

Human Resources Occupational Group

Inland Empire/Desert Region (Riverside-San Bernardino-Ontario Metropolitan Statistical Area)

Summary

- Employment for the human resources occupational group is expected to increase by 8% through 2022. **Nearly 3,900 job openings** will be available over the five-year timeframe in the Inland Empire/Desert Region.
- The median wage for each of the occupations in the human resources occupational group is **above the MIT Living Wage estimate of \$12.30 per hour** for a single adult living in the Inland Empire/Desert Region.
- Based on the average annual number of program completions for the selected community college programs (**190 average annual community college awards, 14 average annual other awards, 204 total**), and the annual openings for human resources occupations in the local region (**773 annual job openings**), there appears to be an opportunity for program growth.

Job Opportunities

In 2017, there were nearly 6,800 human resources occupational group jobs in the Inland Empire/Desert Region. This occupational group is projecting to increase employment 8% by 2022. Employers in the region will need to hire nearly 3,900 workers over the next five years to fill new jobs and backfill jobs that workers are permanently vacating (includes retirements). Appendix A, Table 1 shows the projected job growth for each of the occupations in this group.

Exhibit 1: Five-year projections for the human resources occupational group in the Inland Empire/Desert Region

Inland Empire/Desert Region	2017 Jobs	5-Yr % Change (New Jobs)	5-Yr Openings (New + Replacement Jobs)	Annual Openings (New + Replacement Jobs)	% of workers age 55+
Human Resources Occupational Group	6,774	8%	3,863	773	21%

Source: EMSI 2017.4



Over the last 12 months (February 2017 to January 2018), there were 2,242 advertisements (ads) for jobs in the human resources occupational group in the Inland Empire/Desert Region. In the full-year 2017, there were 2,309 job ads; 2,550 job ads in 2016; 2,460 job ads in 2015; and 1,706 job ads in 2014. Exhibit 2 shows the number of job ads posted during the last 12 months for each of the occupations in the human resources occupational group.

Exhibit 2: Job ads by each of the human resources occupations in the Inland Empire/Desert Region during the last 12 months, Feb 2017 – Jan 2018

Occupation	Job Ads
Human Resources Specialists	1,485
Human Resources Managers	415
Human Resources Assistants, Except Payroll and Timekeeping	342
TOTAL	2,242

Source: Burning Glass – Labor Insights

Earnings

The median wage for each of the occupations in the human resources occupational group is above the MIT Living Wage estimate of \$12.30 per hour for a single adult living in the Inland Empire/Desert Region. Exhibit 3 displays wage information for this occupation group in the Inland Empire/Desert Region.

Exhibit 3: Earnings for the human resources occupational group in the Inland Empire/Desert Region

Occupation	Entry to Experienced Hourly Earnings Range*	Median Wage*	Average Annual Earnings
Human Resources Managers	\$30.87 to \$61.13	\$48.62	\$100,400
Human Resources Specialists	\$23.51 to \$35.54	\$29.18	\$62,000
Human Resources Assistants, Except Payroll and Timekeeping	\$13.51 to \$21.89	\$17.72	\$37,100

Source: EMSI 2017.4

*Entry Hourly is 25th percentile wage, the median is 50th percentile wage, experienced is 75th percentile wage.

Work Locations, Skills, Education

According to job ads, the top worksite regional cities for jobs in this occupational group were Ontario, Riverside, and San Bernardino. The top employers were Amazon, Toys “R” Us Inc., University of California, and Prime Healthcare Services. Exhibit 4 lists the top specialized and soft skills that employers are seeking when looking for workers to fill human resources positions.

Exhibit 4: Top skills in highest demand for the human resources occupational group in the Inland Empire/Desert Region, Feb 2017 – Jan 2018

Occupation	Specialized skills	Soft skills	Software and Programming skills
Human Resources Specialists (n=1,254)	<ul style="list-style-type: none"> Recruiting Onboarding Employee Relations Workers’ Compensation 	<ul style="list-style-type: none"> Communication Skills Writing Organizational Skills Bilingual 	<ul style="list-style-type: none"> Microsoft Office (Excel, Word, Outlook) PeopleSoft
Human Resources Managers (n=365)	<ul style="list-style-type: none"> Employee Relations Performance Management Workers’ Compensation HRIS 	<ul style="list-style-type: none"> Communication Skills Writing Planning Bilingual 	<ul style="list-style-type: none"> Microsoft Office (Excel, Word, Outlook) PeopleSoft
Human Resources Assistants, Except Payroll and Timekeeping (n=255)	<ul style="list-style-type: none"> Administrative Support Scheduling Administrative Functions Spreadsheets 	<ul style="list-style-type: none"> Writing Communication Skills Detail-Oriented Bilingual 	<ul style="list-style-type: none"> Microsoft Office (Excel, Word, Outlook) PeopleSoft

Source: Burning Glass – Labor Insights

Exhibit 5 displays the entry-level education level education typically required to enter each occupation according to the Bureau of Labor Statistics, educational attainment for incumbent workers with “some college, no degree” and an “associate degree” according to the U.S. Census, and the minimum advertised education requirement requested by employers in online job ads.

