

| ⚠ Endorsed: Caution Advised                          |                                                                                                                                                                                                                                                                                                                    |                                        |                                             |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------|
| Program LMI Endorsement Criteria                     |                                                                                                                                                                                                                                                                                                                    |                                        |                                             |
|                                                      | Met <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                            | Partially Met <input type="checkbox"/> | Not Met <input type="checkbox"/>            |
| Supply Gap:                                          | There are projected to be <b>8,020 annual job openings</b> throughout Los Angeles and Orange counties for <i>secretaries and administrative assistants, except legal, medical, and executive</i> , which <b>is more than the 1,355 awards conferred by educational institutions</b> .                              |                                        |                                             |
| Self-Sufficiency Standard Living Wage <sup>1</sup> : | Met <input type="checkbox"/>                                                                                                                                                                                                                                                                                       | Partially Met <input type="checkbox"/> | Not Met <input checked="" type="checkbox"/> |
|                                                      | The typical entry-level wage for <i>secretaries and administrative assistants, except legal, medical, and executive</i> , is <b>\$21.31</b> , which is <b>below the OC living wage of \$27.13</b> .                                                                                                                |                                        |                                             |
| Education:                                           | Met <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                            | Partially Met <input type="checkbox"/> | Not Met <input type="checkbox"/>            |
|                                                      | Although the typical education requirement for <i>secretaries and administrative assistants, except legal, medical, and executive</i> , is a high school diploma or equivalent, nearly <b>44% of workers in the field have completed some college or an associate degree as their highest level of education</b> . |                                        |                                             |

## Summary

The Orange County Center of Excellence for Labor Market Research (OC COE) prepared this report to determine whether there is a supply gap in the Los Angeles and Orange counties regional labor market related to one middle-skill occupation:

- *Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)*

Based on the available data, there appears to be a supply gap for *secretaries and administrative assistants, except legal, medical, and executive*, and typical education requirements for this middle-skill occupation align with a community college education. However, entry-level wages are below the Self-Sufficiency Standard living wage. **Therefore, due to some regional labor market criteria being met, the COE endorses this proposed program.**

<sup>1</sup> The living wage endorsement criteria in this report uses the University of Washington's Center for Women's Welfare Self-Sufficiency Standard, which the COE refers to as a living wage; Orange County's living wage of \$27.13, was last updated in March 2024.

Exhibit 1 lists the occupational demand, supply, typical entry-level education, and educational attainment for the middle-skill occupation included in this report.

### Exhibit 1: Labor Market Endorsement Summary

| Occupation (SOC)                                                                                      | Demand<br>(Annual<br>Openings) | Supply<br>(CC and<br>Non-CC) | Entry-Level<br>Hourly<br>Earnings<br>(25th<br>Percentile) | Typical<br>Entry-Level<br>Education     | Community<br>College<br>Educational<br>Attainment |
|-------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|-----------------------------------------------------------|-----------------------------------------|---------------------------------------------------|
| Secretaries and<br>Administrative<br>Assistants, Except Legal,<br>Medical, and Executive<br>(43-6014) | LA: 5,916<br>OC: 2,104         | LA: 937<br>OC: 417           | OC: \$21.31                                               | High school<br>diploma or<br>equivalent | 44%                                               |
| <b>Total</b>                                                                                          | <b>8,020</b>                   | <b>1,355</b>                 | <b>N/A</b>                                                | <b>N/A</b>                              | <b>N/A</b>                                        |

### Demand

- In Los Angeles and Orange counties, the number of jobs related to *secretaries and administrative assistants, except legal, medical, and executive*, is projected to increase 0.3% through 2028, equating to 8,020 annual job openings.
- Hourly entry-level wages for this occupation are \$21.31 in Orange County, which is above the Self-Sufficiency Standard living wage.
- There were 16,008 online job postings for *secretaries and administrative assistants, except legal, medical, and executive*, over the past 12 months. The highest number of postings were for administrative assistants, personal assistants, and front office assistants.
- The typical entry-level education for *secretaries and administrative assistants, except legal, medical, and executive*, is a high school diploma or equivalent.
- Approximately 44% of workers in the field have completed some college or an associate degree as their highest level of educational attainment.

### Supply

- Between 2021 to 2024, an average of 1,321 awards were conferred by 28 community colleges for this middle-skill occupation in Los Angeles and Orange counties.
- From 2020 to 2023, non-community college institutions conferred an average of 34 awards for this middle-skill occupation.
- In the 2022-23 academic year, Orange County community college students that exited construction crafts technology programs had a median annual wage of \$45,588 (\$21.92 per hour) post-exit, and 38% attained the regional living wage.
- In 2021-22, 72% of Orange County construction crafts technology students that exited their programs reported working a job closely related to their field of study.

## Demand

### Occupational Projections

Exhibit 2 shows the annual percentage change in jobs for *secretaries and administrative assistants, except legal, medical, and executive*, from 2019 through 2029. Between 2019 and 2020, employment levels across Los Angeles and Orange counties declined sharply due to the broader economic impacts of the COVID-19 pandemic, with Orange County seeing a particularly steep drop of 13%. From 2021 to 2024, Orange County saw a continued annual decline in employment. Job levels are projected to flatten from 2025 through 2029.

