







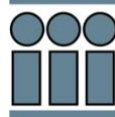


Administrative Services and Facilities Managers

Labor Market Analysis: San Diego County

July 2022

Summary

NEW PROGRAM RECOMMENDATION?	EVIDENCE OF A SUPPLY GAP?	AT OR ABOVE THE LIVING WAGE?	EXPECTED LEVEL OF EDUCATION
 Do Not Proceed with New Program	 	 	<input checked="" type="checkbox"/> Bachelor's Degree+ <input type="checkbox"/> Associate Degree <input type="checkbox"/> Some College or Certificate <input type="checkbox"/> HS Diploma or Equivalent <input type="checkbox"/> Less than a HS Diploma <input type="checkbox"/> Apprenticeship
SUPPORT FOR PROGRAM MODIFICATION?	NUMBER OF INSTITUTIONS THAT PROVIDE TRAINING	NUMBER OF ANNUAL JOB OPENINGS	
 	<div style="background-color: #0056b3; color: white; padding: 2px; font-weight: bold;">HIGH</div> 	<div style="background-color: #0056b3; color: white; padding: 2px; font-weight: bold;">HIGH</div> 	

The San Diego-Imperial Center of Excellence for Labor Market Research (COE) developed this brief to assist the region's community colleges with strategic planning and program development. According to available labor market information, *Administrative Services and Facilities Managers* in San Diego County have a labor market demand of 347 annual job openings (while average demand for a single occupation in San Diego County is 242 annual job openings), and 25 educational institutions in San Diego County supply 4,245 awards for this occupation, suggesting that there is an oversupply in the labor market. Because a TOP/CIP code may train for more than one occupation, simply aggregating all supply from all related codes may overestimate supply for an occupation. Entry-level wages for this occupation are above the living wage. This brief recommends to not proceed with developing a new program but supports a program modification because 1) entry-level earnings for this occupation are above the living wage; but 2) there is an oversupply in the region; and 3) a high number of educational institutions train for this occupation. The colleges should also note that the typical entry-level education for this occupation is a bachelor's degree.

Introduction

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

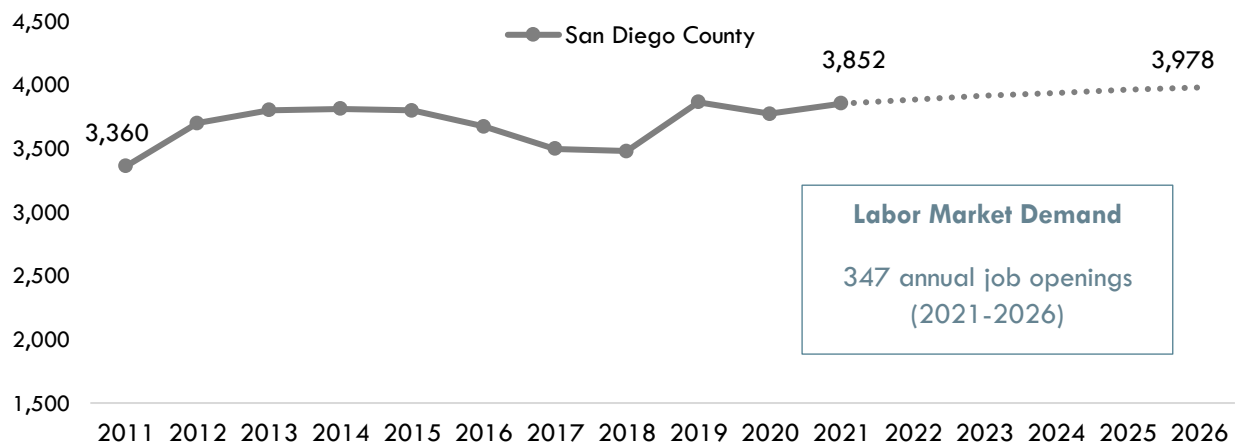
Administrative Services and Facilities Managers (SOC 11-3011): Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services. Sample reported job titles include:

- Office Manager
- Maintenance Manager
- Business Administrator
- Administrative Manager
- Maintenance and Operations Supervisor

Projected Occupational Demand

Between 2021 and 2026, *Administrative Services and Facilities Managers* are projected to increase by 126 net jobs or three percent (Exhibit 1). Employers in San Diego County will need to hire 347 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 *Administrative Services and Facilities Managers* (2011-2026)²



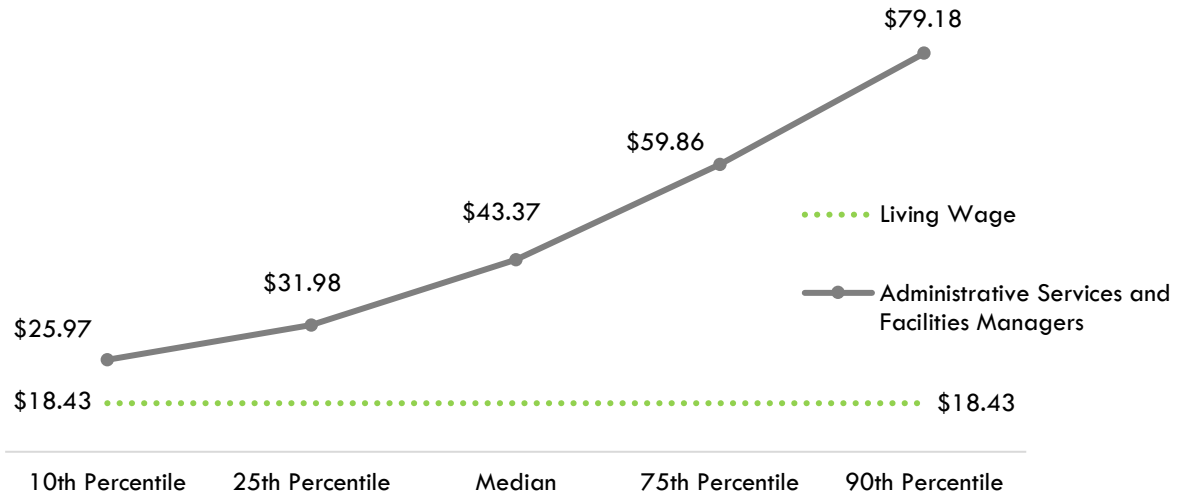
¹ The Standard Occupational Classification (SOC) system is used by federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data. [bls.gov/soc](https://www.bls.gov/soc/).

² EMSI 2022.02; QCEW, Non-QCEW, Self-Employed.

Earnings

Administrative Services and Facilities Managers receive entry-level hourly earnings of **\$31.98**; this is more than the living wage for a single adult in San Diego County, which is **\$18.43** per hour (Exhibit 2).³

Exhibit 2: Hourly Earnings⁴ for *Administrative Services and Facilities Managers* in San Diego County⁵



³ "Family Needs Calculator (formerly the California Family Needs Calculator)," Insight: Center for Community Economic Development, last updated 2021. insightccd.org/family-needs-calculator/.

⁴ 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.

⁵ EMSI 2022.02; 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.⁶ There are **three** TOP codes and **four** CIP codes related to *Administrative Services and Facilities Managers* (Exhibit 3).

Exhibit 3: Related TOP and CIP Codes for *Administrative Services and Facilities Managers*

TOP or CIP Code	TOP or CIP Program Title
TOP 0506.00	Business Management
TOP 0506.30	Management Development and Supervision
TOP 0514.40	Office Management
CIP 52.0201	Business Administration and Management, General
CIP 52.0204	Office Management and Supervision
CIP 52.0205	Operations Management and Supervision
CIP 52.1001	Human Resources Management/Personnel Administration, General

⁶ 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 these occupations: Cuyamaca College, Grossmont College, MiraCosta College, Palomar College, San Diego City College, San Diego College of Continuing Education, San Diego Mesa College, San Diego Miramar College, and Southwestern College. According to CIP data, 16 non-community-college institutions supply the region with awards: Alliant International University-San Diego, Ashford University, California College San Diego, California International Business University, California Miramar University, California State University-San Marcos, National University, Northcentral University, Point Loma Nazarene University, San Diego Christian College, San Diego State University, Southern States University, United States University, University of Saint Katherine, University of San Diego, and Vista Adult School (Exhibit 4).