Exhibit 5: Educational attainment and online job ads with minimum advertised education requirements for the human resources occupational group in the Inland Empire/Desert Region, Feb 2017 – Jan 2018

Occupation	Typical Entry-Level Education Requirement	Educational Attainment (Percentage of incumbent workers with a Community College Award or Some Postsecondary Coursework)	Minimum Advertised Education Requirement from Job Ads			
			Number of Job Postings (n=)	High school diploma or vocational training	Associate degree	Bachelor's degree or higher
Human Resources Specialists	Bachelor's degree	27%	892	34%	12%	54%
Human Resources Managers	Bachelor's degree	27%	294	11%	7%	82%
Human Resources Assistants, Except Payroll and Timekeeping	Associate degree	46%	124	60%	9%	31%

Source: EMSI 2017.4, Current Population Survey, Burning Glass – Labor Insights

Industry

Exhibit 6 displays the industries that employ the most human resources occupations in the two-county region. Staffing patterns show the industries that employ the most workers of a specific occupation.

Exhibit 6: Top industries employing each human resources occupation in the Inland Empire/Desert Region

Occupation	Top Industries Job Ads (NAICS)	Top Industries Staffing Pattern (NAICS)
Human Resources Specialists (n=845)	<ul style="list-style-type: none"> • Business Support Services (5614) • General Medical and Surgical Hospitals (6221) 	<ul style="list-style-type: none"> • Employment Services (5613)
Human Resources Managers (n=236)	<ul style="list-style-type: none"> • General Medical and Surgical Hospitals (6221) • Traveler Accommodation (7211) 	<ul style="list-style-type: none"> • Local Government, Excluding Education and Hospitals (9039)
Human Resources Assistants, Except Payroll and Timekeeping (n=136)	<ul style="list-style-type: none"> • Elementary and Secondary Schools (6111) • Traveler Accommodation (7211) 	<ul style="list-style-type: none"> • Education and Hospitals (Local Government) (9036) • Individual and Family Services (6241)

Source: EMSI 2017.4, Burning Glass – Labor Insights

Student Completions

Exhibits 7 & 8 show the annual average regional community college awards (associate degrees and certificates) conferred during the three academic years between 2014 and 2017, as well as other awards granted outside the California Community Colleges from 2013-2016, with the relevant TOP code. Please note, an award is not equivalent to a single person in search of a job opening since a student may earn more than one award, such as an associate degree in addition to a certificate.

Community College student outcome information was obtained from the CTE LaunchBoard based on the selected TOP code(s) and region. Please note that the TOP code system does not currently have a dedicated human resources program code. “Human resource” appears in the program title of the following TOP codes, with 0506.00 Business Management being the most frequently used. Gaging the actual supply of community college programs in the region that train workers for human resources occupations may not be complete.

Regional Human Resources Programs

College	Control Number	Title	TOP Code	Award
DESERT	31807	Human Resource Generalist	0506.30* Management Development and Supervision	Certificate
NORCO	30060	Business Administration: Human Resources	0506.00* Business Management	Certificate
NORCO	30059	Business Administration: Human Resources	0506.00* Business Management	A.S. Degree
RIVERSIDE CITY	22742	Business Administration: Human Resources	0506.00* Business Management	Certificate
RIVERSIDE CITY	17018	Business Administration: Human Resources	0506.00* Business Management	A.S. Degree

Exhibit 7: Annual average community college student completions for business management programs in the Inland Empire/Desert Region

0506.00 – Business Management	Annual Community College Headcount (2015-16)	Community College Annual Average Awards (2014-17)	Other Educational Institutions Annual Average Certificates or Other Credit Awards (2013-16)
Barstow	262		
Associate Degree		17	
Certificate 18 to < 30 semester units		2	
Chaffey	369		
Associate Degree		11	
Certificate 30 to < 60 semester units		2	
Certificate 18 to < 30 semester units		8	
Certificate 6 to < 18 semester units		1	
Copper Mountain	15		
Crafton Hills	159		
Associate Degree		6	
Certificate 30 to < 60 semester units		1	
Moreno Valley	49		
Associate Degree		4	
Certificate 30 to < 60 semester units		3	
Mt. San Jacinto	338		
Associate Degree		6	
Certificate 30 to < 60 semester units		6	
Norco College	135		
Associate Degree		8	
Certificate 30 to < 60 semester units		10	

0506.00 – Business Management	Annual Community College Headcount (2015-16)	Community College Annual Average Awards (2014-17)	Other Educational Institutions Annual Average Certificates or Other Credit Awards (2013-16)
Palo Verde	789		
Associate Degree		11	
Certificate 30 to < 60 semester units		5	
Certificate 6 to < 18 semester units		39	
Riverside	264		
Associate Degree		19	
Certificate 30 to < 60 semester units		20	
San Bernardino	937		
Victor Valley	780		
Certificate 30 to < 60 semester units		5	
University of Redlands			
Award < 1 academic year			14
Total Community College Headcount (2015-16)	4,087		
Total Annual Average Community College Awards		183	
Total Annual Average Other Awards			14

