

Program Endorsement Brief:

Human Resources in the Greater Sacramento region

North Far North Center of Excellence, November 2019

INTRODUCTION

This report provides an overview of the labor market demand and educational program supply for human resource related occupations in the Greater Sacramento region and the broader 22-county North Far North region.

SUMMARY OF KEY FINDINGS

- Jobs in human resource occupations are projected to increase by 4% in the Greater Sacramento region, adding just over 300 new jobs in the next five years.
- Human resource occupations are projected to have more than 800 openings per year over the next five years.
- Median hourly wages for the selected occupations are significantly above the regional living wage for single adult.
- Most of the studied human resource occupations require a bachelor's degree for entry-level work.
- There are no training providers in the Greater Sacramento region that offer training related to human resources.

The report contains the following sections:

- Occupational demand,
- Wages and job postings,
- Education and training,
- Regional program supply, and
- Findings and recommendations.

OCCUPATIONAL DEMAND

The following Standard Occupational Classification (SOC) codes related to the proposed program were included in the analysis:

11-3111.00 - Compensation and Benefits Managers	
Description:	Plan, direct, or coordinate compensation and benefits activities of an organization.
Sample job titles:	Benefits Coordinator, Benefits Manager, Compensation and Benefits Manager, Compensation Director, Compensation Manager, Compensation Vice President, Employee Benefits Coordinator, Employee Benefits Director, Employee Benefits Manager, Payroll Manager
11-3121.00 - Human Resources Managers	
Description:	Plan, direct, or coordinate human resources activities and staff of an organization.
Sample job titles:	Employee Relations Manager, Human Resources Administration Director, Human Resources Director (HR Director), Human Resources Manager (HR Manager), Human Resources Operations Manager, Human Resources Vice President
13-1071.00 - Human Resources Specialists	
Description:	Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.
Sample job titles:	Corporate Recruiter, Employment Representative, HR Analyst (Human Resources Analyst), HR Coordinator (Human Resources Coordinator), HR Generalist (Human Resources Generalist), HR Representative (Human Resources Representative), Human Resources Specialist (HR Specialist), Personnel Analyst, Personnel Officer, Recruiter
13-1141.00 - Compensation, Benefits, and Job Analysis Specialists	
Description:	Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.
Sample job titles:	Benefits Administrator, Benefits Analyst, Benefits Specialist, Compensation Analyst, Compensation Consultant, Compensation Coordinator, Compensation Specialist, Compensation/Benefits Specialist, Personnel Specialist, Position Classification Specialist
43-4161.00 - Human Resources Assistants, Except Payroll and Timekeeping	
Description:	Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.
Sample job titles:	Human Resources Administrative Assistant (HR Administrative Assistant), Human Resources Administrator, Human Resources Assistant (HR Assistant), Human Resources Associate (HR Associate), Human Resources Coordinator (HR Coordinator), Human Resources Generalist (HR Generalist), Human Resources Representative (HR Representative), Human Resources Technician (HR Technician), Personnel Assistant, Personnel Clerk

Exhibit 1 summarizes the job trends by SOC codes in the 7-county Greater Sacramento region, the 22-county North Far North region, and California.

