



Summary Report for: 11-1011.00 - Chief Executives

Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.

Sample of reported job titles: Chief Diversity Officer (CDO), Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Nursing Officer, Chief Operating Officer (COO), Executive Director, Executive Vice President (EVP), Operations Vice President, President, Vice President

Also see: [Chief Sustainability Officers](#)

View report:

Summary

[Details](#)

[Custom](#)

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

5 of 30 displayed

- Direct or coordinate an organization's financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Appoint department heads or managers and assign or delegate responsibilities to them.
- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations, to maximize returns on investments, or to increase productivity.
- Prepare budgets for approval, including those for funding or implementation of programs.

[back to top](#)

Tools & Technology

10 of 26 displayed

Tools used in this occupation:

- High capacity removable media drives** — Universal serial bus USB flash drives
- Mobile phones** — Smartphones
- Notebook computers** — Laptop computers
- Personal computers**
- Personal digital assistant PDAs or organizers** — Personal digital assistants PDA

Technology used in this occupation:

- Data base user interface and query software** — AdSense Tracker; Databox software; Microsoft Access ; Structured query language SQL
- Document management software** — Adobe Systems Adobe Acrobat software
- Enterprise resource planning ERP software** — Microsoft Dynamics AX; Oracle E-Business Suite; Oracle PeopleSoft software ; SAP software
- Human resources software** — Halogen e360; Halogen ePraisal; Human resource information system HRIS software;

Infor SSA Human Capital Management

- ⊕ **Project management software** — HCSS HeavyBid; HCSS HeavyJob; Microsoft Project ; Microsoft SharePoint software 

 Hot Technology — a technology requirement frequently included in employer job postings.

[back to top](#)

Knowledge

  5 of 11 displayed

- ⊕ **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- ⊕ **Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- ⊕ **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- ⊕ **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ⊕ **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

[back to top](#)

Skills

  5 of 24 displayed

- ⊕ **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ⊕ **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- ⊕ **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ⊕ **Speaking** — Talking to others to convey information effectively.
- ⊕ **Coordination** — Adjusting actions in relation to others' actions.

[back to top](#)

Abilities

  5 of 24 displayed

- ⊕ **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- ⊕ **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- ⊕ **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- ⊕ **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- ⊕ **Speech Clarity** — The ability to speak clearly so others can understand you.

[back to top](#)

Work Activities

  5 of 30 displayed

- ⊕ **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

- ⊕ **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- ⊕ **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- ⊕ **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- ⊕ **Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.

[back to top](#)

Detailed Work Activities

  5 of 27 displayed

- ⊕ Direct financial operations.
- ⊕ Direct organizational operations, projects, or services.
- ⊕ Advise others on legal or regulatory compliance matters.
- ⊕ Promote products, services, or programs.
- ⊕ Prepare financial documents, reports, or budgets.

[back to top](#)

Work Context

  5 of 26 displayed

- ⊕ **Electronic Mail** — 100% responded “Every day.”
- ⊕ **Face-to-Face Discussions** — 98% responded “Every day.”
- ⊕ **Structured versus Unstructured Work** — 98% responded “A lot of freedom.”
- ⊕ **Telephone** — 100% responded “Every day.”
- ⊕ **Freedom to Make Decisions** — 92% responded “A lot of freedom.”

[back to top](#)

Job Zone

Title Job Zone Five: Extensive Preparation Needed

Education Most of these occupations require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).

Related Experience Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.

Job Training Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

Job Zone Examples These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include librarians, lawyers, sports medicine physicians, wildlife biologists, school psychologists, surgeons, treasurers, and controllers.

SVP Range (8.0 and above)

[back to top](#)

Education

Percentage of Respondents	Education Level Required
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26  Master's degree22  Bachelor's degree[back to top](#)

Credentials

[back to top](#)

Interests

 All 2 displayed

Interest code: **EC**

- ⊕ **Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
- ⊕ **Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

[back to top](#)

Work Styles

 5 of 16 displayed

- ⊕ **Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.
- ⊕ **Integrity** — Job requires being honest and ethical.
- ⊕ **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- ⊕ **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- ⊕ **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

[back to top](#)

Work Values

 All 3 displayed

- ⊕ **Recognition** — Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.
- ⊕ **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- ⊕ **Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

[back to top](#)

Related Occupations

 5 of 10 displayed

11-2022.00 [Sales Managers](#) 11-2031.00 [Public Relations and Fundraising Managers](#)11-3031.01 [Treasurers and Controllers](#) 

11-9111.00 [Medical and Health Services Managers](#)  **Bright Outlook**

23-1011.00 [Lawyers](#) 

[back to top](#)

Wages & Employment Trends

Median wages (2015) \$84.19 hourly, \$175,110 annual

State wages



Employment (2014) 343,000 employees

Projected growth (2014-2024) ■■■■ Little or no change (-1% to 1%)

Projected job openings (2014-2024) 58,400

State trends

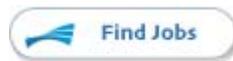


Top industries (2014) [Self-Employed](#)

Source: Bureau of Labor Statistics [2015 wage data](#)  and [2014-2024 employment projections](#) . "Projected growth" represents the estimated change in total employment over the projections period (2014-2024). "Projected job openings" represent openings due to growth and replacement.

[back to top](#)

Job Openings on the Web



[back to top](#)

Sources of Additional Information

 All 1 displayed

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Top executives](#) . Bureau of Labor Statistics, U.S. Department of Labor. *Occupational Outlook Handbook, 2016-17 Edition*.

[back to top](#)