Exhibit 2: Annual Percentage Change in Jobs for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, 2019-2029

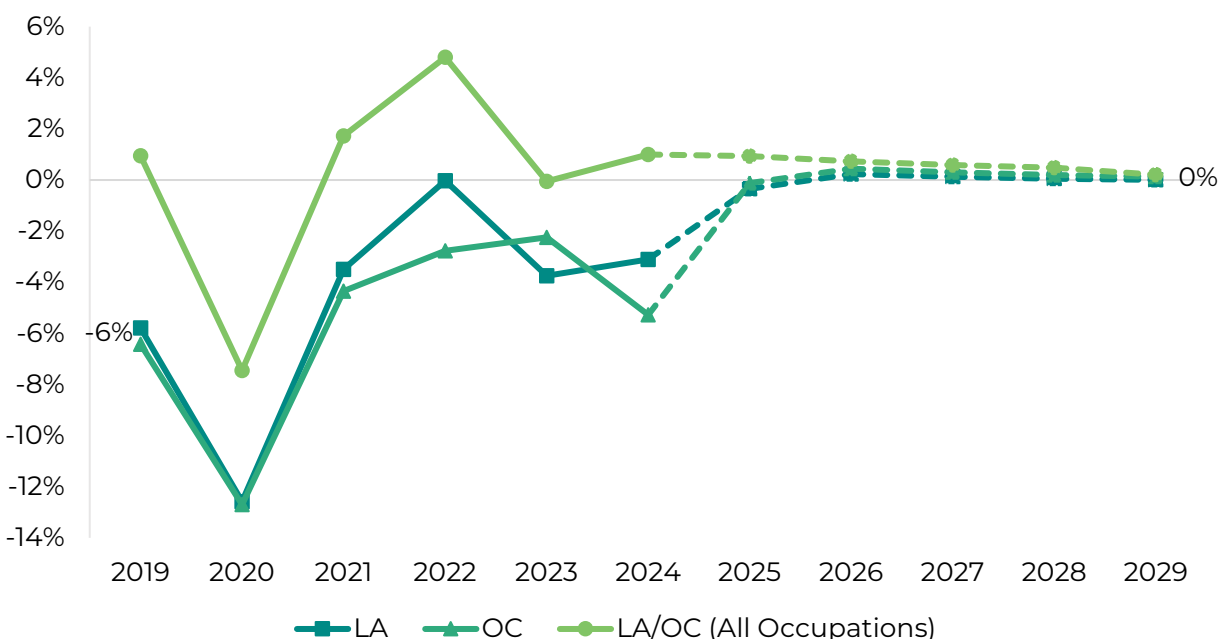


Exhibit 3 shows the five-year occupational demand projections for *secretaries and administrative assistants, except legal, medical, and executive*. In Los Angeles and Orange counties, the number of jobs related to this occupation is projected to increase 0.3% through 2029. There is projected to be 8,020 available annually.

Exhibit 3: Middle-Skill Occupational Demand in Los Angeles and Orange Counties<sup>2</sup>

| Geography    | 2024 Jobs     | 2029 Jobs     | 2024-2029 Change | 2024-2029 % Change | Annual Openings |
|--------------|---------------|---------------|------------------|--------------------|-----------------|
| Los Angeles  | 54,583        | 54,618        | 35               | 0.1%               | 5,916           |
| Orange       | 19,152        | 19,334        | 182              | 1.0%               | 2,104           |
| <b>Total</b> | <b>73,734</b> | <b>73,951</b> | <b>217</b>       | <b>0.3%</b>        | <b>8,020</b>    |

<sup>2</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.

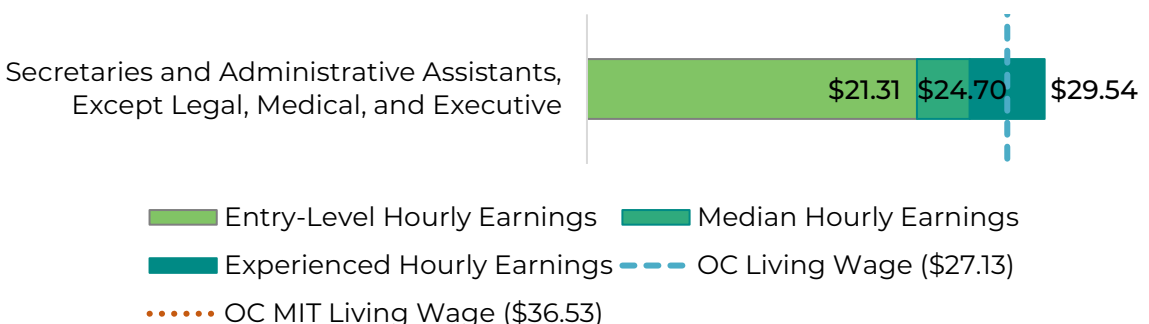
## Wages

The labor market endorsement in this report considers the entry-level hourly wages for *secretaries and administrative assistants, except legal, medical, and executive*, in Orange County as they relate to the county's living wage. Los Angeles County wages are included below to provide a complete analysis of the LA/OC region.

In addition to the Self Sufficiency Standard living wage, data for the MIT Living Wage (updated on February 15, 2026) is provided as a reference. Currently, the MIT Living Wage in Orange County is \$36.53. Both figures account for geographic-specific costs of necessities such as housing, food, health care, and transportation to assess the cost of living, and are notated in the exhibits below.

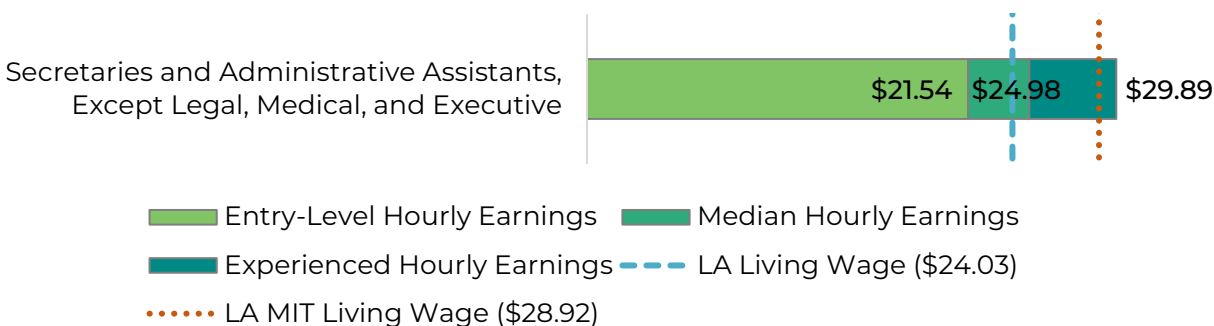
In Orange County, the typical entry-level wages for *secretaries and administrative assistants, except legal, medical, and executive* are \$21.31, which is below the Self-Sufficiency living wage of \$27.13 for a single adult. Exhibit 4 shows the wage range for this occupation in Orange County and how it compares to the regional living wage.

