

Welcome to the California Occupational Guides

Accessible File Instructions and Additional Resources

Introduction

The California Occupational Guides describe more than 800 occupations. It combines general information with California-specific job market, schools and licensing requirements. The Guides are designed to help students and job seekers make informed career choices.

This document is broken into three sections:

- The first section describes each file. It explains how the Excel files are organized and the best way to use them.
- The second section offers links to websites with additional resources (including in person help) and answers to a set of frequently asked questions.
- The last section lists definitions for the formal terms used in the guide. It also offers links to the official website for the agency that produced the data.

Users should read the first section of this document before using the Excel files.

A copy of this document and the excel files can be downloaded from the [Occupational Guides webpage](#) on the [Employment Development Department \(E.D.D.\) website](#).

Overview of the Occupational Guides

The information from the guide is split into five A.D.A. accessible Excel files. One file is set up to help users narrow the list of occupations. The other four split the information from the guides by topic.

The names and descriptions of each Excel file and the type of data they contain are as follows:

File Name	File Description
A.D.A. Occupational Guides – Select Occupations	The Occupational Guides includes a search function to help users find occupations. This file contains those functions. Use this Excel file first to narrow down the occupations you are interested in viewing. Then, use the occupation titles or occupation codes to quickly filter data in the subsequent A.D.A. Excel files.
A.D.A. Occupational Guides – Job Market Data	This Excel file contains job market data. Job market data includes 10 year projections of job openings and wage estimates. This data is provided at both statewide and Local Area level (California’s 58 counties are grouped into 15 local areas).

File Name	File Description
A.D.A. Occupational Guides – Entry Path and Licensing Requirements	This Excel file contains entry path and licensing information. The entry path worksheet covers recommended education, prior work experience, on-the-job training, and whether licenses are needed to enter an occupation. The licensing requirements worksheets provides details on the individual licenses including the licensing agencies’ contact information and general requirements.
A.D.A. Occupational Guides – Occupation Profile, Software, and Equipment	<p>This Excel file contains five worksheets with information from O-Net Online to help you understand what jobs in this occupation are like.</p> <p>The Job and Worker Characteristics worksheet shows which items ranked highest in a survey on eight topics about jobs or workers.</p> <p>The Common Tasks worksheet lists the top rated descriptions of what workers do in this occupation.</p> <p>The Software Skills worksheet lists the top types of software workers use.</p> <p>The Tools and Equipment worksheet covers office equipment, machines and hand tools.</p> <p>The last tab contains active web links to the O-Net Online profile for that occupation.</p>
A.D.A. Occupational Guides – Education Overview and School Details	This Excel file contains details about education providers offering programs related to each occupation. It includes the subjects of study related to that occupation, then lists the schools that offer those programs by degree level and program format. Contact information including the school's address, telephone number, and website are provided. The data is available by Local Area. The data includes active hyperlinks to schools’ official websites.

Users are encouraged to start with the A.D.A. Occupational Guides – Select Occupations Excel file to identify the Occupation Titles and Occupation Codes they want to focus on. Filtering by Occupation Code allows you to see data relevant to your occupations of interest.

Each Excel file contains specific instructions for filtering and navigating the contents. The following sections provide a more detailed description of their contents.

A.D.A. Occupational Guides – Select Occupations Excel File

Use this Excel file to narrow down the occupations you wish to view based on areas of interest. There are three worksheets in this file:

1. User Instructions
2. Occupation Filters
3. Search by Job Titles

Occupation Filters Worksheet

The Occupation Filters worksheet contains 9 columns. The first 6 columns can be used to narrow down the Occupation list. The last 3 columns contain the Occupation Title, Occupation Description, and Occupation Code.

