

Southeastern Ohio Employer Survey

In early 2007, the Work Force Investment Board (Ohio Valley Employment Resources) serving Monroe, Morgan, Noble and Washington counties in southeastern Ohio commissioned an employer survey to determine: anticipated hiring by businesses in the region over the next five years, education and skill requirements for anticipated hiring, and wages and benefits for anticipated hiring. Markinetics was hired to create, disseminate and tabulate the survey. In Washington County, the Southeastern Ohio Port Authority was tasked with coordinating survey distribution.

Survey Scope

- More than 400 employers were invited via email to participate in the survey, and 131 employers did complete the survey. Companies that responded employ over 14,000 people total. In Washington County, 82 companies responded. It is important to note the survey relied on email databases that were not representative of the entire employer universe. Therefore, this survey is only valid for indicating trends among “respondents.”
- Companies from six Ohio counties participated. The survey also included a handful of West Virginia employers; however, since West Virginia is planning the same type of survey, data from surveys on both sides of the river will need to be collated once the Mountain State survey is complete.
- The survey’s goal was to track anticipated “business” hiring, so most governmental and non-profit entities were not included.
- Survey respondents included:
 - 45 manufacturers
 - 16 sales, retail and wholesale companies
 - 15 banking, finance and real estate companies
 - 13 construction companies
 - 11 health care facilities
 - 6 transportation related companies
 - 14 other employers from different categories.
- This survey only looks at the top three in-demand job titles per employer. Job titles beyond the top-three most in-demand will not be represented in this survey.

Key Findings across the Region

- Ninety-five percent of respondents report they plan to hire new or replacement employees in the next five years. Replacement employees are hired to fill existing positions that become vacant because of resignations, terminations or retirements.
- Employers were asked to rate the level of difficulty in hiring for specific job titles. Hard-to-fill jobs included both higher and lower paying jobs.
- Hard-to-fill jobs included both higher education and lower education requirements. Similarly, easy-to-fill jobs included both higher and lower paying jobs as well as higher and lower education and skill requirements.
- The survey found companies plan to create 4,375 new jobs in the next five years across the region. The most common job titles are listed in the following table.

Five-Year Forecast for Most Common Job Opportunities in the Region

Job	New FT Openings 2007-08	New FT Openings 2009-10	New FT Openings 2011-12	# More Retirements than Average in 5 Years	Pay	Difficulty Hiring
Accounting Assoc., CPA	8	8	6	0	\$26k -\$75 salary	
Aide	220	125	141	30	Min wage-\$14/hr	S, E
Assembler/Fabricator	208	177	172	20	Min wage-\$18/hr	S, ?, E
Banker	6	12	12	0	\$26k to \$50k salary	S, ?
Boiler Operator	1	1	1	50	\$18-\$20/hr+	S, E
Chemical Operator	18	18	20	7	\$18-\$20/hr+	S
Chemist, Biologist, Geologist	5	5	5	0	\$26k - \$50k salary	S
Construction Supervisor	5	10	10	7	\$20/hr+	S
Customer Service Rep.	154	153	178	0	\$10-\$14/hr	D, S
Electrician	15	15	15	20	\$20/hr+	S
Heavy Equipment Operator	11	12	5	0	\$10-\$14/hr	?
Instrumentation technician/Electrician	12	16	12	24	\$10-\$20/hr+	D, S, ?
Iron Worker	20	20	20	0	\$14-\$18/hr	?
Laborer	56	45	45	0	\$8-\$20/hr+	S, ?, E
Machine Tool Operator/Tender	64	62	72	0	<Min wage-\$14/hr	D, ?
Machinist	19	23	20	7	\$18-\$20/hr	D, S
Millwright/Maintenance Mechanic	12	15	12	8	\$10-\$20/hr+	S, ?
Pipefitter	80	130	55	150	\$20/hr+	D, S
Retail Sales Clerk	35	33	31	5	Min wage-\$10/hr	S, ?, E
RN	179	218	212	95	\$18-\$20/hr	S, ?, E
Salesperson	23	20	9	2	\$10-\$14/hr	D, S, ?, E
Service Rig Hands, Drilling Rig Hands, CDL Truck Drivers, Laborers	10	10	10	0	\$14-\$18/hr	D
Skilled Production Workers	8	6	12	0	\$10-\$18/hr	S
Teacher	9	12	11	7	\$26-\$50K/yr	?
Teller	19	29	39	10	\$8-\$10	S, ?, E
Truck Drivers	65	55	45	25	\$14-\$20/hr	D, S
Welders	66	78	70	0	\$8-\$18/hr	D, S, ?, E

Key: FT- Full Time

Difficulty Hiring: D – Most Difficult to Fill, S – Sometimes Difficult to Fill, ?– Hard to Tell How Difficult to Fill, E – Easy to Fill

Washington County Analysis

- 82 Washington County companies reported they plan to hire people for 2,422 new job openings over the next five years.
- Additionally, companies report they will continue to hire workers as replacements for existing jobs vacated through voluntary turnover, termination or retirements. An average of 895 jobs per year will require replacement hiring.
- Employers reported some sectors of the economy will require significant hiring increases to replace retiring Baby Boomers. The manufacturing sector alone will account for an additional 386 retirements above the norm in the next five years. Employers report that nearly one third of job titles will face increased retirements. Retirements will disproportionately affect higher-skill, higher-paying jobs such as registered nurses, electricians, instrumentation technicians, pipefitters, boiler operators, and fabricators.