Exhibit 4: Wages by Occupation in Orange County



In Los Angeles County, the typical entry-level wage for *secretaries and administrative assistants, except legal, medical, and executive*, is \$21.54, which is below the Self-Sufficiency living wage of \$24.03 for a single adult. Exhibit 5 shows the wage range for this occupation in Los Angeles County and how it compares to the regional living wage.

Exhibit 5: Wages by Occupation in Los Angeles County



## Resilient Jobs and U.S. News & World Report Best Jobs

Exhibit 6 shows if this occupation, *secretaries and administrative assistants, except legal, medical, and executive*, is considered an Orange County Great Recession-Resilient, COVID-19 Pandemic Recession-Resilient Job, or a 2025 U.S. News & World Report (USN&WR) Best Job<sup>3</sup>. This occupation did not meet the criteria for any of the three designations.

Exhibit 6: Resilient Jobs and USN&WR Best Jobs Designations

| Occupation                                                                      | Great Recession-Resilient Job | COVID-19 Pandemic Recession-Resilient Job | 2025 USN&WR Best Job     |
|---------------------------------------------------------------------------------|-------------------------------|-------------------------------------------|--------------------------|
| Secretaries and Administrative Assistants, Except Legal, Medical, and Executive | <input type="checkbox"/>      | <input type="checkbox"/>                  | <input type="checkbox"/> |

## Job Postings

**Important Job Postings Data Note:** There are limitations when analyzing job postings. A single job posting may not represent a single job opening for a variety of reasons.

This section provides two job posting analyses to provide a comprehensive assessment of regional demand for the proposed program. The first analysis examines all job postings for *secretaries and administrative assistants, except legal, medical, and executive*, and the second narrows the focus to postings for this occupation solely in the construction industry (NAICS code: 23).

Please note, job postings do not equate to labor market demand. Rather, they provide insights for program development, such as which employers are hiring and the skills they look for from candidates.

## Job Postings for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

There were 16,008 online job postings related to *secretaries and administrative assistants, except legal, medical, and executive*, listed in the past 12 months. Exhibit 7 shows the number of job postings by occupation.

Exhibit 7: Number of Job Postings by Occupation (n=16,008)

| Occupation                                                                      | Job Postings  | Percentage of Job Postings |
|---------------------------------------------------------------------------------|---------------|----------------------------|
| Secretaries and Administrative Assistants, Except Legal, Medical, and Executive | 16,008        | 100%                       |
| <b>Total Postings</b>                                                           | <b>16,008</b> | <b>100%</b>                |

The top job titles for *secretaries and administrative assistants, except legal, medical, and executive*, in the region, by number of job postings, are shown in Exhibit 8.

Exhibit 8: Top Job Titles by Number of Job Postings for the Middle-Skill Occupation (n=16,008)

| Job Titles                | Job Postings | Percentage |
|---------------------------|--------------|------------|
| Administrative Assistants | 5,205        | 33%        |
| Personal Assistants       | 529          | 3%         |
| Front Office Assistants   | 265          | 2%         |

<sup>3</sup> "100 Best Jobs," U.S. News & World Report, accessed January 28, 2025, <https://money.usnews.com/careers/best-jobs/rankings/the-100-best-jobs>.

| Job Titles                      | Job Postings | Percentage |
|---------------------------------|--------------|------------|
| Office Clerks                   | 255          | 2%         |
| Office Coordinators             | 251          | 2%         |
| Front Office Medical Assistants | 248          | 2%         |
| Office Assistants               | 242          | 2%         |
| Secretaries                     | 154          | 1%         |
| Dental Front Office Assistants  | 122          | >1%        |
| Project Administrators          | 121          | >1%        |

The top employers for *secretaries and administrative assistants, except legal, medical, and executive*, in the region, by number of job postings, are shown in Exhibit 9.

**Exhibit 9: Top Employers by Number of Job Postings for the Middle-Skill Occupation (n=16,008)**

| Employer                          | Job Postings | Percentage of Job Postings |
|-----------------------------------|--------------|----------------------------|
| Robert Half                       | 678          | 4%                         |
| AppleOne                          | 380          | 2%                         |
| University of California          | 249          | 2%                         |
| Ultimate Staffing                 | 174          | 1%                         |
| Lee Hecht Harrison                | 166          | 1%                         |
| Vaco                              | 81           | >1%                        |
| University of California-Irvine   | 80           | >1%                        |
| Hoag Health System                | 75           | >1%                        |
| University of Southern California | 64           | >1%                        |
| Marriott International            | 59           | >1%                        |

The top specialized, soft, and computer skills for *secretaries and administrative assistants, except legal, medical, and executive*, listed by those most frequently mentioned in job postings (denoted in parentheses) are shown in Exhibit 10.

**Exhibit 10: Top Skills by Number of Job Postings for the Middle-Skill Occupation (n=16,008)**

| Top Specialized Skills           | Top Soft Skills                  | Top Computer Skills                    |
|----------------------------------|----------------------------------|----------------------------------------|
| Administrative Support (5,123)   | Communication (8,917)            | Microsoft Excel (5,047)                |
| Data Entry (3,728)               | Detail Oriented (6,568)          | Microsoft Office (4,893)               |
| Invoicing (2,620)                | Administrative Functions (5,515) | Microsoft Outlook (3,722)              |
| Office Supply Management (2,182) | Operations (5,501)               | Microsoft PowerPoint (2,556)           |
| Office Equipment (1,798)         | Microsoft Excel (5,047)          | Microsoft Word (1,802)                 |
| Front Office (1,549)             | Microsoft Office (4,893)         | Spreadsheets (1,511)                   |
| Office Management (1,507)        | Customer Service (4,737)         | Google Workspace (1,088)               |
| Workflow Management (1,425)      | Filing (4,597)                   | QuickBooks (Accounting Software) (798) |
| Travel Arrangements (1,388)      | Scheduling (4,426)               | Productivity Software (593)            |
| Setting Appointments (1,345)     | Clerical Works (4,272)           | Microsoft Access (400)                 |

## Supplemental Job Postings for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive in Construction (NAICS Code: 23)

Of the 16,008 online job postings for *secretaries and administrative assistants, except legal, medical, and executive*, 3% (464) were in the construction industry (NAICS code: 23). Exhibit 11 shows the number of job postings for this occupation in construction.

