

March 2022

# Labor Market Analysis

## Human Resources Assistant



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Prepared by the Central Valley/Mother Lode Center of Excellence

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**COVID-19 Statement:** This report includes employment projection data by Emsi. Emsi’s projections are modeled on recorded (historical) employment figures and incorporate several underlying assumptions, including the assumption that the economy during the projection period will be at approximately full employment or potential output. To the extent that a recession or labor shock, such as the economic effects of COVID-19, can cause long-term structural change, they may impact the projections. At this time, it is not possible to quantify the impact of COVID-19 on projections of industry and occupational employment. Other measures such as unemployment rates and monthly industry employment estimates will reflect the most recent information on employment and jobs in the state and, in combination with input from local employers, may help validate current and future employment needs as depicted here.

*If for any reason this document is not accessible or if you have specific needs for readability, please contact us and we will do our utmost to accommodate you with a modified version. To make a request, contact Nora Seronello by phone at (209) 575-6894 or by email [seronellon@mjc.edu](mailto:seronellon@mjc.edu).*

# Summary

Please note the COVID-19 statement on page 2 when considering this report's findings.

This study conducted by the Central Valley/Mother Lode Center of Excellence examines labor market demand, wages, skills, and postsecondary supply for human resources assistant. Four occupations related to human resources assistant were identified for West Hills College Lemoore:

- 11-3011, Administrative Services and Facilities Managers
- 11-3051, Industrial Production Managers
- 13-1051, Cost Estimators
- 43-4161, Human Resources Assistants, Except Payroll and Timekeeping

## Key findings:

- **Occupational demand** — Nearly 4,540 workers were employed in jobs related to human resources assistant in 2020 in the South Central Valley/Southern Mother Lode (SCV/SML) subregion. The largest occupation is administrative services and facilities managers with 1,627 workers, a projected growth rate of 4% over the next five years, and 150 annual openings.
- **Wages** — Industrial production managers earn the highest entry-level wage, \$37.09/hour in the subregion.
- **Employers** — Employers with the most job postings in the subregion are Anthem Blue Cross, Mammoth Mountain Ski Area, and Octapharma Plasma.
- **Occupational titles** — The most common occupational title in job postings in the subregion is cost estimators. The most common job title is human resources assistant.
- **Skills and certifications** — The top baseline skill is communication skills, the top specialized skill is scheduling, and the top software skill is Microsoft Office. The most in-demand certification is a driver's license.
- **Education** — An associate's degree is typically required for human resources assistants, except payroll and timekeeping. A bachelor's degree is typically required for the remaining three occupations.
- **Supply** — Analysis of postsecondary completions shows that on average 121 awards were conferred in the Central Valley/Mother Lode region each year.

Based on a comparison of occupational demand and supply, there is an undersupply of 338 trained workers in the subregion and 591 workers in the region. The Center of Excellence recommends that West Hills College Lemoore work with the regional directors, the college's advisory board, and local industry in the expansion of programs to address the shortage of human resources assistant workers in the region.

# Introduction

The Central Valley/Mother Lode Center of Excellence was asked by West Hills College Lemoore to provide labor market information for human resources assistant. The geographical focus for this report is the South Central Valley/Southern Mother Lode (SCV/SML) subregion, but regional demand and supply data has been included for broader applicability and use. The average living wage for a single adult in the SCV/SML subregion is \$11.91/hour.<sup>1</sup> Analysis of the program and occupational data related to human resources assistant resulted in the identification of applicable occupations. The Standard Occupational Classification (SOC) System codes and titles used in this report are:

- 11-3011, Administrative Services and Facilities Managers
- 11-3051, Industrial Production Managers
- 13-1051, Cost Estimators
- 43-4161, Human Resources Assistants, Except Payroll and Timekeeping
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The occupational titles, job descriptions, sample job titles, and knowledge and skills from the Bureau of Labor Statistics and O\*NET OnLine are shown below. There is no O\*NET data available for Administrative Services and Facilities Managers.

## **Industrial Production Managers**

**Job Description:** Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

**Knowledge:** Production and Processing, Administration and Management, Customer and Personal Service, Education and Training, Mathematics

**Skills:** Coordination, Critical Thinking, Judgment and Decision Making, Monitoring, Speaking

## **Cost Estimators**

**Job Description:** Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.

**Knowledge:** Mathematics, Engineering and Technology, English Language, Building and Construction, Computers and Electronics

**Skills:** Mathematics, Critical Thinking, Reading Comprehension, Active Listening, Judgment and Decision Making

## **Human Resources Assistants, Except Payroll and Timekeeping**

**Job Description:** 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.

**Knowledge:** Personnel and Human Resources, Administrative, Customer and Personal Service, Administration and Management, English Language

**Skills:** Active Listening, Reading Comprehension, Speaking, Writing, Critical Thinking

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<sup>1</sup> The term "living wage" in Center of Excellence reports is calculated by averaging the self-sufficiency wages from the Insight Center's California Family Needs Calculator for each county in the subregion: <https://insightccd.org/tools-metrics/self-sufficiency-standard-tool-for-california/>.

