

DC WIC Career Pathway Maps

Understanding Career Pathway Maps

In today's economy, it is imperative that the workforce has the skills required to meet the needs of local businesses and industries. Career pathway maps are tools that help policymakers, jobseekers, employers, and others identify and understand the employment opportunities within a local industry, including the skills and requirements necessary for economic mobility and professional growth for jobseekers.

Completed in November 2023, following input from local employers and workforce development professionals, these career pathway maps are intended to inform public investment in workforce development training, services, and supports, and support individuals seeking to enter the District's high-demand industries at low- to mid-level roles. Maps will be updated periodically to reflect current data and trends in the labor market

Guide to the Career Pathway Maps:

Each map is broken down into a visual representation of potential career progression and advancement, sometimes referred to as the "pathwayability" of occupations within an industry. The pathway chevrons align to a table that provides insight into each of the job titles along the career pathway. Each column on the table corresponds with the job title above it. The map may contain several rows of job titles, compiled from recent analyses of in-demand occupations. Each row represents common entry points along the pathway, however individuals may enter pathways at any point and shift across pathways, too. This content is not inclusive of all in-demand occupations within an industry, but rather indicate options for mobility as communicated by local employers.

Job Titles: All job titles are hyperlinked to Career Coach DC, which provides labor market data, information about related available training, and current District-specific and regional job openings.

Wage: Data represents hourly income in the District of Columbia for the 10th to 90th percentile range, as calculated by Lightcast labor market data across the last calendar year prior to the District's \$17.00 minimum wage increase.

Unique Postings: Data represents the number of unique job postings in the District of Columbia for the previous year as calculated by Lightcast labor market data.

Job Zones: A Job Zone is a group of occupations that are similar in how much education people need to do the work; how much related experience people need to do the work; and how much on-the-job training people need to do the work. Job Zones have been defined by the U.S. Department of Labor, Employment and Training Administration, and can be found online at onetonline.org.

Attainability: Identifies how achievable the occupational level is: entry, middle, high, or advanced levels.

Occupation Job Titles: Titles listed under the occupation provide examples of the titles listed on job posting under the occupation.

Foundational Skills: Foundational skills are the fundamental, portable skills that are essential to conveying and receiving information that is critical to training and workplace success

Industry Profile: Business Administration



**Bookkeeping,
Accounting,
and Auditing
Clerks**

**Billing and
Posting
Clerks**

**Accountants
and
Auditors**

**Budget
Analysts**

**Financial
Managers**

Hourly Wage Range (10th -90th Percentile)	\$21.18–\$39.69	\$22.09–\$46.71	\$30.79–\$78.89	\$36.03–\$66.76	\$58.56–\$115.00+
Job Training	Previous work-related skill, knowledge, or experience is required for these occupations	Previous work-related skill, knowledge, or experience is required for these occupations	A considerable amount of work-related skill, knowledge, or experience is needed for these occupations	A considerable amount of work-related skill, knowledge, or experience is needed for these occupations	A considerable amount of work-related skill, knowledge, or experience is needed for these occupations
On-the-Job Requirements	One or two years of training involving both on-the-job experience and informal training with experienced workers	One or two years of training involving both on-the-job experience and informal training with experienced workers	Several years of work-related experience, on-the-job training, and/or vocational training	Several years of work-related experience, on-the-job training, and/or vocational training	Several years of work-related experience, on-the-job training, and/or vocational training
Education/ Certification	Vocational schools, related on-the-job experience, or an associate's degree Accounting and Bookkeeping Certification	Vocational schools, related on-the-job experience, or an associate's degree	Most of these occupations require a four-year bachelor's degree, but some do not Certified Auditor	Most of these occupations require a four-year bachelor's degree, but some do not	Most of these occupations require a four-year bachelor's degree, but some do not
Average Annual Job Openings (2022-2032)	460	115	1,184	152	78
Attainability	Intermediate Level	Intermediate Level	Intermediate Level	Intermediate Level	Intermediate Level
Zone Information	Zone 3	Zone 3	Zone 4	Zone 4	Zone 4
Occupation Job Titles	Account Services Representative, Biller, Billing Clerk, Billing Coordinator, Item Processing Clerk (IP Clerk), Medical Biller	Account Services Representative (Accounts Services Rep), Biller, Billing Clerk, Billing Coordinator, Item Processing Clerk	Accountant, Accounting Officer, Audit Partner, Auditor, Certified Public Accountant (CPA), Cost Accountant, Financial Auditor,	Budget Analyst, Budget Coordinator, Budget Officer, Financial Services Officer, Policy Analyst	Accounting Supervisor, Banking Center Manager (BCM), Branch Manager, Business Banking Manager, Credit Administration Manager
Foundational Skills	Customer and Personal Service, Administrative, Mathematics, Economics and Accounting, Customer and Personal Service.				