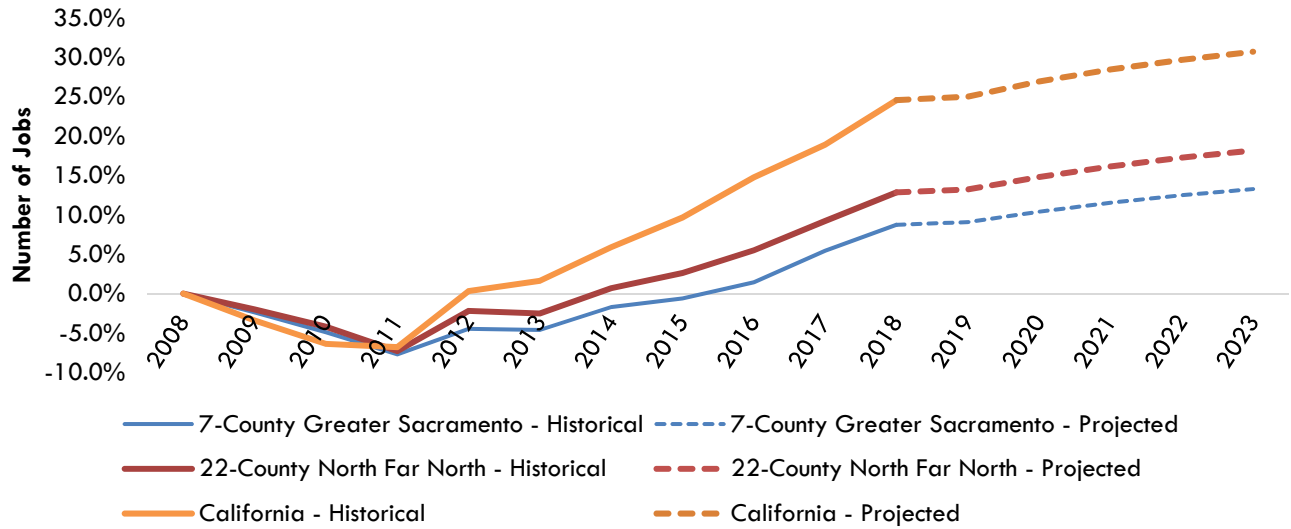
Exhibit 1. Employment and projected occupational demand¹

Occupation	SOC	2008 Jobs	2018 Jobs	2023 Jobs	2018-23 % Change	Annual Openings
Compensation and Benefits Managers	11-3111	175	91	96	5.5%	10
Human Resources Managers	11-3121	629	1,225	1,294	5.6%	128
Human Resources Specialists	13-1071	2,506	3,474	3,673	5.7%	397
Compensation, Benefits, and Job Analysis Specialists	13-1141	2,408	1,848	1,876	1.5%	169
Human Resources Assistants, Except Payroll and Timekeeping	43-4161	1,171	851	865	1.6%	117
GREATER SACRAMENTO	TOTALS	6,889	7,491	7,803	4.2%	821
Compensation and Benefits Managers	11-3111	192	95	100	5.6%	10
Human Resources Managers	11-3121	779	1,563	1,650	5.6%	166
Human Resources Specialists	13-1071	3,072	4,387	4,669	6.4%	513
Compensation, Benefits, and Job Analysis Specialists	13-1141	2,523	1,923	1,962	2.0%	178
Human Resources Assistants, Except Payroll and Timekeeping	43-4161	1,458	1,087	1,101	1.3%	150
NORTH FAR NORTH	TOTALS	8,024	9,055	9,481	4.7%	1,017
Compensation and Benefits Managers	11-3111	4,141	2,180	2,264	3.9%	204
Human Resources Managers	11-3121	11,021	23,123	24,356	5.3%	2,438
Human Resources Specialists	13-1071	45,846	69,080	72,870	5.5%	7,842
Compensation, Benefits, and Job Analysis Specialists	13-1141	15,339	9,924	10,446	5.3%	964
Human Resources Assistants, Except Payroll and Timekeeping	43-4161	19,329	14,875	15,121	1.7%	1,936
CALIFORNIA	TOTALS	95,677	119,183	125,058	4.9%	13,384

¹ Emsi 2019.4; QCEW Employees, Non-QCEW Employees and Self-Employed. The 7-county Greater Sacramento region includes El Dorado, Placer, Nevada, Sacramento, Sutter, Yolo and Yuba. The 22-county North Far North region includes the aforementioned counties as well as Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama and Trinity.

Exhibit 2 compares the rates of change of the total number of jobs between 2008 and 2018 in the Greater Sacramento region, the North Far North region, and California. It also compares occupational demand projections from 2018 through 2023 across the same areas. The rate of change is indexed to the base year 2008 total number of jobs.