# Occupational Demand

The SCV/SML subregion employed 4,536 workers in human resources assistant occupations in 2020 (Exhibit 1). The largest occupation is administrative services and facilities managers with 1,627 employed. This occupation is projected to grow by 4% over the next five years and has the greatest number of projected annual openings, 150.

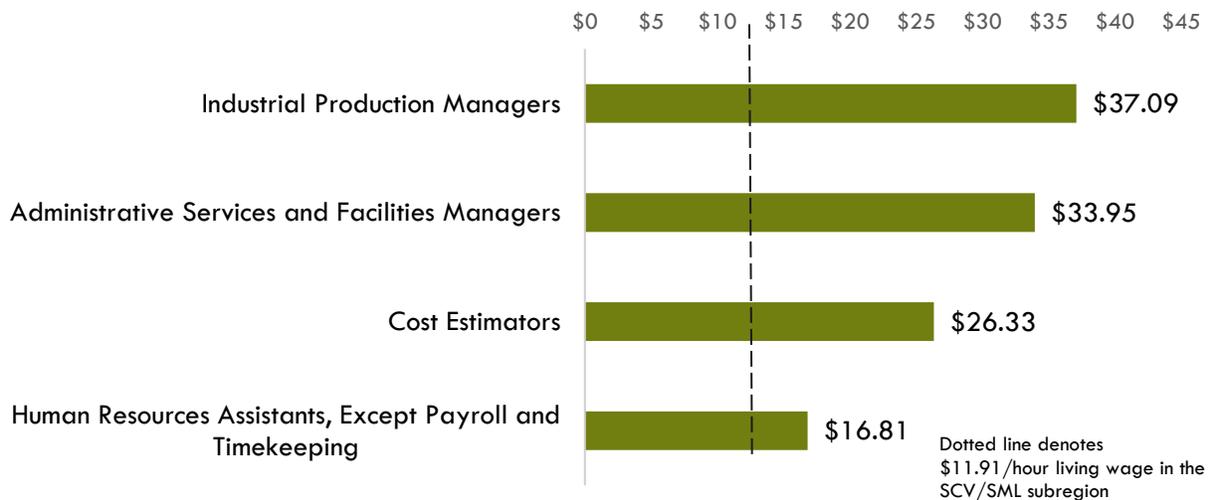
**Exhibit 1. Human resources assistant employment and occupational projections in the SCV/SML subregion**

Occupation	2020 Jobs	2025 Jobs	5-Year Change	5-Year % Change	Annual Openings
Administrative Services and Facilities Managers	1,627	1,694	67	4%	150
Cost Estimators	1,349	1,406	57	4%	135
Human Resources Assistants, Except Payroll and Timekeeping	709	705	(4)	(1%)	72
Industrial Production Managers	851	876	25	3%	64
<b>TOTAL</b>	<b>4,536</b>	<b>4,681</b>	<b>145</b>	<b>3%</b>	<b>420</b>

# Wages

Exhibit 2 shows the entry-level hourly wages of the human resources assistant occupations. Industrial production managers earn the highest entry-level wage, \$37.09/hour in the subregion<sup>2</sup>.

**Exhibit 2. Human resources assistant entry-level wages in the SCV/SML subregion**



<sup>2</sup>Entry-level wages are derived from the 25th percentile.

# Job Postings

There were 1,029 job postings for the four occupations in the SCV/SML subregion from September 2021 to February 2022.<sup>3</sup> The employers with the most job postings are listed in Exhibit 3.

**Exhibit 3. Top employers of human resources assistant by number of job postings**

Employer	Job Postings	% Job Postings
Anthem Blue Cross	15	2%
Mammoth Mountain Ski Area	11	1%
Octapharma Plasma	9	1%
Bj Perch Construction	8	1%
California State University	8	1%
Kern Community College District	8	1%
T Mobile Usa Incorporated	8	1%
Target	8	1%
Virgin Galactic	7	1%
Pacific Gas and Electric Company	6	1%

Exhibit 4 shows how job postings for the targeted occupations in the SCV/SML subregion are distributed across five O\*NET OnLine occupations. The occupational title Cost Estimators is listed in 259 job postings. Note how this occupational title dominates the job posting results. Common job titles in postings include Human Resources Assistant in 85 job postings, Estimator in 35 job postings, and Production Manager in 34 job postings.

