

CAREER PATHWAY: ACCOUNTANT



What do they do? Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

People with these roles and responsibilities are also called: Certified Public Accountant (CPA), Staff Accountant, Accounting Manager, Cost Accountant, General Accountant, Accounting Officer, Business Analyst, Accounting Supervisor, Financial Reporting Accountant

Some typical job duties include:

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Establish tables of accounts and assign entries to proper accounts.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Provide internal and external auditing services for businesses or individuals.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expense.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$64,520

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Active Listening, Mathematics, Writing

Social Skills: Social Perceptiveness, Coordination, Negotiation

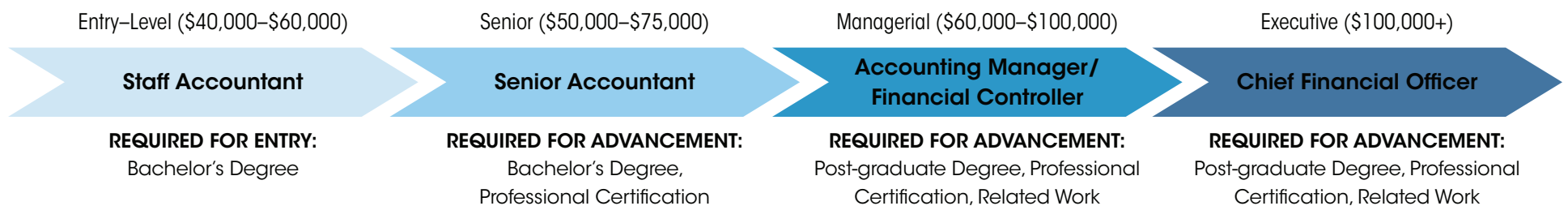
Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Operation Monitoring

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certified Public Accountant (CPA)
American Institute of Certified Public Accountants

Accredited Financial Examiner
Society of Financial Examiners

Certified Financial Examiner
Society of Financial Examiners

CAREER PATHWAY: ACCOUNTING CLERK



What do they do? Compute, classify, and record numerical data to keep financial records complete. Perform 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.

People with these roles and responsibilities are also called: Accounting Clerk, Accounting Assistant, Accounting

Associate, Accounts Payables Clerk, Accounts Payable Specialist, Accounts Receivable Clerk, Bookkeeper

Some typical job duties include:

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.



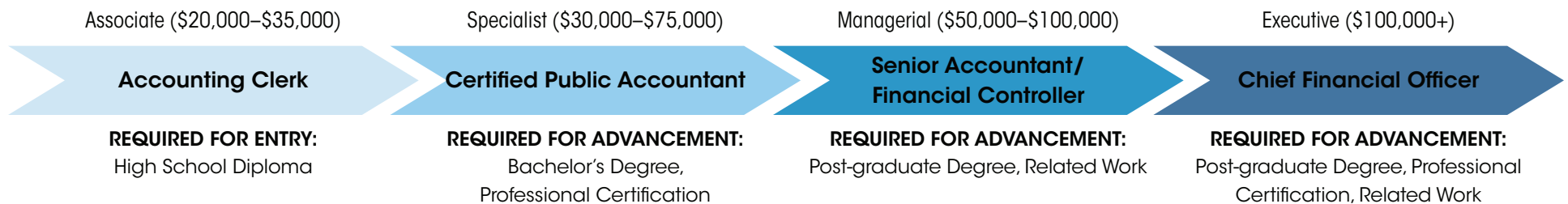
HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$37,710

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Reading Comprehension, Active Listening, Speaking
- Social Skills:** Social Perceptiveness, Coordination, Service Orientation
- Problem Solving Skills:** Complex Problem Solving
- Technical Skills:** Operations Analysis, Operation Monitoring
- System Skills:** Judgment and Decision Making, Systems Analysis, Systems Evaluation
- Resource Management Skills:** Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certified Bookkeeper
American Institute of Professional Bookkeepers

Certified Public Accountant (CPA)
American Institute of Certified Public Accountants

Certified Management Accountant
Institute of Management Accountants

CAREER PATHWAY: ACTUARY

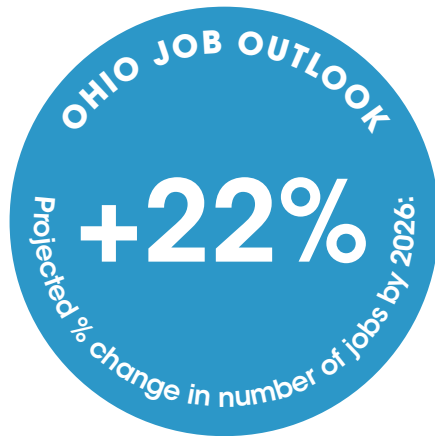


What do they do? Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits. May ascertain premium rates required and cash reserves necessary to ensure payment of future benefits.

People with these roles and responsibilities are also called: Actuary, Actuarial Analyst, Pricing Actuary, Product Development Actuary, Actuarial Assistant, Actuarial Associate, Actuarial Consultant, Consulting Actuary, Health Actuary, Pricing Analyst

Some typical job duties include:

- Ascertain premium rates required and cash reserves and liabilities necessary to ensure payment of future benefits.
- Design, review and help administer insurance, annuity and pension plans, determining financial soundness and calculating premiums.
- Analyze statistical information to estimate mortality, accident, sickness, disability, and retirement rates.
- Provide expertise to help financial institutions manage risks and maximize returns associated with investment products or credit offerings.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$94,070

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Mathematical, Critical Thinking, Reading Comprehension

Social Skills: Social Perceptiveness, Coordination, Persuasion

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Programming

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



REQUIRED FOR ENTRY/ADVANCEMENT:

Multiple Years Related Work Experience, Successful Completion of Exams, Professional Certification

REQUIRED FOR ADVANCEMENT:

Multiple Years Related Work Experience, Successful Completion of Exams, Professional Certification

CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Associate in the Society of Actuaries (ASA)
Society of Actuaries

Associate in the Casualty Actuarial Society (ACAS)
Casualty Actuarial Society

Fellow of the Society of Actuaries
Society of Actuaries

Fellow of the Casualty Actuarial Society (FCAS)
Casualty Actuarial Society

CAREER PATHWAY: ADMINISTRATIVE ASSISTANT



What do they do? Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

People with these roles and responsibilities are also called: Administration Assistant, Administrative Assistant, Clerk, Office Manager, Receptionist, Secretary, Office Assistant, Office Clerk, Office Coordinator, Customer Service Representative

Some typical job duties include:

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Communicate with customers, employees, and others to answer questions, share or explain information, take messages or orders, and address complaints.
- Maintain and update filing, inventory, mailing, and database systems.
- Open, sort, and route incoming mail, and prepare outgoing mail.
- Compile, copy, sort, and file records of office activities and business transactions.
- Compute, record, and proofread data, records, or reports.
- Complete work schedules, manage calendars, and arrange appointments.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$34,580

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Reading Comprehension, Active Listening, Speaking