Column Name	Description
Local Area (Filter)	The job market and education data is broken out by local area. Each local area includes one or more counties. The counties in each local area are listed after the area name. Use this column to focus the job market filters on data for your local area. You may also look at statewide averages for job market data.
Recommended Education (Filter)	Each occupation has a typical education level needed for entry. There are 7 levels of education: Associate's, Bachelor's, Certificate/Non-Degree, Doctorate/Professional, High School/GED, Master's, and None Required.
Prior Work Experience (Filter)	Each occupation is assigned a level of prior work experience that is typically required. Occupations are coded with one of three levels: None, Less than 5 years, or 5 years or more.
10 Year Job Outlook (Filter)	Each job is assigned an outlook category based on 10-year projections produced by the E.D.D. The categories are Bright Outlook, Average and Below Average. Note that some occupations do not have projections information in every local area.
Median Hourly Wage (Filter)	The median hourly wage for each occupation is estimated by local area. Use this filter to set a range. Note that hourly wages are not available for all occupations in all areas. Users specifically interested in K-12 teaching jobs should not use this filter as teaching salaries are not converted to hourly estimates.
Occupation Group (Filter)	Occupations are broadly classified into 22 occupation groups. Use this filter to focus on one of these groups.
Occupation Title (Result)	This column contains the titles of occupations that met your filter criteria.
Occupation Description (Result)	This column provides a description of the occupation that you can review to decide if you want to explore it further.

Column Name	Description
Occupation Code (Result)	Each occupation is assigned a unique 6-digit code. This code can be found in the first column of each worksheet in the other excel files so you can use it to filter them.

[Search by Job Title Worksheet](#)

Occupation titles are not the same as job titles. Each occupation groups a set of related jobs together. If you have specific job titles in mind, use the Search by Job Title worksheet to find out which Occupations it falls under.

Column Name	Description
Job Title (Filter)	This column lists several common job titles for each occupation. Enter all or part of a keyword in the search option of the column filter to look for the occupation that matches the job you have in mind.
Occupation Title (Result)	This column contains the titles of occupations that met your filter criteria.
Occupation Description (Result)	This column provides a description of the occupation that you can review to decide if you want to explore it further.
Occupation Code (Result)	Each occupation is assigned a unique 6-digit code. This code can be found in the first column of each worksheet in the other excel files so you can use it to filter them.

[A.D.A. Occupational Guides – Job Market Data Excel File](#)

Use this Excel file to view job market data for your occupations of interest. This file has 17 worksheets. The first contains user instructions. The rest of the worksheets provide area specific versions of the data. A statewide version is offered first, followed by one for each of the 15 local areas. Use the internal hyperlinks on the instructions page to go to a specific local area's data.

Note that some occupations may have omitted job projected openings and/or hourly wage data. Please refer to the Projected Openings Note and/or Hourly Wage Note columns for explanations of why the data is not available.

[A.D.A. Occupational Guides – Entry Path and Licensing Requirements Excel File](#)

Use this Excel file to view entry and licensing data for your occupations of interest. There are three worksheets in this file.

Worksheet	Description
User Instructions	This first worksheet introduces the contents in this Excel file. This worksheet does not contain data.
Entry Path	This worksheet provides general information about the preparation workers need. It also lets users know if there are occupational licenses that they should review on the next worksheet.
Licensing	Some occupations require workers to obtain a license to work in that profession. Teaching credentials and contractors licenses are two examples. In some cases a license is required for all workers. Other occupations only require a license for workers in specific roles or industries. This worksheet will help you find out.

A.D.A. Occupational Guides – Occupation Profile, Software, and Equipment Excel File

Each person wants different things out of a career. Do you value independence or team work? Do you have a knack for working with your hands? Are you good at problem solving? Use this Excel file to see how workers and managers described your occupations of interest in a government survey. This Excel file has 6 worksheets.