Exhibit 11: Number of Job Postings (n=16,008)

| Occupation                                                                      | Industry     | Job Postings  | Percentage of Job Postings |
|---------------------------------------------------------------------------------|--------------|---------------|----------------------------|
| Secretaries and Administrative Assistants, Except Legal, Medical, and Executive | All Other    | 15,544        | 97%                        |
|                                                                                 | Construction | 464           | 3%                         |
| <b>Total Postings</b>                                                           |              | <b>16,008</b> | <b>100%</b>                |

The top job titles for *secretaries and administrative assistants, except legal, medical, and executive* within the construction industry in the region, by number of job postings, are shown in Exhibit 12.

Exhibit 12: Top Job Titles by Number of Job Postings for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive in Construction (n=464)

| Job Titles                             | Job Postings | Percentage |
|----------------------------------------|--------------|------------|
| Administrative Assistants              | 148          | 32%        |
| Project Administrators                 | 22           | 5%         |
| Construction Project Administrators    | 19           | 4%         |
| Construction Administrative Assistants | 18           | 4%         |
| Office Clerks                          | 18           | 4%         |
| Office Assistants                      | 14           | 3%         |
| Personal Assistants                    | 10           | 2%         |
| Office Coordinators                    | 10           | 2%         |
| Project Assistants                     | 10           | 2%         |
| Service Coordinators                   | 8            | 2%         |

The top employers for *secretaries and administrative assistants, except legal, medical, and executive* within the construction industry in the region, by number of job postings, are shown in Exhibit 13.

Exhibit 13: Top Employers by Number of Job Postings for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive in Construction (n=464)

| Employer                     | Job Postings | Percentage of Job Postings |
|------------------------------|--------------|----------------------------|
| ABM Industries               | 21           | 5%                         |
| Swinerton Builders           | 7            | 2%                         |
| Repipe Specialists           | 6            | 1%                         |
| Balfour Beatty               | 5            | 1%                         |
| Swinerton                    | 5            | 1%                         |
| EMCOR Group                  | 4            | 1%                         |
| Clark Construction Company   | 4            | 1%                         |
| American Industrial Services | 4            | 1%                         |
| Layton Construction          | 4            | 1%                         |
| MYR Group                    | 4            | 1%                         |

The top specialized, soft, and computer skills for *secretaries and administrative assistants, except legal, medical, and executive* within the construction industry listed by those most frequently mentioned in job postings (denoted in parentheses) are shown in Exhibit 14.

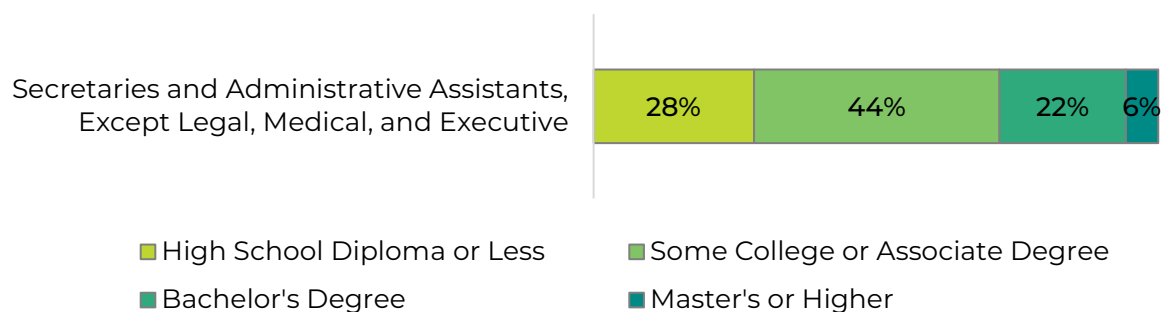
**Exhibit 14: Top Skills by Number of Job Postings for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive in Construction (n=464)**

| Top Specialized Skills                | Top Soft Skills                | Top Computer Skills                   |
|---------------------------------------|--------------------------------|---------------------------------------|
| Administrative Support (172)          | Communication (274)            | Microsoft Excel (234)                 |
| Data Entry (155)                      | Detail Oriented (237)          | Microsoft Office (216)                |
| Invoicing (148)                       | Microsoft Excel (234)          | Microsoft Outlook (177)               |
| Office Supply Management (106)        | Microsoft Office (216)         | QuickBooks (Accounting Software) (79) |
| Project Management (104)              | Administrative Functions (206) | Microsoft PowerPoint (75)             |
| Construction (91)                     | Filing (196)                   | Microsoft Word (65)                   |
| QuickBooks (Accounting Software) (79) | Operations (191)               | Spreadsheets (62)                     |
| Accounting (74)                       | Microsoft Outlook (177)        | Google Workspace (42)                 |
| Subcontracting (68)                   | Customer Service (172)         | Project Management Software (21)      |
| Office Management (66)                | Organizational Skills (161)    | Procore (20)                          |

## Educational Attainment

The Bureau of Labor Statistics (BLS) lists high school diploma or equivalent for *secretaries and administrative assistants, except legal, medical, and executive*. The national-level educational attainment data indicates that 44% of workers in the field have completed some college or an associate degree as their highest level of education. Exhibit 15 shows the educational attainment for this occupation.