Social Skills: Social Perceptiveness, Service Orientation, Coordination

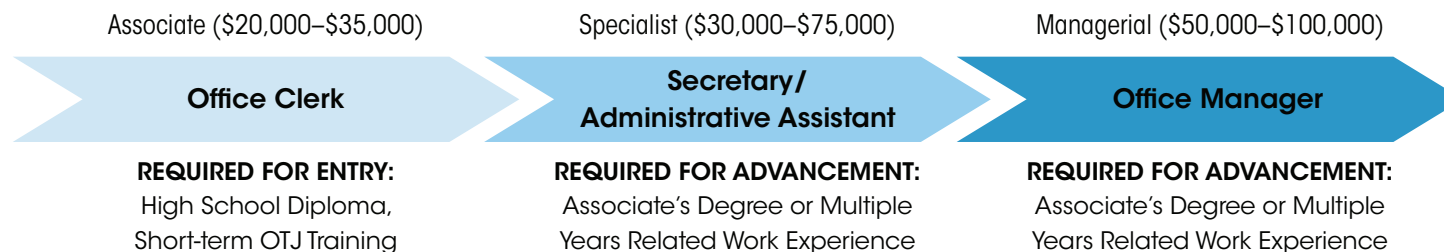
Problem Solving Skills: Complex Problem Solving

Technical Skills: Operation Monitoring, Operation and Control

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Material Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Office Clerk Certificate
Offered by many community and four-year colleges

Associate of Applied Science in Office Management
Two-year program offered by many community and four-year colleges

CAREER PATHWAY: ATTORNEY



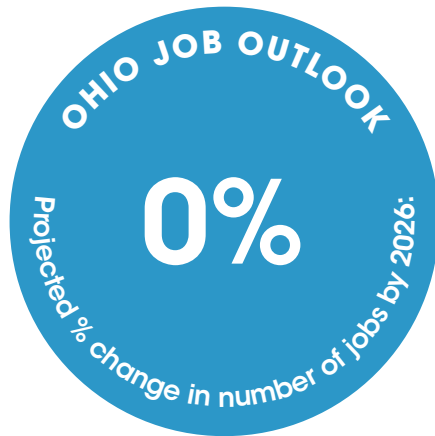
What do they do? Provide legal advice and support to ensure the legality of commercial transactions, using knowledge of statutory law and regulations passed by government agencies to help their clients achieve their goals within the bounds of the law. Insurance companies also employ trial attorneys, who represent the organization in legal matters, performing the legal research needed to prepare and try cases in courts or agencies.

People with these roles and responsibilities are also called:

Associate Attorney, Lawyer, Associate, Assistant Attorney General, Deputy Attorney General, City Attorney, County Attorney, Partner, Assistant Counsel

Some typical job duties include:

- Act as a regulatory and compliance resource, identifying and analyzing compliance risks based on relevant federal and state laws.
- Support the business in the development and implementation of policies and procedures to manage and mitigate compliance risk.
- Perform legal research, analysis, and advising on issues like proposed new products, merger and acquisitions, safeguarding intellectual property, financial formation, offerings, and compliance issues.
- Represent the organization in trials or hearings before courts or agencies, including appeals and arbitrations.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$94,970

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Active Listening, Speaking, Critical Thinking

Social Skills: Social Perceptiveness, Persuasion, Negotiation

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Operation Monitoring

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certified Attorney Specialist
The Ohio State Bar Association

Certification in Insurance Coverage Law
The Ohio State Bar Association

CAREER PATHWAY: APPLICATION PROGRAMMER



What do they do? 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 work individually or coordinate data-base development as part of a team.

People with these roles and responsibilities are also called: Software Engineer, Application Integration Engineer, Programmer Analyst, Software Development Engineer, Software Architect, Software Developer, Technical Consultant, Applications Developer, Business Systems Analyst

Some typical job duties include:

- Design, develop and modify software systems, using scientific analysis and mathematical models to predict and measure outcomes.
- Develop and direct software system testing and validation procedures, programming, and documentation.
- Confer with systems analysts, engineers, programmers and others to design system and to obtain information on project limitations and capabilities, performance requirements and interfaces.
- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$89,200

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Critical Thinking, Active Listening, Speaking

Social Skills: Social Perceptiveness, Coordination, Persuasion

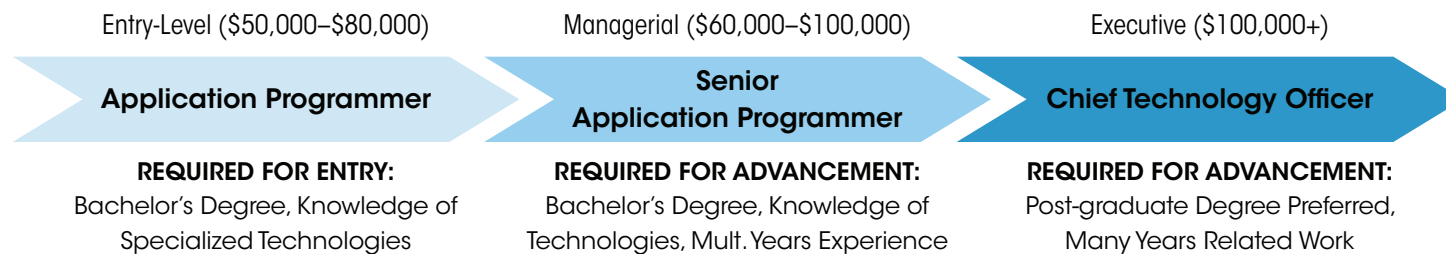
Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Programming

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Microsoft Certified Technology Specialist (MCTS)
Microsoft

Oracle Certification
Oracle

CAREER PATHWAY: AUDITOR



What do they do? Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures. May perform internal audits to evaluate and improve the effectiveness of risk management, control, and business processes.

People with these roles and responsibilities are also called:

Internal Auditor, Auditor-in-Charge, Assurance Manager, Audit Manager, Internal Audit Director, Assurance Senior, Audit Partner, Deputy for Audit, Financial Auditor

Some typical job duties include:

- Conduct audits to assess the soundness, adequacy, compliance, and cost effectiveness of operational, financial, and information systems' controls.
- Report to management about asset utilization and audit results, and recommend changes in operations and financial activities to resolve control issues or risks.
- Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.
- Examine whether the organization's objectives are reflected in its management activities, and whether employees understand the objectives.
- Prepare detailed reports on audit findings.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$64,520

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Reading Comprehension, Critical Thinking, Active Listening

Social Skills: Social Perceptiveness, Coordination, Persuasion

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Quality Control Analysis

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Certified Internal Auditor
The Institute of Internal Auditors

Certified Public Accountant (CPA)
American Institute of Certified Public Accountants

Certified Financial Service Auditor
The Institute of Internal Auditors

Certification in Risk Management Assurance
The Institute of Internal Auditors

CAREER PATHWAY: BENEFITS SPECIALIST



What do they do? Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.