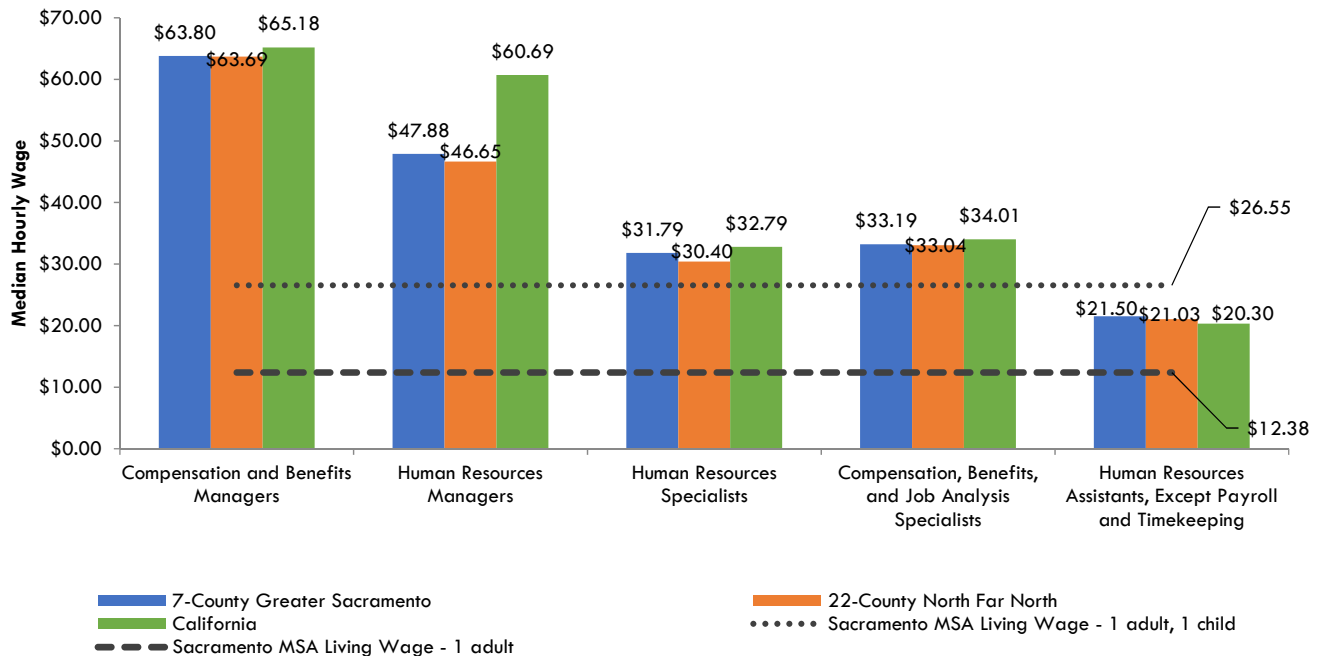
Exhibit 2. Rate of Change for Selected Occupations²



WAGES AND JOB POSTINGS

Exhibit 3 compares the median hourly wages of the selected occupations in the study regions to the Sacramento Metropolitan Statistical Area (MSA) living wage for a one-adult household and a one-adult, one-child household.³

Exhibit 3. Wages for selected occupations⁴



² Ibid.

³ Living Wage Calculator: Counties and Metropolitan Statistical Areas in California, <http://livingwage.mit.edu/>

⁴ Emsi 2019.4; QCEW Employees, Non-QCEW Employees and Self-Employed.

Burning Glass identified a pool of 4,754 job postings in the Greater Sacramento region for the selected occupations. This data represents job listings posted online within the last year, from November 1, 2018, through October 31, 2019.

Exhibit 4 compares the 12-month job posting trends of the selected occupations to the median number of job postings in the Greater Sacramento region.

