

Job Families / Job Titles

JOHN Q. PUBLIC



This report takes an in-depth look at the specific jobs you look most and least similar to within each of the Job Families. When online, click on the hyperlinked Job Titles to visit the US Department of Labor website where you can explore each Job Title in more detail.

<p>Construction & Extraction</p>		<ul style="list-style-type: none"> • Electricians • Carpenters • Supervisors Of Construction & Extraction Workers
<p>Performing hands-on work functions related to the building of structures or the removal of materials from natural settings for use in construction or other applications. Duties may include bricklaying, carpentry, masonry, roofing, plumbing, inspecting integrity of structures according to building codes, mining, drilling, and disposal of construction by-products, using specialized tools and equipment.</p>		
<p>Management</p>		<ul style="list-style-type: none"> • General & Operations Managers • Public Relations & Communication Managers • Property Managers • Food Service Managers • Medical & Health Services Managers
<p>Planning, directing, and coordinating high-level activities within an organization. Duties may include managing personnel, creating budgets, developing and implementing strategies, creating organizational policies, and supervising company operations. These managerial functions are similar in nature across various industries and fields (e.g. engineering, sales, human resources, medical).</p>		
<p>Community & Social Services</p>		<ul style="list-style-type: none"> • Social & Human Service Assistants • Counselors & Therapists • Directors (Religious Activities & Education)
<p>Counseling, rehabilitating, and/or supporting social and psychological matters of individuals, groups, or communities. Duties may include helping individuals maximize their mental and emotional well-being, cope with addictions, and lead healthy lifestyles, as well as providing spiritual, moral, or vocational guidance.</p>		
<p>Installation, Maintenance, & Repair</p>		<ul style="list-style-type: none"> • Transportation Mechanics & Technicians • Electrical & Electronics Repairers • Telecommunications Equipment Installers & Repairers
<p>Performing hands-on work functions related to the installation, maintenance, and repair of various machinery, systems, vehicles, and other serviceable equipment. Duties may include diagnosing, adjusting, servicing, and overhauling engines, telecommunications and/or security systems, heating, vacuuming, and air-conditioning units, and electronics.</p>		
<p>Production</p>		<ul style="list-style-type: none"> • Assemblers, Fitters, Finishers, & Calibrators • Power, Gas, Chemical, & Waste Plant/System Operators • Printing/Prepress Operators & Bindery Workers • Industrial Production Managers • Machinists
<p>Producing, creating, and/or manufacturing a variety of products (e.g., food, lumber, electrical equipment, fabrics, metals, plastics, stones, fuel) through the operating of specialized tools and/or equipment. Duties may include baking pastries, binding books, cutting, shaping, and assembling furniture, assembling electronics, shaping molten glass, fabricating jewelry, welding metal components, among other specific production tasks.</p>		

Job Families / Job Titles

JOHN Q. PUBLIC



Engineering & Architecture		<ul style="list-style-type: none"> • Engineering Managers • Petroleum Engineers • Computer Hardware Engineers • Mechanical Engineering Technicians • Electrical Engineers
<p>Applying principles and technology of chemistry, physics, and other scientific disciplines into the planning, designing, and overseeing of physical systems and processes. Duties may include creating, testing, developing, and maintaining tools, machines, electrical equipment, buildings/structures, or other physical entities.</p>		
Healthcare Practitioner & Technician		<ul style="list-style-type: none"> • Medical & Health Services Managers • Physicians • Medical Technologists & Technicians
<p>Providing medical care and treatment in an effort to achieve optimal mental and physical patient well-being. Duties may include assessing patient health, diagnosing illnesses, performing surgery, prescribing medication, implementing prevention strategies, conducting/reviewing laboratory diagnostics, and supervising medical support staff. Most of these occupations require a graduate education.</p>		
Sales & Related		<ul style="list-style-type: none"> • Supervisors Of Retail Sales Workers • Marketing Managers • Telemarketers • Supervisors Of Non-Retail Sales Workers
<p>Selling goods or services to a wide range of customers across various industries. Duties may include selling retail, appliances, furniture, auto parts, medical services, insurance, real estate, financial or consulting services, securities and commodities, as well as other products/services.</p>		
Arts, Design, Sports, Media, & Entertainment		<ul style="list-style-type: none"> • Public Relations & Communication Managers • Public Relations Specialists • Graphic Designers
<p>Creating and/or expressing ideas or demonstrating talents through various media for entertainment, informational, or instructional purposes. Duties may include acting, dancing, singing, designing graphics, operating media equipment, translating text, writing literature, producing/directing movies or plays, public speaking, radio announcing, competing in sporting events, news reporting, among other specific functions within the media.</p>		
Legal		<ul style="list-style-type: none"> • Paralegals & Legal Assistants • Litigation Lawyers (Win-Lose Outcomes) • Corporate Lawyers (Consensual Outcomes)
<p>Researching, litigating, and documenting matters relating to the law, specializing in litigation, arbitration, transcription, investigation, or negotiation of legal issues. Duties may include representing clients in legal proceedings, examining legal statutes, documenting agreements, drafting contracts, investigating cases, and transcribing hearings.</p>		
Business & Finance		<ul style="list-style-type: none"> • General & Operations Managers • Employment, Recruitment, & Placement Specialists • Training & Development Managers • Human Resources Managers • Financial Analysts
<p>Analyzing and evaluating business/financial information for the purposes of documenting, making recommendations and/or ensuring adherence to business protocol. Duties may include preparing financial reports, developing investment strategies, analyzing general business trends, or assessing risk/liability, to streamline the operations of an organization.</p>		