Source: LaunchBoard, IPEDS

0506.00 – Business Management program Strong Workforce outcomes in the Inland Empire/Desert Region in the academic year 2014-15:

- Number of course enrollments: 4,961 (California median: 6,167)*
- Number of students who transferred to a 4-year institution: 140 (CA: 167)
- Employed in the second fiscal quarter after exit: 65% (CA: 65%)
- Median earnings in the second fiscal quarter after exit: \$7,762 (CA:\$7,762)
- Employed in the fourth fiscal quarter after exit: 63% (CA: 64%)
- Median annual earnings: \$24,295 (CA: \$24,295)
- Percentage in job closely related to field of study: 70% (CA: 82%)
- Median change in earnings: 29% (CA: 44%)
- Proportion of students who attained a living wage: 53% (CA: 52%)

*academic year 2015-16

Exhibit 8: Annual average community college student completions for management development and supervision programs in the Inland Empire/Desert Region

0506.30 – Management Development and Supervision	Annual Community College Headcount (2015-16)	Community College Annual Average Awards (2014-17)
Chaffey	266	
Associate Degree		1
Certificate 18 to < 30 semester units		1
Certificate 6 to < 18 semester units		1*
Desert		
Associate Degree		1
Certificate 30 to < 60 semester units		1
Certificate 18 to < 30 semester units		3
Moreno Valley	100	
Norco	256	
Riverside	361	
Victor Valley	39	
Total Community College Headcount (2015-16)	976	
Total Annual Average Community College Awards		7

Source: LaunchBoard, IPEDS

*Chaffey awarded one 6 to <18-semester unit certificate in 2014-15.



0506.30 – Management Development and Supervision program Strong Workforce outcomes in the Inland Empire/Desert Region in the academic year 2014-15:

- Number of course enrollments: 1,232 (California median: 863)*
- Number of students who transferred to a 4-year institution: 22 (CA:10)
- Employed in the second fiscal quarter after exit: 74% (CA: 59%)
- Median earnings in the second fiscal quarter after exit: \$8,561 (CA:\$11,403)
- Employed in the fourth fiscal quarter after exit: 71% (CA: 65%)
- Median annual earnings: \$25,268 (CA: \$38,038)
- Percentage in job closely related to field of study: 50% (CA: 76%)
- Median change in earnings: 49% (CA: 30%)
- Proportion of students who attained a living wage: 64% (CA: 64%)

*academic year 2015-16

Sources

O*Net Online

Labor Insight/Jobs (Burning Glass)

Economic Modeling Specialists International (EMSI)

Employment Development Department, Labor Market Information Division, OES

Employment Development Department, Unemployment Insurance Dataset

CTE LaunchBoard

Statewide CTE Outcomes Survey

Living Insight Center for Community Economic Development

California Community Colleges Chancellor's Office Management Information Systems (MIS)

The Integrated Postsecondary Education Data System (IPEDS)

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Appendix A: Occupation definitions, sample job titles, five-year projections, and earnings for human resources occupations

Occupation Definitions (SOC code), Education and Training Requirement, Community College Education Attainment

Human Resources Managers (11-3121)

Plan, direct, or coordinate human resources activities and staff of an organization.

Sample job titles: Director of Human Resources, Employee Benefits Manager, Employee Relations Manager, Human Resources Director (HR Director), Human Resources Manager (HR Manager), Human Resources Vice President

Entry-Level Educational Requirement: Bachelor's degree

Training Requirement: None

Percentage of incumbent workers with a Community College Award or Some Postsecondary Coursework: 27%

Human Resources Specialists (13-1071)

Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.

Sample job titles: Corporate Recruiter, Employment Coordinator, Employment Representative, Employment Specialist, Human Resources Coordinator, Human Resources HR Generalist, Human Resources Specialist (HR Specialist), Personnel Coordinator, Recruiter, Technical Recruiter

Entry-Level Educational Requirement: Bachelor's degree

Training Requirement: None

Percentage of incumbent workers with a Community College Award or Some Postsecondary Coursework: 27%

Human Resources Assistants, Except Payroll and Timekeeping (43-4161)

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

Entry-Level Educational Requirement: Associate degree

Training Requirement: None

Percentage of incumbent workers with a Community College Award or Some Postsecondary Coursework:
46%

Table 1. 2017 to 2022 job growth for the human resources occupational group, Inland Empire/Desert Region

Occupation (SOC)	2017 Jobs	2022 Jobs	5-Yr Change	5-Yr % Change	5-Yr Openings (New + Replacement Jobs)	Annual Openings (New + Replacement Jobs)
Human Resources Specialists (13-1071)	4,278	4,611	333	8%	2,443	489
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	1,410	1,488	78	6%	869	174
Human Resources Managers (11-3121)	1,086	1,193	107	10%	551	110
Total	6,774	7,293	519	8%	3,863	773

Source: EMSI 2017.4