

## Occupations with the Most Expected Hiring in New York State

**SOURCE: NY STATE DEPARTMENT OF LABOR**

<http://labor.ny.gov/stats/reos.asp>

These occupations, in the labor market analyst's view, will offer a qualified jobseeker a reasonable expectation of obtaining employment in at least one region of New York State. The list is a product of the analyst's best judgment and historical seasonal hiring activity by month and is subject to revision at any time. The occupations on this list may not necessarily be tied to training available at the local One-Stop Center; contact your local One-Stop Center for their priority list of training opportunities. This list does not satisfy requirements under Title I of the Workforce Investment Act.

<b>Job Title</b>	<b>Description</b>	<b>Areas of Demand</b>
<b>Accountants and Auditors</b>	Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.	Finger Lakes Hudson Valley Western New York Long Island New York City North Country
<b>Automotive Service Technicians and Mechanics</b>	Repair only one system or component on a vehicle, such as brakes, suspension, or radiator.	Capital Region Hudson Valley Long Island New York City North Country
<b>Bartenders</b>	Mix and serve drinks to patrons, directly or through waitstaff.	New York City North Country
<b>Bill and Account Collectors</b>	Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account preparing statements to credit department if customer fails to respond initiating repossession proceedings or service disconnection keeping records of collection and status of accounts.	Hudson Valley Western New York
<b>Bookkeeping, Accounting, and Auditing Clerks</b>	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.	Central New York Capital Region Finger Lakes Hudson Valley Western New York Long Island North Country
<b>Bus and Truck Mechanics</b>	Inspect, repair, and maintain diesel engines	New York City

<b>and Diesel Engine Specialists</b>	used to power machines.	
<b>Bus Drivers, School</b>	Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.	Capital Region Hudson Valley Western New York Mohawk Valley North Country
<b>Carpenters</b>	Fabricate, assemble, install, or repair wooden furnishings in ships or boats.	Western New York New York City North Country
<b>Cashiers</b>	Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.	Central New York Capital Region Western New York Long Island Mohawk Valley North Country
<b>Child Care Workers</b>	Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.	Central New York Capital Region Finger Lakes Hudson Valley Western New York Mohawk Valley North Country
<b>Child, Family, and School Social Workers</b>	Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist single parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers on how to deal with problem children.	Hudson Valley Mohawk Valley
<b>Combined Food Preparation and Serving Workers, Including Fast Food</b>	Perform duties which combine both food preparation and food service. Workers who spend more than 80 percent of their time in one job are classified in that occupation.	North Country
<b>Computer Programmers</b>	Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and	Long Island

	information. May program web sites.	
<b>Computer Software Engineers, Applications</b>	Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.	Long Island
<b>Computer Support Specialists</b>	Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.	Long Island Mohawk Valley
<b>Computer Systems Analysts</b>	Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. May supervise computer programmers.	Long Island
<b>Construction Laborers</b>	Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, clean up rubble and debris, and remove asbestos, lead, and other hazardous waste materials. May assist other craft workers.	Hudson Valley North Country
<b>Cooks, Fast Food</b>	Prepare and cook food in a fast food	North Country

	restaurant with a limited menu. Duties of the cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.	
<b>Cooks, Institution and Cafeteria</b>	Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.	Hudson Valley
<b>Counter Attendants, Cafeteria, Food Concession, and Coffee Shop</b>	Serve food to diners at counter or from a steam table. Exclude counter attendants who also wait tables.	North Country
<b>Couriers and Messengers</b>	Pick up and carry messages, documents, packages, and other items between offices or departments within an establishment or to other business concerns, traveling by foot, bicycle, motorcycle, automobile, or public conveyance.	Long Island
<b>Customer Service Representatives</b>	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.	Capital Region Finger Lakes Hudson Valley Western New York Long Island North Country Southern Tier
<b>Dental Assistants</b>	Assist dentist, set up patient and equipment, and keep records.	Hudson Valley
<b>Education Administrators, Elementary and Secondary School</b>	Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private elementary or secondary level schools.	Mohawk Valley
<b>Educational, Vocational, and School Counselors</b>	Counsel individuals and provide group educational and vocational guidance services.	Mohawk Valley
<b>Electricians</b>	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.	Capital Region Hudson Valley New York City
<b>Elementary School Teachers, Except Special Education</b>	Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills.	Western New York Mohawk Valley
<b>Executive Secretaries and Administrative Assistants</b>	Provide high-level administrative support by conducting research, preparing statistical reports, handling information	Central New York Capital Region Hudson Valley

	requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.	Western New York Long Island Mohawk Valley North Country
<b>First-Line Supervisors/Managers of Construction Trades and Extraction Workers</b>	Directly supervise and coordinate activities of extractive workers and their helpers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work, and may also engage in the same extractive work as the workers they supervise.	North Country
<b>First-Line Supervisors/Managers of Food Preparation and Serving Workers</b>	Supervise workers engaged in preparing and serving food.	North Country
<b>First-Line Supervisors/Managers of Office and Administrative Support Workers</b>	Supervise and coordinate the activities of clerical and administrative support workers.	Central New York North Country
<b>First-Line Supervisors/Managers of Retail Sales Workers</b>	Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.	Central New York Capital Region Long Island New York City North Country
<b>Food Preparation Workers</b>	Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.	Central New York Capital Region Finger Lakes Hudson Valley Western New York Mohawk Valley North Country
<b>General and Operations Managers</b>	Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative	North Country

