

Business

Summary

In the SCV/SML subregion, the largest business occupations include office clerks (general) with 19,032 workers in 2018, and secretaries and administration assistants (except legal, medical and executive) with more than 14,311 workers. These occupations will offer a substantial number of annual openings in coming years. Most business-related occupations are projected to undergo modest to moderate growth; however, tellers are projected to decline by 9%, a loss of 227 jobs over five years, as are executive secretaries and executive administrative assistants, a 4% drop representing a loss of 90 jobs. Business operations specialists earn the highest median wage in the subregion, \$32.42/hour, followed by executive secretaries and executive administrative assistants, \$27.57/hour. On average each year, community colleges in the subregion confer 1,658 awards related to business. The gap analysis reveals a shortage of 11,264 workers in the SCV/SML subregion.

Employment & Occupational Demand

Exhibit 32: Business employment and occupational projections

Occupation	2018	2023	5-Year Change	5-Year % Change	Annual Openings
Office Clerks, General	19,032	19,665	633	3%	2,449
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	14,311	14,392	81	1%	1,643
Bookkeeping, Accounting, and Auditing Clerks	10,748	10,851	103	1%	1,291
First-Line Supervisors of Office and Administrative Support Workers	8,152	8,453	301	4%	933
Receptionists and Information Clerks	5,436	5,831	395	7%	830
Business Operations Specialists, All Other	6,556	6,965	409	6%	728
Billing and Posting Clerks	2,883	3,101	218	8%	368
Office and Administrative Support Workers, All Other	2,442	2,554	112	5%	312
Tellers	2,424	2,197	(227)	(9%)	282
Information and Record Clerks, All Other	2,153	2,239	86	4%	272
Eligibility Interviewers, Government Programs	2,339	2,477	138	6%	255
Executive Secretaries and Executive Administrative Assistants	2,203	2,113	(90)	(4%)	245
Insurance Claims and Policy Processing Clerks	2,202	2,215	13	1%	239
Real Estate Sales Agents	2,223	2,298	75	3%	230
First-Line Supervisors of Non-Retail Sales Workers	1,867	1,908	41	2%	193
Data Entry Keyers	1,635	1,502	(133)	(8%)	183
Dispatchers, Except Police, Fire, and Ambulance	1,655	1,735	80	5%	178

Occupation	2018	2023	5-Year Change	5-Year % Change	Annual Openings
Interviewers, Except Eligibility and Loan	1,296	1,331	35	3%	173
Payroll and Timekeeping Clerks	1,432	1,446	14	1%	163
Property, Real Estate, and Community Association Managers	1,663	1,746	83	5%	148

Wages

Exhibit 33: Business wages

Occupation	25th Percentile Hourly Wages*	Median Hourly Wages
Business Operations Specialists, All Other	\$22.72	\$32.42
Executive Secretaries and Executive Administrative Assistants	\$22.35	\$27.57
First-Line Supervisors of Office and Administrative Support Workers	\$20.08	\$25.77
Eligibility Interviewers, Government Programs	\$19.07	\$23.44
Property, Real Estate, and Community Association Managers	\$18.82	\$29.18
Payroll and Timekeeping Clerks	\$17.53	\$22.04
Real Estate Sales Agents	\$16.69	\$27.08
Bookkeeping, Accounting, and Auditing Clerks	\$16.15	\$20.04
First-Line Supervisors of Non-Retail Sales Workers	\$15.72	\$25.99
Information and Record Clerks, All Other	\$15.71	\$18.80
Dispatchers, Except Police, Fire, and Ambulance	\$15.31	\$18.70
Interviewers, Except Eligibility and Loan	\$15.09	\$18.15
Insurance Claims and Policy Processing Clerks	\$15.00	\$17.81
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	\$14.50	\$18.36
Billing and Posting Clerks	\$13.93	\$16.70
Data Entry Keyers	\$12.77	\$14.88
Office Clerks, General	\$12.25	\$15.92
Tellers	\$12.22	\$13.90
Receptionists and Information Clerks	\$12.20	\$13.98
Office and Administrative Support Workers, All Other	\$11.66	\$13.86
*Due to fluctuations in 10 th percentile wages, 25 th percentile wages have been used to describe entry-level wages.		

Community College Supply

Exhibit 34: Business community college supply

TOP4 or CIP Code and Program Title	2014-15	2015-16	2016-17	2017-18	Latest 3-Year Average
050200 - Accounting	47	157	166	157	176
050400 - Banking and Finance		7	3	4	5
050500 - Business Administration		593	675	872	713
051100 - Real Estate		2	0	0	1
051400 - Office Technology/Office Computer Applications		139	159	230	176
051410 - Legal Office Technology		7	3	3	4
051420 - Medical Office Technology		62	58	70	63
051430 - Court Reporting		1	2	4	2
51.0716 - Medical Administrative/Executive Assistant and Medical Secretary	59	42	69		57
52.0401 - Administrative Assistant and Secretarial Science, General	57	39	39		45
52.0408 - General Office Occupations and Clerical Services	284	382	325		330
059900 - Other Business and Management		0	1	0	0
140200 - Paralegal	20	83	76	76	85
Total	467	1,514	1,576	1,416	1,658

Gap Analysis

Exhibit 35: Business annual demand and supply in the SCV/SML subregion

