NoRTEC QUARTERLY OCCUPATIONAL OUTLOOK REPORT

2019 Quarter 4
### ADMINISTRATIVE

**In-Demand Skills:** Merchandising; Restaurant Operation; Selling Techniques; Microsoft Access; Accounting; Customer Satisfaction; Customer Experience

<table>
<thead>
<tr>
<th>No Formal Education:</th>
<th>Landscaping and Groundskeeping Workers // Retail Salespersons // Laborers and Freight, Stock, and Material Movers, Hand</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High School Diploma:</strong></td>
<td>First-Line Supervisors of Food Preparation and Serving Workers // Food Service Managers // Maintenance and Repair Workers, General // Driver/Sales Workers // Office Clerks, General // Lodging Managers // Security Guards // First-Line Supervisors of Personal Service Workers // Light Truck or Delivery Services Drivers // Childcare Workers // First-Line Supervisors of Office and Administrative Support Workers // Sales Representatives, Services, All Other // Secretaries and Administrative Assistants, Except Legal, Medical, and Executive // Travel Agents</td>
</tr>
<tr>
<td><strong>Some College, No Degree:</strong></td>
<td>Bookkeeping, Accounting, and Auditing Clerks</td>
</tr>
<tr>
<td><strong>Bachelor’s Degree:</strong></td>
<td>General and Operations Managers // Managers, All Other // Writers and Authors // Coaches and Scouts</td>
</tr>
</tbody>
</table>

- **2.8% Employment Growth**
- **16,594 Job Postings**
- **$12.23-$39.34 Median Hourly Earnings**

### HOSPITALITY

**In-Demand Skills:** Merchandising; Cash Register; Mopping; Restaurant Operation; Selling Techniques; Furnishing

<table>
<thead>
<tr>
<th>No Formal Education:</th>
<th>Maids and Housekeeping Cleaners // Cashiers // Counter Attendants, Cafeteria, Food Concession, and Coffee Shop // Amusement and Recreation Attendants // Janitors and Cleaners, Except Maids and Housekeeping Cleaners // Musicians and Singers // Counter and Rental Clerks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High School Diploma:</strong></td>
<td>Fitness Trainers and Aerobic Instructors // Hotel, Motel, and Resort Desk Clerks // Recreation Workers // Tour and Travel Guides // Receptionists and Information Clerks // Travel Agents // Reservation and Transportation Ticket Agents and Travel Clerks</td>
</tr>
</tbody>
</table>

- **0.2% Employment Growth**
- **3,575 Job Postings**
- **$11.71-$27.92 Median Hourly Earnings**

Source: Occupational Outlooks and Job listings are obtained from EMSI (2019 Q4)
RESTAURANT

In-Demand Skills: Restaurant Operation; Food Services; Food Preparation; Cooking; Food Safety; Grilling; Cash Register; Franchising


High School Diploma: Chefs and Head Cooks

2.5% Employment Growth
3,030 Job Postings
$11.78-$17.66 Median Hourly Earnings

Source: Occupational Outlooks and job listings are obtained from EMSI (2019 Q4)
Earnings Bands for Administrative Occupations

Regional Median Earnings = $20.35/hour
Earnings Bands for Hospitality Occupations

Regional Median Earnings = $20.35/hour
Earnings Bands for Restaurant Occupations

- Regional Median Earnings = $20.35/hour
Citations

In-Demand Skills Data: *Emsi 2019.4 Job Posting Analytics*. Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

Occupational Data: *Emsi 2019.4 Staffing Patterns*. Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

Employment Growth Data: *Emsi 2019.4 Staffing Patterns*. Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

Job Postings Data: *Emsi 2019.4 Job Posting Analytics*. Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

Median Hourly Earnings Data: *Emsi 2019.4 Staffing Patterns*. Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

Earnings Band Data: *Emsi 2019.4 Occupation Table*. Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.