Exhibit 4: Job postings trend for selected occupations⁵

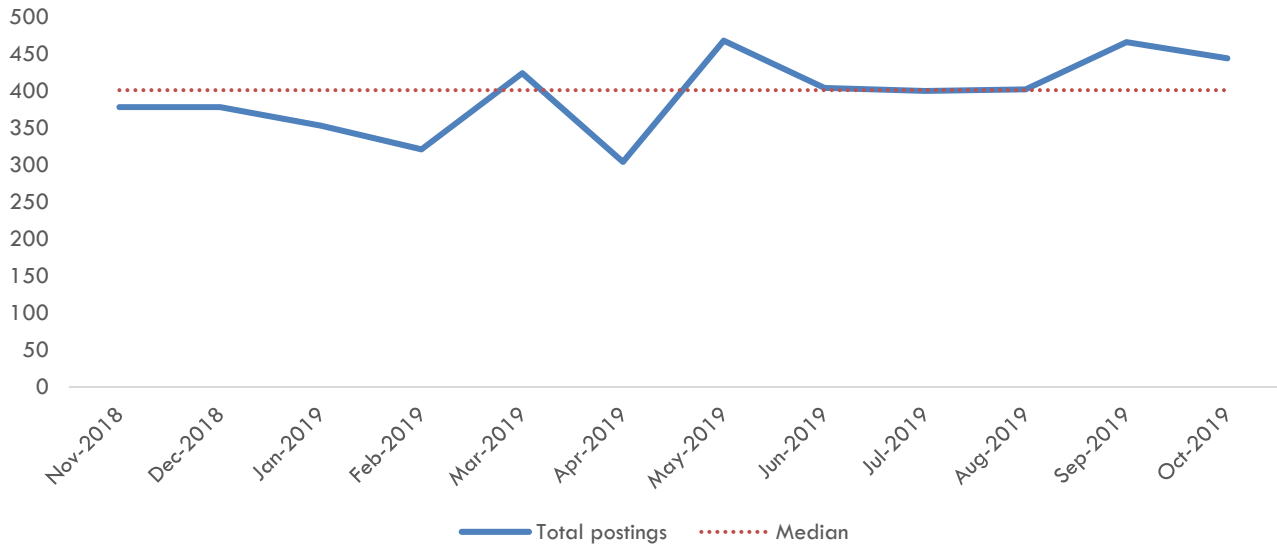
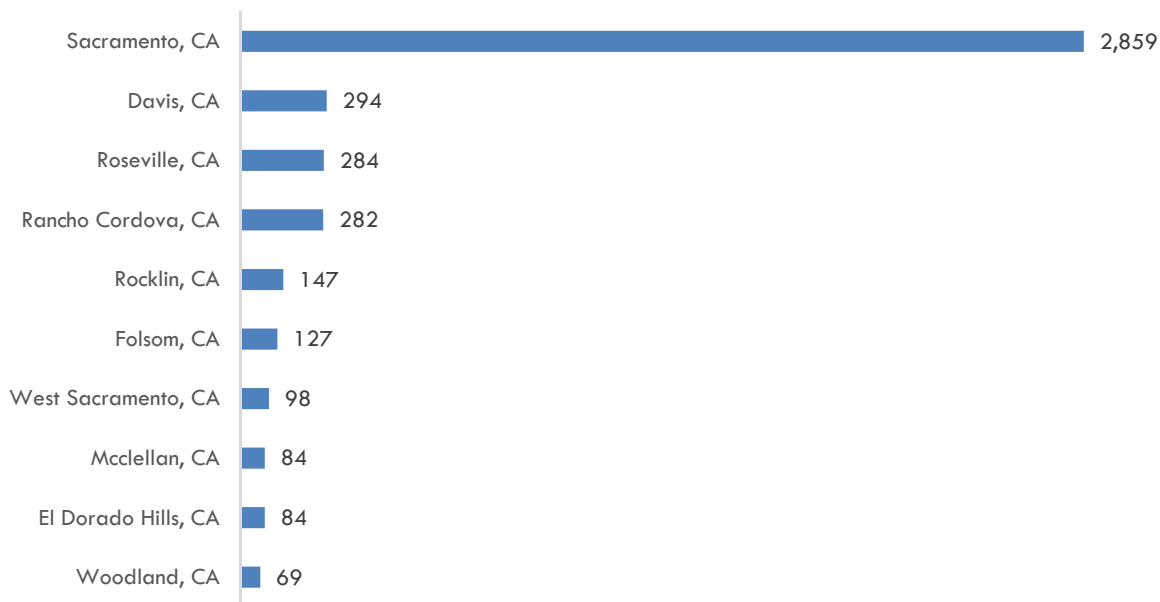


Exhibit 5 shows the number of job postings by county for the selected occupations.

Exhibit 5. Top job postings locations for selected occupations⁶



⁵ Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool," <http://www.burning-glass.com>, 2019.

⁶ Ibid.

