

Executive and Administrative Assistant Occupations

Labor Market Analysis: San Diego County

December 2020

Summary



The brief provides labor market information about *Executive and Administrative Assistant Occupations* to assist the San Diego and Imperial Counties Community Colleges with program development and strategic planning. According to available labor market information, *Executive and Administrative Assistant Occupations* in San Diego County have a labor market demand of 3,224 annual job openings (while average demand for a single occupation in San Diego County is 277 annual job openings), and 11 educational institutions in San Diego County supply 994 awards for these occupations, suggesting that there is a supply gap in the labor market. *Executive and Administrative Assistant Occupations* include “Executive Secretaries and Executive Administrative Assistants” and “Secretaries and Administrative Assistants, Except Legal, Medical, and Executive.” Entry-level and median wages for these occupations are above the living wage. While the San Diego-Imperial Center of Excellence for Labor Market Research (COE) typically endorses new programs for occupations with a supply gap, this brief recommends proceeding with caution when developing new a program because every college in the region already offers programs and courses for these occupations. The community colleges should consider expanding existing offerings to meet labor market demand and assessing if their curriculum aligns with the knowledge, skills and abilities required for these jobs.

Introduction

This report provides labor market information in San Diego County for the following occupational codes in the Standard Occupational Classification (SOC)¹ system:

- **Executive Secretaries and Executive Administrative Assistants** (SOC 43-6011): Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.
- **Secretaries and Administrative Assistants, Except Legal, Medical, and Executive** (SOC 43-6014): Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

For the purpose of this report, these occupations are referred to as *Executive and Administrative Assistant Occupations*.

Projected Occupational Demand

Between 2019 and 2024, *Executive and Administrative Assistant Occupations* are projected to decrease by 516 net jobs or two percent (Exhibit 1a). During this period, employers in San Diego County are projected to hire 3,224 workers annually to fill new jobs and backfill jobs due to attrition caused by turnover and retirement, for example.

¹ The Standard Occupational Classification (SOC) system is used by federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data. [bls.gov/soc](https://www.bls.gov/soc).

Exhibit 1a: Number of Jobs for Executive and Administrative Assistant Occupations (2009-2024)²

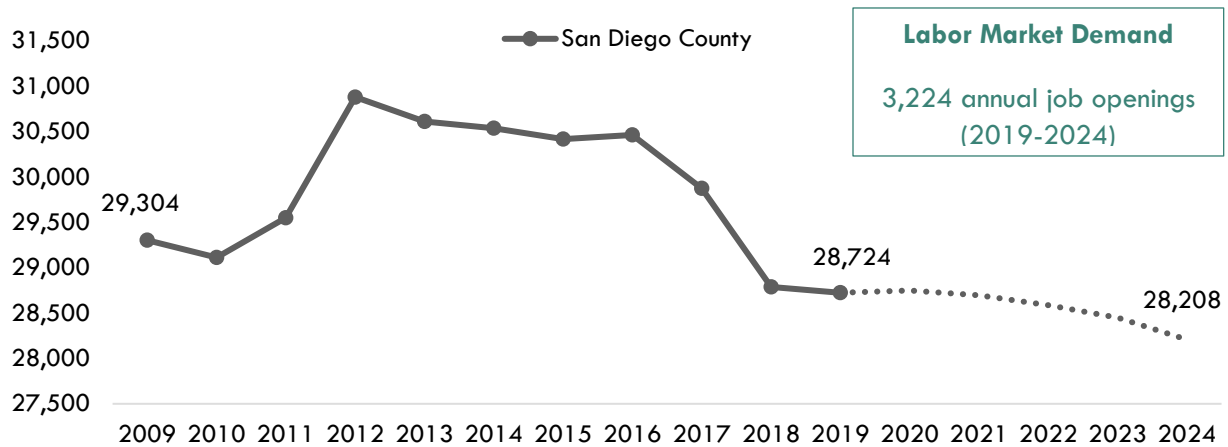


Exhibit 1b breaks down the projected number of jobs change by occupation more specifically. As Exhibit 1b shows, Secretaries and Administrative Assistants, Except Legal, Medical, and Executive and Executive Secretaries and Executive Administrative Assistants are projected to decline between 2019 and 2024.