People with these roles and responsibilities are also called: Compensation Analyst, Human Resources Specialist (HR Specialist), Human Resources Analyst, Personnel Specialist, Benefits Analyst, Benefits Administrator, Benefits Manager, Human Resources Generalist, Compensation/Benefits Specialist

Some typical job duties include:

- Advise managers and employees on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures and classification programs.
- Ensure company compliance with federal and state laws, including reporting requirements.
- Plan, develop, evaluate, improve, and communicate methods and techniques for selecting, promoting, compensating, evaluating, and training workers.
- Examine whether the organization's objectives are reflected in its management activities, and whether employees understand the objectives.
- Prepare occupational classifications, job descriptions and salary scales.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$57,880

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Critical Thinking, Active Listening, Speaking

Social Skills: Social Perceptiveness, Coordination, Negotiation

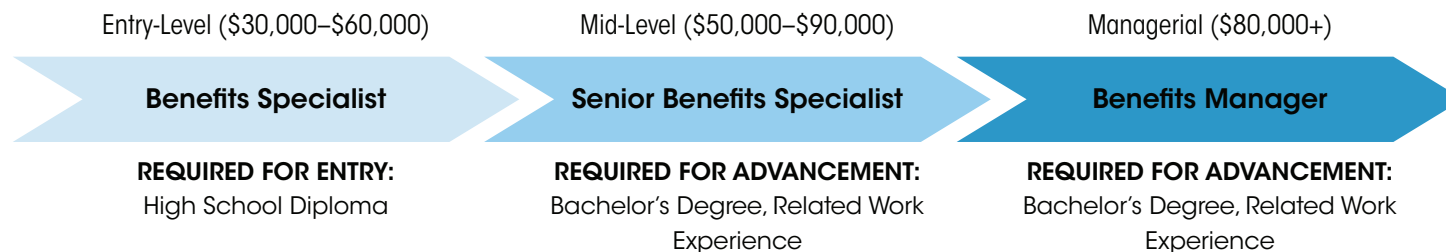
Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Programming

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certified Employee Benefits Specialist (CEBS)
International Foundation of Employee Benefits Plans

CAREER PATHWAY: CLAIMS ADJUSTER



What do they do? Investigate, analyze, and determine the extent of insurance company's liability concerning personal, casualty, or property loss or damages, and attempt to effect settlement with claimants. Correspond with or interview medical specialists, agents, witnesses, or claimants to compile information. Calculate benefit payments and approve payment of claims.

People with these roles and responsibilities are also called: Claims Examiner, Claims Specialist, Claims Adjuster, Claims Representative, Claims Analyst, Claims Manager, Claims Supervisor,

Customer Care Specialist, Independent Insurance Adjuster Specialist

Some typical job duties include:

- Examine claims forms and other records to determine insurance coverage.
- Investigate and assess damage to property and create or review property damage estimates.
- Interview or correspond with claimants, witnesses, police, physicians, or other relevant parties to determine claim settlement, denial, or review.



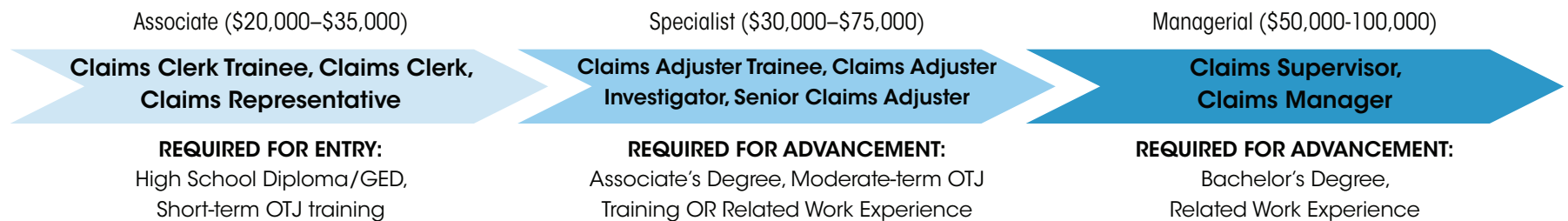
HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$64,680

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Reading Comprehension, Writing, Speaking
- Social Skills:** Social Perceptiveness, Coordination, Negotiation
- Problem Solving Skills:** Complex Problem Solving
- Technical Skills:** Operations Analysis, Quality Control Analysis
- System Skills:** Judgment and Decision Making, Systems Analysis, Systems Evaluation
- Resource Management Skills:** Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:
Associate, Life & Health Claims International Claim Association

Associate in Claims (AIC)
American Institute for CPCU and Insurance Institute of America

Accredited Insurance Examiner
International Claim Association

Accredited Customer Service Representative
American Institute for CPCU and Insurance Institute of America

CAREER PATHWAY: CLAIMS REPRESENTATIVE



What do they do? Obtain information from insured or designated persons for purpose of settling claim with insurance carrier. Process applications for, changes to, reinstatement of, and cancellation of insurance policies.

People with these roles and responsibilities are also called: Claims Service Representative, Claims Technician, Claims Examiner, Claims Processor, Insurance Specialist, Claims Adjudicator, Claims Adjuster, Administrative Underwriter, Claims Clerk, Account Administrator, Agency Service Representative, Processing Clerk,

Field Secretary, Customer Service Technician, Insurance Analyst, Premium Representative

Some typical job duties include:

- Interview clients and take their calls to provide customer service and obtain information on claims.
- Process, prepare, and submit business or government forms, such as submitting applications for coverage to insurance carriers.
- Process and record new insurance policies and claims.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$37,670

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Reading Comprehension, Active Listening, Speaking

Social Skills: Social Perceptiveness, Coordination, Service Orientation

Problem Solving Skills: Complex Problem Solving

Technical Skills: Programming, Quality Control Analysis

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Associate (\$20,000–\$35,000)

**Claims Clerk Trainee,
Claims Representative/Clerk**

REQUIRED FOR ENTRY:

High School Diploma/GED,
Short-term OTJ training

Specialist (\$30,000–\$75,000)

**Claims Adjuster Investigator, Senior
Adjuster, Customer Service Supervisor**

REQUIRED FOR ADVANCEMENT:

Associate's Degree in General Business,
Related Work Experience

Managerial (\$50,000-100,000)

**Claims Supervisor,
Claims Manager**

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree,
Related Work Experience

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Accredited Customer Service Representative
Independent Insurance Agents of America

Certified Insurance Service Representative

*The National Alliance for Insurance
Education and Research*

Associate in Customer Service

*Life Office Management
Association*

CAREER PATHWAY: CORPORATE COMPLIANCE



What do they do? Plan, direct, or coordinate activities of an organization to ensure compliance with ethical or regulatory standards.