Job Families / Job Titles

JOHN Q. PUBLIC



Education, Training, & Library		<ul style="list-style-type: none"> • Education Administrators (Postsecondary) • Secondary School Teachers (Except Special Education) • Education Administrators (Elementary & Secondary)
<p>Teaching/training individuals or groups of people academic, social, or other formative skills using various techniques/methods. Duties may include instructing children, adolescents, adults, individuals with special needs, or other specific samples within a formal or informal setting, creating instructional materials and educational content, and providing necessary learning resources.</p>		
Office & Administrative Support		<ul style="list-style-type: none"> • Property Managers • Supervisors Of Office & Administrative Support Workers • Human Resources Assistants • Data Entry Keyers • Office Clerks (General)
<p>Providing clerical support within an organization. Duties may include preparing statements, tracking accounts, record keeping, bill collecting, making phone calls, scheduling appointments, entering data, providing customer service, ordering and tracking inventory, handling monetary transactions, among other administrative support tasks.</p>		
Healthcare Support		<ul style="list-style-type: none"> • Medical Assistants & Transcriptionists • Nursing Aides, Orderlies, & Attendants
<p>Providing support functions in the healthcare field. Duties may include assisting physicians with patient care and treatment, rehabilitation, record keeping, transcription, and other routine medical functions.</p>		
Protective Service		<ul style="list-style-type: none"> • Security, Police, & Fire Fighting Enforcement Managers • Security Guards • Supervisors Of Police, Fire Fighting, & Correctional Officers
<p>Serving and protecting the best interests of the community, environment, and/or individuals, adhering to federal, state, and local laws. Duties may include investigating criminal cases, regulating traffic and crowds, fire fighting, ticketing/arresting perpetrators, inspecting baggage or cargo, responding to emergency situations, patrolling designated areas, guarding establishments, and providing other security measures.</p>		
Farming, Fishing, & Forestry		
<p>Performing various outdoor activities related to agriculture, horticulture, aquaculture, and/or forestry. Duties may include attending to live farm, ranch, or aquacultural animals, planting, cultivating, and harvesting crops, hunting and trapping wild animals, developing, maintaining, or protecting forested areas and woodlands, and/or cutting, sorting, and grading trees for multiple uses.</p>		
Food Preparation & Serving-Related		<ul style="list-style-type: none"> • Food Service Managers • Bartenders • Waiters & Waitresses
<p>Preparing and cooking foods and/or serving patrons in dining establishments or other settings. Duties may include checking food quality, mixing drinks/ingredients, cleaning dishware, taking orders, planning menus, and other food/serving-related functions.</p>		

Job Families / Job Titles

JOHN Q. PUBLIC



<p>Building/Grounds Cleaning & Maintenance</p>		<ul style="list-style-type: none"> Supervisors Of Housekeeping, Janitors, & Groundskeepers Housekeeping, Janitors, & Groundskeepers
<p>Cleaning and maintaining hotels, hospitals, offices, and other establishments, as well as landscapes. Duties may include groundskeeping, planting trees, watering plants, housekeeping, washing windows, vacuuming, exterminating pests, among other cleaning and maintenance tasks.</p>		
<p>Computer & Mathematical Science</p>		<ul style="list-style-type: none"> Computer & Information Systems Managers Data Warehousing & Mining Analysts Operations Research Analysts & Statisticians
<p>Designing, developing, and maintaining databases, software, hardware, networks, and other information/logic systems. Duties may include collecting/organizing data, computer programming, providing technical support, web design, and configuring communication systems, among other data-driven functions.</p>		
<p>Life, Physical, & Social Science</p>		<ul style="list-style-type: none"> Biological & Agricultural Technicians Natural Sciences Managers Microbiologists
<p>Applying scientific knowledge and expertise to specific life, physical, or social science domains. Duties may include researching, collecting/analyzing qualitative and quantitative data, conducting experimental studies, devising methods to apply laws and theories to industry and other fields (e.g., mental health, agriculture, chemistry, meteorology, plant and animal life, human behavior and culture).</p>		
<p>Transportation & Material Moving</p>		<ul style="list-style-type: none"> Freight, Stock, & Material Handlers Supervisors Of Vehicle Operators Pilots
<p>Piloting, driving, operating, or navigating transport vehicles or material moving machinery (e.g., aircraft, automobiles, water vessels, construction cranes, locomotives, tractors). Duties include flying commercial airplanes, directing air traffic, driving public or school buses, taxis, trucks, ambulances, commanding motor-driven boats, inspecting freight and cargo, conducting trains, operating forklifts, among other transportation and material moving tasks.</p>		
<p>Personal Care & Service</p>		<ul style="list-style-type: none"> Child Care Workers & Home/Personal Care Aides Hairstylists, Manicurists, & Morticians
<p>Providing personal assistance, care, and services to individuals in various contexts. Duties may include attending to children, caring for the elderly or disabled, coordinating tourist travel, ensuring safety and comfort to travelers, providing cosmetic services, coordinating recreational activities for residential facilities, as well as other personal care and service tasks.</p>		