Exhibit 1b: Number of Jobs for Executive and Administrative Assistant Occupations in San Diego County (2019-2024)

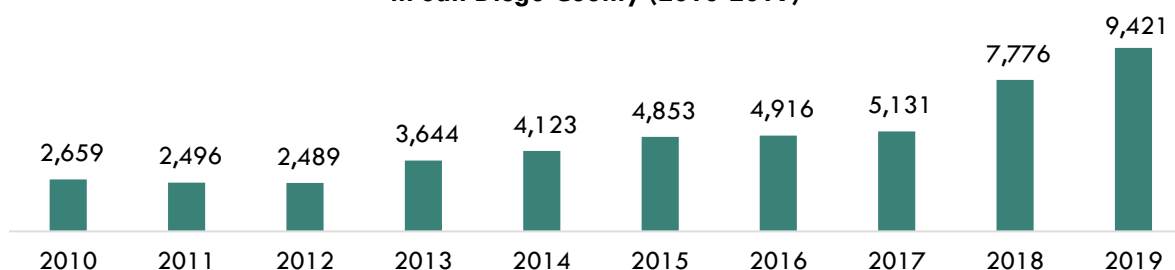
Occupational Title	2019 Jobs	2024 Jobs	2019 - 2024 Net Jobs Change	2019-2024 % Net Jobs Change	Annual Job Openings (Demand)
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	23,245	23,037	(208)	(1%)	2,621
Executive Secretaries and Executive Administrative Assistants	5,479	5,171	(308)	(6%)	603
Total	28,724	28,208	(516)	(2%)	3,224

² EMSI 2020.02; QCEW, Non-QCEW, Self-Employed.

Online Job Postings

This report analyzes not only historical and projected data (traditional labor market information or LMI), but also recent data from online job postings (real-time LMI). Online job postings may provide additional insight about recent changes in the labor market that are not captured by historical data. Between 2010 and 2019, there was an average of 4,751 online job postings per year in San Diego County for *Executive and Administrative Assistant Occupations* (Exhibit 2). Please note that online job postings do **not** equal labor market demand; demand is represented by annual job openings (Exhibit 1b). Employers may post a position multiple times for various reasons, such as increasing the pool of applicants, for example.

Exhibit 2: Number of Online Job Postings for Executive and Administrative Assistant Occupations in San Diego County (2010-2019)³



Earnings

The entry-level hourly earnings for *Executive and Administrative Assistant Occupations* range from \$16.11 to \$25.30 (Exhibit 3a).

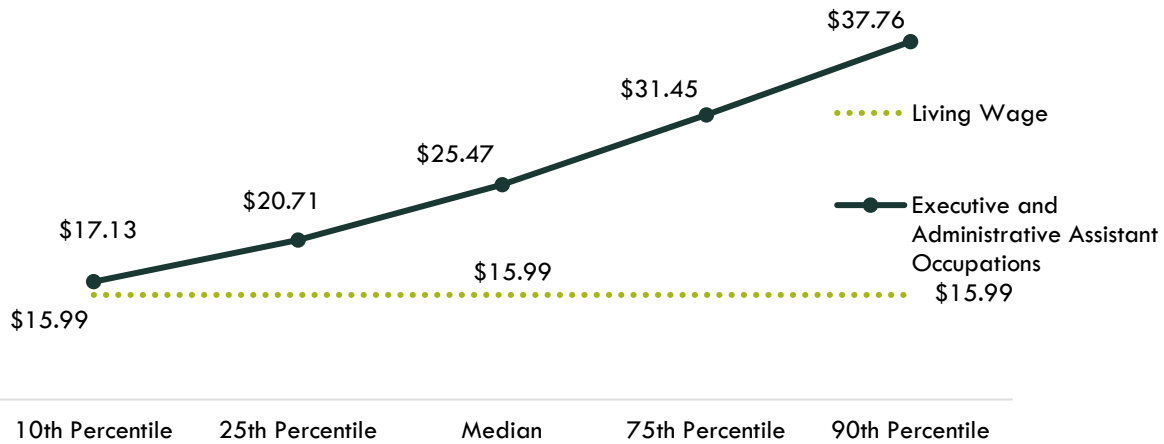
Exhibit 3a: Hourly Earnings for Executive and Administrative Assistant Occupations in San Diego County

Occupational Title	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Executive Secretaries and Executive Administrative Assistants	\$25.30	\$31.27	\$37.83
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	\$16.11	\$19.66	\$25.06

³ Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2010-2019.

On average, the entry-level hourly earnings for *Executive and Administrative Assistant Occupations* is **\$20.71**; this is more than the living wage for a single adult in San Diego County, which is **\$15.99** per hour (Exhibit 3b).⁴

Exhibit 3b: Average Hourly Earnings⁵ for Executive and Administrative Assistant Occupations in San Diego County⁶



Educational Supply

Educational supply for an occupation can be estimated by analyzing the number of awards in related Taxonomy of Programs (TOP) or Classification of Instructional Programs (CIP) codes.⁷ There is **one** TOP code and **three** CIP codes related to *Executive and Administrative Assistant Occupations* (Exhibit 4).

