

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



**Receptionists
and
Information
Clerks**

**Information
and Record
Clerks**

**Paralegals
and Legal
Assistants**

Lawyers

Hourly Wage Range (10th -90th Percentile)	\$17.00–\$28.56	\$19.65–\$39.33	\$27.30–\$59.93	\$57.20–\$115.00+
Job Training	Some previous work-related skill, knowledge, or experience is usually needed	Some previous work-related skill, knowledge, or experience is usually needed	Previous work-related skill, knowledge, or experience is required for these occupations	Extensive skill, knowledge, and experience are needed for these occupations
On-the-Job Requirements	A few months to one year of working with experienced employees	A few months to one year of working with experienced employees	One or two years of training involving both on-the-job experience and informal training with experienced workers	Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills
Education/ Certification	These occupations usually require a high school diploma	These occupations usually require a high school diploma	Vocational schools, related on-the-job experience, or an associate's degree Paralegal Certification	Most of these occupations require graduate school
Average Annual Job Openings (2022-2032)	564	256	757	1971
Attainability	Entry Level	Entry Level	Intermediate Level	Advanced Level
Zone Information	Zone 2	Zone 2	Zone 3	Zone 5
Occupation Job Titles	Clerk Specialist, Front Desk Receptionist, Greeter, Information Assistant (Info Assistant), Medical Receptionist	A Records Clerk, Filing Clerk, Account Clerk, Legal Clerk, Office Clerk, Sales Clerk	Certified Paralegal, Corporate Law Assistant, Law Associate, Legal Analyst, Legal Assistant, Litigation Paralegal, Paralegal	Attorney, Attorney at Law, Attorney General, City Attorney, Counsel, Deputy Attorney General, General Counsel, Lawyer
Foundational Skills	Customer and Personal Service, Administrative , Computers and Electronics, Law and Government, Administrative and Management, Personnel and Human Resources			