in a particular occupation. Data are ranked by percent of annual demand where employment change was positive between 2016 and 2026

For the entire list of job skills and further job skills information go to the following link: www.workstats.dli.pa.gov/Products/ProjectedJobSkills/