People with these roles and responsibilities are also called:

Business Practices Supervisor, Compliance Coordinator, Compliance Engineer-Products, Compliance Manager, Compliance Officer, Compliance Review Officer, Corporate Operations Compliance Manager, Director of Compliance, Director, Global Ethics & Compliance and Assistant General Counsel, Internal Review and Audit Compliance

Some typical job duties include:

- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed.
- Maintain documentation of compliance activities, such as complaints received or investigation outcomes.
- File appropriate compliance reports with regulatory agencies.
- Identify compliance issues that require follow-up or investigation.
- Report violations of compliance or regulatory standards to duly authorized enforcement agencies as appropriate or required.
- Disseminate written policies and procedures related to compliance activities.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$99,030

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Reading Comprehension, Critical Thinking, Monitoring

Social Skills: Social Perceptiveness, Coordination, Persuasion

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Monitoring, Operations Analysis

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Entry-Level (\$40,000–\$70,000)

Compliance Officer

REQUIRED FOR ENTRY:

Bachelor's Degree or Related Work Experience

Managerial (\$50,000–\$115,000)

Compliance Manager

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree, Related Work Experience, Professional Certification

Executive (\$100,000+)

Director of Compliance

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree, Related Work Experience, Professional Certification, Post-graduate Degree Preferred

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

FINRA Series 7 Certification - General Securities Representative
Financial Industry Regulatory Authority

FINRA Series 24 Certification - General Securities Principal
Financial Industry Regulatory Authority

CAREER PATHWAY: CUSTOMER SERVICE REPRESENTATIVE



What do they do? Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

People with these roles and responsibilities are also called: Customer Service Representative, Account Manager, Account Representative, Client Services Representative, Customer Service Specialist, Customer Service Agent, Member Services Representative, Hub Associate, Account Service Representative, Call Center Representative

Some typical job duties include:

- Talk with customers to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Check to ensure that changes were made to resolve customers' problems.
- Review insurance policy terms to determine whether a particular loss is covered by insurance.
- Contact customers to respond to inquiries or to notify them of claim investigation results or any planned adjustments.



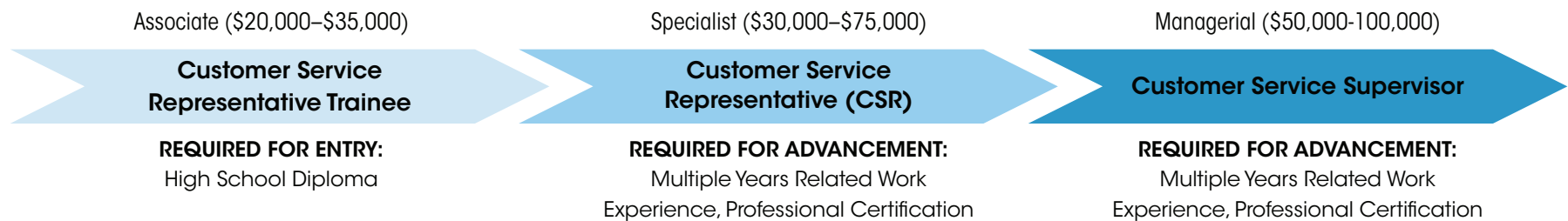
HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$32,240

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Active Listening, Speaking, Reading Comprehension
Social Skills: Social Perceptiveness, Service Orientation, Persuasion
Problem Solving Skills: Complex Problem Solving
Technical Skills: Operations Modeling, Operations Analysis
System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation
Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:
Customer Service Rep. Certificate
Offered by many community colleges

Accredited Customer Service Rep. Independent Insurance Agents and Brokers of America

Certified Insurance Service Representative
The National Alliance for Insurance Education and Research

Associate, Customer Service Life Office Management Association

CAREER PATHWAY: EMPLOYMENT COORDINATOR



What do they do? Perform activities in talent acquisition, including screening, recruiting, and interviewing candidates and negotiating and closing employment offers.

People with these roles and responsibilities are also called:

Corporate Recruiter, Employment Coordinator, Employment Representative, Employment Specialist, Human Resources Coordinator, Human Resources HR Generalist, Human Resources Specialist (HR Specialist), Personnel Coordinator, Recruiter, Technical Recruiter

Some typical job duties include:

- Build and maintain networks of potential candidates for designated skills sets through pro-active market research and on-going relationship management.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Hire employees and process hiring-related paperwork.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$56,460

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Active Listening, Speaking, Reading Comprehension
- Social Skills:** Social Perceptiveness, Service Orientation, Coordination
- Problem Solving Skills:** Complex Problem Solving
- Technical Skills:** Programming, Operations Monitoring
- System Skills:** Judgment and Decision Making, Systems Analysis, Systems Evaluation
- Resource Management Skills:** Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Professional in Human Resources (PHR)
HR Certification Institute

Senior Professional in Human Resources (SPHR)
HR Certification Institute

CAREER PATHWAY: HUMAN RESOURCES GENERALIST



What do they do? Compile and keep personnel records, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files. Screen, recruit, interview, and place workers.

People with these roles and responsibilities are also called: Human Resources (HR) Assistant, HR Specialist, Personnel Assistant, Administrative Assistant, HR Coordinator, HR Technician, HR Associate, HR Administrative Assistant, HR Consultant, HR Representative

Some typical job duties include:

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, and classifications.
- Explain company personnel policies, benefits, and procedures.
- Compile and prepare reports and documents pertaining to personnel activities.
- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Hire employees and process hiring-related paperwork.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$38,410

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Reading Comprehension, Active Listening, Speaking

Social Skills: Social Perceptiveness, Coordination, Service Orientation

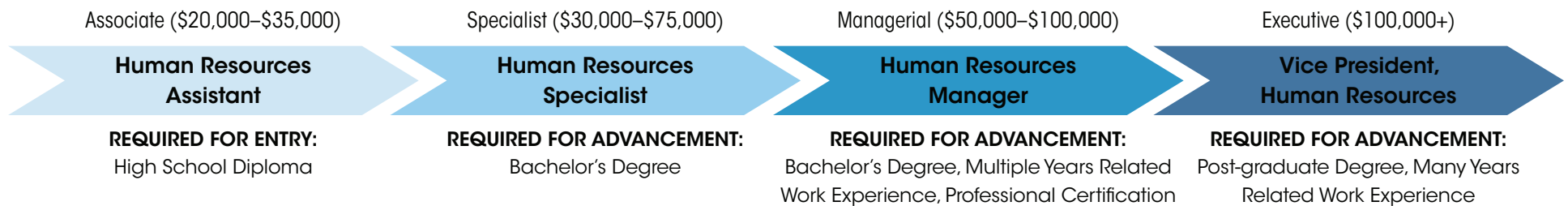
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Technical Skills: Operations Analysis, Operation Monitoring

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Material Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:
HR Assistant Certificate
Offered by many community colleges

Professional in Human Resources
HR Certification Institute

Senior Professional in Human Resources
HR Certification Institute

Certified Human Resources Specialist
MSU's School of Human Resources & Labor Relations

CAREER PATHWAY: INSURANCE AGENT



What do they do? Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.

