

# Human Resource Occupations

## Labor Market Analysis: San Diego County

August 2019

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### Summary

- Do not Proceed
- Proceed with Caution
- Proceed

**PROCEED WITH  
NEW PROGRAM?**



**SUPPLY  
GAP?**



**AT OR ABOVE  
THE LIVING WAGE**



Bachelor's Degree+

Associate Degree

Some College or Certificate

High School Diploma or Equivalent

Less than a HS Diploma

Apprenticeship

**EXPECTED LEVEL  
OF EDUCATION**

High

Medium

Low

**NUMBER OF  
INSTITUTIONS THAT  
PROVIDE TRAINING**

The brief provides labor market information about *Human Resource Occupations* to assist the San Diego and Imperial Counties Community Colleges with decision-making in processes such as program development. According to available labor market information, there is a supply gap for occupations that could be trained by a *Human Resource* program. *Human Resource Occupations* include “Human Resource Specialists” and “Human Resources Assistants, Except Payroll and Timekeeping.” *Human Resource Occupations* in San Diego County have a labor market demand of 964 annual job openings, and no educational institutions in San Diego County supply awards for these occupations, suggesting that there is a potential supply gap. The top listed educational requirement for *Human Resource Occupations* is a bachelor’s degree.

## Introduction

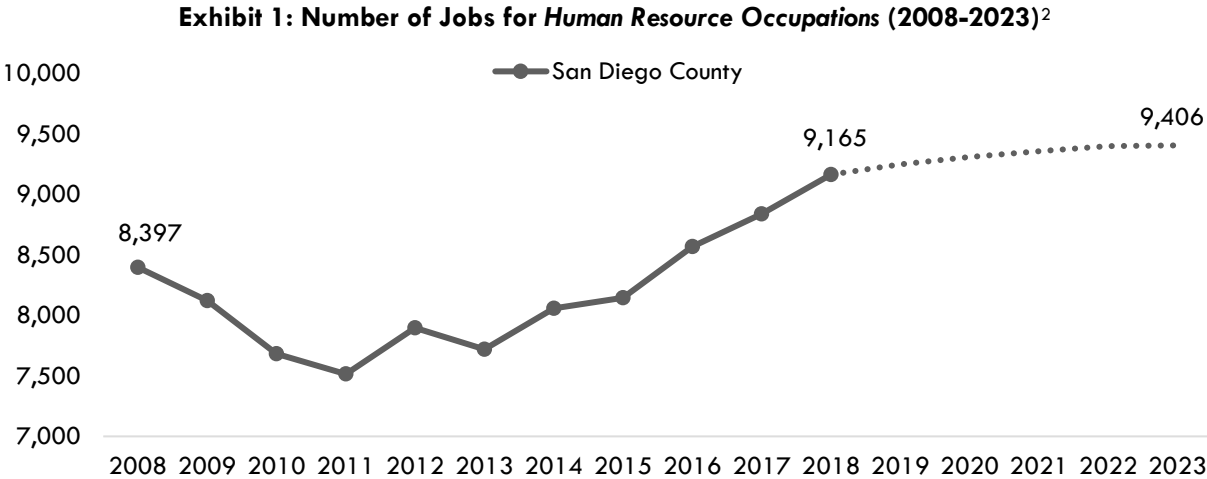
This report provides labor market information in San Diego County for the following occupational codes in the Standard Occupational Classification (SOC)<sup>1</sup> system:

- **Human Resource Specialists (SOC 13-1071):** Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.
- **Human Resources Assistants, Except Payroll and Timekeeping (SOC 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.

For the purpose of this report, these occupations are referred to as *Human Resource Occupations*.

## Projected Occupational Demand

Between 2018 and 2023, *Human Resource Occupations* are projected to increase by 241 jobs or three percent (Exhibit 1). Employers in San Diego County will need to hire 964 workers annually to fill new jobs and backfill jobs due to attrition caused by turnover and retirement, for example.



<sup>1</sup> 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).

<sup>2</sup> Emsi 2019.03; QCEW, Non-QCEW, Self-Employed.

Exhibit 1 b, below, breaks down the projected number of jobs change by occupation more specifically. As Exhibit 1 b shows, *Human Resources Specialists* has the largest labor market demand. This demand is projected to increase by 231 total jobs between 2018-2023.