Summary of Most Anticipated Hiring by Sector in Washington County

Job Category	New Jobs in 5 yrs	Average replacements (turnover and retirements) per year	Anticipated Increase in Retirements over 5 years
Manufacturing	894	350	386
Customer Service	487	102	0
Construction	166	68	3
Health Care	126	142	75
Executives/Professionals	111	38	14
Bank Tellers	80	62	10
Drilling/Extraction	60	25	0
Retail	68	15	2
Trucking	55	36	10

- Employers were asked to list educational requirements for job titles. Some employers listed none. Others listed multiple requirements for the same job. Below is a tally of frequently required listings. Appendix 1 lists employer responses for education, experience and special skill requirements, according to hardest to fill to easiest to fill jobs.

Educational Requirement	Times Listed	Percentage
High school diploma or GED*	30	22%
Vocational training	41	31%
Professional certificate	10	7.5%
Associate degree	22	16%
Bachelor degree	29	21%
Advanced degree	4	3%

* Please see the following bullet point for an important clarification.

- Specialized skills were listed as requirements for over 100 jobs. Many of the specialized skills included state licenses, apprenticeships, completion of specialized training, computer skills, communication skills, welding, reading skills, reading schematic drawings, etc. It is important to note many of the jobs that required no higher education, did require additional training from employers or union apprenticeships. Many job titles listed special skill requirements that were prerequisites for employer or apprentice training programs. For example: “High school diploma or GED, passing grade in high school algebra 1, mechanical ability, reading comprehension skills, work well with others, dependable, drug free, work in weather and heights, presentable to customer.”
- Employers were asked to choose pay brackets and indicate what benefits were offered for various positions. Wages and salaries offered ranged from minimum wage to \$75,000 per year. Approximately 90% of job titles offered some level of health care and retirement package. No attempt was made to determine the employer contribution to those packages. Appendix 2 lists pay and benefit data from across the region.

Appendix 1

Education, Experience and Skill Requirements Sorted by Employer Hiring Difficulty

Job (Most Difficult to Fill)	Educational Requirement	Experience Needed	Special Skills
Account Managers, Customer Service Representative.	Bachelor's to Graduate Degree	3 to 5 years	
Accounts Payable Clerk	Associate Degree	3 to 5 years	
Automotive Service Technician	Vocational/Technical Program Completion	3 to 5 years	Repair, recondition vehicles
CAD/CAM Designer	Associate's to Bachelor's Degree	3 to 5 years	
Clinical Staff - Case Manager, Assessor, Screener	Professional Certificate to Bachelor's Degree	1 to 2 years	Under general supervision, the Case Managers, Assessors and Screeners implement, integrate and coordinate various client activities of assessment case management.
Commercial Lenders	Bachelor's Degree	6 or more years	
Customer Service Person	Professional Certificate, high school graduate	No experience required	
Foundry/Casting Operation Personnel	GED, high school graduate	1 to 2 years	
Heavy Equipment Operator	Vocational/Technical Program completion	3 to 5 years	
Human Resources Manager	Associate Degree	3 to 5 years	
Instrumentation Technician/Electrician	Vocational/Technical Program completion	3 to 5 years	Associate Degree in Industrial Maintenance
Instrumentation Technician/Electrician	Vocational/Technical Program completion	1 to 2 years	
Instrumentation Technician/Electrician	Vocational/Technical Program completion	6 or more years	Comprehensive industrial electrical and instrumentation skills gained through extensive apprenticeship and/or on the job training
Machine Tool Operator/Tender	Vocational/Technical Program, high school graduate	1 to 2 years	
Machinist	GED, Vocational/Technical Program, high school degree	1 to 2 years	CNC Operation Experience/Skill
Machinist	Vocational/Technical Program completion	3 to 5 years	CNC operational experience, math skills, some programming
Management and Clerical	Bachelor's Degree	6 or more years	