**Exhibit 15: National-level Educational Attainment for Occupation**



## Requested Minimum Education Requirement

Of the cumulative job postings for this occupation in Los Angeles and Orange counties that listed a minimum education requirement:

- 46% (7,412) of Job Postings Across All Industries
  - 73% (5,437) requested a high school diploma or associate degree
  - 25% (1,874) requested a bachelor's degree
- 46% (214) of Job Postings in the Construction Industry
  - 88% (188) requested a high school diploma or associate degree
  - 11% (24) requested a bachelor's degree

## Educational Supply

The following supply tables display the total supply for *secretaries and administrative assistants, except legal, medical, and executive*, that align with these TOP and CIP codes and program needs.

## Community College Supply

Exhibit 16 shows the three-year average number of awards conferred by community colleges in the related TOP codes:

- Office Technology/Office Computer Applications (0514.00)
- Construction Crafts Technology (0952.00)

The colleges with the most completions in the region are Mt San Antonio (243), followed by Santa Ana (186), and Long Beach (109). Over the past 12 months, there were two other related program recommendation requests from regional community colleges.

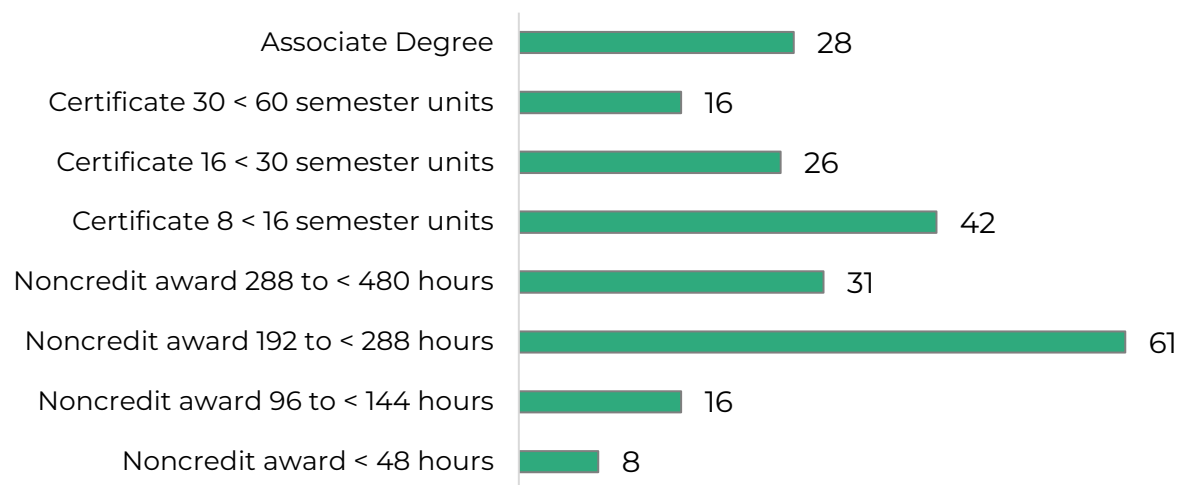
Exhibit 16: Regional Community College Awards (Certificates and Degrees), 2021-2024

| TOP Code | Program | College            | 2021-2022 Awards | 2022-2023 Awards | 2023-2024 Awards | 3-Year Award Average |
|----------|---------|--------------------|------------------|------------------|------------------|----------------------|
|          |         | Cerritos           | 14               | 20               | 24               | 19                   |
|          |         | Citrus             | 3                | 2                | 3                | 3                    |
|          |         | East LA            | 47               | 17               | 43               | 36                   |
|          |         | El Camino          | 1                | 2                | 3                | 2                    |
|          |         | Glendale           | 53               | 94               | 38               | 62                   |
|          |         | LA City            | 35               | 43               | 33               | 37                   |
|          |         | LA Harbor          | 13               | 0                | 2                | 5                    |
|          |         | LA Mission         | 17               | 16               | 7                | 13                   |
|          |         | LA Pierce          | 66               | 38               | 64               | 56                   |
|          |         | LA Southwest       | 9                | 1                | 1                | 4                    |
|          |         | LA Trade           | 24               | 14               | 17               | 18                   |
|          |         | LA Valley          | 65               | 98               | 120              | 94                   |
|          |         | Long Beach         | 92               | 74               | 58               | 75                   |
|          |         | Mt San Antonio     | 233              | 210              | 285              | 243                  |
|          |         | Pasadena           | 43               | 21               | 163              | 76                   |
|          |         | Rio Hondo          | 9                | 0                | 3                | 4                    |
|          |         | Santa Monica       | 11               | 8                | 15               | 11                   |
|          |         | West LA            | 0                | 19               | 1                | 7                    |
|          |         | <b>LA Subtotal</b> | <b>735</b>       | <b>677</b>       | <b>880</b>       | <b>764</b>           |
|          |         | Coastline          | 0                | 0                | 11               | 4                    |
|          |         | Cypress            | 5                | 3                | 1                | 3                    |
|          |         | Golden West        | 0                | 0                | 4                | 1                    |
|          |         | Irvine             | 12               | 11               | 3                | 9                    |