Exhibit 4: Related TOP and CIP Codes for Executive and Administrative Assistant Occupations

Executive and Administrative Assistant Occupations

TOP 051400: Office Technology/Office Computer Applications

CIP 52.0401: Administrative Assistant and Secretarial Science, General

CIP 52.0407: Business/Office Automation/Technology/Data Entry

CIP 52.0408: General Office Occupations and Clerical Services

⁴ "California Family Needs Calculator (formerly the Self-Sufficiency Standard)," Insight: Center for Community Economic Development, last updated 2018. insightccd.org/2018-self-sufficiency-standard.

⁵ 10th and 25th percentiles could be considered entry-level wages, and 75th and 90th percentiles could be considered experienced wages for individuals who may have been in the occupation longer, received more training than others, etc.

⁶ EMSI 2020.02; QCEW, Non-QCEW, Self-Employed.

⁷ TOP data comes from the California Community Colleges Chancellor's Office MIS Data Mart (datamart.cccco.edu) and CIP data comes from the Integrated Postsecondary Education Data System (nces.ed.gov/ipeds/use-the-data).

According to TOP data, nine community colleges supply the region with awards for this occupation: Cuyamaca College, Grossmont College, MiraCosta College, Palomar College, San Diego City College, San Diego Continuing Education, San Diego Mesa, San Diego Miramar and Southwestern College. According to CIP data, two non-community college supplies the region with awards: United Education Institute-Chula Vista and United Education Institute-UEI College San Marcos (Exhibit 5).

Exhibit 5: Number of Awards (Certificates and Degrees) Conferred by Postsecondary Institutions (Program Year 2014-15 through PY2018-19 Average)

TOP6 or CIP	TOP6 or CIP Title	3-Yr Annual Average CC Awards (PY16-17 to PY18-19)	Other Educational Institutions 3-Yr Annual Average Awards (PY14-15 to PY16-17)	3-Yr Total Average Supply (PY14-15 to PY18-19)
051400	Office Technology/Office Computer Applications	903	0	903
	• Cuyamaca	19	0	
	• Grossmont	20	0	
	• MiraCosta	13	0	
	• Palomar	5	0	
	• San Diego City	9	0	
	• San Diego Cont Ed	814	0	
	• San Diego Mesa	8	0	
	• San Diego Miramar	6	0	
	• Southwestern	9	0	
52.0408	General Office Occupations and Clerical Services	0	91	91
	• United Education Institute-Chula Vista	0	61	
	• United Education Institute-UEI College San Marcos	0	30	
			Total	994

Demand vs. Supply

Comparing labor demand (annual openings) with labor supply⁸ suggests that there is a **supply gap** for these occupations in San Diego County, with **3,224** annual openings and **994** awards. Comparatively, there are **41,110** annual openings in California and **4,228** awards, demonstrating that there is a supply gap across the state⁹ (Exhibit 6).

Exhibit 6: Labor Demand (Annual Openings) Compared with Labor Supply (Average Annual Awards)

Community Colleges and Other Postsecondary Educational Institutions	Demand (Annual Openings)	Supply (Total Annual Average Supply)	Supply Gap or Over supply
San Diego	3,224	994	2,230
California	41,110	4,228	36,882

Please note: This is a basic analysis of supply and demand of labor. The data does not include workers currently in the labor force who could fill these positions or workers who are not captured by publicly available data. This data should be used to discuss the potential gaps or oversupply of workers; however, it should not be the only basis for determining whether or not a program should be developed.

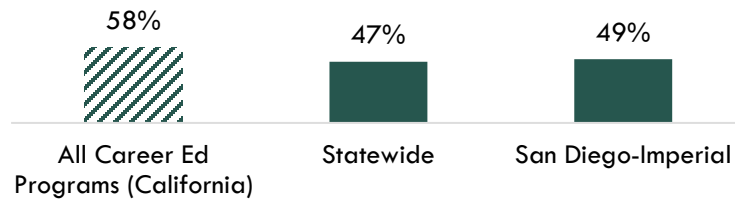
⁸ Labor supply can be found from two different sources: EMSI or the California Community Colleges Chancellor's Office MIS Data Mart. EMSI uses CIP codes while MIS uses TOP codes. Different coding systems result in differences in the supply numbers.

⁹ "Supply and Demand," Centers of Excellence Student Outcomes, coeccc.net/Supply-and-Demand.aspx.