People with these roles and responsibilities are also called: Insurance Agent, Agent, Sales Agent, Insurance Broker, Account Executive, Producer, Sales Representative, Insurance Sales Agent, Account Manager, Underwriting Sales Representative

Some typical job duties include:

- Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
- Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured, and to discuss any existing coverage.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$46,540

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Reading Comprehension, Active Listening, Writing

Social Skills: Persuasion, Negotiation, Service Orientation

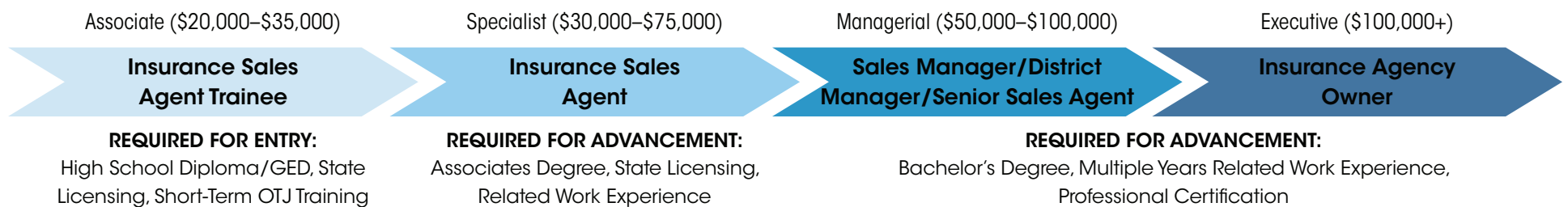
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System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Material Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Accredited Advisor in Insurance (AAI)
American Institute for CPCU and Insurance Institute of America

Certified Professional Insurance Agent
American Insurance Marketing and Sales Society

Chartered Property Casualty Underwriter CPCU
American Institute for CPCU and Insurance Institute of America

Certified Risk Manager (CRM)
The National Alliance for Insurance Education and Research

CAREER PATHWAY: INSURANCE UNDERWRITER



What do they do? Review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications.

People with these roles and responsibilities are also called: Underwriter, Account Underwriter, Customer Service Representative, Personal Lines Underwriter, Underwriting Director, Health Underwriter, Life Underwriter, Automobile and Property Underwriter, Commercial Underwriter, Commercial Lines Underwriter

Some typical job duties include:

- Examine documents to determine degree of risk based on applicant's financial information and value of property.
- Evaluate possibility of losses due to catastrophe; authorize reinsurance when risk is high and decline excessive risks.
- Write to field representatives, medical personnel, and others to obtain information, quote rates, or explain underwriting policies.
- Review company records to determine amount of insurance in force on various risks.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$69,880

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Reading Comprehension, Active Listening, Speaking
- Social Skills:** Social Perceptiveness, Persuasion, Service Orientation
- Problem Solving Skills:** Complex Problem Solving
- Technical Skills:** Operations Analysis, Operation Monitoring
- System Skills:** Judgment and Decision Making, Systems Analysis, Systems Evaluation
- Resource Management Skills:** Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Chartered Property Casualty Underwriter (CPCU)
American Institute for CPCU and Insurance Institute of America

Associate in Commercial Underwriting (AU)
American Institute for CPCU and Insurance Institute of America

Chartered Life Underwriter (CLU)
The American College

Registered Professional Liability Underwriter (RPLU)
Professional Liability Underwriting Society

CAREER PATHWAY: IT SPECIALIST



What do they do? Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

People with these roles and responsibilities are also called: Information Technology Specialist (IT Specialist), Support Specialist, Computer Technician, Computer Support Specialist, Help Desk Analyst, Technical Support Specialist, Network Support Specialist, Electronic Data Processing Auditor (EDP Auditor), Network Technician, Computer Specialist

Some typical job duties include:

- Oversee the daily performance of computer systems.
- Answer user inquiries regarding computer software or hardware operation.
- Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- Observe system functioning to verify correct operations and detect errors.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.



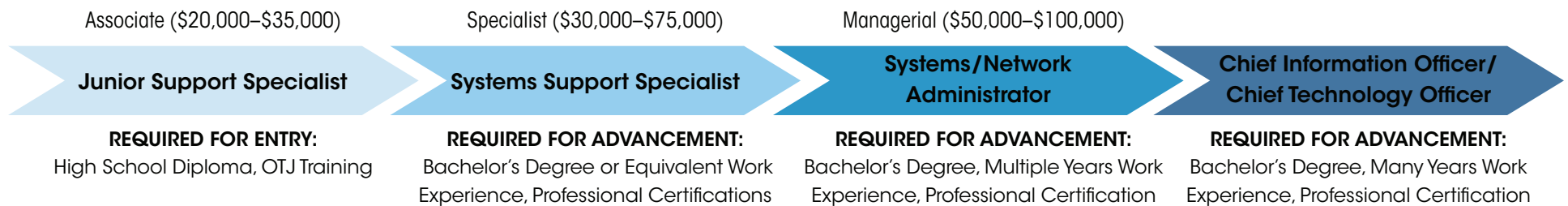
HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$45,090

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Reading Comprehension, Active Listening, Speaking
Social Skills: Social Perceptiveness, Instructing, Service Orientation
Problem Solving Skills: Complex Problem Solving
Technical Skills: Troubleshooting, Operation Monitoring
System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation
Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Computer Support Specialist Certificate
Offered by Many Community and Four-Year Colleges

HDI-Support Center Analyst | HDI-Desktop Support Technician
Help Desk Institute

CompTIA A+ | CompTIA Network+ | CompTIA Security+
CompTIA

Microsoft Technology Associate | Microsoft Certified Technology Specialist | Microsoft Certified Systems Engineer
Microsoft

CAREER PATHWAY: IT MANAGER



What do they do? Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.

People with these roles and responsibilities are also called: Business Analyst, Project Manager, Professional Project Manager, IT Manager, IT Director, Information Systems (IS) Director, IS Manager, IS Supervisor, Management Information Systems Director, Technical Services Manager

Some typical job duties include:

- Review project plans to plan and coordinate project activity.
- Manage backup, security and user help systems.
- Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery.
- Consult with users, management, vendors, and technicians to assess computing needs and system requirements.
- Provide users with technical support for computer problems.
- Recruit, hire, train and supervise staff, or participate in staffing decisions.
- Evaluate data processing proposals to assess project feasibility and requirements.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$79,340

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Active Listening, Critical Thinking, Reading Comprehension
- Social Skills:** Social Perceptiveness, Instructing, Coordination
- Problem Solving Skills:** Complex Problem Solving
- Technical Skills:** Operations Analysis, Operations Monitoring
- System Skills:** Judgment and Decision Making, Systems Analysis, Systems Evaluation
- Resource Management Skills:** Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Certified Associate in Project Management
Project Management Institute

Project Management Professional
Project Management Institute

CompTIA Project+
CompTIA

Six Sigma
Aveta Business Institute and Other Organizations

CAREER PATHWAY: LOSS CONTROL SPECIALIST



What do they do? Plan and direct policies, procedures, or systems to prevent the loss of assets. Determine risk exposure or potential liability, and develop risk control measures.

