

**Program Endorsement Brief: 0506.00/Business Management**

**Human Resources Assistant**

Los Angeles/Orange County Center of Excellence, December 2020

**Summary Analysis**

<b>Program Endorsement:</b>	<b>Endorsed: All Criteria Met</b>	<input checked="" type="checkbox"/>	<b>Endorsed: Some Criteria Met</b>	<input type="checkbox"/>	<b>Not Endorsed</b>	<input type="checkbox"/>
<b>Program Endorsement Criteria</b>						
<b>Supply Gap:</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
<b>Living Wage: (Entry-Level, 25<sup>th</sup>)</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
<b>Education:</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
<b>Emerging Occupation(s)</b>						
Yes <input type="checkbox"/>			No <input checked="" type="checkbox"/>			

The Los Angeles/Orange County Center of Excellence for Labor Market Research (COE) prepared this report to provide Los Angeles/Orange County regional labor market supply and demand data related to two middle-skill occupations: *payroll and timekeeping clerks (43-3051)* and *human resources assistants, except payroll and timekeeping (43-4161)*. Middle-skill occupations typically require some postsecondary education, but less than a bachelor's degree.<sup>1</sup> This report is intended to help determine whether there is demand in the local labor market that is not being met by the supply from community college programs that align with the relevant occupations.

Based on the available data, there appears to be a supply gap for middle-skill human resources occupations in the LA/OC region. Furthermore, the majority of annual openings for the occupations in this report have entry-level wages that exceed the living wage in Los Angeles County and many workers in the field have completed some college or an associate degree. **Therefore, due to all the criteria being met, the COE endorses this proposed program.** Detailed reasons include:

**Demand:**

- **Supply Gap Criteria** - Over the next five years, there are projected to be **1,449 jobs available annually** in the LA/OC region due to replacements, **which is more than the 1,249 awards conferred annually** by educational institutions in the region.

<sup>1</sup> The COE classifies middle-skill jobs as the following:

- All occupations that require an educational requirement of some college, associate degree or apprenticeship;
- All occupations that require a bachelor's degree, but also have more than one-third of their existing labor force with an educational attainment of some college or associate degree; or
- All occupations that require a high school diploma or equivalent or no formal education, but also require short- to long-term on-the-job training where multiple community colleges have existing programs.

- **Living Wage Criteria** - Within Los Angeles County, **all of the annual job openings** for these human resources occupations have **entry-level wages above the county's living wage** (\$15.04/hour).<sup>2</sup>
- **Education Criteria** - Within the LA/OC region, **61% of the annual job openings** for occupations related to human resources **typically require a high school degree or equivalent**.
  - However, national-level educational attainment data indicates **between 39.0% and 48.5% of workers in the field have completed some college or an associate degree**.

#### Supply:

- There are **22 community colleges** in the LA/OC region that issue awards related to business management, which includes human resources, conferring an average of **1,028 awards annually** between 2016 and 2019.
  - Business Management (TOP 0506.00) programs do not train exclusively for human resources occupations; therefore, the **supply for the selected occupations is overstated**.
- Between 2014 and 2017, there was an average of **221 awards conferred annually** in related training programs by non-community college institutions throughout the LA/OC region.

#### Occupational Demand

Exhibit 1 displays the five-year occupational demand projections for middle-skill human resources occupations. In Los Angeles/Orange County, the number of jobs related to these occupations is projected to decrease by 51 jobs through 2024. However, there will be more than 1,400 job openings per year through 2024 due to job replacements in the LA/OC region.

*This report includes employment projection data by Emsi which uses EDD information. Emsi's projections are modeled on recorded (historical) employment figures and incorporate several underlying assumptions, including the assumption that the economy, during the projection period, will be at approximately full employment. To the extent that a recession or labor shock, such as the economic effects of COVID-19, can cause long-term structural change, it may impact the projections. At this time, it is not possible to quantify the impact of COVID-19 on projections of industry and occupational employment. Therefore, the projections included in this report do not take the impacts of COVID-19 into account.*

---

<sup>2</sup> Living wage data was pulled from California Family Needs Calculator on 12/16/2020. For more information, visit the California Family Needs Calculator website: <https://insightcced.org/2018-family-needs-calculator/>.