| TOP<br>Code             | Program                              | College            | 2021-<br>2022<br>Awards | 2022-<br>2023<br>Awards | 2023-<br>2024<br>Awards | 3-Year<br>Award<br>Average |
|-------------------------|--------------------------------------|--------------------|-------------------------|-------------------------|-------------------------|----------------------------|
|                         |                                      | North Orange Adult | 34                      | 54                      | 26                      | 38                         |
|                         |                                      | Orange Coast       | 1                       | 24                      | 33                      | 19                         |
|                         |                                      | Saddleback         | 4                       | 46                      | 70                      | 40                         |
|                         |                                      | Santa Ana          | 130                     | 133                     | 204                     | 156                        |
|                         |                                      | Santiago Canyon    | 100                     | 42                      | 35                      | 59                         |
|                         |                                      | OC Subtotal        | 286                     | 313                     | 387                     | 329                        |
| Supply Subtotal/Average |                                      |                    | 1,021                   | 990                     | 1,267                   | 1,093                      |
| 0952.00                 | Construction<br>Crafts<br>Technology | El Camino          | 7                       | 7                       | 9                       | 8                          |
|                         |                                      | LA Mission         | 0                       | 11                      | 0                       | 4                          |
|                         |                                      | LA Southwest       | 23                      | 75                      | 97                      | 65                         |
|                         |                                      | LA Trade           | 0                       | 55                      | 30                      | 28                         |
|                         |                                      | Long Beach         | 40                      | 30                      | 34                      | 35                         |
|                         |                                      | Pasadena           | 0                       | 1                       | 0                       | 0                          |
|                         |                                      | LA Subtotal        | 70                      | 179                     | 170                     | 140                        |
|                         |                                      | Fullerton          | 4                       | 16                      | 24                      | 15                         |
|                         |                                      | Orange Coast       | 22                      | 41                      | 67                      | 43                         |
|                         |                                      | Santa Ana          | 31                      | 14                      | 47                      | 31                         |
|                         |                                      | OC Subtotal        | 57                      | 71                      | 138                     | 89                         |
| Supply Subtotal/Average |                                      |                    | 127                     | 250                     | 308                     | 228                        |
| Supply Total/Average    |                                      |                    | 1,148                   | 1,240                   | 1,575                   | 1,321                      |

Exhibit 17 shows the annual average community college awards by type from 2021-22 to 2023-24. The plurality are for noncredit award 192 to less than 288 hours, followed by certificate 8 less than 16 semester units then noncredit award 288 to less than 480 hours.

#### Exhibit 17: Annual Average Community College Awards by Type, 2021-2024



## Community College Student Outcomes

Exhibit 18 shows the Strong Workforce Program (SWP) metrics for construction crafts technology programs in the North Orange County Community College District (NOCCCD), the Orange County Region, and California. Of the 641 Orange County construction crafts technology students in the 2023-24 academic year, 39% (248) attended an NOCCCD college.

NOCCCD students that exited construction crafts technology programs in the 2022-23 academic year had higher median annual earnings (\$51,004 or \$24.52 per hour) compared to all construction crafts technology students in Orange County (\$45,588 or \$21.92 per hour). An equal percentage of NOCCCD construction crafts technology students attained the living wage when compared to all construction crafts technology students in Orange County (38%).

### Exhibit 18: Construction Crafts Technology (0952.00) Strong Workforce Program Metrics, 2021-24<sup>4</sup>

| SWP Metric                                                                                | NOCCCD            | OC Region | California |
|-------------------------------------------------------------------------------------------|-------------------|-----------|------------|
| SWP Students                                                                              | 248               | 641       | 4,793      |
| SWP Students Who Earned 9 or More Career Education Units in the District in a Single Year | 55%               | 43%       | 35%        |
| SWP Students Who Completed a Noncredit CTE or Workforce Preparation Course                | Insufficient Data | 83%       | 69%        |
| SWP Students Who Earned a Degree or Certificate or Attained Apprenticeship Journey Status | 18                | 93        | 509        |
| SWP Students Who Transferred to a Four-Year Postsecondary Institution (2022-23)           | Insufficient Data | 12        | 62         |
| SWP Students with a Job Closely Related to Their Field of Study (2021-22)                 | Insufficient Data | 72%       | 71%        |
| Median Annual Earnings for SWP Exiting Students (2022-23)                                 | \$51,004          | \$45,588  | \$50,764   |
| Median Change in Earnings for SWP Exiting Students (2022-23)                              | 30%               | 37%       | 31%        |
| SWP Exiting Students Who Attained the Living Wage (2022-23)                               | 38%               | 38%       | 50%        |

## Non-Community College Supply

To comprehensively analyze the regional supply, it is crucial to include data from other institutions offering administrative assistant programs. Exhibit 19 displays the annual and three-year average awards granted by these institutions under the related Classification of Instructional Programs (CIP) code: Administrative Assistant and Secretarial Science, General (52.0401).

The available data covers 2020 to 2023. During this period, non-community college institutions in the region conferred an average of 34 awards annually in the related program.

### Exhibit 19: Regional Non-Community College Awards, 2020-2023

| CIP Code | Program                                                   | College                            | 2020-2021 Awards | 2021-2022 Awards | 2022-2023 Awards | 3-Year Award Average |
|----------|-----------------------------------------------------------|------------------------------------|------------------|------------------|------------------|----------------------|
| 52.0401  | Administrative Assistant and Secretarial Science, General | Hacienda La Puente Adult Education | 23               | 24               | 20               | 22                   |

<sup>4</sup> All SWP metrics are for 2023-24 unless otherwise noted.

| CIP Code             | Program | College                                                   | 2020-2021 Awards | 2021-2022 Awards | 2022-2023 Awards | 3-Year Award Average |
|----------------------|---------|-----------------------------------------------------------|------------------|------------------|------------------|----------------------|
|                      |         | InterCoast Colleges-West Covina                           | 3                | 12               | 10               | 8                    |
|                      |         | Pomona Unified School District Adult and Career Education | 1                | 4                | 4                | 3                    |
| Supply Total/Average |         |                                                           | 27               | 40               | 34               | 34                   |