Exhibit 6 lists the employers with the most job openings for the selected occupations within the study region. Approximately 34% of job postings were excluded because they did not include an employer name. As a result, the table below may not be representative of the full sample.

Exhibit 6: Top employers by number of job postings⁷

Employer	Greater Sacramento (n = 3,131)	
	Number of Postings	Percent of Postings
University California	120	3%
State of California	93	2%
University California Davis	81	2%
AmeriPlan	62	1%
Anthem Blue Cross	57	1%
US Army	38	1%
UC Davis Health	37	1%
Dignity Health	37	1%
Aerojet	28	1%
Blue Cross Blue Shield of California	27	1%

⁷ Ibid.

Exhibit 7 shows the top job titles for the selected occupations in the Greater Sacramento region. All 4,754 job postings included job titles.

Exhibit 7. Top job titles by number of job postings⁸

11-3111.00 - Compensation and Benefits Managers (n = 100)			11-3121.00 - Human Resources Managers (n = 617)		
Title	Job Postings	% Job Posting	Title	Job Postings	% Job Posting
Compensation Manager	38	38%	Human Resources Manager	251	41%
New Opportunity In Northern	6	6%	Recruiting Manager	51	8%
Account Manager	4	4%	Human Resources Administrator	41	7%
Sales Manager	4	4%	Director of Human Resources	37	6%
Tax Manager	4	4%	Staffing Manager	26	4%
Benefits Manager	3	3%	Recruitment Manager	22	4%
Lead Benefits Manager	3	3%	Human Resources Assistant	17	3%
Part-Time Opportunity In , - 21 Hours / Week - \$120K / Year + Benefits	3	3%	Human Resources Operations Manager	12	2%
Access Reimbursement Manager	2	2%	Human Resources	11	2%
13-1071.00 - Human Resources Specialists (n = 3,120)			13-1141.00 - Compensation, Benefits, and Job Analysis Specialists (n = 566)		
Title	Job Postings	% Job Posting	Title	Job Postings	% Job Posting
Recruiter	335	11%	Senior Specialist	73	13%
Human Resources Generalist	270	9%	Compensation Analyst	45	8%
Associate Analyst	165	5%	Benefits Analyst	40	7%
Human Resources Specialist	161	5%	Benefits Consultant	39	7%
Human Resources Coordinator	147	5%	Benefits Specialist	29	5%
Personnel Specialist	103	3%	Benefits Coordinator	27	5%
Technical Recruiter	92	3%	Benefits Representative	27	5%
Specialist	91	3%	Benefit Specialist	18	3%
Human Resources Analyst	83	3%	Benefits Administrator	16	3%
43-4161.00 - Human Resources Assistants, Except Payroll and Timekeeping (n = 351)					
Title	Job Postings	% Job Posting			
Human Resources Assistant	220	63%			
Personnel Technician I	16	5%			
Human Resources Administrator	15	4%			
Human Resources Specialist	15	4%			
Human Resources Clerk	13	4%			
Human Resources Technician	13	4%			
Personnel Technician	6	2%			
Human Resources Reports Team Member	4	1%			
Personnel Coordinator	4	1%			

⁸ Ibid.

Exhibit 8 shows the skills most in-demand for the selected occupations in the Greater Sacramento region. All 4,754 job postings included required skills information.

