

# ACT Workforce Research Snapshot:

## Foundational Skills for Professional, Scientific, & Technical Services Careers

### Target Occupations in the Professional, Scientific, & Technical Services Industry

- The professional services industry is comprised of businesses that specialize in performing professional, scientific, and technical activities for others.
- Target careers in the professional services industry constitute 9% (12.2 million jobs) of total occupational employment in the U.S.
- Target professional services careers are projected to grow more than 15% from 2010-2020 with more than 4 million openings (8% of total openings in the U.S.).

### Foundational Skills for Professional, Scientific, & Technical Services Careers

Top 20 Employing Target Professional, Scientific, & Technical Services Careers

O*Net-Code	Occupation	Locating Information (Range 3-6)	Reading for Information (Range 3-7)	Applied Mathematics (Range 3-7)	Median Annual Wage (2010)	US Employment 2010
43-3031.00	Bookkeeping, Accounting, & Auditing Clerks	4	4	4	\$ 34,030	1,898,300
11-1021.00	General & Operations Managers	4	5	5	\$ 94,400	1,767,100
43-6011.00	Executive Secretaries & Administrative Assistants	4	4	4	\$ 43,520	1,236,100
13-2011.01	Accountants	5	5	5	\$ 61,690	1,216,900
13-2011.02	Auditors	5	4	4	\$ 61,690	1,216,900
13-1199.00	Business Operations Specialists, All Other	4	5	4	\$ 62,450	1,064,200
13-1199.01	Energy Auditors	4	5	5	\$ 62,450	1,064,200
43-4171.00	Receptionists & Information Clerks	4	4	3	\$ 25,240	1,048,500
13-1111.00	Management Analysts	4	4	3	\$ 78,160	718,800
41-3099.00	Sales Representatives, Services, All Other	5	5	5	\$ 50,620	561,300
43-3021.01	Statement Clerks	4	4	3	\$ 32,170	504,800
43-3021.02	Billing, Cost, & Rate Clerks	4	4	4	\$ 32,170	504,800
41-4011.00	Sales Representatives, Technical & Scientific	4	4	4	\$ 73,710	400,000
11-3021.00	Computer & Information Systems Managers	5	5	5	\$ 115,780	307,900
27-1024.00	Graphic Designers	4	3	4	\$ 43,500	279,200
17-2051.00	Civil Engineers	4	4	3	\$ 77,560	262,800
27-3031.00	Public Relations Specialists	4	5	5	\$ 52,090	258,100
23-2011.00	Paralegals & Legal Assistants	3	5	4	\$ 46,680	256,000
13-2051.00	Financial Analysts	4	3	5	\$ 74,350	236,000
43-4111.00	Interviewers, Except Eligibility & Loan	4	4	3	\$ 28,820	213,500

### About the Data

Wage and employment data are from the U.S. Bureau of Labor Statistics. Foundational skill levels are derived from ACT's job profile database which includes over 19,000 job analyses for occupations across a diverse array of industries and occupations. Foundational skill levels are presented for three WorkKeys® cognitive skills—Reading for Information, Applied Mathematics, and Locating Information for selected groups of targeted occupations over the next 8-10 years. These three skills have been consistently identified as important for success in a broad range of jobs. Additional data for skill levels for other WorkKeys cognitive assessments can be found at: [http://profiles.keytrain.com/profile\\_search/](http://profiles.keytrain.com/profile_search/).