People with these roles and responsibilities are also called:

Director-Loss Prevention, District Loss Prevention Manager, Logistics Loss Prevention Manager, Loss Prevention Manager, Loss Prevention Operations Manager, Loss Prevention/Safety District Manager, Manager of Loss Prevention Operations, Market Asset Protection Manager, Regional Loss Prevention Manager, Senior Manager, Asset Protection

Some typical job duties include:

- Identify potential for loss and develop strategies to eliminate it.
- Advise managers on compliance with applicable codes, laws, regulations, or standards.
- Administer systems and programs to reduce loss, maintain inventory control, or increase safety.
- Train loss prevention staff, retail managers, or store employees on loss control and prevention measures.
- Provide users with technical support for computer problems.
- Assess security needs across locations to ensure proper deployment of loss prevention resources, such as staff and technology.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$99,030

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Active Listening, Speaking, Reading Comprehension

Social Skills: Instructing, Coordination, Persuasion

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Operations Monitoring

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Entry-Level (\$30,000–\$80,000)

Loss Control Specialist

REQUIRED FOR ENTRY:
Bachelor's Degree

Mid-Career (\$70,000–\$110,000)

Senior Loss Control Specialist

REQUIRED FOR ADVANCEMENT:
Bachelor's Degree, Multiple Years
Related Work Experience

Executive (\$100,000+)

Loss Control Executive

REQUIRED FOR ADVANCEMENT:
Bachelor's Degree, Many Years
Related Work Experience

SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certified Loss Control Specialist (CLCS)
Board of Certified Safety Professionals

CAREER PATHWAY: MAINTENANCE TECHNICIAN



What do they do? 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.

People with these roles and responsibilities are also called: Maintenance Mechanic, Maintenance Electrician, Maintenance Supervisor, Maintenance Engineer, Process Technician, Equipment Engineering Technician, Building Maintenance Mechanic, Building Mechanic, General

Maintenance, Repair Worker

Some typical job duties include:

- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary.
- Record type and cost of maintenance or repair work.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$30,380

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Critical Thinking, Monitoring, Reading Comprehension

Social Skills: Coordination, Social Perceptiveness, Service Orientation

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Operations Monitoring

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Entry-Level (\$30,000–\$50,000)

Master-Level (\$40,000+)

Maintenance Technician

Master Technician

REQUIRED FOR ENTRY:
High School Diploma

REQUIRED FOR ADVANCEMENT:
High School Diploma, Several Years
Related Work Experience

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certification of Industrial or Maintenance Technology

CAREER PATHWAY: MARKETING MANAGER



What do they do? Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop marketing strategies with the goal of maximizing the firm's profits or share of the market.

People with these roles and responsibilities are also called: Analyst, Marketing Consultant/Specialist, Marketing Coordinator, Account Supervisor, Marketing Manager, Product Manager, Business Development Manager, Social Media Manager, Assistant Marketing Director

Some typical job duties include:

- Formulate, direct, and coordinate marketing activities and policies to promote products and services, working with advertising and promotion managers.
- Coordinate or participate in promotional activities to market products or services.
- Analyze business developments and monitor market trends.
- Develop marketing strategies, balancing firm objectives and customer satisfaction.
- Initiate market research studies or analyze their findings.
- Use sales forecasting or strategic planning to ensure the sale and profitability of products, lines, or service.
- Monitor trends that indicate the need for new products and services.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$118,630

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Active Listening, Critical Thinking, Reading Comprehension

Social Skills: Social Perceptiveness, Persuasion, Coordination

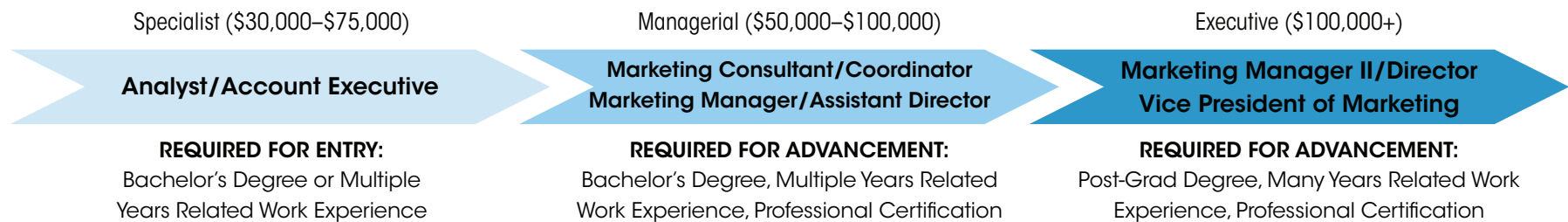
Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Programming

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Post-Baccalaureate Certificate

Marketing Skills Assessment/Builder/
Certification

Business Marketing Institute

Certified Financial Marketing
Professional

Institute of Certified Bankers

Certified Marketing Executive

Sales & Marketing Executives International

Master of Business Administration

CAREER PATHWAY: NETWORK TECHNICIAN



What do they do? Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

People with these roles and responsibilities are also called: Network Support Technician, Network Diagnostic Support Specialist

Some typical job duties include:

- Install and configure wireless networking equipment.
- Install network software, including security or firewall software.
- Configure security settings or access permissions for groups or individuals.
- Configure wide area network (WAN) or local area network (LAN) routers or related equipment.
- Evaluate local area network (LAN) or wide area network (WAN) performance data to ensure sufficient availability or speed, to identify network problems, or for disaster recovery purposes.
- Identify causes of networking problems, using diagnostic software and equipment.



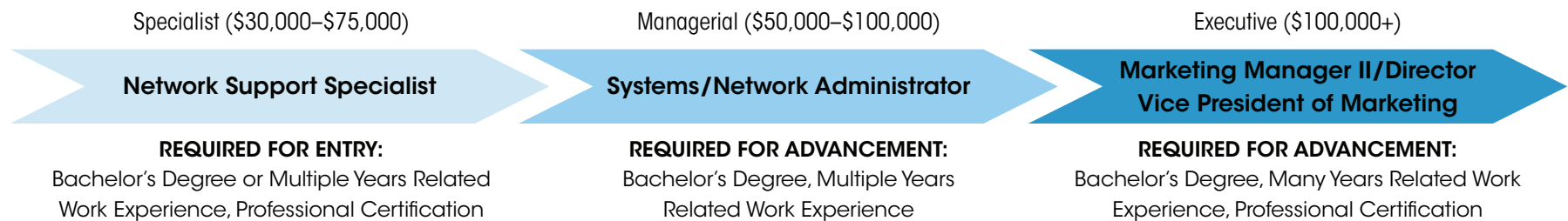
HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$57,740

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Active Listening, Speaking, Reading Comprehension
Social Skills: Instructing, Service Orientation, Social Perceptiveness
Problem Solving Skills: Complex Problem Solving
Technical Skills: Operation Monitoring, Troubleshooting
System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation
Resource Management Skills: Time Management, Management of Personnel Resources, Management of Material Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE: CompTIA A+, Network+, or Security+
CompTIA

