

Medical Secretaries

Labor Market Analysis: Imperial County

November 2019

Summary



The brief provides labor market information about *Medical Secretaries* to assist the San Diego and Imperial Counties Community Colleges with program development and strategic planning. According to available labor market information, *Medical Secretaries* have a labor market demand of 25 annual job openings, while average demand for an occupation in Imperial County is four annual job openings. No educational institution in Imperial County supplies awards for this occupation, suggesting that there is a supply gap. Comparatively, there are 11,596 annual openings for this occupation in California and 3,441 awards. This occupation's entry-level wages are below the living wage, but its median wages are above the living wage. According to the California Community Colleges' outcomes data, 41 to 42 percent of students who complete programs related to *Medical Secretaries* earned a living wage in California, compared to 58 percent of students who complete Career Education programs in general. Additionally, the typical entry-level education for *Medical Secretaries* is a high school diploma or equivalent. While this brief recommends to proceed with a new program, it also recommends that the community colleges in the region keep in mind that the entry-level earnings for this occupation is below the living wage.

Introduction

This report provides labor market information (LMI) in Imperial County for the following occupational code in the Standard Occupational Classification (SOC)¹ system:

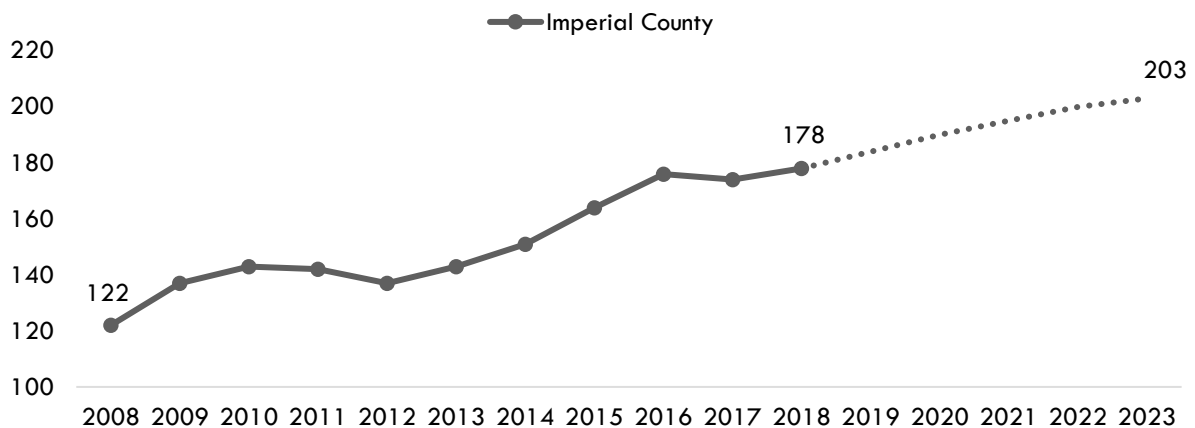
Medical Secretaries (SOC 43-6013): Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. Sample reported job titles include:

- Medical Office Specialist
- Unit Secretary
- Unit Clerk
- Scheduler
- Receptionist
- Medical Receptionist
- Front Office Coordinator
- Administrative Assistant
- Ward Clerk

Projected Occupational Demand

Between 2018 and 2023, *Medical Secretaries* are projected to increase by 25 net jobs or 14 percent (Exhibit 1). Employers in Imperial County will need to hire 25 workers annually to fill new jobs and backfill jobs due to attrition caused by turnover and retirement, for example.

Exhibit 1: Number of Jobs for Medical Secretaries (2008-2023)²



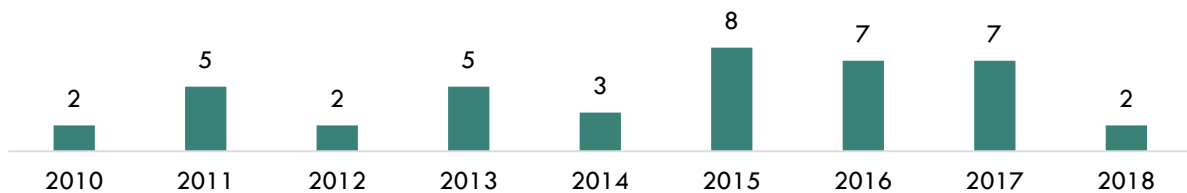
¹ The Standard Occupational Classification (SOC) system is used by federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data. [bls.gov/soc](https://www.bls.gov/soc/).

² Emsi 2019.03; QCEW, Non-QCEW, Self-Employed.

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 **five** online job postings per year for *Medical Secretaries* in Imperial County (Exhibit 2).