Worksheet	Description
User Instructions	This first worksheet introduces the contents in this Excel file. This worksheet does not contain data.
Job and Worker Characteristics	This worksheet details the abilities, skills, work activities, and environmental context of an occupation, along with the interests, knowledge areas, work styles, and values associated with the occupation.
Common Tasks	This worksheet contains task statements that describe the most common or important aspects of the occupation.
Technology and Software	This worksheet details the technology and computer software used in the occupation.
Tools and Equipment	This worksheet focuses on the tools and equipment you would use in the occupation.
Active U.R.L.s to O-NET Profile	This worksheet contains active hyperlinks to the O-NET Online occupational profiles for each occupation. The O-NET profiles contains more detailed occupational information of the fields in the previous 4 worksheets, and can be viewed and printed as a webpage.

A.D.A. Occupational Guides – Education Overview and School Details Excel File

Use this Excel file to find education providers in your Local Area. Some occupations have multiple schools and multiple programs. If there are no education providers listed, the degree level column will indicate one of several reasons. They will tell you if the occupation requires only a high school education, no education at all, or if there are no programs available.

This file has 16 worksheets. The first worksheet is User Instructions with quick links to the following 15 worksheets. The rest of the worksheets provide area specific information on education providers.

You can further filter the data using the additional filter columns listed below.

Filter	Description
Degree Level	This column allows you to filter the list of schools based on the degree level you are interested in. It also includes explanations when an occupation has no education provider matches.
Program Format	Many schools offer online version of their programs. This column lets you filter results for fully online, on campus, or varies by program. This last option means at least one of their programs in this subject is fully online.
Subject of Study	The subject of study is a system that organizes all college programs into consistent categories. You can use this column as informational or you can filter it to focus your results.
School Name	If you want to see what programs are available at specific schools, you can use this column to filter your results.

General Information

Links to Additional Resources

These links are provided for your convenience and do not constitute an endorsement by the E.D.D. These active hyperlinks can connect you to other government agencies and organizations that can help in your search.

Organization Website (active U.R.L.)	Description
CA Department of Education, High School Equivalency Tests	Find reputable, free local or online test preparation programs to get your High School Equivalent degree. Learn more about the tests.
CA Department of Industrial Relations, Find an Apprenticeship CA	Search available programs in California by county and occupation.
CA Employment Development Department, CalJOBS	Search for jobs, build resumes, and learn about workshops and career events in your area.
Career One Stop, Explore Careers	Use the Explore Careers options to access self-assessment tools, watch videos about occupations, and more.
Career One Stop, Find Local Help	Find workforce services offices in your neighborhood. (Includes both American Job Centers and programs for specific populations like older workers, farm workers and more.)
Career One Stop, My Skills My Future	Want to find jobs that closely match the skills of your last job? Use the search tool here to find related occupations.
Occupational Information Network, O-NET Online Features	Looking for occupations that fit a specific element of the Occupation Profile or use specific skill? The advanced search functions here can help you find them.
U.S. Department of Labor, Apprenticeship.gov	Connect to the one-stop source for apprenticeship resources.

Frequently Asked Questions

The Frequently Asked Questions cover issues related to using this guide or finding information on other services.

Question	Information
I am looking for information on programs to help with training/job placement. Where can I find it?	You can go to the main E.D.D. website . On the main page, choose the link for Jobs at the top of the page. You can also use the " Find Local Help " link under the Links to Additional Resources section of this document to find an America's Job Center of California SM near you.
I am looking for information on programs to help with unemployment benefits/disability claims. Where can I find it?	You can go to the main E.D.D. website . On the main page, choose the link for Claims at the top of the page. For help information on Unemployment Insurance and State Disability Insurance.
Do I really need to know all of the skills/technology groups/etc. listed for an occupation?	Not necessarily. The information shown in the guides describes a wide range of jobs in that occupation. Different jobs, employers or industries often have unique requirements.
How do you decide which schools and programs are listed for an occupation?	Matches are made based on data schools report to the U.S. Department of Education's National Center for Education Statistics (N.C.E.S.). School's assign each major to a program code (called "subject of study" in this guide). Those codes are matched to occupations in a linking file developed by the N.C.E.S. and the U.S. Department of Labor. See the source data link for Education - Subject of Study in the Data Definitions section of this document for more information.
What do all the terms in the Job and Worker Characteristics table mean?	To get a better understanding of these, use the link to the full O-NET profile in the Active U.R.L.s to O-NET Profile worksheet of the A.D.A. Occupational Guides – Occupation Profile, Software, and Equipment Excel file. The O-NET Occupational Profiles includes descriptions for each item.
Why does the wage estimate seem higher/lower than the ads I see for jobs online?	The estimate describes the pay for all workers (entry level to the most senior) across all employers for the entire Local Area you selected. This means that actual wages for a specific job could be different. Also, this data is updated once a year and may not reflect recent changes in the job market.