Cisco Certified Entry Technician
CISCO
Cisco Certified Network Associate
CISCO

Certified Wireless Technology Specialist
CISCO

EMC Proven Professional
EMC

CAREER PATHWAY: PARALEGAL



What do they do? Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

People with these roles and responsibilities are also called: Paralegal, Law Clerk, Legal Assistant, Legal Clerk, Summer Law Associate, Legal Analyst, Paralegal Specialist, Certified Paralegal

Some typical job duties include:

- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Prepare for trial by performing tasks such as organizing exhibits.
- Prepare legal documents, including briefs, pleadings, appeals, and contracts.
- Meet with clients and other professionals to discuss details of case.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.
- Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$44,180

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Active Listening, Writing, Reading Comprehension

Social Skills: Coordination, Service Orientation, Social Perceptiveness

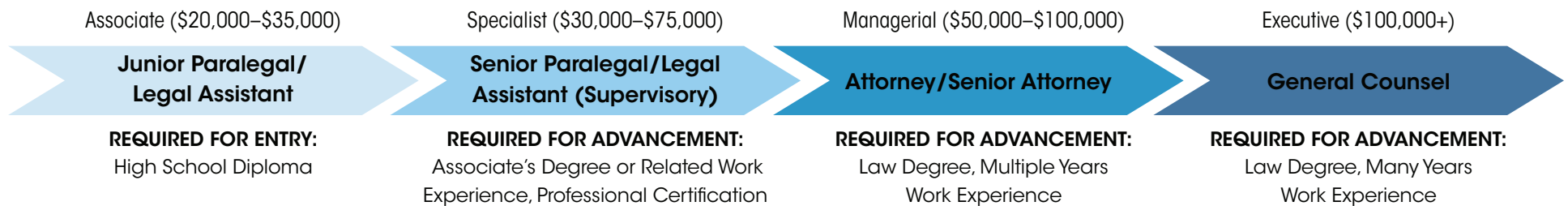
Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Operation Monitoring

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Paralegal Certificate
From an ABA Approved Paralegal Education Program

Certified Legal Assistant/Certified Paralegal
Nation Association of Legal Assistants

Paralegal Advanced Competency Examination - Registered Paralegal
National Federation of Paralegal Associations

American Alliance Certified Paralegal
American Alliance of Paralegals

CAREER PATHWAY: PRODUCT DEVELOPMENT AND PRICING



What do they do? Collect and analyze statistical, financial, and competitive information to help make pricing, underwriting, agency management, distribution, claims, and product development decisions.

People with these roles and responsibilities are also called: Pricing Assistant, Pricing/Actuarial Assistant, Product Pricing Analyst, Pricing Analyst, Actuarial Consultant, Product Consultant, Pricing Actuary, Assistant Actuary - Product Development

Some typical job duties include:

- Identify and solve product/pricing problems by performing analysis that involves retrieving and analyzing both internal and external data.
- Assists with analysis and implementation of changes to existing insurance products as well as the development of new products.
- Perform extensive product reviews that require analysis of trends, factors, issues, competitive analysis, and rate level indications.
- Analyzes agency management, product distribution, and claims procedures to enhance growth and underwriting profit of the insurance product.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$61,360

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Active Listening, Writing, Reading Comprehension

Social Skills: Coordination, Persuasion, Social Perceptiveness

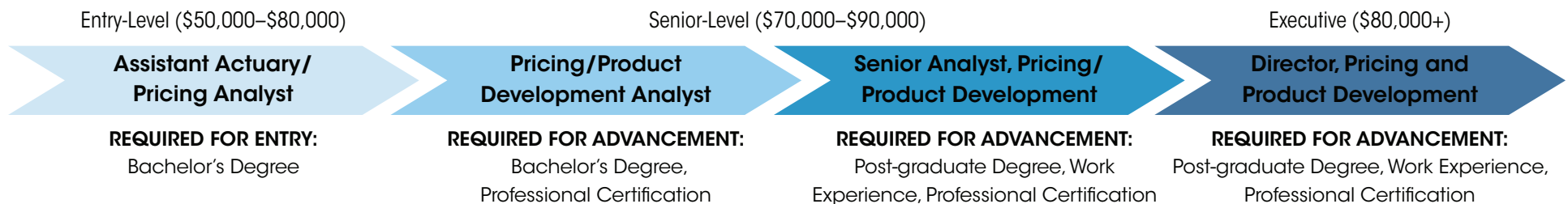
Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Programming

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Associate of the Society of Actuaries (ASA)
Society of Actuaries

Associate of the Casualty Actuary Society (ACAS)
Casualty Actuarial Society

Certified Pricing Professional
Professional Pricing Society

CAREER PATHWAY: RESEARCH AND DEVELOPMENT ANALYST



What do they do? Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions.

People with these roles and responsibilities are also called: Operations Research Analyst, Operations Research Manager, Scientist, Analytical Strategist, Business Analytics Director, Business Insight and Analytics Manager, Decision Analyst, Associate – Analytics and Research

Some typical job duties include:

- Define data requirements and gather and validate information, applying judgment and statistical tests and/or actuarial research techniques.
- Collaborate with senior managers and decision makers to identify and solve a variety of problems and to clarify management objectives.
- Perform validation and testing of models to ensure adequacy and reformulate models as necessary.
- Prepare management reports defining and evaluating problems and recommending solutions.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$80,580

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Mathematics, Critical Thinking, Reading Comprehension

Social Skills: Coordination, Instructing, Social Perceptiveness

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Programming

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Entry-Level (\$30,000–\$60,000)

Research and Development Analyst

REQUIRED FOR ENTRY:
Bachelor's Degree

Senior-Level (\$50,000–\$75,000)

Senior Research and Development Analyst

REQUIRED FOR ADVANCEMENT:
Post-graduate Degree, Multiple Years Related Work Experience

Managerial (\$75,000+)

Director, Research and Development

REQUIRED FOR ADVANCEMENT:
Post-graduate Degree, Many Years Related Work Experience

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Microsoft SQL Server
Microsoft

SAS Certified Statistical Business Analyst
SAS Institute

CAREER PATHWAY: RISK MANAGER



What do they do? Analyze and make decisions on risk management issues by identifying, measuring and managing operational and enterprise risks for an organization.

