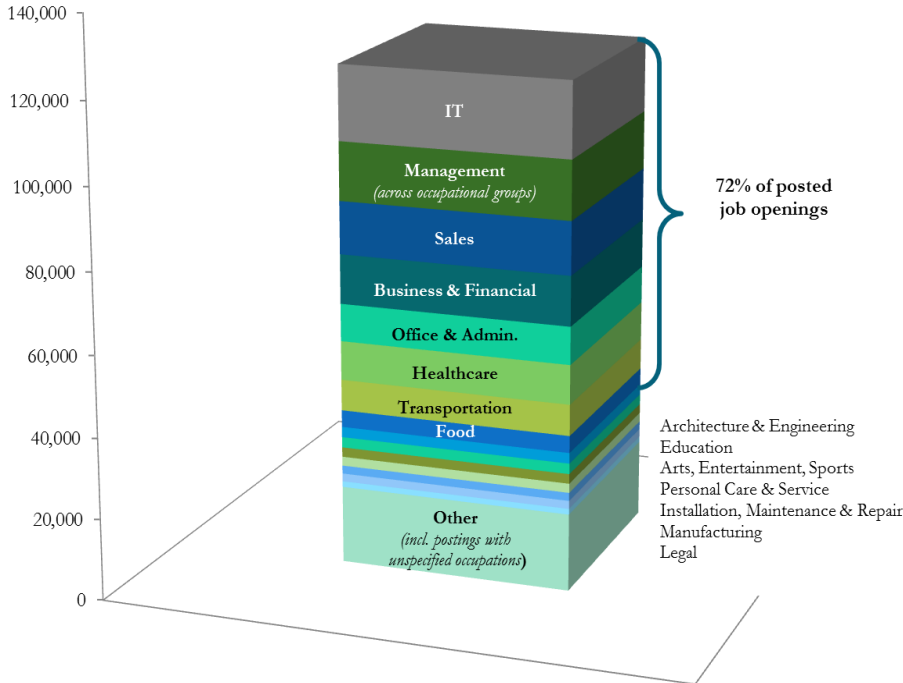


# Where are the Jobs in Cook County? *Quarter 4, 2014*

A summary of local job postings by occupation, employer, and skills needs

## JOB POSTINGS BY OCCUPATIONAL GROUP

Total jobs: 123,469



## TOP EMPLOYERS

by Number of Postings

1. Sears Holdings (includes Kmart)
2. Accenture
3. PricewaterhouseCoopers
4. Allstate
5. Rush University Medical Center
6. JP Morgan Chase
7. Northwestern University
8. University of Chicago
9. City Colleges of Chicago
10. Presence Health
11. Northern Trust
12. Deloitte
13. Macy's
14. University of Illinois
15. CVS Caremark
16. HCR Manorcare
17. BMO Harris
18. Zurich Insurance
19. Advocate Health Care
20. Motorola

The Partnership analyzed 123,469 online job postings from October through December 2014 to develop an understanding of current job demand and employer needs in Chicago and Cook County.

### IT

- OCCUPATIONS**
- Software developers, applications
  - Computer systems analysts
  - Computer user support specialists
  - Computer programmers
  - Businesses intelligence analysts
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- CREDENTIALS**
- Certified info. systems security professional; systems auditor; security manager (CISSP/CISA/CISM)
  - Cisco certified network associate; network professional; internetwork expert (CCNA/CCNP/CCIE)
  - Microsoft certified systems engineer; systems administrator (MCSE/MCSA)
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- SKILLS**
- Database skills (SQL, Oracle)
  - Programming skills (JAVA, JavaScript, C#, jQuery)
  - Operating systems (Linux, UNIX)
  - Software frameworks (.NET)

### SALES

- OCCUPATIONS**
- Retail salespersons, cashiers & retail supervisors
  - Sales representatives (wholesale, manufacturing, technical, scientific)
  - Sales agents (financial services, insurance, real estate)
  - Demonstrators & product promoters
  - Sales engineers
- 
- CREDENTIALS**
- Financial licenses (see detail in business & financial section)
  - Insurance licenses (property & casualty; accident, health & life)
  - Mortgage license
  - Real estate license
- 
- SKILLS**
- Communication & customer service
  - Merchandising & product demonstration
  - Store management
  - Business development
  - Account management

\* Detail on the "management" occupational group was removed from the report to make room for more detail on the other groups. Top management occupations tended to echo those listed elsewhere in the report. Top management certifications included Project Management Professional (PMP), Six Sigma, and Certified Service Manager (CSM).

