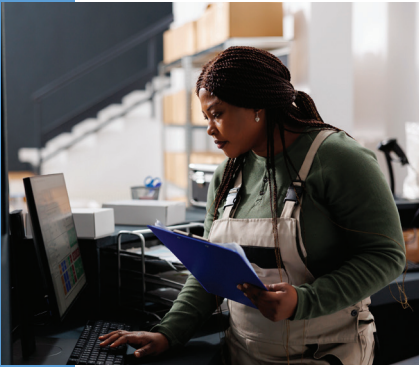


CAREER PATHWAYS AND COMPETENCY MAPS



PROFESSIONAL, SCIENTIFIC & TECHNICAL SERVICES



REPORT OVERVIEW

Employ Prince George's (EPG) and the Prince George's County Workforce Development Board (PGCWDB) partnered with CAEL in 2024 to develop Career Pathway and Competency Maps for the in-demand Professional, Scientific & Technical Services, Administrative, Support, Nonprofit, and Government sector in Prince George's County and surrounding areas. This initiative identifies key occupations and outlines the necessary skills, credentials, experience, and education for entry and advancement.

Grounded in labor market data (BLS, Lightcast, O*Net) and validated by local Professional, Scientific & Technical Services, Administrative, Support, Nonprofit, and Government businesses through our Business Advisory Council, these maps provide a clear understanding of critical competencies and career paths. They serve as a practical tool for job seekers to navigate opportunities, understand earning potential, and identify entry and transition points. For employers, these maps facilitate talent acquisition and development by establishing a shared understanding of required skills. This is a dynamic resource that will be updated to reflect evolving labor market needs.

PURPOSE

In today's rapidly evolving economy, marked by automation and significant industry shifts, both job seekers and employers face a critical need for clarity and direction. How can individuals adapt their existing skills to seize new opportunities in high-growth sectors? How can businesses ensure they have access to the talent they need to thrive?

Employ Prince George's and the Prince George's County Workforce Board recognized this imperative and proactively partnered with CAEL to create a tangible and actionable solution: these Career Pathway and Competency Maps for the Professional, Scientific & Technical Services, Administrative, Support, Nonprofit, and Government sector. This report serves as a vital bridge, connecting Prince George's County residents with in-demand career paths and providing a clear understanding of the competencies required for success at every stage.

Our purpose is twofold: to empower Prince George's County job seekers with the knowledge and insights needed to navigate the Professional, Scientific & Technical Services, Administrative, Support, Nonprofit, and Government landscape, understand the value of their existing skills, and chart a course for career advancement. Simultaneously, we aim to equip local employers with a robust framework for identifying, recruiting, and developing the talent necessary to drive their businesses forward. By illuminating the critical competencies and career pathways within this vital sector, this report will inform strategic resource allocation and foster a more aligned and responsive workforce development ecosystem for the entire region.



INDUSTRY-WIDE FOUNDATIONAL COMPETENCIES

Foundational Competencies are defined as core competencies that provide a foundation for success in school and the world of work. Nationally, employers have identified a link between foundational competencies and job performance, often prerequisites for workers to learn new industry-specific competencies. Foundational competencies are broken down into three categories as defined below:

PROFESSIONAL, SCIENTIFIC & TECHNICAL SERVICES: INDUSTRY-WIDE FOUNDATIONAL COMPETENCIES

PERSONAL EFFECTIVENESS COMPETENCIES

These competencies are essential for all life roles, such as being a member of a family, a community, and a larger society. These “soft skills” are increasingly valued in the labor market.

- ⊗ **Accountability**
- ⊗ **Adaptability**
- ⊗ **Collaboration**
- ⊗ **Communication**
- ⊗ **Dependability**
- ⊗ **Emotional Intelligence**
- ⊗ **Initiative**
- ⊗ **Integrity**
- ⊗ **Interpersonal Skills**
- ⊗ **Flexibility**
- ⊗ **Motivation**
- ⊗ **Reliability**
- ⊗ **Teamwork**
- ⊗ **Willingness to Learn**

EDUCATION COMPETENCIES

These are critical competencies primarily learned in an academic setting, as well as cognitive functions and thinking styles. These competencies will likely apply to all organizations in a single industry or be represented by an industry association.