Exhibit 8. Top skills by number of job postings⁹

11-3111.00 - Compensation and Benefits Managers (n = 100)			11-3121.00 - Human Resources Managers (n = 617)		
Title	Job Postings	% Job Posting	Title	Job Postings	% Job Posting
Workers' Compensation	27	27%	Employee Relations	219	35%
Claims Knowledge	23	23%	Human Resource Management	175	28%
Customer Billing	20	20%	Onboarding	139	23%
Budgeting	17	17%	Performance Management	134	22%
Customer Service	17	17%	Staff Management	104	17%
Case Management	10	10%	Performance Appraisals	89	14%
Claims Adjustments	10	10%	Budgeting	87	14%
Information Systems	8	8%	Workers' Compensation	82	13%
Project Management	8	8%	Human Resource Information System (HRIS)	76	12%
13-1071.00 - Human Resources Specialists (n = 3,120)			13-1141.00 - Compensation, Benefits, and Job Analysis Specialists (n = 566)		
Title	Job Postings	% Job Posting	Title	Job Postings	% Job Posting
Workers' Compensation	27	27%	Customer Service	121	21%
Claims Knowledge	23	23%	Staff Management	61	11%
Customer Billing	20	20%	Accounting	52	9%
Budgeting	17	17%	Benefits Administration / Management	49	9%
Customer Service	17	17%	Budgeting	45	8%
Case Management	10	10%	Spreadsheets	45	8%
Claims Adjustments	10	10%	Claims Knowledge	44	8%
Information Systems	8	8%	Benefits Analysis	41	7%
Project Management	8	8%	Payroll Processing	40	7%
43-4161.00 - Human Resources Assistants, Except Payroll and Timekeeping (n = 351)					
Title	Job Postings	% Job Posting			
Data Entry	86	25%			
Administrative Support	80	23%			
Scheduling	62	18%			
New Hire Orientation	56	16%			
Onboarding	56	16%			
Customer Service	50	14%			
Human Resource Information System (HRIS)	49	14%			
Spreadsheets	41	12%			
Payroll Processing	40	11%			

⁹ Ibid.

EDUCATION AND TRAINING

Exhibit 9 shows the average level of educational attainment for workers 25 years and older by occupation across the U.S.

Exhibit 9. Typical educational attainment for selected occupations, nationally¹⁰

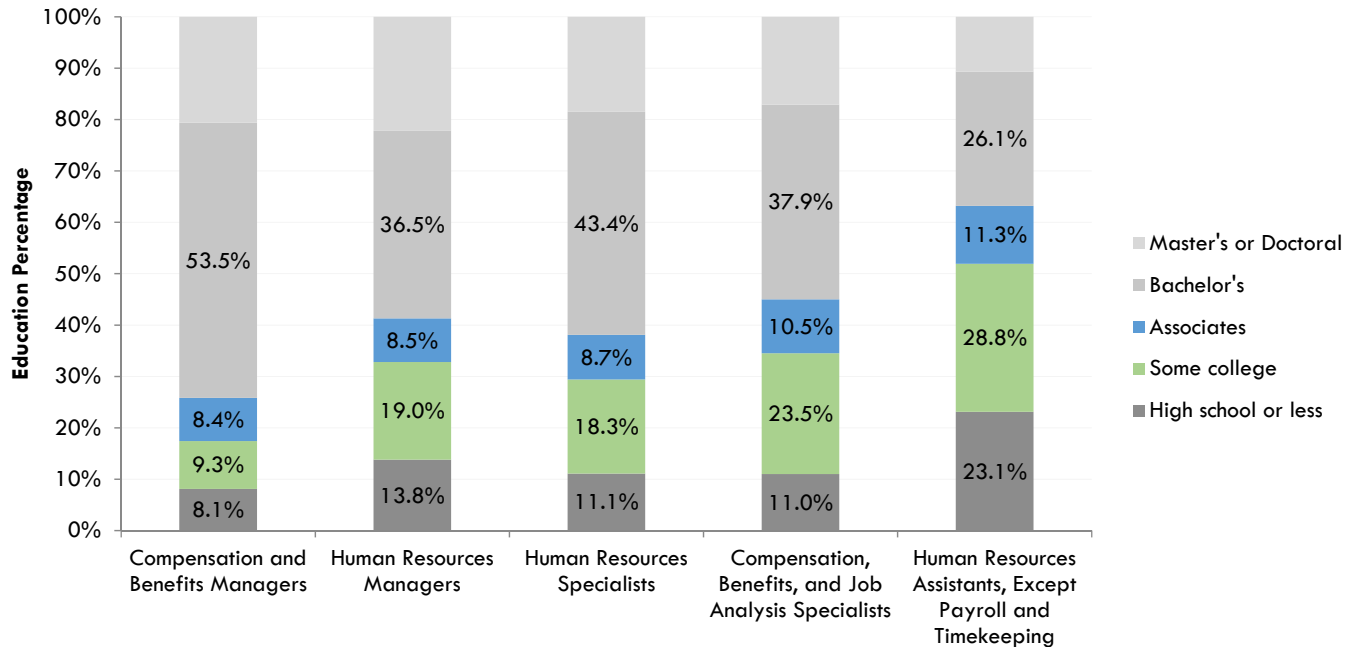


Exhibit 10 shows the typical entry-level education requirements, on-the-job training, and work experience requirements for the selected occupations in the Greater Sacramento region.