**Exhibit 4: Number of Awards (Certificates and Degrees) Conferred by Postsecondary Institutions
(Program Year 2016-17 through PY2019-20 Average)**

TOP6 or CIP	TOP6 or CIP Title	3-Yr Annual Average CC Awards (PY17-18 to PY19-20)	Other Educational Institutions 3-Yr Annual Average Awards (PY16-17 to PY18-19)	3-Yr Total Average Supply (PY16-17 to PY19-20)
0506.00	Business Management	616	0	616
	• Cuyamaca	3	0	
	• Grossmont	15	0	
	• MiraCosta	37	0	
	• Palomar	9	0	
	• San Diego City	28	0	
	• San Diego Cont Ed	487	0	
	• San Diego Mesa	4	0	
	• San Diego Miramar	11	0	
	• Southwestern	22	0	
0506.30	Management Development and Supervision	22	0	22
	• Southwestern	22	0	

TOP6 or CIP	TOP6 or CIP Title	3-Yr Annual Average CC Awards (PY17-18 to PY19-20)	Other Educational Institutions 3-Yr Annual Average Awards (PY16-17 to PY18-19)	3-Yr Total Average Supply (PY16-17 to PY19-20)
0514.40	Office Management	10	0	10
	• MiraCosta	5	0	
	• San Diego Mesa	5	0	
52.0201	Business Administration and Management, General	0	3,203	3,203
	• Alliant International University-San Diego	0	39	
	• Ashford University	0	626	
	• California College San Diego	0	95	
	• California International Business University	0	2	
	• California Miramar University	0	7	
	• California State University-San Marcos	0	461	
	• National University	0	274	
	• Northcentral University	0	16	
	• Point Loma Nazarene University	0	28	
	• San Diego Christian College	0	35	
	• San Diego State University	0	1,482	
	• Southern States University	0	7	
	• United States University	0	2	
	• University of Saint Katherine	0	5	
	• University of San Diego	0	124	
52.0204	Office Management and Supervision	0	44	44
	• National University	0	1	
	• Point Loma Nazarene University	0	43	

TOP6 or CIP	TOP6 or CIP Title	3-Yr Annual Average CC Awards (PY17-18 to PY19-20)	Other Educational Institutions 3-Yr Annual Average Awards (PY16-17 to PY18-19)	3-Yr Total Average Supply (PY16-17 to PY19-20)
52.0205	Operations Management and Supervision	0	44	44
	<ul style="list-style-type: none"> Ashford University 	0	44	
52.1001	Human Resources Management/Personnel Administration, General	0	306	306
	<ul style="list-style-type: none"> Ashford University 	0	295	
	<ul style="list-style-type: none"> National University 	0	7	
	<ul style="list-style-type: none"> San Diego State University 	0	1	
	<ul style="list-style-type: none"> United States University 	0	0	
	<ul style="list-style-type: none"> Vista Adult School 	0	3	
			Total	4,245

Demand vs. Supply

Comparing labor demand (annual openings) with labor supply⁷ suggests that there is an **oversupply** for this occupation in San Diego County, with **347** annual openings and **4,245** awards. Comparatively, there are **3,970** annual openings in California and **31,893** awards, suggesting that there is also an oversupply across the state⁸ (Exhibit 5).

Exhibit 5: Labor Demand (Annual Openings) Compared with Labor Supply (Average Annual Awards)

	Demand (Annual Openings)	Supply (Total Annual Average Supply)	Supply Gap or Oversupply
San Diego	347	4,245	3,898
California	3,970	31,893	27,923

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.

