



Knowledge

Skills



Abilities

An Introduction



**Worker requirements
and characteristics
important to the
40 fastest growing
occupations in Maine**

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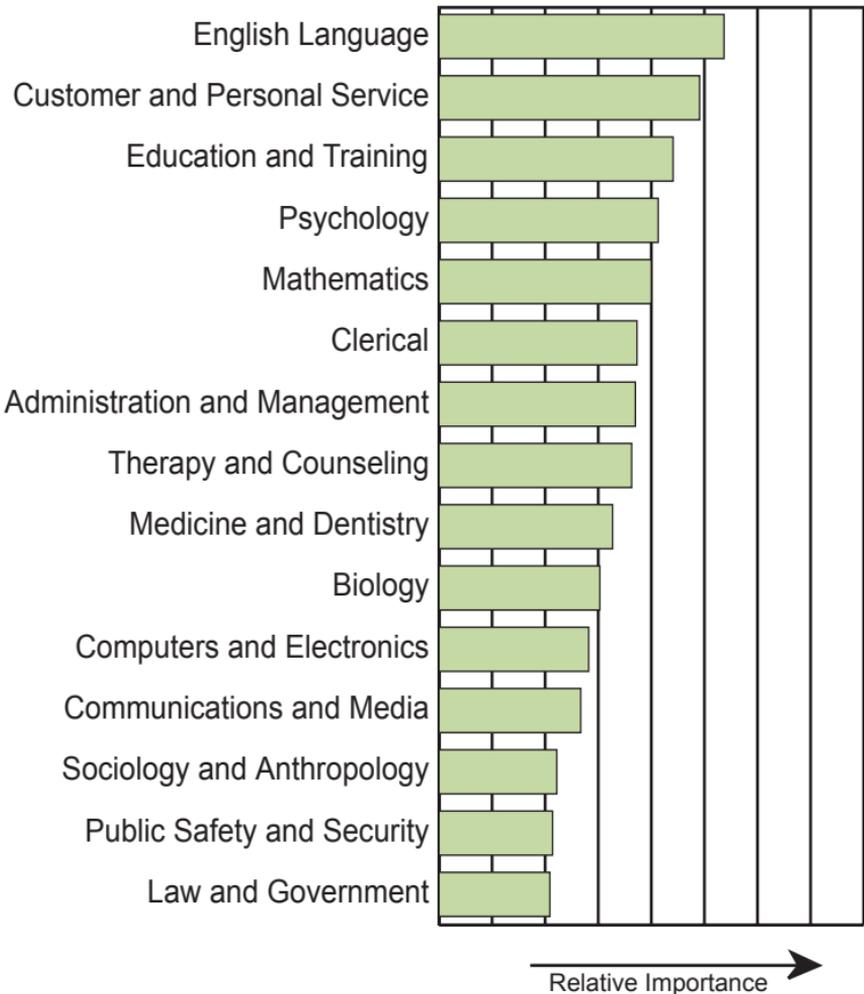
KNOWLEDGE, SKILLS, ABILITIES (KSAs) Important to the 40 Fastest Growing Occupations in Maine

With advances in technology and the mobility of our workforce, it becomes more critical to understand the value of the acquisition, development, and promotion of one's skills. The term "skills" actually has a broader meaning which includes "knowledge" and "abilities." These tables show one way that the work and educational communities expand on these terms. To make it relevant to Maine, we used the 40 fastest growing occupations in the state to illustrate the types of "skills" those occupations require.

Knowledge

Organized sets of principles and facts that apply to a wide range of situations.¹ Generally, these are applied academics, or fundamental methods and techniques, essential to effective performance in a specific occupation or career field.

Worker Requirements and Characteristics²



¹Definitions from the Occupational Information Network, O*NET, a comprehensive database of worker attributes and job characteristics located at <http://online.onetcenter.org/>. See back for more details.