Student Outcomes and Regional Comparisons

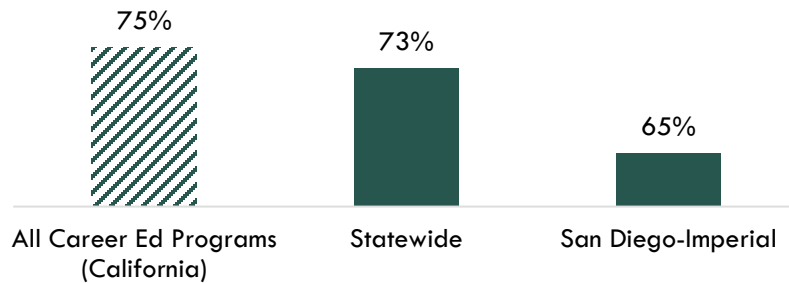
According to the California Community Colleges LaunchBoard, 49 percent of students in the San Diego-Imperial region earned a living wage after completing an Office Technology/Office Computer Applications (TOP 051400) program, compared to 47 percent statewide and 58 percent of students in Career Education programs in general across the state (Exhibit 7a).

Exhibit 7a: Proportion of Students Who Earned a Living Wage, PY2015-16¹⁰



According to the California Community Colleges LaunchBoard, 65 percent of students in the San Diego-Imperial region obtained a job closely related to their field of study after completing an Office Technology/Office Computer Applications programs, compared to 73 percent statewide and 75 percent of students in Career Education programs in general across the state (Exhibit 7b).

Exhibit 7b: Percentage of Students in a Job Closely Related to Field of Study, PY2014-15¹¹



¹⁰ Among completers and skills builders who exited, the proportion of students who attained a living wage.

¹¹ Most recent year with available data is Program Year 2014-15. Percentage of Students in a Job Closely Related to Field of Study: Among students who responded to the CTEOS, the percentage reporting employment in the same or similar field as their program of study.

Top Employers and Work Locations

Between January 1, 2017 and December 31, 2019, the top five employers in San Diego County for these occupations were [University of California San Diego](#), [Scripps Health](#), [California State University](#), [Marriott International](#), and [San Diego State University](#) (Exhibit 8).

Exhibit 8: Top Employers in San Diego County for Executive and Administrative Assistant Occupations¹²

Top Employers	
<ul style="list-style-type: none"> • University of California, San Diego • Scripps Health • California State University • Marriott International Incorporated • San Diego State University 	<ul style="list-style-type: none"> • Ultimate • U.S. Government • Sharp Healthcare • General Atomics • Rady Children's Hospital

Skills, Education and Certifications

Executive and Administrative Assistant Occupations have a national educational requirement of a [high school diploma or equivalent](#) (Exhibit 9a).

Exhibit 9a: National Educational Attainment for Executive and Administrative Assistant Occupations¹³

Occupational Title	Typical Entry-Level Education
Executive Secretaries and Executive Administrative Assistants	High school diploma or equivalent
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	High school diploma or equivalent

Based on online job postings between January 1, 2017 and December 31, 2019 in San Diego County, the top listed educational requirement for *Executive and Administrative Assistant Occupations* is a [high school or vocational training](#) (Exhibit 9b).¹⁴

¹² Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2017-2019.

¹³ EMSI 2020.02; QCEW, Non-QCEW, Self-Employed.

¹⁴ Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2017-2019.

Exhibit 9b: Educational Requirements for Executive and Administrative Assistant Occupations in San Diego County¹⁵



*May not add to 100% due to rounding

Exhibit 10 lists the top specialized, soft and software skills that appeared in online job postings between January 1, 2017 and December 31, 2019.

Exhibit 10: Top Skills for Executive and Administrative Assistant Occupations in San Diego County¹⁶

Specialized Skills	Soft Skills	Software Skills
<ul style="list-style-type: none"> • Administrative Support • Scheduling • Customer Service • Travel Arrangements • Data Entry 	<ul style="list-style-type: none"> • Communication Skills • Organizational Skills • Detail-Oriented • Computer Literacy • Writing 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft PowerPoint • Microsoft Word • Word Processing • Microsoft Outlook

¹⁵ "Educational Attainment for Workers 25 Years and Older by Detailed Occupation," Bureau of Labor Statistics, last modified September 4, 2019. [bls.gov/emp/tables/educational-attainment.htm](https://www.bls.gov/emp/tables/educational-attainment.htm).

¹⁶ Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2017-2019.

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Important Disclaimers

All representations included in this report have been produced from primary research and/or secondary review of publicly and/or privately available data and/or research reports. This study examines the most recent data available at the time of the analysis; however, data sets are updated regularly and may not be consistent with previous reports. Efforts have been made to qualify and validate the accuracy of the data and the report findings; however, neither the Centers of Excellence for Labor Market Research (COE), COE host district, nor California Community Colleges Chancellor's Office are responsible for the applications or decisions made by individuals and/or organizations based on this study or its recommendations.

This workforce demand report uses state and federal job projection data that was developed before the economic impact of COVID-19. The COE is monitoring the situation and will provide more information as it becomes available. Please consult with local employers to understand their current employment needs.