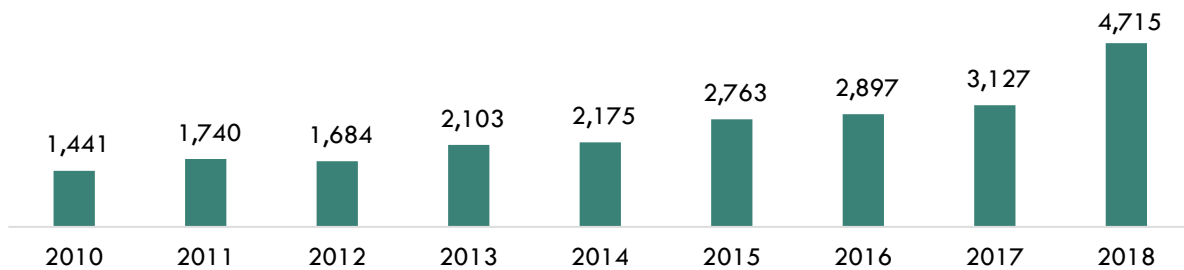
**Exhibit 1b: Number of Jobs for Human Resource Occupations in San Diego County (2018-2023)**

Occupational Title	2018 Jobs	2023 Jobs	2018 - 2023 Change	2018-2023 % Change	Annual Openings (Demand)
Human Resources Specialists	7,684	7,915	231	3%	798
Human Resources Assistants, Except Payroll and Timekeeping	1,481	1,491	10	1%	166
Total	9,165	9,406	241	3%	964

## Online Job Postings

This report analyzes not only historical and projected (traditional LMI) data, 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 demand that are not captured by historical data. Between 2010 and 2018, there was an average of 2,516 online job postings per year for *Human Resource Occupations* in San Diego County (Exhibit 2).

**Exhibit 2: Number of Online Job Postings for Human Resource Occupations in San Diego County (2010-2018)<sup>3</sup>**



<sup>3</sup> Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2010-2018.

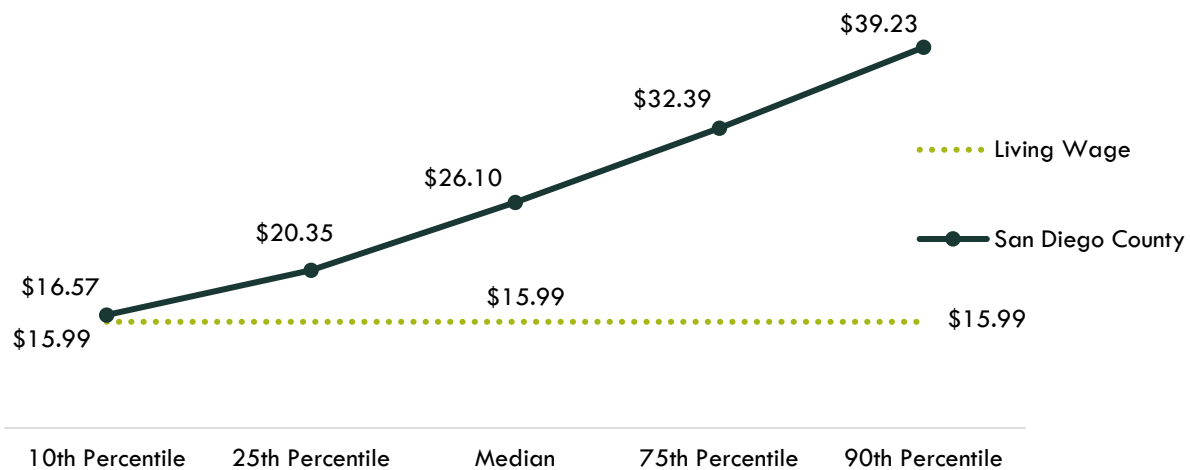
## Earnings

The median hourly earnings of *Human Resource Occupations* range from \$21.22 to \$30.98 (Exhibit 3a). On average, the median hourly earnings for *Human Resource Occupations* is \$26.10; this is more than the living wage for a single adult in San Diego County, which is \$15.99 per hour (Exhibit 3b).<sup>4</sup>

**Exhibit 3a: Hourly Earnings for *Human Resource Occupations* in San Diego County**

Occupational Title	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Human Resources Specialists	\$22.79	\$30.98	\$40.33
Human Resources Assistants, Except Payroll and Timekeeping	\$17.92	\$21.22	\$24.46

**Exhibit 3b: Hourly Earnings<sup>5</sup> for *Human Resource Occupations* in San Diego County<sup>6</sup>**



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

<sup>5</sup> 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.

<sup>6</sup> Emsi 2019.03; QCEW, Non-QCEW, Self-Employed.

## 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.<sup>7</sup> However, there are no reported TOP or CIP codes related to *Human Resource Occupations*. According to the Chancellor’s Office Curriculum Inventory, no programs specifically related to *Human Resource Occupations* are offered in San Diego County.<sup>8</sup>

## Demand vs. Supply

Comparing labor demand (annual openings) with labor supply<sup>9</sup> suggests that there is a **supply gap** for these occupations in San Diego County, with **964** annual openings and **no** awards. Comparatively, there are **9,762** annual openings in California and **no** awards<sup>10</sup> (Exhibit 4).