- ⊗ **Compliance**
- ⊗ **Basic Computer Skills**
- ⊗ **Business Writing**
- ⊗ **Data Management**
- ⊗ **Listening**
- ⊗ **Locating and Using Information**
- ⊗ **Mathematics**
- ⊗ **Speaking**
- ⊗ **Reading for Information**
- ⊗ **Techonology**



WORKPLACE COMPETENCIES

These competencies represent those competencies and abilities that allow individuals to function in an organizational setting.

- ⊗ **AI Technology**
- ⊗ **Applied Technology**
- ⊗ **Business Fundamentals**
- ⊗ **Customer Focus**
- ⊗ **Decision Making**
- ⊗ **Health & Safety**
- ⊗ **Negotiation**
- ⊗ **Organizing**
- ⊗ **Planning**
- ⊗ **Problem Solving**
- ⊗ **Professionalism**
- ⊗ **Project Management**
- ⊗ **Teamwork**



PROCUREMENT CLERK/SPECIALIST: GOVERNMENT CAREER PATHWAY

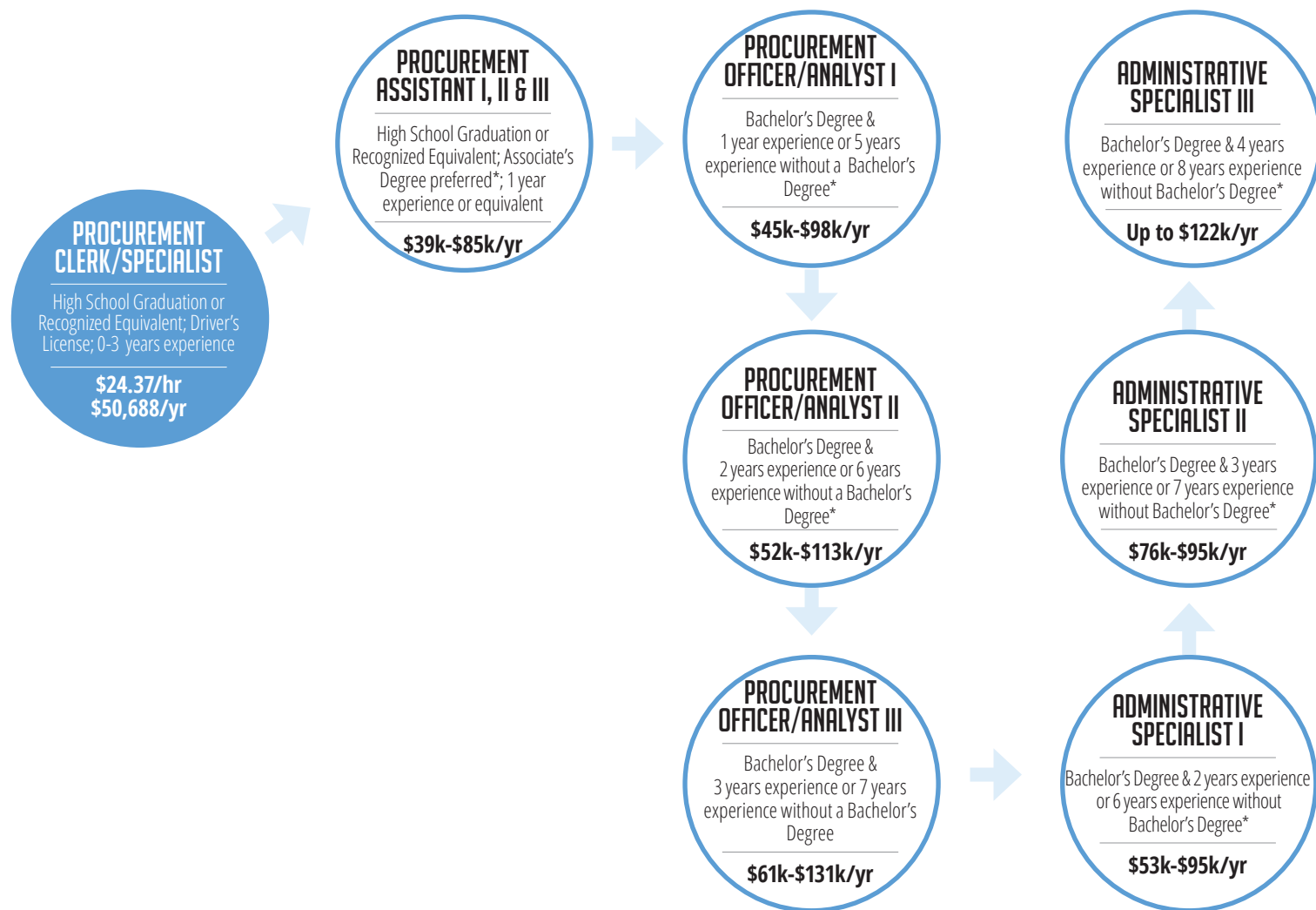
JOB DESCRIPTION	Responsible for processing purchase orders by compiling information to create requests for materials and services, ensuring timely delivery of items, monitoring purchases, and handling any questions or changes to orders from suppliers and departments within the company, while maintaining accurate records of all transactions.		
KEY FOUNDATIONAL COMPETENCIES	② Economics and Accounting ② Inventory management	② Negotiation skills ② Data analysis skills	② Policy knowledge ② Mathematical skills
COMMON SKILLS	② Communication ② Attention to detail	② Monitoring ② Problem-solving	
WORK ENVIRONMENT	Offices or on-site		
MEDIAN SALARY	\$24.37/hour, \$50,688 per year		
EDUCATION AND TRAINING	High School Graduation or Recognized Equivalent		
WORK EXPERIENCE	0-3 years		
REQUIRED TECHNOLOGIES	② QuickBooks ② Google Calendar	② Microsoft Access ② Email	② Autotask ② Oracle PeopleSoft
SPECIAL SKILLS, COMPETENCIES, OR LICENSES	Driver's License		
OTHER JOB TITLES/ ROLES	Buyer, Procurement Assistant, Procurement Officer, Procurement Specialist, Purchasing Assistant, Purchasing Associate, Purchasing Clerk, Purchasing Coordinator, Purchasing Specialist, Warehouse Clerk		



