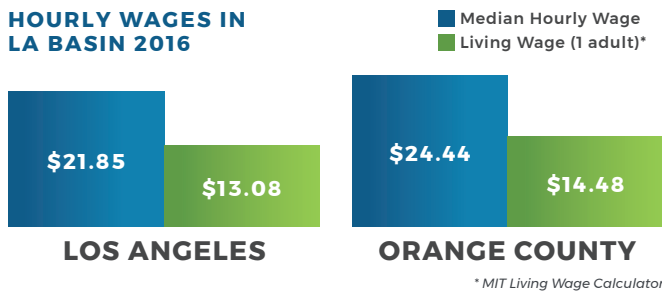


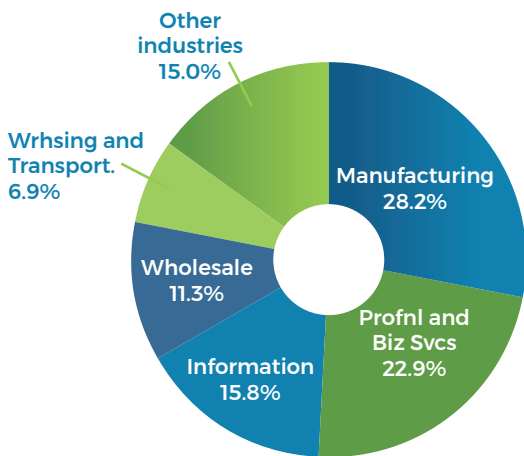
Production, Planning and Expediting Clerks (SOC 43-5061)

Production, Planning and Expediting Clerks are identified as a middle-skill occupation. They compile information and records to draw up purchase orders for procurement of materials and services.

HOURLY WAGES IN LA BASIN 2016



INDUSTRY DISTRIBUTION



Industry Distribution:

Production, planning, and expediting clerks are hired across a number of different industries. These industries are where individuals who have acquired the necessary training and skills may seek employment opportunities post-program. Manufacturing hires the most workers in this occupation in the LA Basin. The three industry subsectors who employ the largest number of schedulers, planners and production assistants in the LA Basin are:

- Motion picture and sound recording industries (NAICS 512)
- Professional, Scientific, and Technical Services (NAICS 541)
- Administrative and support services (NAICS 561)

Jobs in LA Basin 23,110 in 2016	Total Openings 4,610 2016 to 2021
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At A Glance

Projected Openings 2021:

- 4,610 Total Openings (5-yr)
- 1,470 Net Job Change
- 3,140 5-yr Replacements

Community Colleges Supply:

- 217 awards
- 1 Program
- 4 colleges

Technology:

- Accounting software
 - Fund Accounting Software; Intuit QuickBooks
- Analytical or scientific software
 - KAPES; Micro Estimating FabPlan
- Data base user interface and query software
 - FileMaker Pro; Microsoft Access; SQL
- Enterprise resource planning ERP software
 - Hot technology
 - Oracle JD Edwards Enterprise One; SAP
- Materials requirements planning logistics and supply chain software
 - LSA Visual Easy Lean; Bill of lading software

Sources: BLS OES, O*NET, LAEDC

Core Tasks and Importance:

- 84** Distribute production schedules or work orders to departments.
- 83** Review documents, such as production schedules, work orders, or staffing tables, to determine personnel or materials requirements or material priorities.
- 82** Requisition and maintain inventories of materials or supplies necessary to meet production demands.
- 79** Arrange for delivery, assembly, or distribution of supplies or parts to expedite flow of materials and meet production schedules.
- 78** Confer with department supervisors or other personnel to assess progress and discuss needed changes.
- 74** Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, or engineering.

Worker Characteristics

The demographics of the workforce provide an additional layer of information to further highlight who is employed in this occupation in the LA Basin:

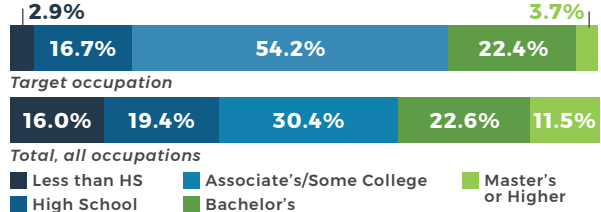
- Most workers have the educational attainment of some college or an associate's degree.
- The workforce in this occupation is predominantly under the age of 40, accounting for 58 percent of all workers.
- A larger share of workers are white in this occupation compared to the regional average.
- A smaller share of workers are male in this occupation compared to the regional average.

