ACT Industry Readiness Profile:
Foundational Skills for Professional, Scientific, & Technical Services Careers

Professional, Scientific, and Technical Services Careers

The professional services industry comprises establishments that specialize in performing professional, scientific, and technical activities for others. These activities require a high degree of expertise and training.

<table>
<thead>
<tr>
<th>SOC Code</th>
<th>Occupation Title</th>
<th>2018 Employment</th>
<th>Median Applied Math</th>
<th>Median Graphic Literacy</th>
<th>Median Workplace Documents</th>
<th>2018 Mean Annual Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-2011</td>
<td>Accountants and auditors</td>
<td>455,400</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>$78,820</td>
</tr>
<tr>
<td>23-1011</td>
<td>Lawyers</td>
<td>413,300</td>
<td>5</td>
<td>5</td>
<td>7</td>
<td>$144,230</td>
</tr>
<tr>
<td>15-1132</td>
<td>Software developers, applications</td>
<td>395,100</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>$108,080</td>
</tr>
<tr>
<td>13-1111</td>
<td>Management analysts</td>
<td>264,800</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>$94,390</td>
</tr>
<tr>
<td>43-9061</td>
<td>Office clerks, general</td>
<td>264,100</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>$35,200</td>
</tr>
<tr>
<td>11-1021</td>
<td>General and operations managers</td>
<td>258,200</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>$123,880</td>
</tr>
<tr>
<td>23-2011</td>
<td>Paralegals and legal assistants</td>
<td>243,100</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>$54,500</td>
</tr>
<tr>
<td>43-6014</td>
<td>Secretaries and administrative assistants</td>
<td>238,900</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>$38,030</td>
</tr>
<tr>
<td>15-1121</td>
<td>Computer systems analysts</td>
<td>231,100</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>$93,610</td>
</tr>
<tr>
<td>43-3031</td>
<td>Bookkeeping, accounting, and auditing clerks</td>
<td>220,100</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>$42,110</td>
</tr>
<tr>
<td>41-3099</td>
<td>Sales representatives, services, all other</td>
<td>194,900</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>$64,860</td>
</tr>
<tr>
<td>15-1151</td>
<td>Computer user support specialists</td>
<td>192,300</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>$55,050</td>
</tr>
<tr>
<td>13-1161</td>
<td>Market research analysts and marketing specialists</td>
<td>191,900</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>$70,960</td>
</tr>
<tr>
<td>43-4051</td>
<td>Customer service representatives</td>
<td>182,500</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>$36,470</td>
</tr>
<tr>
<td>17-2051</td>
<td>Civil engineers</td>
<td>178,000</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>$93,720</td>
</tr>
<tr>
<td>15-1133</td>
<td>Software developers, systems software</td>
<td>177,700</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>$114,000</td>
</tr>
<tr>
<td>43-6012</td>
<td>Legal secretaries</td>
<td>149,100</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>$50,040</td>
</tr>
<tr>
<td>13-1199</td>
<td>Business operations specialists, all other</td>
<td>141,300</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>$76,960</td>
</tr>
<tr>
<td>11-3021</td>
<td>Computer and information systems managers</td>
<td>133,300</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>$152,860</td>
</tr>
<tr>
<td>15-1199</td>
<td>Computer occupations, all other</td>
<td>128,500</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>$93,350</td>
</tr>
<tr>
<td>43-4171</td>
<td>Receptionists and information clerks</td>
<td>115,500</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>$30,350</td>
</tr>
<tr>
<td>15-1131</td>
<td>Computer programmers</td>
<td>113,200</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>$89,580</td>
</tr>
<tr>
<td>43-1011</td>
<td>First-line supervisors of office and administrative support workers</td>
<td>103,400</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>$59,340</td>
</tr>
<tr>
<td>15-1142</td>
<td>Network and computer systems administrators</td>
<td>102,500</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>$67,070</td>
</tr>
<tr>
<td>29-2056</td>
<td>Veterinary technologists and technicians</td>
<td>99,900</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>$35,560</td>
</tr>
<tr>
<td>17-1011</td>
<td>Architects, except landscape and naval</td>
<td>94,100</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>$88,860</td>
</tr>
<tr>
<td>11-3031</td>
<td>Financial managers</td>
<td>90,700</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>$146,830</td>
</tr>
<tr>
<td>17-2141</td>
<td>Mechanical engineers</td>
<td>87,800</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>$92,800</td>
</tr>
<tr>
<td>31-9096</td>
<td>Veterinary assistants and laboratory animal caretakers</td>
<td>83,200</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>$28,690</td>
</tr>
<tr>
<td>13-1071</td>
<td>Human resources specialists</td>
<td>79,900</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>$66,790</td>
</tr>
</tbody>
</table>

About the Data

US Wage and employment data are from the U.S. Bureau of Labor Statistics Employment Projections 2018-2028 and Occupational Employment Statistics, May 2018. Foundational skill levels are derived from ACT’s job profile database which includes over 22,000 job analyses for occupations across a diverse array of industries and occupations. Foundational skill levels are presented for three WorkKeys® cognitive skills – Workplace Documents, Applied Math, and Graphic Literacy 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/.

©2020 by ACT, Inc. All rights reserved

WorkKeys® is a registered trademark of ACT, Inc. in the U.S.A. and other countries.