People with these roles and responsibilities are also called: Risk Management Specialist, Risk Analyst, Risk and Insurance Manager

Some typical job duties include:

- Identify, analyze, and document areas of potential risk to organizations.
- Confer with traders to determine risks associated with trading strategies.
- Devise risk-assessment models and conduct statistical analyses to quantify risk.
- Gather risk-related data and develop risk management systems.
- Produce reports and presentations that outline findings, and recommend changes.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$73,250

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Active Listening, Critical Thinking, Reading Comprehension

Social Skills: Coordination, Persuasion, Social Perceptiveness

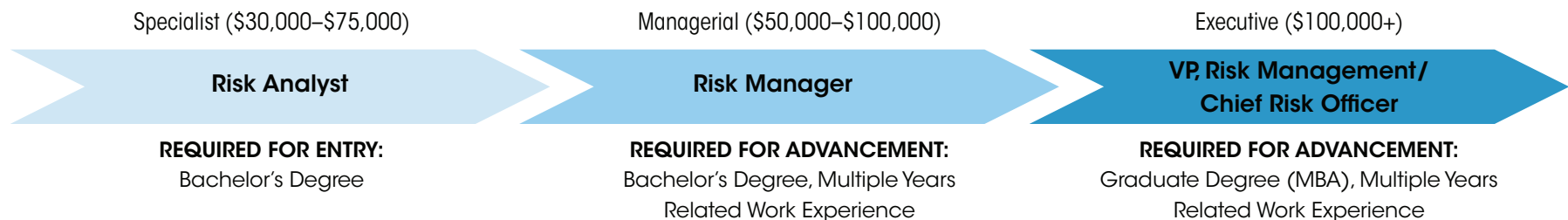
Problem Solving Skills: Complex Problem Solving

Technical Skills: Operation Monitoring, Programming

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Material Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Associated Risk Manager (ARM)
American Institute for CPCU and Insurance Institute of America

Certified Risk Manager (CRM)
The National Alliance for Insurance Education and Research

International Certificate in Banking Risk Regulation
Global Association of Risk Professionals

Certified Financial Risk Manager
Global Association of Risk Professionals

CAREER PATHWAY: SPECIAL INVESTIGATOR



What do they do? Obtain evidence, take statements, produce reports, and testify to findings regarding resolution of fraud allegations. May coordinate fraud detection and prevention activities.

People with these roles and responsibilities are also called: Special Agent, Investigator, Certified Fraud Examiner, Inspector General, Special Investigation Unit Investigator

Some typical job duties include:

- Conduct in-depth investigations of suspected internal or external fraud.
- Prepare evidence for presentation in court.
- Testify in court regarding investigation findings.
- Interview witnesses or suspects and take statements.
- Advise businesses or agencies on ways to improve fraud detection.
- Create and maintain logs, records, or databases of information about fraudulent activity.
- Coordinate investigative efforts with law enforcement officers and attorneys.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$73,250

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Writing, Speaking, Reading Comprehension

Social Skills: Coordination, Social Perceptiveness, Negotiation

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operation Monitoring, Operation and Control

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Entry-Level (\$40,000–\$60,000)

Special Investigator

REQUIRED FOR ENTRY:

Associate's Degree or Equivalent Law Enforcement or Claims Experience

Mid-Career (\$60,000–\$90,000)

Senior Investigator

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree, Multiple Years Related Work Experience

Managerial (\$90,000+)

Manager, Special Investigations Unit

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree, Many Years Related Work Experience

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Certified Fraud Examiner (CFE)
Association of Certified Fraud Examiners

Certified Insurance Fraud Investigator
International Association of Special Investigation Units

CAREER PATHWAY: SYSTEMS ENGINEER



What do they do? Design and develop solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions.

People with these roles and responsibilities are also called: Systems Engineer, Electronic Data Interchange System Developer (EDI System Developer), System Architect

Some typical job duties include:

- Communicate with staff or clients to understand specific system requirements.
- Provide advice on project costs, design concepts, or design changes.
- Document design specifications, installation instructions, and other system-related information.
- Verify stability, interoperability, portability, security, or scalability of system architecture.
- Collaborate with engineers or software developers to select appropriate design solutions or ensure the compatibility of system components.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$79,340

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Active Listening, Critical Thinking, Reading Comprehension

Social Skills: Coordination, Instruction, Persuasion

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Programming

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Entry-Level (\$50,000–\$80,000)

Systems Engineer

REQUIRED FOR ENTRY:

Bachelor's Degree or Equivalent Experience

Mid-Level (\$70,000–\$110,000)

Senior Systems Engineer

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree, Project Management and Multiple Years Related Work Experience

Executive (\$100,000+)

**Chief Information Officer/
Chief Technology Officer**

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree, Many Years Related Work Experience, Professional Certification

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Systems Engineering Certification

International Council on Systems Engineering

Accredited Systems Engineer (ASE)

Hewlett Packard

Microsoft Certified IT Professional (MCITP)

Microsoft

CAREER PATHWAY: TRAINING AND DEVELOPMENT MANAGER



What do they do? Design and conduct training and development programs to improve individual and organizational performance. Plan, direct, or coordinate the training and development activities and staff of an organization.

People with these roles and responsibilities are also called:

Corporate Trainer, Computer Training Specialist, Job Training Specialist, Trainer, Management Development Specialist, Training Coordinator, Training Specialist, E-Learning Developer, Technical Trainer, Training and Development Coordinator, Education and Development Manager, Director of Staff Development, Training

Manager, Development Manager, Director of Education

Some typical job duties include:

- Monitor, evaluate, or record training activities or program effectiveness.
- Offer specific training programs to help workers maintain or improve job skills.
- Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives.
- Develop alternative training methods if expected improvements are not seen.
- Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$55,060

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Speaking, Learning Strategies, Active Listening

Social Skills: Coordination, Instruction, Social Perceptiveness

Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Quality Control Analysis

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Specialist (\$30,000–\$75,000)

Training and Development Specialist

REQUIRED FOR ENTRY:
Bachelor's Degree

Managerial (\$50,000–\$100,000)

Training and Development Manager

REQUIRED FOR ADVANCEMENT:
Post-graduate Degree, Multiple Years Related Work Experience, Professional Certification

Executive (\$100,000+)

Vice President, Human Resources

REQUIRED FOR ADVANCEMENT:
Post-graduate Degree, Many Years Related Work Experience

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Training and Development Certificate

Offered by many community and four-year colleges

Certified Professional in Learning and Performance

ASTD Certification Institute

CompTIA Certified Technical Trainer+

CompTIA

CAREER PATHWAY: WEB DESIGNER



What do they do? Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

People with these roles and responsibilities are also called: Webmaster, Web Developer

Some typical job duties include:

- Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.
- Write, design, or edit web page content, or direct others producing content.
- Confer with management or development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions.
- Identify problems uncovered by testing or customer feedback, and correct problems or refer problems to appropriate personnel for correction.
- Maintain understanding of current web technologies or programming practices through continuing education.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$56,790

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Critical Thinking, Speaking, Active Listening

Social Skills: Coordination, Persuasion, Social Perceptiveness

Problem Solving Skills: Complex Problem Solving

Technical Skills: Programming, Operations Analysis

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Material Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

Entry-Level (\$35,000–\$50,000)

Associate Web Designer

REQUIRED FOR ENTRY:

Associate's Degree, Proficiency in Web Technologies such as JavaScript, HTML, CSS

Mid-Career (\$45,000–\$70,000)

Web Designer

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree, Related Work Experience, Proficiency in Web Technologies

Senior-Level (\$60,000+)

Senior Web Designer

REQUIRED FOR ADVANCEMENT:

Bachelor's Degree, Related Work Experience, Proficiency in Web Technologies

CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

WOW Web Professional Certification
World Organization of Webmasters

Certified Web Professional

International Webmasters Association

Certified Internet Web Professional (CIW)