Related Occupations

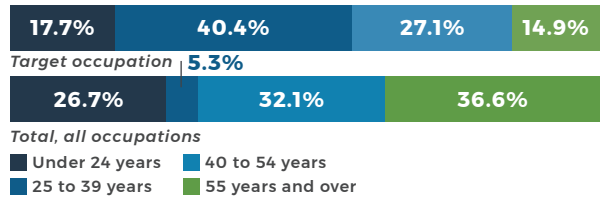
Individuals with similar skill sets that are transferable with retraining or additional training being offered:

- **SOC 43-3061** Procurement Clerks (2,710 workers),
- **SOC 43-5011** Cargo and Freight Agents (8,160 workers),
- **SOC 43-5111** Weighers, Measurers, Checkers, and Samplers, Recordkeeping (5,380 workers), and
- **SOC 43-5071** Shipping, Receiving and Traffic Clerk (38,780 workers).

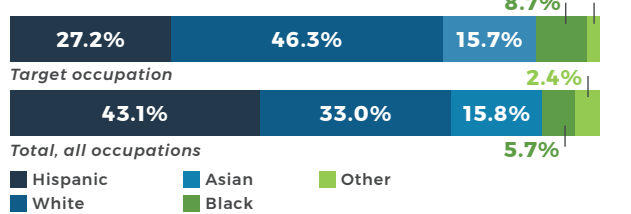
EDUCATIONAL ATTAINMENT 2016



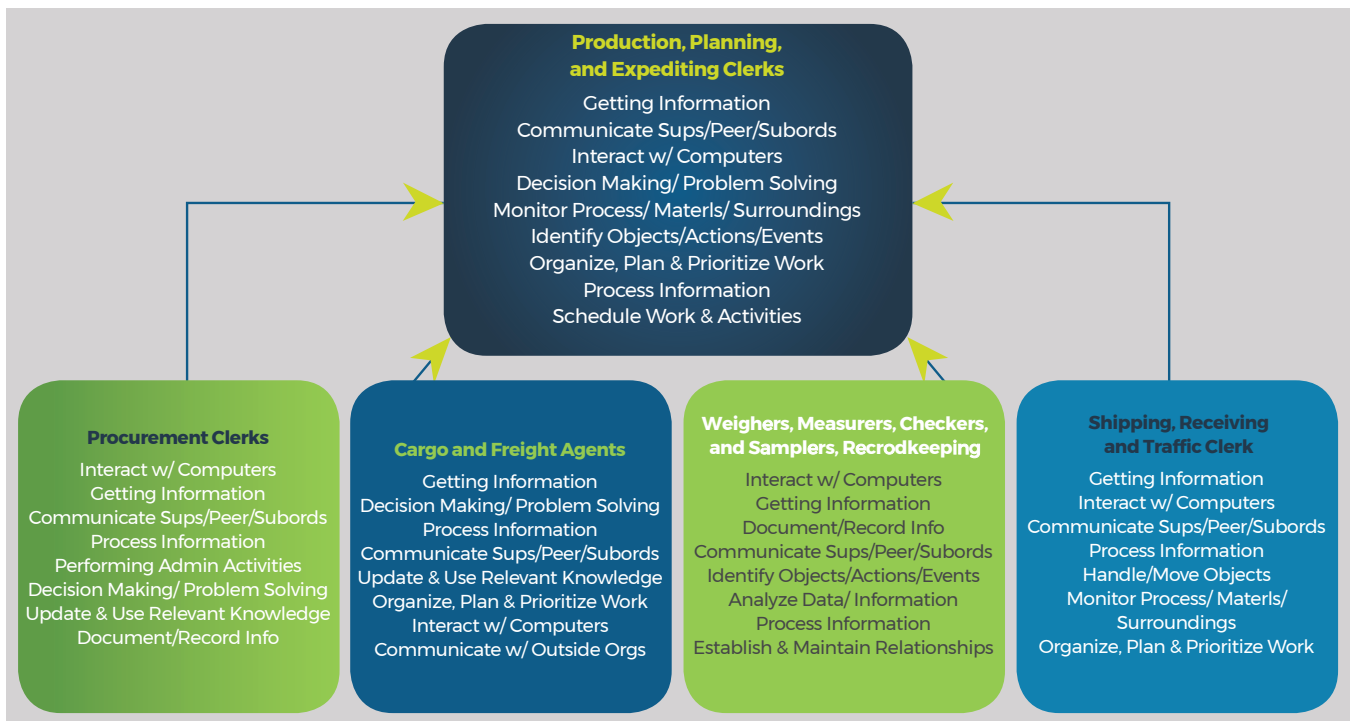
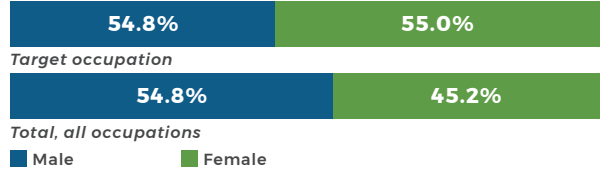
AGE DISTRIBUTION 2016



RACE AND ETHNICITY 2016



GENDER 2016



Sources: U.S. Census Bureau ACS PUMS, O*NET, LAEDC