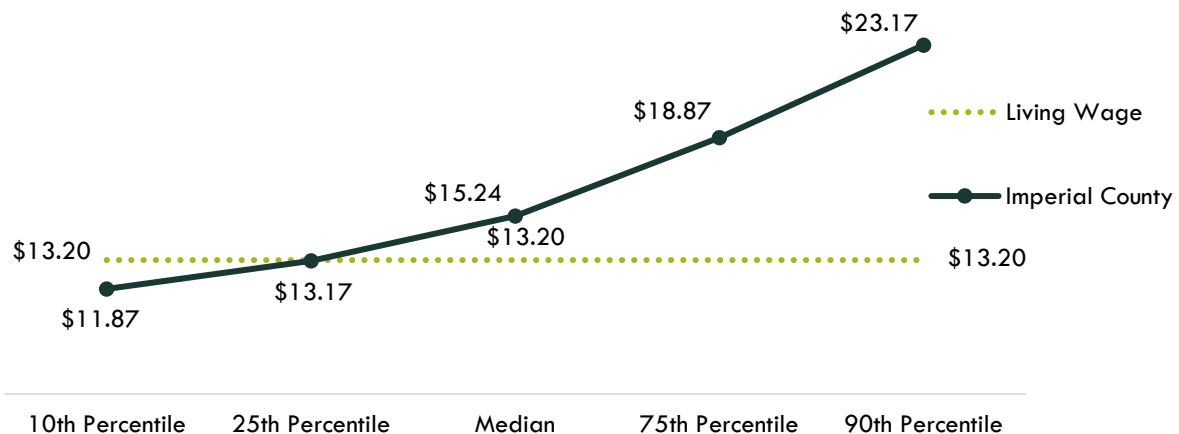
Exhibit 2: Number of Online Job Postings for Medical Secretaries in Imperial County (2010-2018)³



Earnings

Medical Secretaries receive median hourly earnings of **\$15.24**; this is more than the living wage for a household of two adults and two children (school-age) in Imperial County, which is **\$13.20** per hour (Exhibit 3).⁴

Exhibit 3: Hourly Earnings⁵ for Medical Secretaries in Imperial County⁶



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

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 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.⁷ There are **two** TOP codes and **six** CIP codes related to *Medical Secretaries* (Exhibit 4).

Exhibit 4: Related TOP and CIP Codes for *Medical Secretaries*

<i>Medical Secretaries</i>
TOP 051420: Medical Office Technology
TOP 120820: Administrative Medical Assisting
CIP 51.0705: Medical Office Management/Administration
CIP 51.0706: Health Information/Medical Records Administration/Administrator
CIP 51.0710: Medical Office Assistant/Specialist
CIP 51.0712: Medical Reception/Receptionist
CIP 51.0714: Medical Insurance Specialist/Medical Biller
CIP 51.0716: Medical Administrative/Executive Assistant and Medical Secretary

According to TOP and CIP data, **no** educational institution supplies the region with awards for this occupation (Exhibit 5).

Exhibit 5: Number of Awards (Certificates and Degrees) Conferred by Postsecondary Institutions (Program Year 2013-14 through PY2016-17 Average)

TOP6 or CIP	TOP6 or CIP Title	3-Yr Annual Average CC Awards (PY14-15 to PY16-17)	Other Educational Institutions 3-Yr Annual Average Awards (PY13-14 to PY15-16)	3-Yr Total Average Supply (PY13-14 to PY16-17)
051420	Medical Office Technology	0	0	0
120820	Administrative Medical Assisting	0	0	0
			Total	0

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).

Demand vs. Supply

Comparing labor demand (annual openings) with labor supply⁸ suggests that there is a **supply gap** for this occupation in Imperial County, with **25** annual openings and **no** awards. Comparatively, there are **11,596** annual openings in California and **3,441** awards⁹ (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 OverSupply
Imperial	25	0	25
California	11,596	3,441	8,155

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.

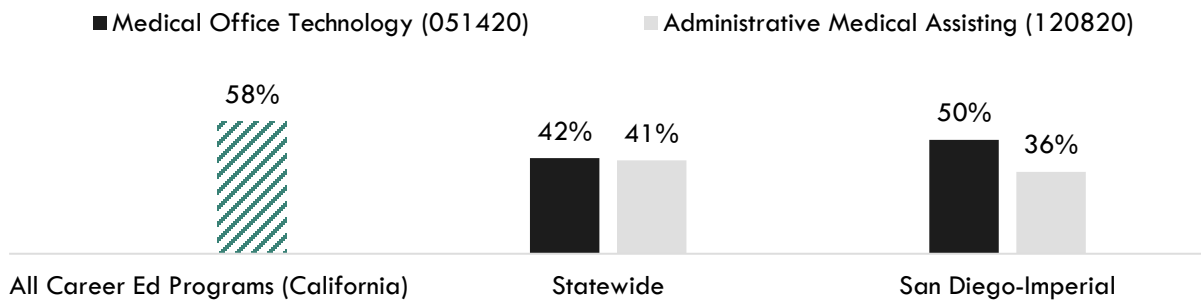
⁸ Labor supply can be found from two different sources: EMSI or the California Community Colleges Chancellor's Office MIS Data Mart. EMSI uses CIP codes while MIS uses TOP codes. Different coding systems result in differences in the supply numbers.