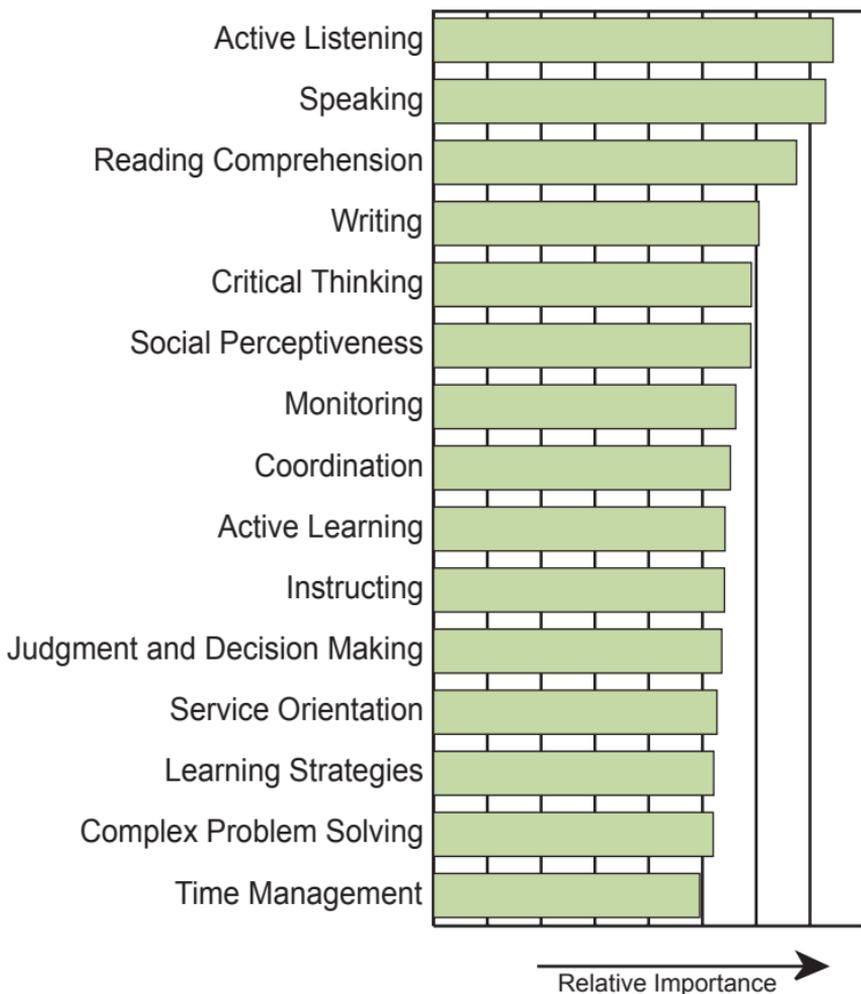
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Skills

Developed capacities that facilitate learning and the performance of activities that occur across jobs.¹ Generally, these are the traditional basics; they are proficiencies learned from training, practice, and experience and are transferable from job to job.

Worker Requirements and Characteristics²



² **Knowledge, Skills, and Abilities (KSAs)** important to the 40 fastest growing occupations in Maine according to 2002-2012 projections. Under "**Knowledge**," English language proficiency may or may not be considered a necessity. Some job groups require limited or industry specific English language skills.

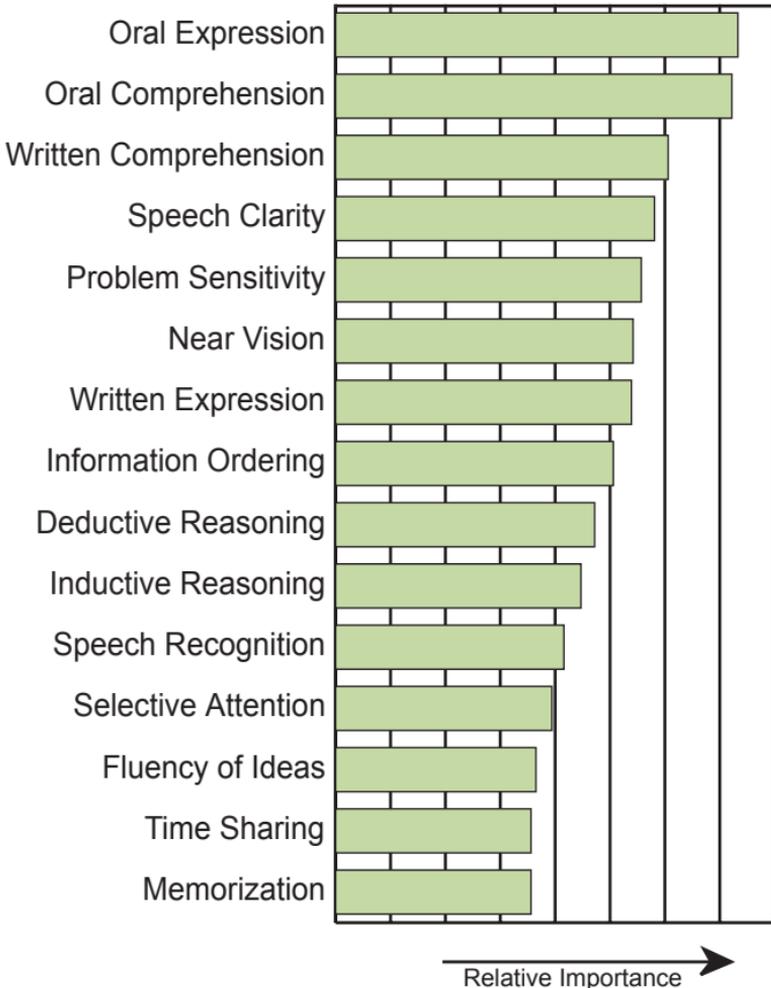
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Abilities