Data Definitions

This table provides formal definitions for many of the terms used in the guide. You may also use the active web link to access documentation about the data from the agency that produces it.

Terms	Definition	Active Links to Data Documentation
Career Level	This is a way of categorizing Occupations based on entry-level education levels developed by the Department of Labor (D.O.L). Entry level occupations require a high school diploma or less. Middle-skill occupations require an Associate’s degree, 1-2 year certificate, or some college (no degree). Professional level occupations require a Bachelor's degree or higher.	CA Employment Development Department, LMI Glossary of Terms
Education — Fully Available Online	A program for which all the required coursework for program completion is able to be completed via distance education courses.	National Center for Education Statistics, Integrated Postsecondary Education Data System Glossary
Education — On Campus Required	Any program that requires at least one element of on campus instruction (even if some coursework can be completed online).	National Center for Education Statistics, Integrated Postsecondary Education Data System Glossary
Education — Subject of Study	The National Center for Education Statistics (N.C.E.S.) Classification of Instructional Program codes provide a uniform coding method to identify subject of study across all degree levels and types (aka Instructional Program or C.I.P. Code).	National Center for Education Statistics, Integrated Postsecondary Education Data System Glossary
Education, Training & Experience	The Bureau of Labor Statistics (B.L.S.) education and training classification system consists of three categories of information that B.L.S. analysts have assigned to each detailed occupation.	U.S. Bureau of Labor Statistics, Employment Projections Data Definitions
Education, Training & Experience — Education Required	Typical education needed for entry into an occupation.	U.S. Bureau of Labor Statistics, Employment Projections Data Definitions
Education, Training & Experience — On-the-Job Training	Typical on-the-job training needed to obtain competency in the occupation.	U.S. Bureau of Labor Statistics, Employment Projections Data Definitions

Terms	Definition	Active Links to Data Documentation
Education, Training & Experience — Work Experience	Commonly required work experience in a related occupation.	U.S. Bureau of Labor Statistics, Employment Projections Data Definitions
Hourly Wages	The Occupational Employment and Wage Statistics (O.E.W.S.) program produces employment and wage estimates for over 800 occupations. Data is presented by Regional Planning Unit. It does not include self-employed or unpaid family workers.	CA Employment Development Department, Overview of Occupational Employment and Wage Statistics Survey
Hourly Wages — Wages 25th Percentile	25th Percentile is the point where only one quarter of workers earn less.	CA Employment Development Department, Overview of Occupational Employment and Wage Statistics Survey
Hourly Wages — Wages 75th Percentile	75th Percentile is the point where only one quarter of workers earn more.	CA Employment Development Department, Overview of Occupational Employment and Wage Statistics Survey
Hourly Wages — Wages Median	Median is the point at which half of workers earn more and half earn less.	CA Employment Development Department, Overview of Occupational Employment and Wage Statistics Survey
Job Title	Alternate or "lay titles" include related job titles and occupational titles gathered from job incumbents, occupational experts, government agencies, professional groups, customer input, employer job postings, and other occupational classification systems.	Occupational Information Network, O-NET Content Model
Key Tasks	Task statements associated with an occupation.	Occupational Information Network, O-NET Content Model