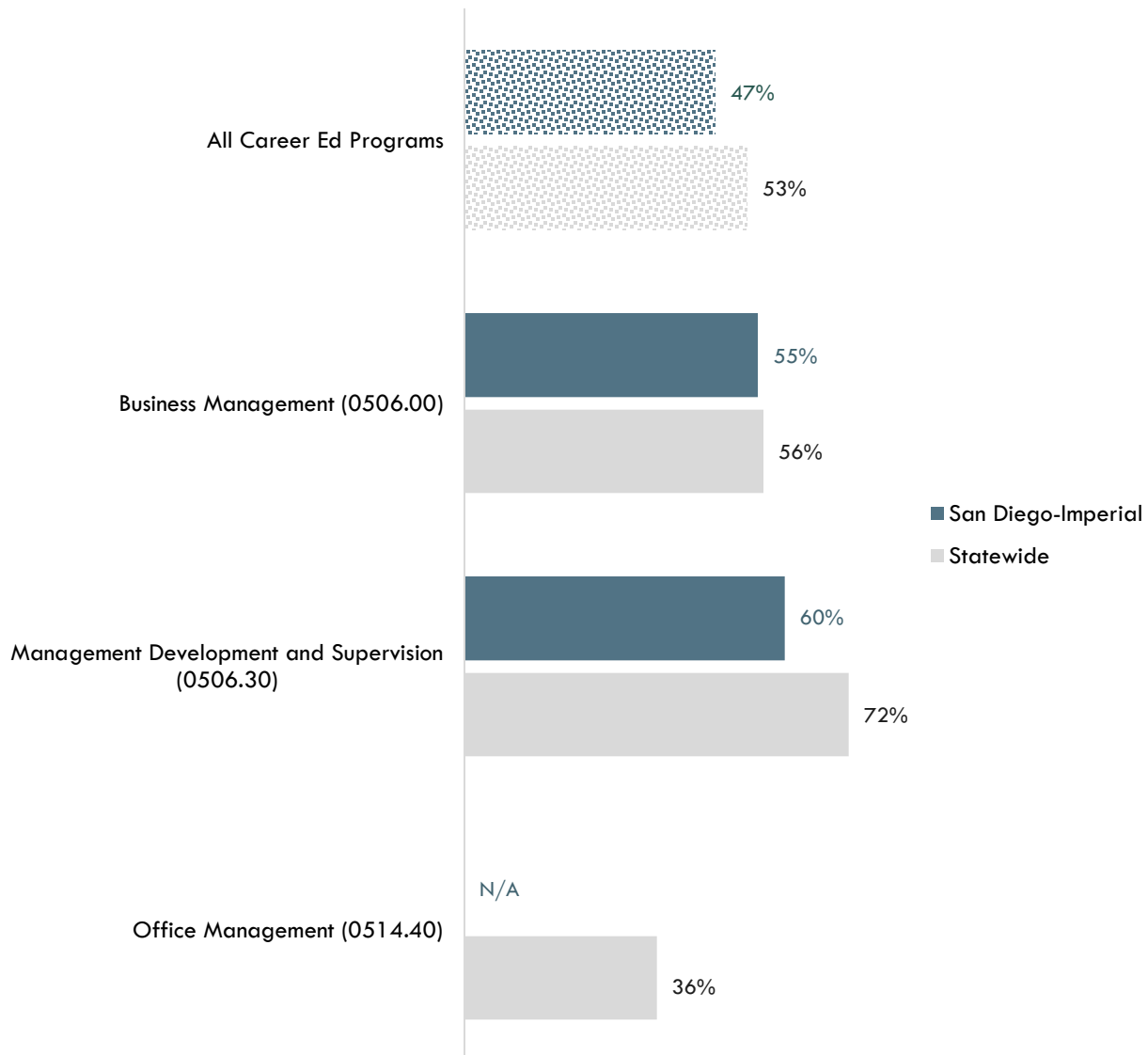
⁷ Labor supply can be found from two different sources: EMSI or the California Community Colleges Chancellor's Office MIS Data Mart. EMSI uses CIP codes while MIS uses TOP codes. Different coding systems result in differences in the supply numbers.

