

## In-Demand Related Job Titles Crosswalk Instructions

This spreadsheet lists all of the In-Demand Occupations for December 2019 and their most common Related Job Titles. This searchable document can help you connect a Related Job Title to its In-Demand equivalent. There are multiple ways to search this document.

**\*Please limit your printing selection to only the occupation you need. Do not print entire spreadsheet.\***

### Download the Document

1. Using any internet browser, navigate to <http://omj.ohio.gov/OMJResources/WorkforcePros.stm>
2. Click the link that says "Related Jobs Crosswalk"
3. If asked to download the file, agree and save it in a place that is easy to remember
4. When you open the file, it should look like the following screenshot. Use one of the search options on the next page to find out if a Job Title connects to an In-Demand Occupation

Ohio MEANS Jobs.com

### In-Demand Related Job Titles Crosswalk

Draft Baseline Jobs List - Incomplete until full analysis of In-Demand data is compiled

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Ref.	Related Job Titles	Code	In-Demand Title - January 2014
6	1 Account Auditor	13-2011.00	Accountants and Auditors
7	1 Accountant	13-2011.00	Accountants and Auditors
8	1 Auditor	13-2011.00	Accountants and Auditors
9	1 Auditor-In-Charge	13-2011.00	Accountants and Auditors
10	1 Certified Public Accountant	13-2011.00	Accountants and Auditors
11	1 Cost Accountant	13-2011.00	Accountants and Auditors
12	1 Field Auditor	13-2011.00	Accountants and Auditors
13	1 Financial Accountant	13-2011.00	Accountants and Auditors
14	1 Financial Auditor	13-2011.00	Accountants and Auditors
15	1 Fund Accountant	13-2011.00	Accountants and Auditors
16	1 Internal Auditor	13-2011.00	Accountants and Auditors
17	1 Payroll Auditor	13-2011.00	Accountants and Auditors
18	1 Tax Accountant	13-2011.00	Accountants and Auditors
19	2 Actuarial Analyst	15-2011.00	Actuaries
20	2 Actuarial Assistant	15-2011.00	Actuaries
21	2 Actuarial Associate	15-2011.00	Actuaries
22	2 Actuarial Consultant	15-2011.00	Actuaries
23	2 Actuarial Mathematician	15-2011.00	Actuaries
24	2 Actuary	15-2011.00	Actuaries
25	2 Consulting Actuary	15-2011.00	Actuaries
26	2 Health Actuary	15-2011.00	Actuaries
27	2 Insurance Actuary	15-2011.00	Actuaries
28	2 Pricing Actuary	15-2011.00	Actuaries
29	2 Pricing Analyst	15-2011.00	Actuaries
30	2 Product Development Actuary	15-2011.00	Actuaries

### **Search using filters** (Preferred)

1. Line 5 contains the titles of each column as well as a filter for easy viewing
2. In the “Related Job Titles” column, click the filter button (grey down arrow)
3. Use the search field near the center of the pop-up box to filter for key words that may be a Related Job Title to the In-Demand list, such as “sales”, “accountant” and “factory”
4. Click the Ok button (or Enter key). The filtered column will display all Related Job Titles with that word or part of a word
5. The Ref. # column relates to the reference number on the In-Demand List
6. The In-Demand Title column is the actual Occupation Title that appears on the In-Demand List for the current month
7. Return to Step 3 if needed
8. For the corresponding Related Job Title or In-Demand Title, enter the exact number (including the – and .) from the ONET Code column into OWCMS
9. Proceed to Print instructions below

### **Search using the “Find” function**

1. Press Control and the letter F (Ctrl+F) to open the finder window, then proceed to Step 5  
OR
2. When you first open the file, you will be on the home tab
3. In the upper-right corner of the file, you will see a pair of binoculars that says “Find & Select” underneath
4. Click the binoculars and then select the first option (Find...) to open the finder window
5. Use the finder window to search for key words that may be in a Job Title, such as “sales”, “accountant” and “factory”
6. Press the “Find Next” button (or Enter key) to see the first instance of that word or part of a word
7. Continue to press the “Find Next” button (or Enter key) until you reach the last instance of that word or part of a word
8. Type a new word or part of a word into the finder window and return to Step 6
9. For the corresponding Related Job Title or In-Demand Title, enter the exact number (including the – and .) from the ONET Code column into OWCMS
10. Proceed to Print instructions below

### **Print** \*Column titles will be printed automatically\*

1. Once you have confirmed that an occupation is In-Demand, highlight from the corresponding number in the Ref. # column to the In-Demand Title column to select your print area
2. Select the File tab in the top left corner of the spreadsheet, then select Print
3. In the Settings section, select the Print Selection icon
4. Adjust the settings as desired
5. Select Print icon near the top of the page