Job (Most Difficult to Fill)	Educational Requirement	Experience Needed	Special Skills
Pipefitter & Steel Fabricator	Vocational/Technical Program completion	1 to 2 years	Welding, pipefitting or steel fabrication training
Plumber	High school graduate	1 to 2 years	
Process/Quality Control Engineer	Bachelor's Degree	3 to 5 years	
RN	Associate Degree	No experience to 2 years	RN License
Sales and Customer Service Person	Professional Certificate, high school graduate	No experience required	
Salesperson	High school graduate	No experience required	
Service Rig Hands, Drilling Rig Hands, CDL Truck Drivers, Laborers	High school graduate	1 to 2 years	CDL License
Truck Driver	No stated educational requirement	1 to 2 years	23 yrs old, clean driving record, Class A CDL, pass a DOT drug screen and DOT Physical
Truck Driver	No stated educational requirement	3 to 5 years	CDL License
Truck Driver	No stated educational requirement	3 to 5 years	CDL License with doubles & hazardous materials endorsements
Welder	GED, Vocational/Technical Program, high school degree	3 to 5 years	
Writer	Bachelor's to Graduate Degree	3 to 5 years	

Job (Somewhat Difficult to Fill)	Educational Requirement	Experience Needed	Special Skills
Advertising Sales Representative	High school graduate	1 to 2 years	Good communication skills, good appearance and presentation
Aide (including home health, nursing home, hospital)	9th grade to high school graduate	No experience required	State Tested Nurses Aide
Aide (including home health, nursing home, hospital)	9th to 12th grade, No diploma	No experience required	Certification
Aide (including home health, nursing home, hospital)	9th to 12th grade, No diploma	1 to 2 years	STNA
Aide (including home health, nursing home, hospital)	GED, Professional Certificate to some college	1 to 2 years	Universal caregiver to cook, clean, do laundry, light maintenance, manage activity schedule, be a medication assistant, do marketing, switchboard operator, be a caregiver, social worker, yard work. Requires common sense, self-motivated, compassion. First Aid Certificate required.
Aide (including home health, nursing home, hospital)	High school graduate	No experience required	State Test Nurses Aide
Aide (including home health, nursing home, hospital)	Vocational/Technical Program completion	No experience required	State Tested Nursing Assistants - 3-week course required to sit for written and practical test (certificate)
Appraiser	Professional Certificate	3 to 5 years	Real Estate Appraiser's License Applicable related educational courses - real estate and economics
Assembler/Fabricator	Bachelor's Degree	3 to 5 years	
Assembler/Fabricator	GED to Associate's Degree	1 to 2 years	Must read and comprehend drawings and schematics of all sorts.
Assembler/Fabricator	High school graduate	No experience required	
Boiler Operator	High school graduate	6 or more years	Ohio Stationary Engineers License
Branch Managers--Relationship Managers--Personal Bankers--Customer Service Specialists.	Bachelor's Degree	1 to 2 years	Series 6 Investment License.
Business-Training Liaisons	Bachelor's Degree	3 to 5 years	Business/industry background and a desire to work in education/training
CAD/CAM Designer	Vocational/Technical Program to some college	3 to 5 years	Designing in 3-D
Carpenter	GED, Vocational/Technical Program, high school degree	3 to 5 years	
Chemical Engineer	Bachelor's Degree	No experience required	Performs limited assignments of specific engineering tasks, e.g. minor phase of a larger project, testing new products. Emphasis is on documentation, monitoring and testing. Entry-level position requiring a degree in engineering or equivalent.
Chemical Engineer	Bachelor's Degree	1 to 2 years	

Chemical Engineer	Bachelor's Degree	3 to 5 years	
Chemical Operator	Vocational/Technical Program, high school graduate	1 to 2 years	Knowledge of chemical processes, process chemistry, process safety management
Chemists, Biologist, Geologist	Associate's to Bachelor's Degree	1 to 2 years	Technical background with business/management combination
Circulation District Sales Managers	High school graduate	No experience required	
Clerical, Drivers, Outside Sales	Vocational/Technical Program completion	No experience required	CDL License, Sales Experience
Compliance	High school graduate	6 or more years	
Computer Operator	GED to Associate's Degree	No experience required	Personal Insurance Lines License
Construction Supervisors	High school graduate	6 or more years	Responsible for job site
CPA	Bachelor's Degree	No experience required	
Customer Service Representatives	GED to some college	1 to 2 years	Handle inbound calls for travel and other service related type calls. Supporting travel websites and retail website support.
Day Care Director	Vocational/Technical Program completion	3 to 5 years	Continuing Education on child care, child abuse, CPR, First Aid
Diesel Mechanic	Vocational/Technical Program completion	1 to 2 years	
Drilling (Non Oil & Gas) Field Operators	High school graduate	No experience required	Entry level & experienced positions, 100% travel, outdoor work, mechanical aptitude, desire to progress on career path
Electric Motor Rewinder/Mechanic	GED to some college	No experience required	
Electrician	GED, high school graduate	No experience required	High school diploma or GED, passing grade in high school Algebra 1, mechanical ability, reading comprehension skills, works well with others, dependable, drug free, work in weather and heights, presentable to the customer.
Field Survey Crew Technician, Land Surveyor	Professional Certificate	3 to 5 years	State of Ohio License
Filler Operator	GED	No experience required	Responsible for setting up and operating plant filling equipment in a safe and sanitary work environment. Must be able to operate filler at high rate of efficiency with minimum loss of containers, assemble and disassemble equipment for proper cleaning/sanitizing. May act as a relief operator. Monitor proper fill weights and accurately record production results. Monitor materials, products and equipment at each step of process and reports irregularities to supervisor. Maintain proper housekeeping and assist with general plant sanitation.