**Exhibit 4. Top occupational titles in job postings for human resources assistant**

Occupational Title	Job Postings	% of Job Postings
Cost Estimators	259	25%
Administrative Services Managers	253	25%
Human Resources Assistants, Except Payroll and Timekeeping	230	22%
Quality Control Systems Managers	158	15%
Industrial Production Managers	129	13%

## Salaries

Exhibit 5 shows the “Market Salaries” for machinery maintenance occupations. These are calculated by Burning Glass using a machine learning model built off of millions of job postings every year. This accounts for adjustments based on locations, industry, skills, experience, education requirements, among other variables.

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<sup>3</sup> Other than occupation titles and job titles, the categories below can be counted one or multiple times per job posting, and across several areas in a single posting. For example, a skill can be counted in two different skill types, and an employer can indicate more than one education level.

**Exhibit 5. Salaries for human resources assistant occupations**

Market Salary Percentile	Salary Amount
10th Percentile	\$31,085
25th Percentile	\$37,115
50th Percentile	\$55,671
75th Percentile	\$74,887
90th Percentile	\$90,314

**Education**

Of the 1,029 job postings, 715 listed an education level preferred for the positions being filled. Among those, 66% requested a bachelor’s degree, 37% required high school or vocational training, and 15% requested an associate degree (Exhibit 6). A job posting can indicate more than one education level. Hence, the percentages shown in the chart below may total more than 100%.

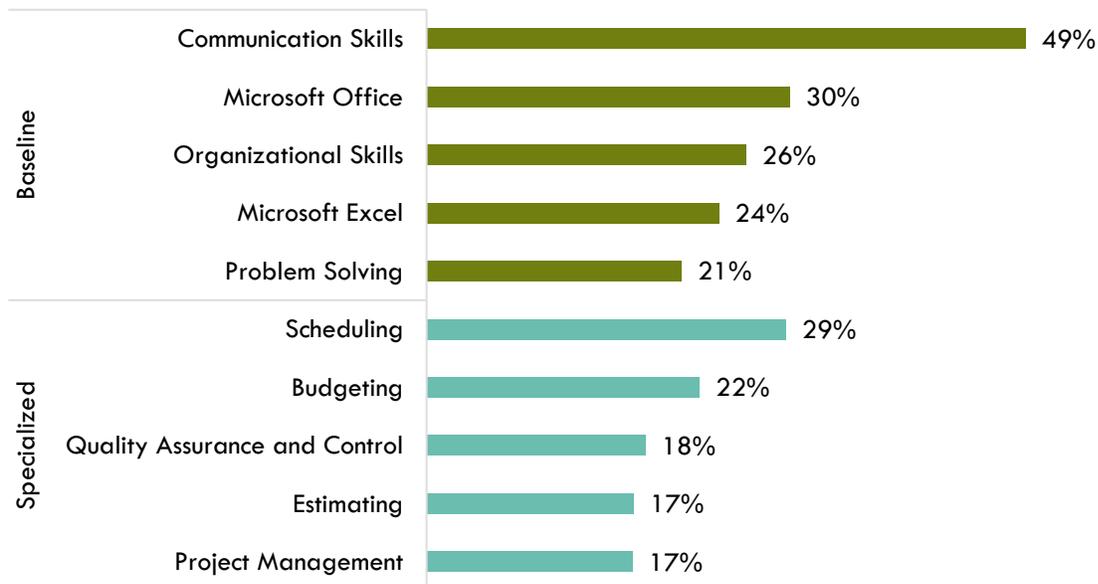
**Exhibit 6. Education levels requested in job postings for human resources assistant**

Education Level	Job Postings	% of Job Postings
Bachelor's degree	475	66%
High school or vocational training	265	37%
Associate's degree	106	15%
Master's degree	70	10%
Doctoral degree	9	1%

**Baseline and Specialized Skills**

Exhibit 7 depicts the top baseline and specialized skills for the targeted occupations. The three most important baseline skills are communication skills, 49% of job postings, Microsoft Office, 30%, and organizational skills, 26%. The top three specialized skills are scheduling, 29% of job postings, budgeting, 22%, and quality assurance and control, 18%.