Terms	Definition	Active Links to Data Documentation
Local Areas (Regional Planning Units)	The Workforce Investment and Opportunity Act (W.I.O.A.) of 2014 directed Local Workforce Development Boards and chief elected officials (C.E.O.s) to cooperate within a planning region and develop a common response to local planning requirements that discusses regional labor market information. The 15 RPUs are comprised of 1 or more counties each and are primarily based on population and commute patterns, but also labor market information and geographic location.	CA Employment Development Department, Regional Planning Units
Occupation	The Bureau of Labor Statistics (B.L.S.) maintains a set of Standard Occupational Classifications (S.O.C.s) that provide a uniform framework for classifying positions based on the type of work performed regardless of employer or industry.	U.S. Bureau of Labor Statistics, Standard Occupational Classifications
Occupational Licenses	The Employment Development Department's Labor Market Information Division routinely conducts occupational survey to determine which occupations require a license or certificate. In California, most licenses are issued by State of California agencies. All licensing information such as fees and requirements should be verified with the appropriate licensing agency.	CA Employment Development Department, Occupational Licenses
Occupational Profile — Abilities	Enduring attributes of the individual that influence performance.	Occupational Information Network, O-NET Content Model
Occupational Profile — Interests	Preferences for work environments.	Occupational Information Network, O-NET Content Model
Occupational Profile — Knowledge	Organized sets of principles and facts applying in general domains.	Occupational Information Network, O-NET Content Model

Terms	Definition	Active Links to Data Documentation
Occupational Profile — Profile	Occupation profile data is based on the O-NET content model. The content model was developed using research on job and organizational analysis. It embodies a view that reflects the character of occupations (via job-oriented descriptors) and people (via worker-oriented descriptors). The content model also allows occupational information to be applied across jobs, sectors, or industries (cross-occupational descriptors) and within occupations (occupation-specific descriptors).	Occupational Information Network, O-NET Content Model
Occupational Profile — Skills	Developed capacities that facilitate learning or the more rapid acquisition of knowledge, and performance of activities that occur across jobs.	Occupational Information Network, O-NET Content Model
Occupational Profile — Work Activities	Work activities that are common across a very large number of occupations. They are performed in almost all job families and industries.	Occupational Information Network, O-NET Content Model
Occupational Profile — Work Context	Physical and social factors that influence the nature of work.	Occupational Information Network, O-NET Content Model
Occupational Profile — Work Style	Personal characteristics that can affect how well someone performs a job.	Occupational Information Network, O-NET Content Model
Occupational Profile — Work Values	Global aspects of work composed of specific needs that are important to a person's satisfaction.	Occupational Information Network, O-NET Content Model
Projected Openings	Occupational Employment Projections ("projections") estimate the changes in occupational employment over time resulting from industry growth, technological changes, and other factors.	CA Employment Development Department, Occupational Employment Projections Methodology
Projected Openings — Bright Outlook	10-year projected openings are categorized using a formula based on the methodology used by O-NET. Bright Outlook is assigned to occupations whose Percent Change is at least 5%, or where calculations were done at the statewide and Local Area level.	Occupational Information Network, About My Next Move

Terms	Definition	Active Links to Data Documentation
Projected Openings — Change in Total Jobs	Change measures the projected number of job gains or losses in an occupation for the projection period.	CA Employment Development Department, Occupational Employment Projections Methodology
Projected Openings — Openings from Exits	Exits are the projected number of workers leaving an occupation and exiting the labor force entirely. Labor force exits are more common at older ages as workers retire, but can occur at any age. Labor force exits are not necessarily permanent exits from the labor force; for example, some workers exit the labor force to pursue additional education with the intention of returning to the labor force.	CA Employment Development Department, Occupational Employment Projections Methodology
Projected Openings — Openings from Transfers	Transfers represent permanent separations from an occupation, not temporary movements where the worker is expected to return to the same occupation in the future.	CA Employment Development Department, Occupational Employment Projections Methodology
Software Used	Information technology and software skills essential to the functions of an occupational role.	Occupational Information Network, O-NET Content Model
Technology and Tools	Machines, equipment, and tools essential to the performance of an occupational role.	Occupational Information Network, O-NET Content Model