Front Desk Clerks	High school graduate	1 to 2 years	Checking guests in and out, answering phones, taking reservations, housekeeping, cleaning of public areas and guest rooms.
General Laborer	No stated educational requirement	No experience required	Production tasks
HVAC Installation/Repair	Vocational/Technical Program, high school graduate	3 to 5 years	
HVAC Installation/Repair	Vocational/Technical, Professional Certificate, high school graduate	3 to 5 years	HVAC Certification
Instrumentation Technician/Electrician	GED, high school graduate	3 to 5 years	PLC Controls, Instrumentation, Power Distribution
Instrumentation Technician/Electrician	High school graduate	3 to 5 years	Completion of a Certified Training Program
Instrumentation Technician/Electrician	Vocational/Technical Program completion	1 to 2 years	Troubleshoot and ability to travel 75% of the time
Instrumentation Technician/Electrician	Vocational/Technical Program completion	6 or more years	
Instrumentation Technician/Electrician	Vocational/Technical Program to Associate's Degree	No experience required	
Instrumentation Technician/Electrician	Vocational/Technical Program, Professional Certificate	1 to 2 years	Looking for techs with Electrical Certification or a License to handle refrigeration gases
Insurance Sales and Service people, Investment Advisor.	Associate Degree	3 to 5 years	Property and Casualty Insurance License, Life and Health Insurance License, Securities Licenses depending on the dept in which we hire
Internal Auditor	Bachelor's Degree	3 to 5 years	
Lab Technician	Associate Degree	No experience required	Laboratory skills
Laborer	High school graduate	1 to 2 years	
Laborer	No stated educational requirement	No experience required	Wiling to travel
Laborer, Equipment Operator & Material Mover, Truck Driver	Vocational/Technical Program, high school graduate	3 to 5 years	Good experience
Loan Originator	High school graduate	1 to 2 years	
LPN	Vocational/Technical Program completion	No experience required	LPN License
Machine operator	Bachelor's degree	3 to 5 years	
Machinist	Vocational/Technical Program, high school graduate	3 to 5 years	

Maintenance Mechanic	Vocational/Technical Program, high school graduate	1 to 2 years	Maintain mechanical equipment and facilities, access all areas of machines and support equipment to perform repairs and maintenance, able to disassemble and assemble all parts of machines and support equipment according to the manufacturers specifications. Troubleshoot, repair, do preventive maintenance on all plant equipment. Read electrical schematics. Have a basic understanding of hydraulics.
Maintenance Supervisor	GED, high school graduate	3 to 5 years	
Marketing Coordinator	Some college, No degree	1 to 2 years	
Middle Management positions.	High school graduate to Bachelor's Degree	3 to 5 years	
Millwright/Maintenance Mechanic	High school graduate	3 to 5 years	Completion of Certified Training Program
Millwright/Maintenance Mechanic	Vocational/Technical Program completion	1 to 2 years	
Office Manager	Vocational/Technical Program, high school graduate to some college	3 to 5 years	Computer sales experience
Physical Therapist	Graduate or Professional Degree	No experience required	
PipefitterWelder	No stated educational requirement	1 to 2 years	Must be able to pass API1104 welding tests
Processor	GED	No experience required	Set up and operate mixing equipment for dairy products, properly blend and fortify according to various formulas, properly assemble, sterilize, clean up and operate the HTST (High Temperature Short Time) pasteurizers and homogenizers and batching equipment, properly account for all products processed daily and all ingredients used to make up products, maintain accurate records and charts, responsible for receipt of raw ingredients, finished product testing and load-out of bulk products, maintains proper housekeeping and assists with general plant sanitation.
Project Management, Sales and Estimating	High school graduate to some college	3 to 5 years	
Retail Sales Clerk	Associate's to Bachelor's Degree	3 to 5 years	
Retail Sales Clerk	High school graduate	1 to 2 years	
Retail Sales Clerk	No stated educational requirement	1 to 2 years	
Retail Sales Clerk	No stated educational requirement	No experience required	
RN	Associate Degree	1 to 2 years	RN License
RN	Associate Degree	1 to 2 years	
RN	Associate Degree	No experience required	RN License