Exhibit 10. Typical education, training, and work experience for selected occupations¹¹

Occupations	SOC	Typical Entry-Level Education	Typical On-The-Job Training	Work Experience Required
Compensation and Benefits Managers	11-3111	Bachelor's degree	None	5 years or more
Human Resources Managers	11-3121	Bachelor's degree	None	5 years or more
Human Resources Specialists	13-1071	Bachelor's degree	None	None
Compensation, Benefits, and Job Analysis Specialists	13-1141	Bachelor's degree	None	Less than 5 years
Human Resources Assistants, Except Payroll and Timekeeping	43-4161	Associate's degree	None	None

¹⁰ Bureau of Labor Statistics. Educational Attainment for Workers 25 Years and Older by Detailed Occupation, 2016-2017, <https://www.bls.gov/emp/tables/educational-attainment.htm>.

¹¹ Emsi 2019.2; QCEW Employees, Non-QCEW Employees and Self-Employed.

PROGRAM SUPPLY

Analysis of existing educational programs shows that there are no Taxonomy of Program (TOP) code related to training for human resource occupations. The closest related TOP codes fall into the business category, and include 0514.40 – Office Management and 0599.00 – Other Business and Management. However, these TOP codes will not be used for program awards data.

A Classification of Instructional Programs (CIP) code does exist. 52.1001 – Human Resources Management/Personnel Administration, General is the best fitting CIP code for most community college programs focused on human resources.

There are no human resources training programs in the Greater Sacramento region.

FINDINGS

- Between 2008 and 2018, human resource occupations added 600 jobs in the Greater Sacramento region.
- Jobs in human resource occupations are projected to increase by 4% in the Greater Sacramento region, adding just over 300 jobs in the next five years.
- Human resource occupations are projected to have 821 openings per year over the next five years.
- Jobs in human resource occupations in the Greater Sacramento region are projected to grow at a rate similar to the North/Far North region (5%) and the state (5%).
- Median hourly wages for the selected occupations are significantly above the regional living wage for single adult. Hourly wages are highest for compensation and benefits managers at \$64 per hour. Human resource assistants can expect to make \$21.50 per hour.
- Most of the studied human resource occupations require a bachelor’s degree for entry-level work. This includes compensation and benefits managers, human resource managers, human resource specialists, and compensation, benefits, and job analysis specialists.
- Human resource assistants are required to have an associate’s degree for entry-level work.
- At least 36% of incumbent human resource managers and specialists hold a bachelor’s degree. 29% of incumbent human resources assistants have attended some college, while another 11% hold an associate’s degree.
- There are no training providers in the Greater Sacramento region that offer training related to human resources.

RECOMMENDATIONS

- Based on a three-year average of annual award in human resources in the Greater Sacramento region (0 awards), and projected yearly openings for related occupations (821 openings), the region appears to have some demand for programs related to the occupation.

COE Recommendation		
Move forward with program	Program is not recommended	Additional information needed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

METHODOLOGY

Occupations in this report were identified using O*Net. Findings in this report were determined using labor market data from the Bureau of Labor Statistics (BLS), U.S. Census Bureau data from Emsi, and jobs posting data from Burning Glass.

APPENDIX A: DATA SOURCES

Sources used for data analysis purposes in this report include:

- U.S. Department of Labor/Employment and Training Administration (DOLETA) O*NET Online
- Burning Glass, Labor Insight/Jobs
- Economic Modeling Specialists, International (EMSI)
- California Employment Development Department, Labor Market Information Division (EDD, LMID)
- Bureau of Labor Statistics, Occupational Employment Statistics (OES)
- California Community Colleges Chancellor's Office, Cal-PASS Plus LaunchBoard
- Living Insight Center for Community Economic Development, Self-Sufficiency Standard Tool for California
- California Community Colleges Chancellor's Office Management Information Systems (MIS Data Mart)
- U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS)

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November 2019