Enduring attributes of an individual that influence performance.¹ Generally, these are personal talents or natural inclinations to do certain physical or mental activities.

Worker Requirements and Characteristics²



Product Development and Related Tools

These tables were developed in response to a demand for more information about worker skills. The items shown in the tables are examples of skills represented by a commonly used framework known as **Knowledge, Skills, Abilities (KSAs)**. Selecting these particular skills began by identifying the 40 fastest growing occupations in Maine. Then, for each occupation, the most important items in each **KSA** category on O*NET were identified. Those items were compiled for the 40 occupations as a whole, with the most important ones in each category (based on the entire group) selected to be shown in the tables. Note that these are not the most important skills for any one specific occupation, nor for any one specific employer.

What is O*NET? <http://online.onetcenter.org/>

O*NET, the Occupational Information Network, is a comprehensive database of worker attributes and job characteristics. This database has been used to produce a number of useful tools in addition to providing the information for the foundation of this brochure. These tools include the following:

- O*NET Ability Profiler
- O*NET Interest Profiler
- O*NET Work Importance Locator
- O*NET Work Importance Profiler
- O*NET Code Connector

What is Maine Employment Info Guide?

www.maineemploymentinfoguide.org

The Maine Employment Info Guide is an interactive web site that contains a full range of Labor Market Information (LMI). LMI is a collection of information about employment, unemployment, and other factors affecting the labor market. The value of this tool becomes more apparent once one has identified sets of skills that are important to a particular occupation.

- Job seekers can search for jobs on internet job boards
- Career changers can do skills matching
- Students can listen to or watch occupational audios/videos
- Employers can get information about training and recruitment
- Researchers can study employment trends, industries, and occupations
- Educators can explore other educational providers and programs

What is Skills Profiler? www.acinet.org/acinet/skills_home.asp

Skills Profiler is a tool to identify your existing skills and to compare your set of skills against the skill requirements of a particular occupation. It contains the following:

- Skills Identifier
- Skills Explorer
- Skills Gap Analyzer

A note about the information

Knowledge, Skills, Abilities-An Introduction

serves the following three main purposes:

**Important
Explanations**

1. Defines what is meant by **Knowledge, Skills, and Abilities (KSAs)**
2. Provides examples of **KSAs**.
3. Explains why this information is useful in the job market.

1. **Knowledge, Skills, and Abilities** are a simple way to define worker requirements and characteristics needed on the job. These terms are commonly used by job counselors and by O*NET, a skills based database containing a wealth of practical occupational information. The entire set of **KSAs** has 120 described items-**Knowledges** has 33, **Skills** has 35, and **Abilities** has 52.

2. Examples of **KSAs** are shown by the items listed in each category of tables. Some of these items may appear to be very similar and the O*NET website provides detailed descriptions for how they differ from one another. **KSAs** important to the 40 fastest growing occupations in Maine were selected to illustrate what some of these worker requirements and characteristics are all about.

3. This information can be extremely useful in the job market. First, it gets someone thinking about what he or she has to offer a potential employer and what skills may be transferable from one job to another. Second, it provides a job seeker with the right skills vocabulary. Let's say it's a way to describe one's accomplishments by offering terms to simply state what one already knows, but may not be able to put into words easily. This widely accepted language is critical when a job seeker prepares a résumé, fills out an application, or interviews for a job. Third, **KSAs** may help those who assist job seekers. For example, occupational analysts use a wide variety of tools to provide high quality data to job seekers and career changers. Training providers strive to align educational programs with workplace needs. And lastly, job counselors assess individuals' development needs and offer direction to help expand opportunities in the job market.

For more in-depth job specific information and several other ways to use **KSAs**, please refer to <http://online.onetcenter.org/> or contact a CareerCenter professional.



For information on services and training sponsored by the Maine Department of Labor or for directions to your nearest CareerCenter, call 1-888-457-8883 or visit their Web site at www.mainecareercenter.com

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available upon request to individuals with disabilities.