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	services. Include owners and managers who head small business establishments whose duties are primarily managerial. Exclude "First-Line Supervisors/Managers of Retail Sales Workers" (41-1011) and workers in other small establishments.	
<b>Graduate Teaching Assistants</b>	Assist department chairperson, faculty members, or other professional staff members in college or university by performing teaching or teaching-related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers. Graduate assistants must be enrolled in a graduate school program. Graduate assistants who primarily perform non-teaching duties, such as laboratory research, should be reported in the occupational category related to the work performed.	Mohawk Valley
<b>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</b>	Install and repair industrial and commercial refrigerating systems.	Hudson Valley Long Island New York City
<b>Home Health Aides</b>	Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.	Capital Region Finger Lakes Hudson Valley Western New York North Country Southern Tier
<b>Janitors and Cleaners, Except Maids and Housekeeping Cleaners</b>	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.	Central New York Capital Region Finger Lakes Hudson Valley Western New York Long Island Mohawk Valley New York City
<b>Kindergarten Teachers, Except Special Education</b>	Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification.	Mohawk Valley
<b>Landscaping and Groundskeeping Workers</b>	Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of	North Country

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	tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.	
<b>Lawyers</b>	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, and manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.	Hudson Valley
<b>Licensed Practical and Licensed Vocational Nurses</b>	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.	Hudson Valley
<b>Maids and Housekeeping Cleaners</b>	Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.	New York City
<b>Maintenance and Repair Workers, General</b>	Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting boiler making insulating welding machining carpentry repairing electrical or mechanical equipment installing, aligning, and balancing new equipment and repairing buildings, floors, or stairs.	New York City North Country
<b>Medical Assistants</b>	Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.	Hudson Valley

<b>Middle School Teachers, Except Special and Vocational Education</b>	Teach students in public or private schools in one or more subjects at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable State laws and regulations.	Western New York Mohawk Valley
<b>Nursing Aides, Orderlies, and Attendants</b>	Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.	Capital Region Finger Lakes Hudson Valley North Country Southern Tier
<b>Office Clerks, General</b>	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.	Central New York Capital Region Finger Lakes Mohawk Valley North Country
<b>Operating Engineers and Other Construction Equipment Operators</b>	Operate machines or vehicles equipped with blades to remove, distribute, level, or grade earth.	Hudson Valley
<b>Painters, Construction and Maintenance</b>	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.	Long Island
<b>Personal and Home Care Aides</b>	Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide meals and supervised activities at non-residential care facilities. May advise families, the elderly, and disabled on such things as nutrition, cleanliness, and household utilities.	Capital Region Hudson Valley North Country Southern Tier
<b>Plumbers, Pipefitters, and Steamfitters</b>	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and	Capital Region Hudson Valley

	mechanical control systems.	
<b>Postsecondary Teachers, All Other</b>	All postsecondary teachers not listed separately.	Mohawk Valley
<b>Preschool Teachers, Except Special Education</b>	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.	Mohawk Valley
<b>Receptionists and Information Clerks</b>	Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment location of departments, offices, and employees within organization.	Western New York North Country
<b>Registered Nurses</b>	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. Include 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.	Capital Region Finger Lakes Hudson Valley Western New York Mohawk Valley North Country Southern Tier
<b>Retail Salespersons</b>	Sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment.	Central New York Capital Region Finger Lakes Hudson Valley Western New York Long Island Mohawk Valley North Country Southern Tier
<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</b>	Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.	Capital Region Western New York Long Island North Country

<b>Secondary School Teachers, Except Special and Vocational Education</b>	Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers.	Western New York Mohawk Valley
<b>Secretaries, Except Legal, Medical, and Executive</b>	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	Central New York Capital Region Finger Lakes Western New York Mohawk Valley New York City North Country
<b>Security Guards</b>	Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.	Central New York Finger Lakes Hudson Valley Western New York North Country
<b>Shipping, Receiving, and Traffic Clerks</b>	Verify and keep records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material receiving, unpacking, verifying and recording incoming merchandise or material and arranging for the transportation of products.	Capital Region Finger Lakes Western New York North Country
<b>Special Education Teachers, Middle School</b>	Teach middle school subjects to educationally and physically handicapped students. Include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.	Mohawk Valley
<b>Special Education Teachers, Preschool, Kindergarten, and Elementary School</b>	Teach elementary and preschool school subjects to educationally and physically handicapped students. Include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.	Western New York Mohawk Valley
<b>Special Education Teachers, Secondary School</b>	Teach secondary school subjects to educationally and physically handicapped students. Include teachers who specialize and work with audibly and visually handicapped students and those who teach	Mohawk Valley

	basic academic and life processes skills to the mentally impaired.	
<b>Stock Clerks and Order Fillers</b>	Fill customers' mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms. Duties include computing prices of items, completing order receipts, keeping records of out-going orders, and requisitioning additional materials, supplies, and equipment.	Central New York Capital Region Finger Lakes Western New York Mohawk Valley North Country Southern Tier
<b>Teacher Assistants</b>	Perform duties that are instructional in nature or deliver direct services to students and/or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.	Capital Region Finger Lakes Hudson Valley Western New York Mohawk Valley
<b>Team Assemblers</b>	Work as part of a team having responsibility for assembling an entire product or component of a product. Team assemblers can perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a specific task on a permanent basis. May participate in making management decisions affecting the work. Team leaders who work as part of the team should be included.	Capital Region Finger Lakes North Country
<b>Truck Drivers, Heavy and Tractor-Trailer</b>	Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.	Central New York Long Island New York City North Country Southern Tier
<b>Truck Drivers, Light or Delivery Services</b>	Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck.	Central New York Capital Region Finger Lakes Hudson Valley Western New York Long Island Mohawk Valley New York City North Country
<b>Vocational Education</b>	Teach or instruct vocational or	Mohawk Valley

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<b>Teachers, Secondary School</b>	occupational subjects at the secondary school level.
<b>Word Processors and Typists</b>	Use word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

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