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

Student Outcomes and Regional Comparisons

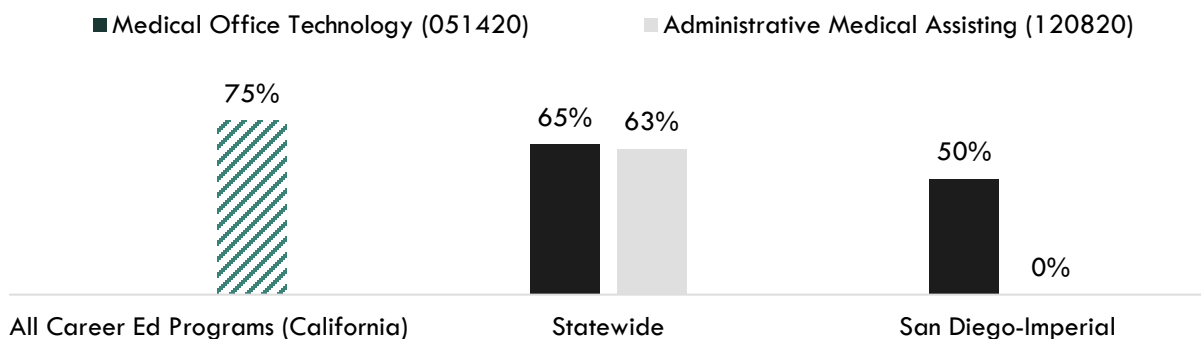
According to the California Community Colleges LaunchBoard, between 36 and 50 percent of students in the San Diego-Imperial region earned a living wage after completing a program related to *Medical Secretaries*, compared to 41 to 42 percent statewide and 58 percent of students in Career Education programs 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, 50 percent of students in the San Diego-Imperial region obtained a job closely related to their field of study after completing a related program, compared to 63 to 65 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, 2016 and December 31, 2018, the top employers in Imperial County for this occupation were [El Centro Regional Medical Center](#), [La Habra Modern Dentistry and Orthodontics](#), [Pioneers Memorial Healthcare District](#), [Pacific Dental Services](#), and [Accentcare](#) (Exhibit 8).

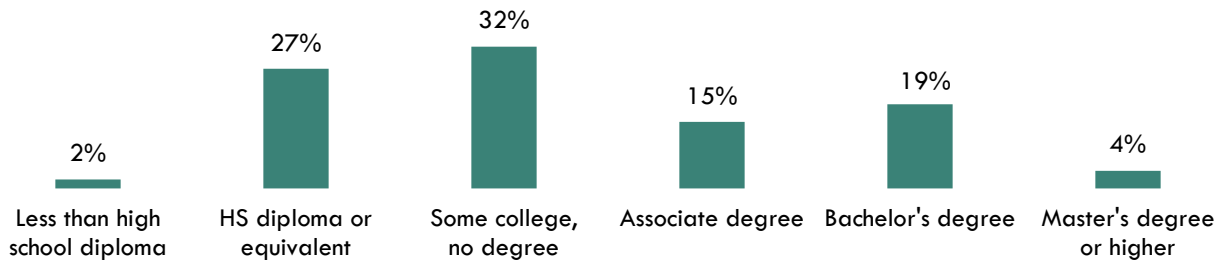
Exhibit 8: Top Employers in Imperial County for *Medical Secretaries*¹²

Top Employers
<ul style="list-style-type: none">• El Centro Regional Medical Center• La Habra Modern Dentistry and Orthodontics• Pioneers Memorial Healthcare District• Pacific Dental Services Incorporated• Accentcare

Skills, Education, and Certifications

Exhibit 9 indicates the educational attainment for the occupation found currently in the national labor force. There is no typical on-the-job training for this profession. The typical entry-level education is a [high school diploma or equivalent](#).¹³

Exhibit 9: National Educational Attainment of *Medical Secretaries*¹⁴



*May not add to 100% due to rounding

¹² Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2016-2018.

¹³ Source: Emsi, 2018.04; QCEW, Non-QCEW, Self-Employed.

¹⁴ "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.

Exhibit 10 lists the top specialized, soft, and software skills that appeared in online job postings between January 1, 2016 and December 31, 2018.

Exhibit 10: Top Skills for Medical Secretaries in Imperial County¹⁵

Specialized Skills	Soft Skills	Software Skills
<ul style="list-style-type: none"> • Administrative Support • Dentistry • Orthodontics • Oral Surgery • Patient/Family Education and Instruction 	<ul style="list-style-type: none"> • Communication Skills • Detail-Oriented • English • Positive Disposition • Preparing Reports 	<ul style="list-style-type: none"> • Word Processing

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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.

¹⁵ Burning Glass Technologies, “Labor Insight Real-Time Labor Market Information Tool.” 2016-2018.