**Exhibit 4: 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 Oversupply
San Diego	964	0	964
California	9,762	0	9,762

**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.

## Student Outcomes and Regional Comparisons

According to the California Community Colleges LaunchBoard, there was insufficient data to calculate the “Percentage of Students Employed in a Job Closely Related to Field of Study” or “Proportion of Students Who Earned a Living Wage” in the San Diego-Imperial region and across the state because there was no TOP code associated with these occupations.

<sup>7</sup> 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).

<sup>8</sup> coci2.ccctechcenter.org/programs

<sup>9</sup> 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.

<sup>10</sup> “Supply and Demand,” Centers of Excellence Student Outcomes, coecc.net/Supply-and-Demand.aspx.

## Top Employers and Work Locations

Between January 1, 2016 and December 31, 2018, the top five employers in San Diego County for these occupations were [University of California San Diego](#), [Sharp Healthcare](#), [General Atomics](#), [Scripps Health](#), and [US Navy](#) (Exhibit 5).

**Exhibit 5: Top Employers in San Diego County for *Human Resource Occupations*<sup>11</sup>**

Top Employers	
<ul style="list-style-type: none"><li>• University of California San Diego</li><li>• Sharp Healthcare</li><li>• General Atomics</li><li>• Scripps Health</li><li>• US Navy</li></ul>	<ul style="list-style-type: none"><li>• Illumina Incorporated</li><li>• Accenture</li><li>• Ultimate</li><li>• Viasat</li><li>• University of California San Diego Health System</li></ul>

## Skills, Education, and Certifications

*Human Resource Occupations* have educational requirements ranging from an [associate degree](#) to a [bachelor's degree](#) (Exhibit 6a).

**Exhibit 6a: National Educational Attainment for *Human Resource Occupations*<sup>12</sup>**

Occupational Title	Typical Entry-Level Education
Human Resources Specialists	Bachelor's degree
Human Resources Assistants, Except Payroll and Timekeeping	Associate degree

Based on online job postings between January 1, 2016 and December 31, 2018, the top listed educational requirement for *Human Resource Occupations* is a [bachelor's degree](#) (Exhibit 6b).<sup>13</sup>

<sup>11</sup> Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2016-2018.

<sup>12</sup> Emsi 2019.03; QCEW, Non-QCEW, Self-Employed.

<sup>13</sup> Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2016-2018.

**Exhibit 6b: Educational Requirements for Human Resource Occupations in San Diego County<sup>14</sup>**

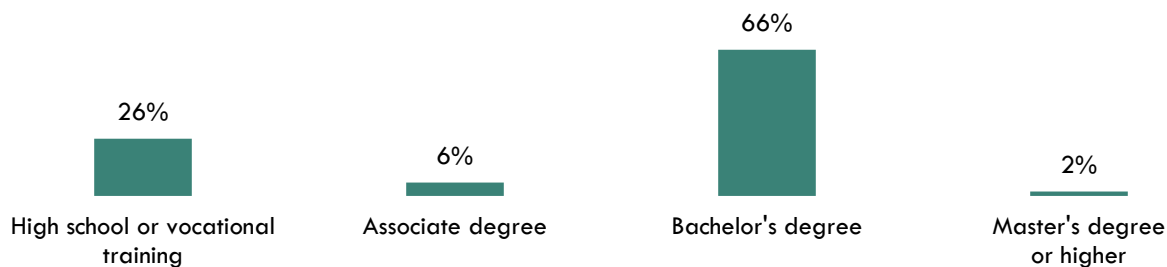


Exhibit 7 lists the top specialized, soft, and software skills that appeared in online job postings between January 1, 2016 and December 31, 2018.

**Exhibit 7: Top Skills for Human Resource Occupations in San Diego County<sup>15</sup>**

Specialized Skills	Soft Skills	Software Skills
<ul style="list-style-type: none"> <li>Recruiting</li> <li>Scheduling</li> <li>Onboarding</li> <li>Customer Service</li> <li>Human Resource Information System (HRIS)</li> </ul>	<ul style="list-style-type: none"> <li>Communication Skills</li> <li>Organizational Skills</li> <li>Detail-Oriented</li> <li>Research</li> <li>Teamwork / Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Excel</li> <li>Microsoft Word</li> <li>Microsoft PowerPoint</li> <li>Microsoft Outlook</li> <li>LinkedIn</li> </ul>

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<sup>14</sup> "Educational Attainment for Workers 25 Years and Older by Detailed Occupation," Bureau of Labor Statistics, last modified October 18, 2018. [bls.gov/emp/tables/educational-attainment.htm](https://www.bls.gov/emp/tables/educational-attainment.htm).

<sup>15</sup> Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2016-2018.

**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.