The *Where are the Jobs* report should not be used as a comprehensive list of available jobs in Cook County. Some industries and occupations, such as those that are heavily unionized and those that advertise through word of mouth, tend not to post openings online so may be underrepresented here. The data covers jobs that were available at any time during the quarter – these include positions that have been filled and postings that have been removed for other reasons. The data on high demand credentials is limited by the fact that the majority of job descriptions do not list specific credentials. For more information on job postings data, please contact The Chicago Cook Workforce Partnership via our website <http://workforceboard.org/reports/labor-market-data/>

## BUSINESS & FINANCIAL

**OCCUPATIONS**

- Accountants
- HR specialists
- Management analysts
- Financial analysts & auditors
- Market research analysts & marketing specialists

**CREDENTIALS**

- Certified public accountant (CPA)
- Certified risk manager (CRM)
- Chartered financial analyst (CFA)
- Securities licenses (Series 6, Series 7, Series 63)
- Professional in human resources (PHR, Senior PHR & Global PHR)

**SKILLS**

- Accounting
- Financial analysis, financial statements & reporting
- Business process analysis & improvement
- Business development
- Risk management

## HEALTHCARE

**OCCUPATIONS**

- Registered nurses
- Physical therapists & occupational therapists
- Medical records and health IT
- Nursing assistants (incl. CNA, PCT, medical asst.)
- Nurse practitioners

**CREDENTIALS**

- Registered nurse
- First Aid/CPR/Advanced cardiac life support (ACLS)
- Certified nursing assistant/medical assistant
- Acute care certification
- Nurse practitioner & advanced practice nurse

**SKILLS**

- Patient evaluation, care, therapy & rehabilitation
- Treatment planning
- Specialized medical skills (surgery, x-rays, pathology)
- Patient and family education and instruction
- Medical coding

## FOOD SERVICE

**OCCUPATIONS**

- Supervisors of food workers
- Combined food prep & serving workers
- Restaurant cooks/chefs
- Waiters, waitresses & hostesses
- Dishwashers

**CREDENTIALS**

- SERVSAFE/food service sanitation
- Alcohol service certification (TIPS, BASSET)
- Food service certification (e.g. FMP)
- Registered dietitian/Certified dietary manager

**SKILLS**

- Cooking
- Cleaning, food safety & inspection
- Mathematics & cash handling
- Food service experience
- Inventory management

## OFFICE & ADMINISTRATIVE

**OCCUPATIONS**

- Customer service representatives
- Secretaries & administrative assistants
- Bookkeeping, accounting & auditing clerks
- Supervisors of administrative support workers
- General office clerks

**CREDENTIALS**

- Certified service manager (CSM)
- Financial licenses (see detail in business & financial section)
- Certified payroll professional/ Fundamental payroll certification
- Paralegal certification

**SKILLS**

- Administrative support (incl. scheduling)
- Accounting
- Data entry & spreadsheets
- Mathematics
- Payroll processing

## TRANSPORTATION

**OCCUPATIONS**

- Truck drivers (tractor trailer and delivery)
- Laborers & freight/stock movers or supervisors
- Other drivers (shuttle, van, taxi, bus, limo)
- Forklift operators
- Cleaners of vehicles and equipment

**CREDENTIALS**

- Commercial driver's license (CDL) – Class A, B, C
- Forklift operator certification
- Automotive service excellence (ASE)
- Air brake certification
- OSHA/EPA/Hazardous materials certification

**SKILLS**

- Physical demand
- Inspection & repair
- Product sale & delivery
- Inventory management
- Packaging & labeling

## MANUFACTURING *(included due to Partnership focus)*

**OCCUPATIONS**

- Supervisors
- Inspectors, testers, sorters, samplers & weighers
- CNC operators & programmers
- Machinists and operators
- Welders

**CREDENTIALS**

- Stationary engineer license
- Food manufacturing certifications (Food safety system certification 22000 (FSSC); Hazard analysis and critical control point (HACCP) certification)
- Welding certification (e.g. AWS)
- American society of mechanical engineers (ASME)

**SKILLS**

- Inspection and machine repair
- Mathematics
- Computer numerical control (CNC) & machining
- Food safety practices
- Micrometers and hand tools