RN	Associate Degree	No experience required	It depends upon the department.
Salesperson	High school graduate	No experience required	WV Auto Sales Person Licenses, must have excellent people skills and desire to work
Salesperson	High school graduate to degree	6 or more years	Building industry knowledge, understand installation and working of windows, working knowledge of the construction industry, self-motivated, work independently, willing to travel and be away from home for a week or two at a time, be able to talk to people on a one on one basis, outgoing personality, very honest and credible.
Salesperson	High school graduate to some college	1 to 2 years	
Service Techs for auto & motorcycle service & repairs	Vocational/Technical or high school graduate, Professional Certificate	1 to 2 years	Must have ASE or Ford Motor Certifications in several areas, WV State Inspection License.
Skilled Production Workers	GED	3 to 5 years	
Store Manager	High school graduate	1 to 2 years	Food Handlers Certification
Tank Cleaner, utility	No stated educational requirement	1 to 2 years	CDL License
Technology (Computer/MIS)	Bachelor's Degree	1 to 2 years	Understanding hardware and software to support distance learning is the most predictable slot.
Teller	Bachelor's Degree	1 to 2 years	Communication skills, sales skills, basic math skills
Teller	GED, High school graduate	No experience required	
Teller	High school graduate	1 to 2 years	Sales experience
Teller	High school graduate	No experience required	
Tool & Die Maker	High school graduate	6 or more years	Certification from US Apprenticeship Dept. (4 year requirement)
Truck Driver	High school graduate	3 to 5 years	CDL
Truck Driver	No stated educational requirement	1 to 2 years	CDL License
Maintenance Mechanic	Associate Degree	1 to 2 years	Experience in gas turbine operations and maintenance. Two-year degree minimum education requirement. Need to be able to do basic electrical/electronic maintenance, basic mechanical maintenance, and operation of equipment in a power plant.
Variety of Social Service Managers	Bachelor's Degree	3 to 5 years	Good communications skills (written and verbal) the ability to solve problems
Welder	High school graduate	1 to 2 years	
Welder	Vocational/Technical Program, high school graduate	No experience required	Mig and Tig welding
X-ray technician	Associate degree	1 to 2 years	
(No title)	GED	3 to 5 years	Lift Truck License

Job (Hard to Tell Difficulty)	Education Required	Experience Required	Special Skills
Accounting Person	Bachelor's Degree	1 to 2 years	
Activities Director	Associate Degree	3 to 5 years	Coordinating activities and transportation for a diverse group of seniors
Aide (includes home health, nursing home, hospital)	GED, Vocational/Technical Program, high school degree	No experience required	State Tested – Certification
Assembler/Fabricator	High school graduate	3 to 5 years	
Assembler/Fabricator	No stated educational requirement	3 to 5 years	Certified Welders are a plus. Experience in the area of fabrication of steel is a plus. Computer skills to run computerized equipment are a plus.
Assembler/Fabricator	Vocational/Technical Program completion	1 to 2 years	Refrigeration, welding/brazing
Assembler/Fabricator	Vocational/Technical Program, high school graduate	3 to 5 years	Circuit board and medical device assembly
Auditor	Vocational/Technical Program completion to Graduate/Professional Degree	3 to 5 years	Provide third party safety and health auditing services for the manufacturing, commercial and construction industries
Bank Officer	Associate Degree	3 to 5 years	Sales ability
Chemical Operator	No stated educational requirement	No experience required	Chemical Operator
Chemical Operator	Vocational/Technical Program completion	No experience required	
Chemical Operator	Vocational/Technical Program completion to Associate's Degree	No experience required	New hires for general plant positions (non craft), those with chemical operation certificate will have priority
Correctional Officer	GED, high school graduate	No experience required	
Custodial positions	High school graduate	No experience required	Must be able to lift 100 lbs and be physically able to stand, walk, stoop, bend, reach, climb, etc repetitively.
Customer Service Rep	High school graduate	1 to 2 years	Excellent written & oral communication skills, computer skills (menu-driven software, documentation), basic math skills are necessary, interacts with existing/new customers, works well in groups, strong ethical behavior
Heavy Equipment Operator	High school graduate	1 to 2 years	
Information Technology, Electrical Construction, Accounting, Communication, Marketing, Forester	Professional Certificate to Bachelor's Degree	3 to 5 years	Communication, Information Technology, Journeyman, Line Certification, Associates for Accounting, Electrical Engineering
Instrumentation Technician/Electrician	Vocational/Technical Program completion to Associate's Degree	1 to 2 years	
Iron Worker	No stated educational requirement	3 to 5 years	Certified Welders is a plus as well as Equipment Operators.
Labor Supervisor	High school graduate	1 to 2 years	Good work ethic and people management