PROCUREMENT CLERK/SPECIALIST: GOVERNMENT CAREER PATHWAY

PROCUREMENT CLERK/SPECIALIST PATHWAY

The pathway below represents a typical career pathway in the ever-changing industry of Professional, Scientific & Technical Services. The highlighted circle represents the occupation in the pathway. Administrative roles start at a higher salary because they manage people and systems. Officer/Analyst roles can end higher because of longevity, certifications, or specialized responsibilities.



*Dependent on Employer



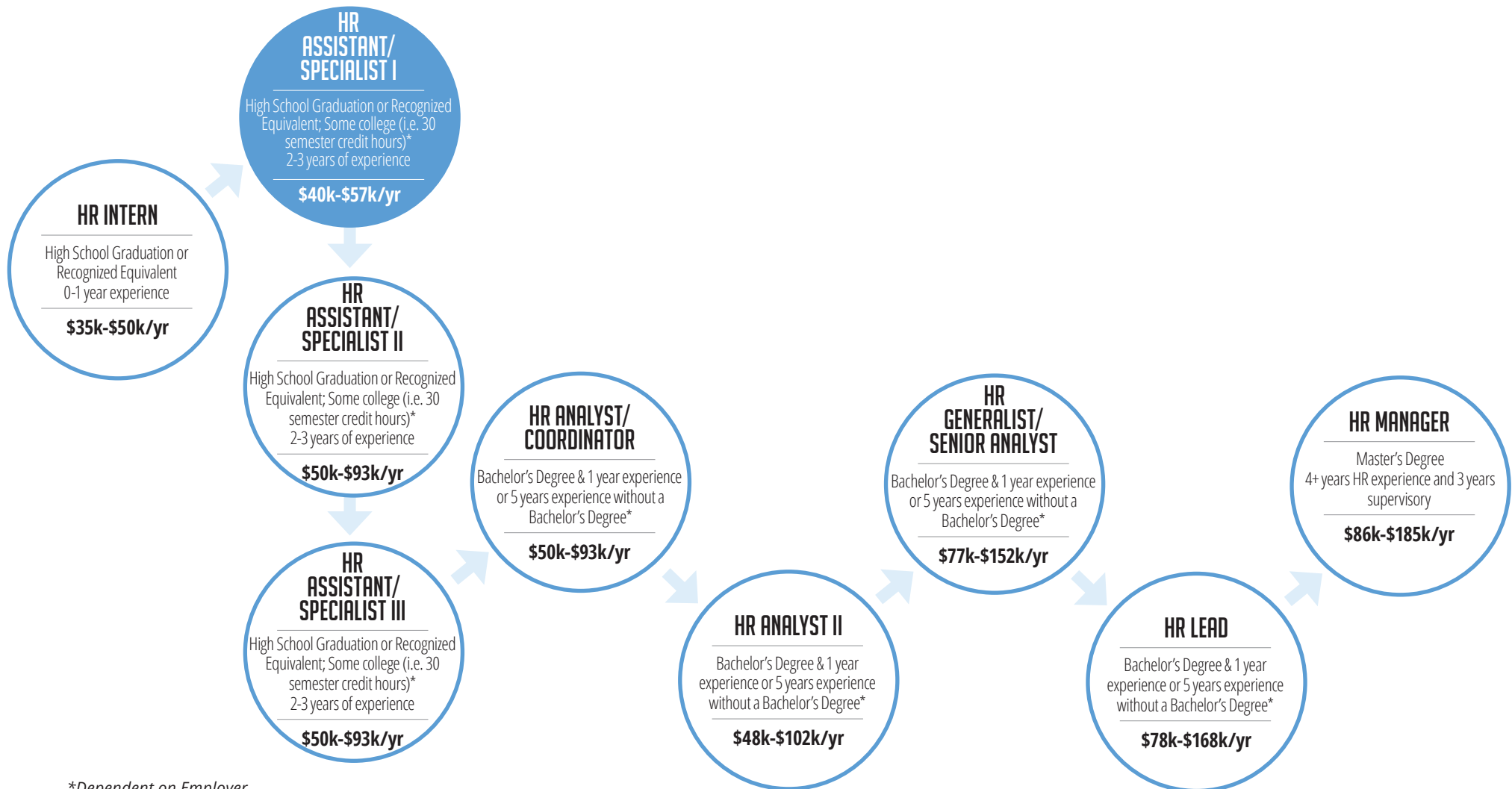
HUMAN RESOURCES (HR) ASSISTANT/SPECIALIST: ADMINISTRATIVE CAREER PATHWAY

JOB DESCRIPTION	Human Resources Assistants/Specialists recruit, screen, and interview job applicants and place newly hired workers in jobs. They also may handle compensation and benefits, training, and employee relations.			
KEY FOUNDATIONAL COMPETENCIES	② Employee relations ② Performance management	② Onboarding ② Compliance	② Organizational skills ② Talent acquisition	② Business acumen ② Conflict resolution
COMMON SKILLS	② Problem solving ② Active listening	② Communication ② Empathy	② Adaptability	
WORK ENVIRONMENT	Office Environment			
MEDIAN SALARY	\$40,000-\$57,000/year			
EDUCATION AND TRAINING	High School Graduation or Recognized Equivalent, 30 semester credit hours			
WORK EXPERIENCE	2-3 years experience			
REQUIRED TECHNOLOGIES	② ADP ② Oracle	② TempWorks ② Zoom	② Google Suite ② Email	
SPECIAL SKILLS, COMPETENCIES, OR LICENSES	SHRM-CP, SHRM-SCP, Professional in Human Resources (PHR)			
OTHER JOB TITLES/ ROLES	Corporate Recruiter, Employment Representative, HR Analyst (Human Resources Analyst), HR Coordinator (Human Resources Coordinator), HR Generalist (Human Resources Generalist), Human Resources Representative (HR Rep), Human Resources Specialist (HR Specialist), Personnel Analyst, Personnel Officer, Recruiter			