**Exhibit 1: Occupational demand in Los Angeles and Orange Counties<sup>3</sup>**

Geography	2019 Jobs	2024 Jobs	2019-2024 Change	2019-2024 % Change	Annual Openings
Los Angeles	9,312	9,226	(86)	(1%)	1,040
Orange	3,550	3,584	34	1%	409
<b>Total</b>	<b>12,861</b>	<b>12,810</b>	<b>(51)</b>	<b>(0%)</b>	<b>1,449</b>

**Wages**—The labor market endorsement in this report considers the entry-level hourly wages for these middle-skill human resources occupations in Los Angeles County as they relate to the county’s living wage. Orange County wages are included below in order to provide a complete analysis of the LA/OC region. Detailed wage information, by county, is included in Appendix A.

**Los Angeles County**—All of the annual openings for these occupations have entry-level wages above the living wage for one adult (\$15.04 in Los Angeles County).<sup>4</sup> Typical entry-level hourly wages are in a range between \$16.37 and \$20.70. Experienced workers can expect to earn wages between \$25.09 and \$30.89, which are higher than the living wage estimate.

**Orange County**— The majority (61%) of annual openings for these occupations have entry-level wages above the living wage for one adult (\$17.36 in Orange County). Typical entry-level hourly wages are in a range between \$15.66 and \$19.97. Experienced workers can expect to earn hourly wages between \$24.01 and \$29.77, which are higher than the living wage in Orange County.

**Job Postings**—Over the last 12 months, there were 4,915 job postings related to middle-skill human resources occupations in the region. The job titles with the most postings were human resource assistants, payroll specialists, payroll clerks, payroll administrators, and payroll coordinators. The top skills were: payroll processing, data entry, accounting, administrative support, and multi-state payroll. The top employers, by the number of job postings, in the region were: Marriott International Inc., Prime Healthcare Management, Inc., Emanate Health, and the City of Hope.

*It is important to note that the job postings data included in this section reflects online job postings listed in the past 12 months and does not yet demonstrate the impact of COVID-19. While employers have generally posted fewer online job postings since the beginning of the pandemic, the long-term effects are currently unknown.*

<sup>3</sup> Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

<sup>4</sup> Living wage data was pulled from California Family Needs Calculator on 12/16/2020. For more information, visit the California Family Needs Calculator website: <https://insightcced.org/2018-family-needs-calculator/>.

**Educational Attainment**—The Bureau of Labor Statistics (BLS) lists a high school diploma as the typical entry-level education for *payroll and timekeeping clerks* and an associate degree as the typical entry-level education for *human resources assistants, except payroll and timekeeping*. The national-level educational attainment data indicates between 39.0% and 48.5% of workers in the field have completed some college or an associate degree. Of the 36% of human resources job postings listing a minimum education requirement in Los Angeles/Orange County, 71% (1,257) requested a high school diploma and 29% (507) requested an associate degree.

## Educational Supply

**Community College Supply**—Exhibit 2 displays the annual and three-year average number of awards conferred by LA/OC regional community colleges in the related TOP code: Business Management (0506.00). The colleges with the most completions in the region are: Cerritos, Mt. San Antonio, and Coastline. Over the past 12 months, there was one other related program recommendation request from an LA/OC regional community college.

Please note that there is not a dedicated TOP code for Human Resources programs, but the majority of HR programs across the state are coded under Business Management (0506.00).

**Exhibit 2: Regional community college awards (certificates and degrees), 2016-2019**

TOP Code	Program	College	2016-2017 Awards	2017-2018 Awards	2018-2019 Awards	3-Year Award Average
0506.00	Business Management	Cerritos	246	405	456	369
		Citrus	-	1	2	1
		Compton	11	2	3	5
		East LA	9	26	29	21
		El Camino	17	23	23	21
		Glendale	17	10	9	12
		LA City	19	15	18	17
		LA Mission	5	4	3	4
		LA Pierce	-	-	3	1
		LA Valley	42	30	33	35
		Long Beach	15	22	21	19
		Mt. San Antonio	187	161	202	183
		Santa Monica	10	18	23	17
		<b>LA Subtotal</b>	<b>578</b>	<b>717</b>	<b>825</b>	<b>707</b>
		Coastline	175	71	84	110
		Cypress	2	6	6	5
		Fullerton	124	11	11	49
		Golden West	9	8	20	12
		Irvine Valley	11	9	3	8
		North Orange Adult	26	24	27	26
Orange Coast	3	51	40	31		
Santa Ana	37	81	64	61		