Job (Hard to Tell Difficulty)	Education Required	Experience Required	Special Skills
Laborer	No stated educational requirement	1 to 2 years	Brick laying experience and labor experience.
LPN	Vocational/Technical Program completion	1 to 2 years	LPN License
LPN	Vocational/Technical Program, Professional Certificate	No experience required	LPN License
Machine Operator	High school graduate	1 to 2 years	
Machine Tool Operator/Tender	GED to Associate's Degree	1 to 2 years	Experience in hydraulics, pneumatics, electrical for two - three of the positions, the others - semi-skilled labor
Machine Tool Operator/Tender	High school graduate	3 to 5 years	Equipment Operator Welder Experience with applying coatings with airless sprayer
Maintenance, Physical Plant	Vocational/Technical Program completion	3 to 5 years	Must be tech savvy (networks, PCs, understand in-house technology) as well as basic maintenance skills in plumbing, electrical, HVAC.
Market Research Interviewer	High school graduate	No experience required	
Material Handler or Laborer	High school graduate	No experience required	Will tend extruders
Millwright/Maintenance Mechanic	High school graduate	No experience required	Electrical and Welding certifications
Millwright/Maintenance Mechanic	Vocational/Technical Program completion	3 to 5 years	
Millwright/Maintenance Mechanic	Vocational/Technical Program completion to some college	3 to 5 years	
Millwright/Maintenance Mechanic	Vocational/technical program, high school graduate	3 to 5 years	Knowledge of large pumps, chemical plant equipment, some welding, vocational education preferred
Production Worker	GED	No experience required	Removing molten metal from electric arc furnaces, operation of electric arc furnaces, mobile equipment operation, overhead crane operation, general labor
Retail Sales Clerk	GED to graduate degree	No experience required	Retail Sales Clerk
RN	Associate Degree	No experience required	
Salesperson	9th to 12th grade, No diploma	No experience required	Salesperson
Salesperson	Vocational/Technical Program completion to some college	1 to 2 years	Licensed to sell life and health and/or Property and Casualty, accounting background to take over the general bookkeeping and bill paying responsibilities, work with CPA, be CSR or in sales
Salesperson	Vocational/Technical Program to Bachelor's Degree	3 to 5 years	Instrument/electrical background
Secretary	Vocational/Technical Program completion	1 to 2 years	Must be able to use QuickBooks

Job (Hard to Tell Difficulty)	Education Required	Experience Required	Special Skills
Teacher	Bachelor's Degree	No experience required	Must pass state teacher certification exams (PRAXIS) and have a 4-year degree from an approved (State Dept of Ed) institution of higher learning.
Teacher	Bachelor's Degree	No experience required	Teacher
Teacher	Bachelor's Degree	1 to 2 years	Experience in the college classroom is helpful. Health care faculty is often required to be certified.
Teacher	Graduate or Professional Degree	3 to 5 years	Teacher
Technical Sales and Scheduling Assistant	High school graduate to some college	1 to 2 years	
Technical/Electronic Technicians, Sales Support, Product/Training Coordinator, Service Technicians	Vocational/Technical Program to Bachelor's Degree	1 to 2 years	Calibration/ technical background, software, computer savvy
Teller	High school graduate	No experience required	
Welder	No stated educational requirement	3 to 5 years	Certified Welders are a plus.
Writer	Bachelor's Degree	No experience required	Writer
X-ray Technician	Associate Degree	No experience required	

Job (Easy to Fill)	Education Required	Experience Needed	Special Skills
Additional Office Branch Manager and Administrative Assistant	High school graduate to Bachelor's Degree	3 to 5 years	Microsoft skills, soft skills and customer service
Aide (including home health, nursing home, hospital)	GED	No experience required	
Assembler/Fabricator	High school graduate	No experience required	CDL Licenses, D Licenses, Sales Experience
Assembler/Fabricator	High school graduate	3 to 5 years	Not a typical production job. Maintenance employees would have to be experienced.
Assembler/Fabricator	High school graduate	No experience required	
Assembler/Fabricator	Vocational/Technical Program, high school graduate	1 to 2 years	
Assembler/Fabricator	Vocational/Technical Program, high school graduate	No experience required	
Assembler/Fabricator	Vocational/Technical to some college	1 to 2 years	Must be able to read and have an above average math skill in dealing with decimals and fractions, some basic computer skills
Boiler Operator	Associate Degree	No experience required	
Branch Manager	Bachelor's Degree	3 to 5 years	Total responsibility for sales and operations including P&L
Bus Drivers, Cooks and Aides	High school graduate	1 to 2 years	Bus Drivers require CDLs; Aides require ParaPro Certificates

Job (Easy to Fill)	Education Required	Experience Needed	Special Skills
Cabinet Maker	Vocational/Technical Program, high school graduate	1 to 2 years	
Chemical Operator	GED, high school graduate	No experience required	
Chemical Operator	Vocational/technical program completion	6 or more years	
Engineer	Bachelor's Degree	No experience required	
Factory workers to do Welding Fabrication work.	Vocational/Technical Program completion	3 to 5 years	Welding skills and Welding Certification is a plus. Knowledge of running computerized machines is also a plus.
General Manufacturing work	No stated educational requirement	3 to 5 years	Use computers, ability to think, evaluate information, make decisions and work without close supervision
Head Start Teacher	Associate's to Bachelor's Degree	1 to 2 years	Provide positive educational experience using age appropriate curriculum. Work closely with other professional staff to assure that children are ready for kindergarten.
Laborer	High school graduate	No experience required	
Pipefitter/Welder	High school graduate	3 to 5 years	We train our recruits for our trade.
Racker	No stated educational requirement	No experience required	Loads/unloads production racks in a timely manner, material handling and set up, lot control, inspects and identifies obvious defects on coated parts and incoming parts, performs tank maintenance, housekeeping and clean up, documentation as needed.
Retail Sales Clerk	High school graduate	1 to 2 years	
RN	Associate Degree	1 to 2 years	
Salesperson	High school graduate	No experience required	
Teller	High school graduate	1 to 2 years	
Teller	High school graduate	No experience required	
Welder	GED	1 to 2 years	Welding experience and certificate if applicable