HUMAN RESOURCES (HR) ASSISTANT/SPECIALIST: ADMINISTRATIVE CAREER PATHWAY

HUMAN RESOURCES (HR) ASSISTANT/SPECIALIST PATHWAY

The pathway below represents a typical career pathway in the ever-changing industry of Professional, Scientific & Technical Services. The highlighted circle represents the occupation in the pathway. In an HR career pathway, levels I, II, III may have overlapping salary ranges, but each level represents growth in responsibility and expertise. As one progresses, they move from supporting tasks to leading projects, advising managers, and shaping HR strategy. Even within the same pay band, advancement reflects the expanding role, impact, and leadership within the organization.



*Dependent on Employer

RESOURCES

Jobseekers exploring new opportunities, businesses seeking skilled talent to stay competitive, and community stakeholders aiming to meet these evolving needs can explore Prince George's County's dynamic workforce ecosystem through a variety of online resources.

- ④ To locate an American Job Center access point:
<https://pgcajc.com/job-location/>
- ④ American Job Center Community Network:
<https://pgcajc.com/>
- ④ Prince George's County Virtual Career Center:
<pgccareers.com>
- ④ Employ Prince George's Local Training Provider List:
<https://www.employpg.org/local-tpl-search/>



ABOUT EMPLOY PRINCE GEORGE'S INC.

Employ Prince George's, Inc. is a 501c3 nonprofit that serves as the principal workforce development entity for Prince George's County Government. Our mission is to improve the local economy by creating a demand-driven workforce system, and workforce development programs that deliver qualified workers to businesses, improves the productivity of businesses, and provides jobseekers with opportunities for career in high demand/high growth industries. employpg.org



ABOUT PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

The Prince George's County Workforce Development Board (WDB) is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the Prince George's County Public Workforce System. Our mission is to be a Workforce Development Board that drives the innovation, integration, continuity, productivity, and efficiency of a workforce system that produces a robust, qualified, and skilled workforce that meets the needs of the business community.

<https://pgcajc.com/workforce-board/>



PRINCE GEORGE'S COUNTY AMERICAN JOB CENTER COMMUNITY NETWORK

The Prince George's County American Job Center Community Network is a collective of community-based organizations, government agencies, nonprofit organizations, libraries, service providers, educational institutions, employers, community leaders, and faith-based organizations providing a full range of services connecting job seekers to training and employment opportunities in the Washington Metropolitan Area. The American Job Center Community Network is a free membership network with over 240 community partners working together to support job seekers and the workforce pipeline. <https://pgcajc.com/>



ABOUT THE COUNCIL FOR ADULT AND EXPERIENTIAL LEARNING

Recognizing that adult learners are the backbone of the U.S. economy, CAEL helps forge a clear, viable connection between education and career success, providing solutions that promote sustainable and equitable economic growth. CAEL opens doors to opportunity in collaboration with workforce and economic developers; postsecondary educators; employers and industry groups; foundations and other mission-aligned organizations. By engaging with these stakeholders, we foster a culture of innovative, lifelong learning that helps individuals and their communities thrive. A membership organization established in 1974, CAEL is a part of Strada Collaborative, a mission-driven nonprofit. Learn more at cael.org.



The Industry Bridge Programs at Employ Prince George's are driven by the input and work of the Business Advisory Councils. Industry leaders who serve on the Business Advisory Councils work collaboratively to identify and address the unprecedented challenges and opportunities that exist in the sector. Business Advisory Council members also confirm labor market insight and provide input to steer the workforce pipeline for their respective industries, and help provide training and employment opportunities as appropriate.



Thank You!

Thanks to the employers for their time and efforts in creating these maps and pathways!

C.L. RUSSELL GROUP
JLM HR CONSULTING
LPR INTERNATIONAL

**MARYLAND-NATIONAL
CAPITAL PARK AND PLANNING
COMMISSION**

**PRINCE GEORGE'S COUNTY
OFFICE OF HUMAN RESOURCES
MANAGEMENT**

