

TARGETED OCCUPATIONS

What are the targeted occupations for IPSEM, and how are they defined?

The RFP specifies that IPSEM programs should lead to one of the Targeted Occupations listed below.

Following are the **Standard Occupational Category (SOC)** definitions used by the U.S. Department of Labor. For more information about typical skills and degree programs associated with these occupations, go to <http://online.onetcenter.org> and search for the six digit SOC codes given below.

1. 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Sample of reported job titles: Accounting Clerk, Accounts Payables Clerk, Accounting Assistant, Bookkeeper, Accounts Receivable Clerk, Accounting Associate, Fiscal Technician, Accounting Representative, Accounting Technician, Accounting Analyst

2. 29-2061.00 - Licensed Practical and Licensed Vocational Nurses

Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Sample of reported job titles: Licensed Practical Nurse (LPN), Charge Nurse, Licensed Vocational Nurse (LVN), Clinic Licensed Practical Nurse (CLINIC Lpn), Pediatric Licensed Practical Nurse (PEDIATRIC Lpn), Clinic Nurse, Office Nurse, Private Duty Nurse, Triage Licensed Practical Nurse (TRIAGE Lpn)

3. 29-1111.00 - Registered Nurses

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.

Sample of reported job titles: Registered Nurse (RN), Staff Nurse, Staff RN (Staff Registered Nurse), Charge Nurse, Operating Room Registered Nurse (OR RN), Clinical Nurse, Oncology RN (Oncology Registered Nurse), Relief Charge Nurse, Cardiac Care Unit Nurse (CCU Nurse), Certified Nurse Operating Room (CNOR)

4. 43-6013.00 - Medical Secretaries

Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Sample of reported job titles: Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator

5. 29-2041.00 - Emergency Medical Technicians and Paramedics
(For purposes of the IPSEM Grant we are only targeting Paramedics)

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

Sample of reported job titles: Emergency Medical Technician (EMT), Emergency Medical Technician - Basic (EMT - B), Paramedic, Firefighter/EMT (Firefighter/Emergency Medical Technician), Emergency Medical Technician - Intermediate (EMT - I), Firefighter/Paramedic, EMT/Dispatcher (Emergency Medical Technician/Dispatcher), Fire Fighter First Responder, First Responder, Flight Paramedic

6. 29-2012.00 - Medical and Clinical Laboratory Technicians

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Sample of reported job titles: Medical Laboratory Technician (Medical Lab Tech), Medical Laboratory Technician (MLT), Cytotechnologist, Laboratory Technician, Non-Registered Technician, Laboratory Assistant (Lab Assistant), Laboratory Associate (Lab Associate)

7. 29-2032.00 - Diagnostic Medical Sonographers

Produce ultrasonic recordings of internal organs for use by physicians.

Sample of reported job titles: Sonographer, Diagnostic Medical Sonographer, Ultrasonographer, Ultrasound Technologist, Ultrasound Technician, Registered Diagnostic Medical Sonographer (RDMS), Cardiac Sonographer, Cardiac/Vascular Sonographer, Echo Tech (Echocardiographic Technician), Registered Diagnostic Medical Sonographer

8. 49-3023.00 - Automotive Service Technicians and Mechanics

Diagnose, adjust, repair, or overhaul automotive vehicles. Includes both of the following categories:

49-3023.01 - Automotive Master Mechanics: Repair automobiles, trucks, buses, and other vehicles. Master mechanics repair virtually any part on the vehicle or specialize in the transmission system.

Sample of reported job titles: Automotive Technician, Automotive Service Technician, Shop Foreman, Certified ASE Master Automotive Technician (Certified Automotive Service Excellence Master Automotive Technician), Master Automotive Technician, ASE Master Mechanic (Automotive Service Excellence Master Mechanic), Auto Mechanic

49-3023.02 - Automotive Specialty Technicians: Repair only one system or component on a vehicle, such as brakes, suspension, or radiator.

Sample of reported job titles: Automotive Technician (Auto Technician), Technician, Mechanic, Air Conditioning Technician (A/C Technician), Trim Technician, Alignment Specialist, Automobile Mechanic (Auto Mechanic), Automotive Worker, Brake Technician, Drivability Technician

9. 25-2011.00 - Preschool Teachers, Except Special Education

Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

Sample of reported job titles: Teacher, Preschool Teacher, Lead Teacher, Pre-K Teacher (Pre-Kindergarten Teacher), Group Teacher, Early Childhood Teacher, Headstart Teacher, Toddler Teacher, Head Teacher, Associate Teacher

10. 21-1093.00 - Social and Human Service Assistants

Assist professionals from a wide variety of fields, such as psychology, rehabilitation, or social work, to provide client services, as well as support for families. May assist clients in identifying available benefits and social and community services and help clients obtain them. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or adult daycare.

Sample of reported job titles: Social Worker, Advocate, Homebased Assistant, Human Services Program Specialist, Mental Health Technician, Outreach Specialist, Addictions Counselor Assistant, Case Worker, Casework Specialist, Caseworker

11. 49-9021.00 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. Includes the following categories:

49-9021.01 - Heating and Air Conditioning Mechanics and Installers: Install, service, and repair heating and air conditioning systems in residences and commercial establishments. Sample of reported job titles: Service Technician, HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist), HVAC Technician (Heating, Ventilation, and Air Conditioning Technician), Air Conditioning Technician (AC Tech), HVAC Installer (Heating, Ventilation, and Air Conditioning Installer), Mechanic, Service Manager

49-9021.02 - Refrigeration Mechanics and Installers: Install and repair industrial and commercial refrigerating systems. Sample of reported job titles: Refrigeration Mechanic, Service Technician, Refrigeration Technician, HVAC/R Service Technician (Heating, Ventilation, and Air Conditioning/Refrigeration Service Technician), Refrigeration Operator, Commercial Service Technician, Field Service Technician, VRT Mechanic (Variable Retention Time Mechanic)

12. 29-1126.00 - Respiratory Therapists

Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.

Sample of reported job titles: Respiratory Therapist (RT), Registered Respiratory Therapist (RRT), Respiratory Care Practitioner, Certified Respiratory Therapist, Clinical Coordinator of Respiratory Therapy, Director of Cardiopulmonary Services, Staff Respiratory Therapist

13. 29-2052.00 - Pharmacy Technicians

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

Sample of reported job titles: Pharmacy Technician, Certified Pharmacy Technician (CPHT), Pharmaceutical Care Associate

What were the criteria for selecting these occupations?

These occupations were targeted because they provide access to a family-sustaining career with no more than an Associate's degree level of education, and because they represent critical workforce needs in Massachusetts. The target occupations meet most or all of the following criteria:

1. Minimum \$25,000 median annual salary
2. Minimum 1,000 persons employed in Massachusetts (as of May 2007)
3. Minimum average 100 vacancies per year over the period 2002-2007
4. Constant high vacancy rate over the past three years
5. Growth in employment over the past five years
6. Generally require a certificate, Associates degree, and/or moderate on-the-job training

CommCorp also considered a range of occupations that would appeal to men and women.

Sources of data:

- Job Vacancy Survey (JVS) (Massachusetts Department of Workforce Development, Division of Career Services)
- Occupational Employment and Wage Statistics (OES) program (U.S. Department of Labor, Bureau of Labor Statistics)