Appendix 2

Jobs by Hourly Income and Benefits

County of Business	Job	Hourly Wage	Health Ins	Share Health Premium	Paid Vacation	Paid Holidays	Paid Sick Days	Retirement Plan
Washington	Appraiser	\$20 plus per hour	No		No	No	No	No
Washington	Boiler Operator	\$20 plus per hour	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Chemical Operator	\$20 plus per hour	Yes	Yes	Yes	Yes	Yes	Yes
Guernsey	Construction Supervisors	\$20 plus per hour	Yes	Yes	Yes	Yes	No	Yes
Washington	Electrician	\$20 plus per hour	Yes	Yes	No	No	No	Yes
Washington	General Manufacturing work	\$20 plus per hour	Yes	Yes	Yes	Yes	No	Yes
Washington	Information Technology, Electrical, Construction, Accounting, Communication, Marketing Forester	\$20 plus per hour	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Instrumentation Technician/Electrician	\$20 plus per hour	Yes	Yes	Yes	Yes	Some	Yes
Washington	Laborer	\$20 plus per hour	Yes	Yes	No	No	No	No
Washington	Millwright/Maintenance Mechanic	\$20 plus per hour	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Physical Therapist	\$20 plus per hour	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Pipefitter & Steel Fabricator	\$20 plus per hour	Yes	Yes	No	No	No	Yes
Guernsey	Pipefitter/Welder	\$20 plus per hour	Yes	Yes	No	Yes	No	Yes
Washington	Pipefitter/Welder	\$20 plus per hour	Yes	Yes	Yes	No	No	Yes
Noble	RN	\$20 plus per hour	Yes	Yes	Yes	Yes	No	Yes
Guernsey	RN	\$20 plus per hour	Yes	Yes	Yes	No	Yes	Yes
Washington	RN	\$20 plus per hour	Yes	Yes	Yes	Yes	Yes	Yes
Wetzel	RN	\$20 plus per hour	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Boiler Operator	\$18.01 to \$20.00	Yes	No	Yes	Yes	Yes	Yes
Guernsey	CAD/CAM Designer	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Chemical Operator	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	Yes	Yes
Guernsey	Instrumentation Technician/Electrician	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Machinist	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	Yes	Yes

County of Business	Job	Hourly Wage	Health Ins	Share Health Premium	Paid Vacation	Paid Holidays	Paid Sick Days	Retirement Plan
Washington	Millwright/Maintenance Mechanic	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	Yes	Yes
Belmont	RN	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	Yes	Yes
Morgan	RN	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	RN	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	Yes	Yes
Guernsey	Tool & Die Maker	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Truck Driver	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Maintenance Mechanic	\$18.01 to \$20.00	Yes	Yes	Yes	Yes	Yes	Yes
Wetzel	Auto/Motorcycle Repair Mechanic	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Noble	Assembler/Fabricator	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Monroe	Auditor	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Automotive Service Technician	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Carpenter	\$14.01 to \$18.00	Yes	Yes	No	Yes	No	Yes
Noble	Correctional Officer	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Electric Motor Rewinder/Mechanic	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Filler Operator	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Morgan	Foundry/Casting Operation	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Morgan	HVAC Installation/Repair	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Instrumentation Technician/Electrician	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Iron Worker	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Laborer	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Noble	LPN	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Morgan	LPN	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Noble	Machine Operator	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Morgan	Machinist	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Guernsey	Machinist	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Maintenance Mechanic	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Noble	Millwright/Maintenance Mechanic	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Millwright/Maintenance Mechanic	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes

County of Business	Job	Hourly Wage	Health Ins	Share Health Premium	Paid Vacation	Paid Holidays	Paid Sick Days	Retirement Plan
Washington	Millwright/Maintenance Mechanic	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Processor	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Production Worker	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Service Rig Hands, Drilling Rig Hands, CDL Truck Drivers, Laborers	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Monroe	Tank Cleaner, Utility	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Monroe	Truck Driver	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Truck Driver	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Welder	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Washington	X-ray Technician	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Belmont	X-ray Technician	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	Yes	Yes
Guernsey	X-ray Technician	\$14.01 to \$18.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Additional Office Branch Manager and Administrative Assistant	\$10.01 to \$14.00	No		Yes	Yes	Yes	Yes
Wetzel	Aide (home health, nursing home, hospital)	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Noble	Assembler/Fabricator	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Morgan	Assembler/Fabricator	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Assembler/Fabricator	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Some	Yes
Washington	Customer Service Rep	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Diesel Mechanic	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Drilling (Non Oil & Gas) Field Operators	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Factory workers to do Welding Fabrication work.	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Field Survey Crew Technician, Land Surveyor	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Guernsey	General Laborer	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Morgan	Heavy Equipment Operator	\$10.01 to \$14.00	No		No	Yes	No	No
Washington	Heavy Equipment Operator	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Instrumentation Technician/Electrician	\$10.01 to \$14.00	Some	Yes	Yes	Yes	No	Some
Washington	Lab Technician	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Morgan	Labor Supervisor	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes

County of Business	Job	Hourly Wage	Health Ins	Share Health Premium	Paid Vacation	Paid Holidays	Paid Sick Days	Retirement Plan
Guernsey	Laborer	\$10.01 to \$14.00	Yes	Yes	No	Yes	No	Yes
Washington	LPN	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Machine Tool Operator/Tender	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Some	Yes
Washington	Maintenance Supervisor	\$10.01 to \$14.00	No		Yes	Yes	Yes	No
Morgan	Milling or Planning Machine Setter/Operator	\$10.01 to \$14.00	No		Yes	Yes	No	No
Noble	Millwright/Maintenance Mechanic	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Office Manager	\$10.01 to \$14.00	No		Yes	Yes	Yes	No
Morgan	Plumber	\$10.01 to \$14.00	No		No	Yes	No	No
Washington	Laborer, Equipment Operator/Material Mover, Truck Driver	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Salesperson	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Guernsey	Skilled Production Workers	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	No	Yes
Morgan	Welder	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Welder	\$10.01 to \$14.00	Some	Yes	Yes	Yes	Some	Some
Washington	Writer	\$10.01 to \$14.00	Yes	Yes	Yes	Yes	Yes	Yes
Guernsey	Aide (home health, nursing home, hospital)	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Belmont	Aide (home health, nursing home, hospital)	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Noble	Aide (home health, nursing home, hospital)	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	No	Yes
Morgan	Aide (home health, nursing home, hospital)	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Aide (home health, nursing home, hospital)	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Morgan	Assembler/Fabricator	\$8.00 to \$10.00	No		Yes	Yes	No	No
Washington	Assembler/Fabricator	\$8.00 to \$10.00	Some	Yes	Yes	Yes	Some	Some
Morgan	Bus Drivers, Cooks and Aides	\$8.00 to \$10.00	Yes	Yes	No	Yes	Yes	Yes
Morgan	Cabinetmaker	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	No	Yes
Guernsey	Chemical Operator	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Tyler	Clerical, Drivers, and Outside Sales	\$8.00 to \$10.00	No		No	Yes	No	No
Monroe	Computer Operator	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes

County of Business	Job	Hourly Wage	Health Ins	Share Health Premium	Paid Vacation	Paid Holidays	Paid Sick Days	Retirement Plan
Noble	Custodial Positions	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Customer Service Reps	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Head Start Teacher	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Instrumentation Technician/Electrician	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Morgan	Laborer	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	No	Yes
Guernsey	Machine Tool Operator/Tender	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Material Handler or Laborer	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Retail Sales Clerk	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Ohio	Retail Sales Clerk	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	No	Yes
Wood	Retail Sales Clerk	\$8.00 to \$10.00	No	No	No	No	No	No
Washington	Store Manager	\$8.00 to \$10.00	No		Yes	No	No	No
Monroe	Teller	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Noble	Teller	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Teller	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Wood	Teller	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Welder	\$8.00 to \$10.00	Yes	Yes	Yes	Yes	No	Yes
Washington	Front Desk Clerks	Slightly above min. wage	No		Yes	Yes	No	No
Guernsey	Machine Tool Operator/Tender	Slightly above min. wage	Yes	Yes	Yes	Yes	No	Yes
Monroe	Racker	Slightly above min. wage	No		Yes	Yes	No	No
Morgan	Retail Sales Clerk	Slightly above min. wage	Yes	Yes	Yes	Yes	Yes	Yes
Washington	Salesperson	Slightly above min. wage	No		Yes	Yes	Yes	No
Morgan	Secretary	Slightly above min. wage	No		No	Yes	No	No
Washington	Aide (home health, nursing home, hospital)	Minimum wage	No		Yes	Yes	Yes	Yes
Tyler	Assembler/Fabricator	Minimum wage	No		No	Yes	No	No
Noble	Retail Sales Clerk	Minimum wage	Yes	Yes	Yes	Yes	No	No
Washington	Truck Driver	Don't know	Yes	Yes	Yes	Yes	No	Yes
Wetzel	Truck Driver	Don't know	Yes	Yes	Yes	Yes	No	Yes