### 21<sup>ST</sup> CENTURY EMPLOYABILITY SKILLS

### A LABOR MARKET ANALYSIS OF SOFT SKILLS IN SAN DIEGO COUNTY

The San Diego-Imperial Center of Excellence for Labor Market Research analyzed online job postings to identify the top 21<sup>st</sup> century employability skills in San Diego County. A "21<sup>st</sup> century employability skill" is any skill or quality that can be classified as a personality trait or habit. These skills have also been referred to as "soft skills," "baseline skills," "essential skills," "foundational skills," and "emotional intelligence."

#### **25 SKILLS, 6 CATEGORIES**

The 25 most commonly listed 21st century employability skills in online job postings are provided below and organized into six categories.<sup>1</sup>

The top 10 skills with the most online job postings in 2019 are marked with an asterisk (\*).



# Effective Oral and Written Communication

- Bilingual
- Communication skills<sup>2\*</sup>
- · Presentation skills
- Writina\*

67,127 job postings



### Collaboration Across Networks

- Building effective relationships
- Customer service\*
- · Positive disposition
- Teamwork/collaboration\*

45,985 job postings



## Agility and Adaptability

- Flexibility/adaptability
- Meeting deadlines
- Multi-tasking\*
- Organizational skills\*
- Time management

**38,730** job postings



#### Initiative and Entrepreneurialism

- Leadership
- Planning\*
- Project management
- Self-starter
- Supervisory skills

38,639 job postings



#### Accessing and Analyzing Information

- Analytical skills
- Basic mathematics
- Detail-oriented\*
- Research\*

32,094 job postings



### Critical Thinking and Problem Solving

- Creativity
- Critical thinking
- Problem solving\*

24,426 job postings

# of online job postings in San Diego County by category (2019)

most popular

east popular

<sup>&</sup>lt;sup>1</sup>These six categories were adopted from Wagner, Tony. The global achievement gap: Why even our best schools don't teach the new survival skills our children need—and what we can do about it. 2008.

<sup>&</sup>lt;sup>2</sup> Includes "written communication" and "verbal/oral communication"

#### **Important Disclaimers**

All representations included in this report have been produced from primary research and/or secondary review of publicly and/or privately available data and/or research reports. This study examines the most recent data available at the time of the analysis; however, data sets are updated regularly and may not be consistent with previous reports. Efforts have been made to qualify and validate the accuracy of the data and the report findings; however, neither the Centers of Excellence for Labor Market Research (COE), COE host district, nor California Community Colleges Chancellor's Office are responsible for the applications or decisions made by individuals and/or organizations based on this study or its recommendations.







For the full report, visit myworkforceconnection.org/labor-market-information/reports or coeccc.net.

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