## Regional Demographics

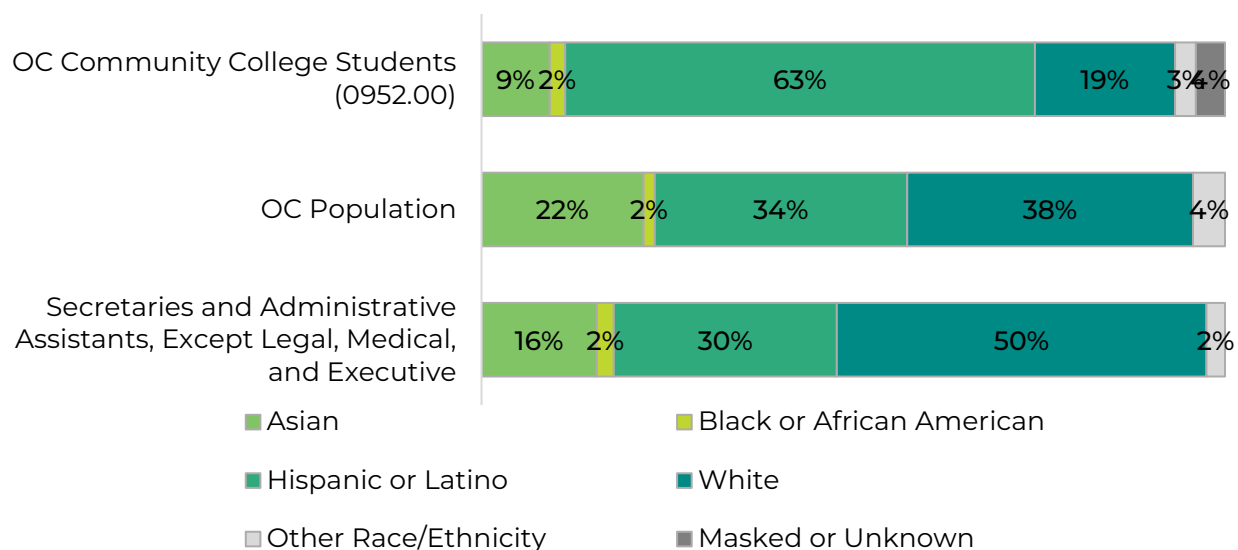
The following section presents occupational, community college program, and population demographic data for Orange County. This comparison can help identify possible equity gaps between the local workforce and the student pipeline who are preparing for this occupation. These insights can inform program development, outreach, and support strategies to better align community college programs with current labor market needs.

### Ethnicity

Exhibit 20 compares the ethnicity of Orange County community college students enrolled in construction crafts technology programs, the overall Orange County population, and occupation-specific data for *secretaries and administrative assistants, except legal, medical, and executive*.

While white and Hispanic or Latino individuals together represent the majority across all three categories, their distribution differs notably. White individuals represent half of the workforce (50%) but represent a smaller share of the county population (38%) and an even smaller share of construction crafts technology students (19%). Conversely, Hispanic or Latino individuals are the largest group among community college students in construction crafts technology programs (63%) and represent a significant share of the county population (34%), while accounting for 30% of workers. These gaps suggest students training in these programs may ultimately choose different occupational paths in construction, while administrative roles are likely being filled through alternative training pathways.

Exhibit 20: Program and County Demographics by Ethnicity

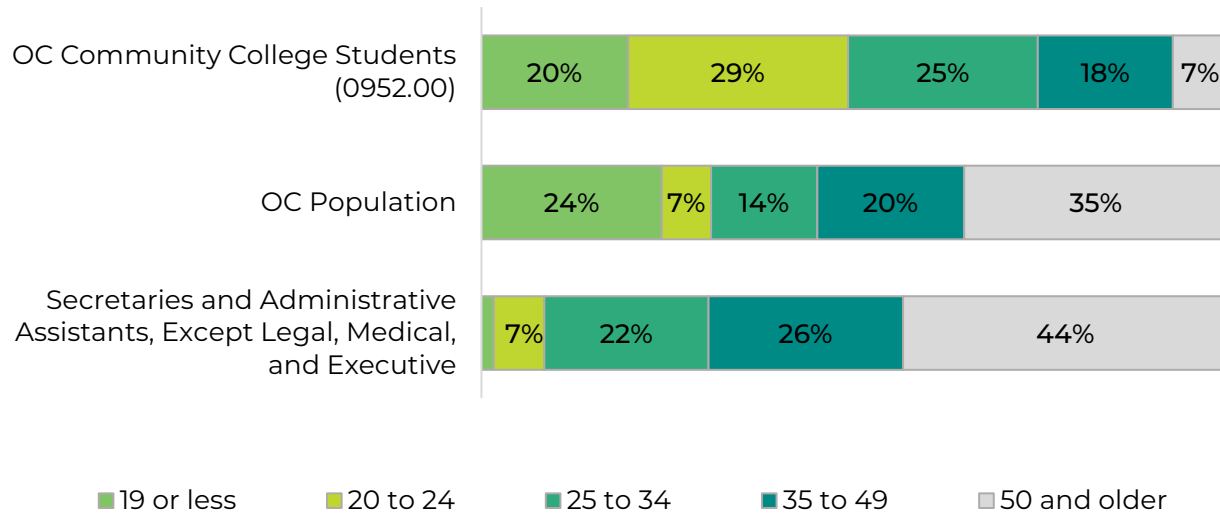


## Age

Exhibit 21 compares the age of Orange County community college students enrolled in construction crafts technology programs, the overall Orange County population, and occupation-specific data for *secretaries and administrative assistants, except legal, medical, and executive*.

Community college students enrolled in construction crafts technology programs skew younger, with 49% under age 25 compared to just 9% in the workforce. In contrast, 44% of workers are aged 50 or older, suggesting that these roles may require additional experience or advanced training prior to entry.