⁸ "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, 55 to 60 percent of students in the San Diego-Imperial region earned a living wage after completing a program related to *Administrative Services and Facilities Managers*, compared 36 to 72 percent statewide and 53 percent of students in Career Education programs in general across the state (Exhibit 6a).⁹

Exhibit 6a: Percentage of Students Who Earned a Living Wage by Program, PY2018-19¹⁰



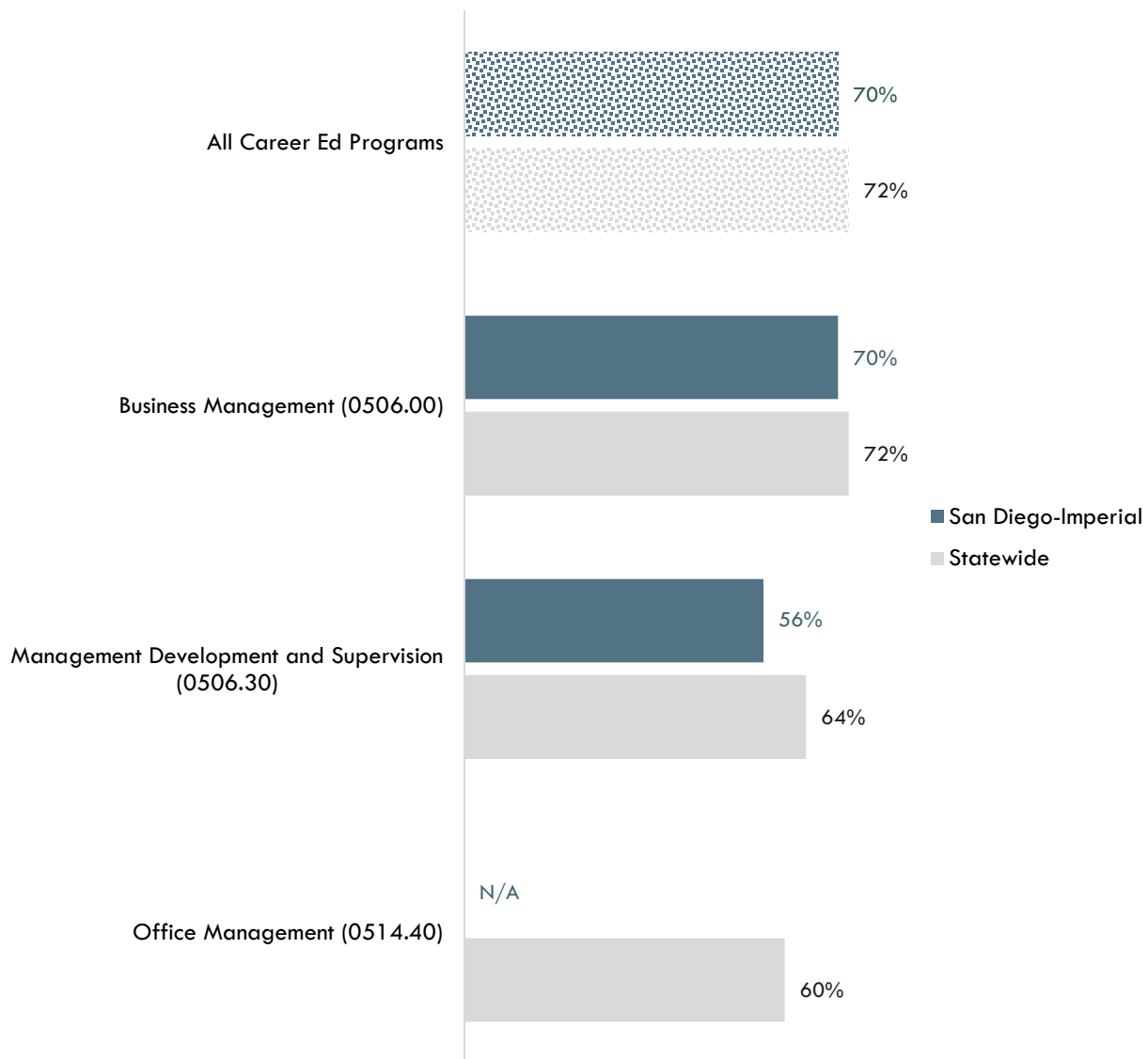
"N/A" indicates insufficient data

⁹ "California Community Colleges Strong Workforce Program," California Community Colleges, calpassplus.org/LaunchBoard/SWP.aspx.

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

According to the California Community Colleges LaunchBoard, 56 to 70 percent of students in the San Diego-Imperial region obtained a job closely related to their field of study after completing a program related to *Administrative Services and Facilities Managers*, compared 60 to 72 percent statewide and 72 percent of students in Career Education programs in general across the state (Exhibit 6b).¹¹

Exhibit 6b: Percentage of Students in a Job Closely Related to Field of Study by Program, PY2017-18¹²



"N/A" indicates insufficient data

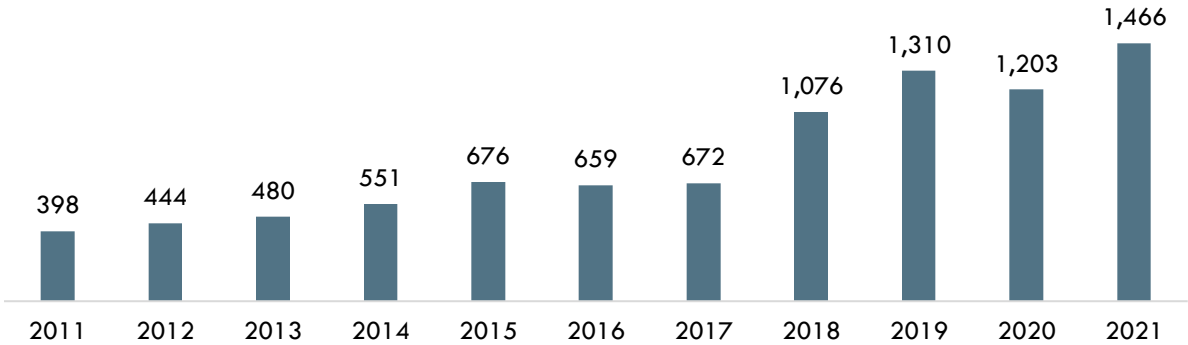
¹¹ "California Community Colleges Strong Workforce Program," California Community Colleges, calpassplus.org/LaunchBoard/SWP.aspx.

¹² Most recent year with available data is Program Year 2017-18. 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.

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 that are not captured by historical data. Between 2011 and 2021, there was an average of 812 online job postings per year for *Administrative Services and Facilities Managers* in San Diego County (Exhibit 7). Please note that online job postings do **not** equal labor market demand; demand is represented by annual job openings (see Exhibit 1). Employers may post a position multiple times for various reasons, such as increasing the pool of applicants, for example.

Exhibit 7: Number of Online Job Postings for Administrative Services and Facilities Managers in San Diego County (2011-2021)¹³



Top Employers

Between January 1, 2019 and December 31, 2021, the top five employers in San Diego County for *Administrative Services and Facilities Managers* were [University of California San Diego](#), [Target](#), [Illumina Incorporated](#), [Jones Lang Lasalle Incorporated](#), and [Sodexo](#) based on online job postings (Exhibit 8).

Exhibit 8: Top Employers for Administrative Services and Facilities Managers in San Diego County¹⁴

Top Employers	
<ul style="list-style-type: none"> University of California San Diego Target Illumina Incorporated Jones Lang Lasalle Incorporated Sodexo 	<ul style="list-style-type: none"> CBRE Group San Diego State University Becton Dickinson Sharp Healthcare University of San Diego

¹³ Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2011-2021.