TOP Code	Program	College	2016-2017 Awards	2017-2018 Awards	2018-2019 Awards	3-Year Award Average
		Santiago Canyon	3	42	17	21
		<b>OC Subtotal</b>	<b>390</b>	<b>303</b>	<b>272</b>	<b>322</b>
		<b>Supply Total/Average</b>	<b>968</b>	<b>1,020</b>	<b>1,097</b>	<b>1,028</b>

**Non-Community College Supply**—For a comprehensive analysis, it is important to consider the supply from non-community college institutions in the region that provide training programs related to human resources. Exhibit 3 shows the annual and three-year average number of awards conferred by these institutions in the related Classification of Instructional Programs (CIP) Codes: Office Management and Supervision (52.0204) and Human Resources Management/Personnel Administration, General (52.1001). Due to different data collection periods, the most recent three-year period of available data is from 2014 to 2017. Between 2014 and 2017, non-community colleges in the region conferred an average of 221 awards annually in related training programs.

**Exhibit 3: Regional non-community college awards, 2014-2017**

CIP Code	Program	College	2014-2015 Awards	2015-2016 Awards	2016-2017 Awards	3-Year Award Average
52.0204	Office Management and Supervision	California Intercontinental University	3	-	-	1
		Eagle Rock College	2	-	-	1
<b>Supply Subtotal/Average</b>			<b>5</b>	<b>-</b>	<b>-</b>	<b>2</b>
52.1001	Human Resources Management/Personnel Administration, General	Brandman University	37	28	38	34
		DeVry University-California	8	9	1	6
		GDS Institute	3	2	8	4
		Trident University International	24	23	39	29
		University of Phoenix-California	172	145	120	146
<b>Supply Subtotal/Average</b>			<b>244</b>	<b>207</b>	<b>206</b>	<b>219</b>
<b>Supply Total/Average</b>			<b>249</b>	<b>207</b>	<b>206</b>	<b>221</b>

Appendix A: Occupational demand and wage data by county

Exhibit 4. Los Angeles County

Occupation (SOC)	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Payroll and Timekeeping Clerks (43-3051)	5,780	5,701	(79)	(1%)	636	\$20.70	\$26.30	\$30.89
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	3,532	3,525	(7)	(0%)	404	\$16.37	\$19.83	\$25.09
<b>Total</b>	<b>9,312</b>	<b>9,226</b>	<b>(86)</b>	<b>(1%)</b>	<b>1,040</b>			

Exhibit 5. Orange County

Occupation (SOC)	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Payroll and Timekeeping Clerks (43-3051)	2,205	2,211	6	0%	248	\$19.97	\$25.36	\$29.77
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	1,345	1,374	29	2%	161	\$15.66	\$18.97	\$24.01
<b>Total</b>	<b>3,550</b>	<b>3,584</b>	<b>34</b>	<b>1%</b>	<b>409</b>			

**Exhibit 6. Los Angeles and Orange counties**

<b>Occupation (SOC)</b>	<b>2019 Jobs</b>	<b>2024 Jobs</b>	<b>5-Yr Change</b>	<b>5-Yr % Change</b>	<b>Annual Openings</b>	<b>Typical Entry-Level Education</b>	<b>On-The-Job Training &amp; Work Experience</b>
Payroll and Timekeeping Clerks (43-3051)	7,984	7,911	(73)	(1%)	884	HS diploma or equivalent	1-12 months & None
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	4,877	4,899	22	0%	565	Associate degree	None & None
<b>Total</b>	<b>12,861</b>	<b>12,810</b>	<b>(51)</b>	<b>(0%)</b>	<b>1,449</b>		

**Appendix B: Sources**

- O\*NET Online
- Labor Insight/Jobs (Burning Glass)
- Economic Modeling Specialists, International (Emsi)
- Bureau of Labor Statistics (BLS)
- Employment Development Department, Labor Market Information Division, OES
- California Community Colleges Chancellor's Office Management Information Systems (MIS)
- California Family Needs Calculator, Insight Center for Community Economic Development
- Chancellor's Office Curriculum Inventory (COCI 2.0)

For more information, please contact:

Luke Meyer, Director  
 Los Angeles/Orange County Center of Excellence  
[lmeyer7@mtsac.edu](mailto:lmeyer7@mtsac.edu)

December 2020