Exhibit 21: Program and County Demographics by Age

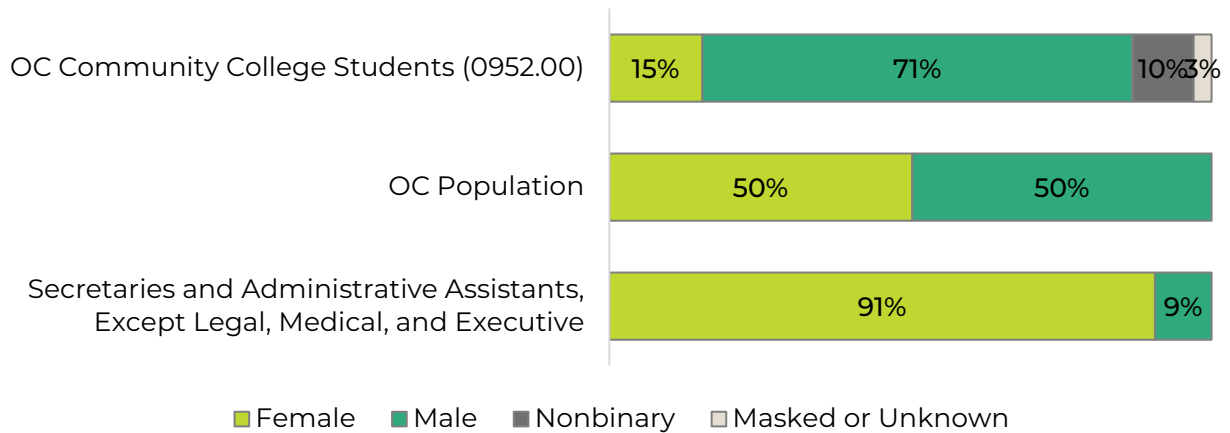


## Sex

Exhibit 22 compares the sex of Orange County community college students enrolled in construction crafts technology programs, the overall Orange County population, and occupation-specific data for *secretaries and administrative assistants, except legal, medical, and executive*.

Although the population is split evenly between women and men, only 9% of *secretaries and administrative assistants, except legal, medical, and executive* are men. This marks a stark contrast to their high representation in construction crafts technology programs and suggests a disconnect between enrollment and employment. Men training in these programs may ultimately choose different construction career paths, while administrative roles are likely being filled through alternative talent pipelines.

Exhibit 22: Program and County Demographics by Sex



## Appendix A: Methodology

OC COE prepared this report by analyzing occupational and educational program data. Occupational data comes from Lightcast, a labor market analytics firm which compiles information from the California Employment Development Department (EDD), U.S. Bureau of Labor Statistics (BLS), and other agencies. Analysis of emerging occupations is predicated on online job postings data combined with Occupational Information Network (O\*NET) profile descriptions. Program supply data was sourced from the California Community Colleges Chancellor's Office Data Mart (MIS Data Mart) ([datamart.cccco.edu](http://datamart.cccco.edu)) and the Integrated Postsecondary Education Data System ([nces.ed.gov/ipeds/use-the-data](http://nces.ed.gov/ipeds/use-the-data)), also known as IPEDS, which was integrated into the COE's Supply Table. (IPEDS).

Using a TOP-SOC crosswalk, the OC COE identified middle-skill jobs for which programs within these TOP codes train. Middle-skill jobs include:

- All occupations that have 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.

The OC COE determined labor market supply for each occupation (SOC code) by analyzing the number of 3-year average program completers or awards in related TOP and CIP codes. TOP code data comes from MIS Data Mart and CIP code data comes from the IPEDS. The TOP is a system of numerical codes used at the state level to collect and report information on California community college programs and courses throughout the state that have similar outcomes. CIP codes are a taxonomy of academic disciplines at institutions of higher education throughout the United States and Canada. The California Community Colleges are the only system that use TOP codes.

The analysis reflects labor market demand for occupations closely related to the proposed program as expressed by the requesting college in consultation with the OC COE. assess current and projected employment based on data trends for detailed occupations, as well as annual average awards granted by regional postsecondary educational institutions. Real-time labor market information (online job postings) assesses employer preferences but cannot be used to measure the quantity of open positions, number of jobs, or annual openings.

All findings are based on the most current available data and a combination of primary and secondary sources. While care was taken to ensure accuracy, the OC COE, its host district, and the California Community Colleges Chancellor's Office are not responsible for individual decisions made based on this report.

## Appendix B: Data Sources

| Data Type                                                                                     | Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Occupational Projections, Wages, and Job Postings                                             | Traditional and real-time labor market information are captured using data from <a href="#">Lightcast</a> (v.2026.1), a labor market analytics firm.                                                                                                                                                                                                                                                                                                                          |
| Living Wage                                                                                   | <p>Per the CCCC's this report's endorsement criteria uses the <a href="#">University of Washington's Center for Women's Welfare Self-Sufficiency Standard</a> last updated in March 2024, which is \$27.13 per hour (\$57,294 annually) in Orange County.</p> <p>The <a href="#">MIT Living Wage</a>, updated on February 15, 2026, is a nationally recognized living wage metric and is provided for reference. The current MIT Living Wage in Orange County is \$36.53.</p> |
| Typical Education and Training Requirements, and Educational Attainment                       | The <a href="#">Bureau of Labor Statistics (BLS)</a> uses a system to assign categories for entry-level education, work experience in a related occupation, and typical on-the-job training to each occupation for which BLS publishes projections data.                                                                                                                                                                                                                      |
| Emerging Occupation Descriptions, Additional Education Requirements, and Employer Preferences | The <a href="#">O*NET</a> database includes information on skills, abilities, knowledges, work activities, and interests associated with occupations.                                                                                                                                                                                                                                                                                                                         |
| Educational Supply                                                                            | <p>The <a href="#">CCCCO Data Mart</a> provides information about students, courses, student services, outcomes and faculty and staff.</p> <p>The <a href="#">National Center for Education Statistics (NCES) Integrated Postsecondary Integrated Data System (IPEDS)</a> collects data on the number of postsecondary awards earned (completions).</p>                                                                                                                       |
| Student Metrics and Demographics                                                              | <a href="#">Data Vista</a> (v.2.0), a statewide data system supported by the California Community Colleges Chancellor's Office provides data on progress, success, employment, and earnings outcomes for California community college students.                                                                                                                                                                                                                               |
| Population and Occupation Demographics                                                        | <p>The <a href="#">Census Bureau's American Community Survey (ACS)</a> is the premier source for detailed population and housing information.</p> <p>Data is sourced from <a href="#">IPUMS USA</a>, a database providing access to ACS and other Census Bureau data products.</p>                                                                                                                                                                                            |

For more information, please contact the Orange County Center of Excellence:

**Jesse Crete, Ed. D., Regional Director**

crete\_jesse@rscdd.edu

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