¹⁴ Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2019-2021.

Education, Skills, and Certifications

Exhibit 9 indicates that the typical educational attainment for the occupation found currently in the national labor force is a *bachelor's degree*. The typical entry-level education is a *bachelor's degree*.¹⁵

Exhibit 9: National Educational Attainment of *Administrative Services and Facilities Managers*¹⁶

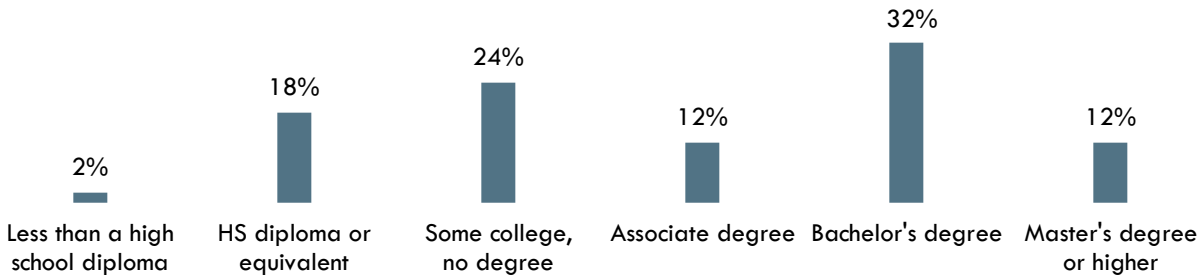


Exhibit 10 lists the top specialized, soft, and software skills that appeared in online job postings between January 1, 2019 and December 31, 2021.

Exhibit 10: Top Skills for *Administrative Services and Facilities Managers* in San Diego County¹⁷

Specialized Skills	Soft Skills	Software Skills
<ul style="list-style-type: none"> Budgeting Scheduling Repair Project Management Facility Management Staff Management Customer Service HVAC Plumbing Accounting Facility Maintenance Administrative Support Biotechnology Predictive / Preventative Maintenance Procurement 	<ul style="list-style-type: none"> Communication Skills Planning Teamwork / Collaboration Problem Solving Organizational Skills Research Detail-Oriented Writing Written Communication Preventive Maintenance Building Effective Relationships Computer Literacy Physical Abilities Multi-Tasking Verbal / Oral Communication 	<ul style="list-style-type: none"> Microsoft Excel Microsoft Word Microsoft PowerPoint Microsoft Outlook Microsoft Project Word Processing AutoCAD Microsoft Access Oracle QuickBooks Microsoft Visio SAP Microsoft SharePoint Salesforce Enterprise Resource Planning

¹⁵ EMSI 2022.02; QCEW, Non-QCEW, Self-Employed.

¹⁶ "Educational Attainment for Workers 25 Years and Older by Detailed Occupation," Bureau of Labor Statistics, last modified September 8, 2021. bls.gov/emp/tables/educational-attainment.htm.

¹⁷ Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2019-2021.

Exhibit 11 lists the top certifications that appeared in online job postings between January 1, 2019 and December 31, 2021.

Exhibit 11: Top Certifications for Administrative Services and Facilities Managers in San Diego County¹⁸

Top Certifications in Online Job Postings

1. Security Clearance
 2. Certified Facility Manager (CFM)
 3. Project Management Certification
 4. Project Management Professional (PMP)
 5. First Aid CPR AED
 6. Six Sigma Certification
 7. EPA CFC/HCFC Certification
 8. Leadership In Energy And Environmental Design (LEED) Certified
 9. Certified Substance Abuse Counselor
 10. Certified Industrial Hygienist
 11. Registered Nurse
 12. Casino Gaming License
 13. Certified Energy Manager
 14. Certified Safety Professional
 15. Licensed Professional Engineer
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¹⁸ Burning Glass Technologies, "Labor Insight Real-Time Labor Market Information Tool." 2019-2021.

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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.