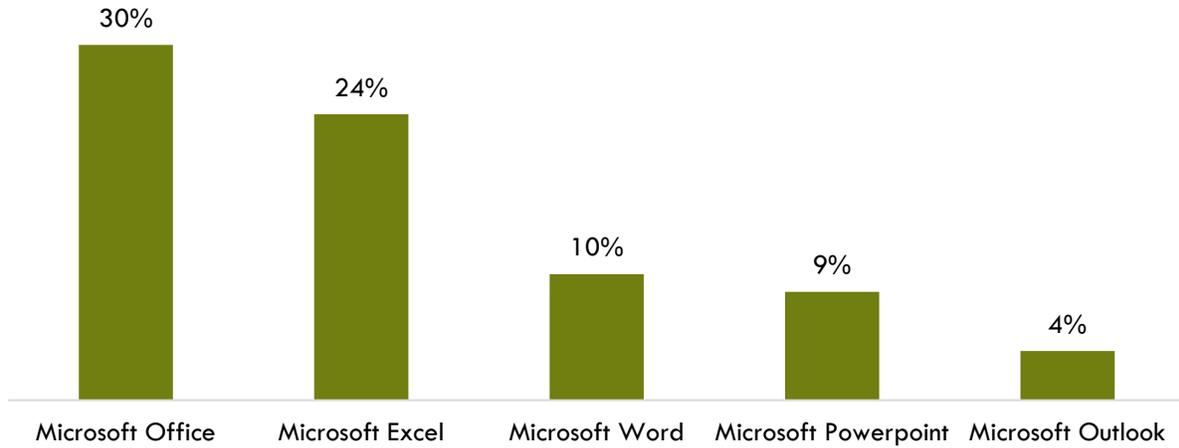
**Exhibit 7. In-demand human resources assistant baseline and specialized skills**



### Software Skills

Analysis also included the software skills most in demand by employers. Microsoft Office and Excel were the top two software skills identified in job postings (Exhibit 8).

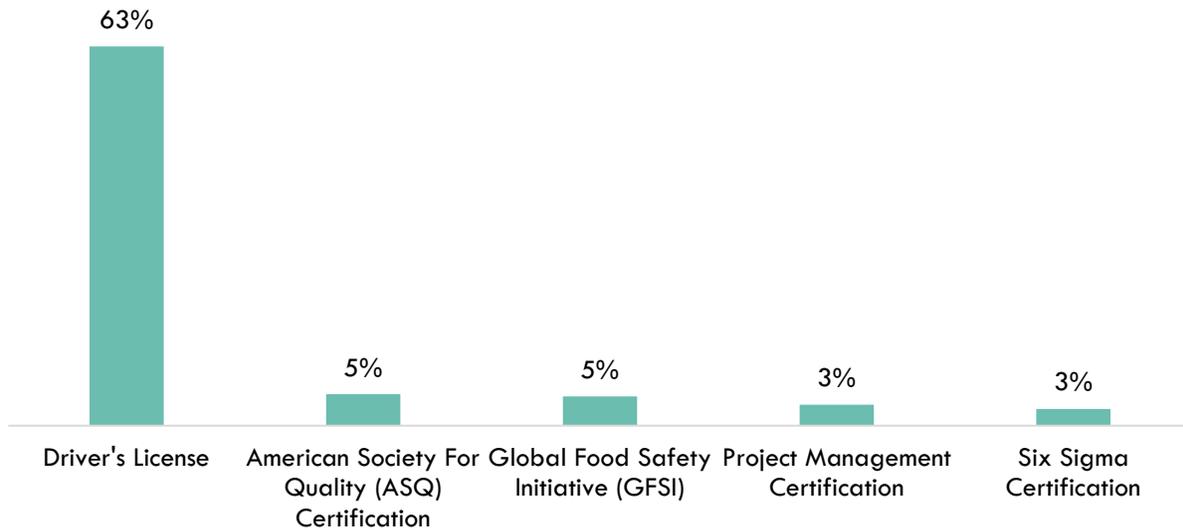
**Exhibit 8. In-demand human resources assistant software skills**



### Certifications

Of the 1,029 job postings, 286 contained certification data. Among those, 63% indicated a need for a driver's license. The next top certifications are American Society For Quality (ASQ) Certification and Global Food Safety Initiative (GFSI) (Exhibit 9).

**Exhibit 9. Top human resources assistant certifications requested in job postings**



# Education, Work Experience & Training

An associate's degree is typically required for human resources assistants, except payroll and timekeeping. A bachelor's degree is typically required for the remaining three occupations (Exhibit 10).

**Exhibit 10. Education, work experience, training, and Current Population Survey results for human resources assistant occupations<sup>4</sup>**

Occupation	Typical Entry-level Education	Work Experience Required	Typical On-The-Job Training	CPS
Administrative Services and Facilities Managers	Bachelor's degree	Less than 5 years	None	34.8%
Cost Estimators	Bachelor's degree	None	Moderate-term	37.4%
Human Resources Assistants, Except Payroll and Timekeeping	Associate's degree	None	None	35.5%
Industrial Production Managers	Bachelor's degree	5 years or more	None	29.8%

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<sup>4</sup> "Labor Force Statistics from the Current Population Survey," Bureau of Labor Statistics, <https://www.bls.gov/cps/>.

# Supply

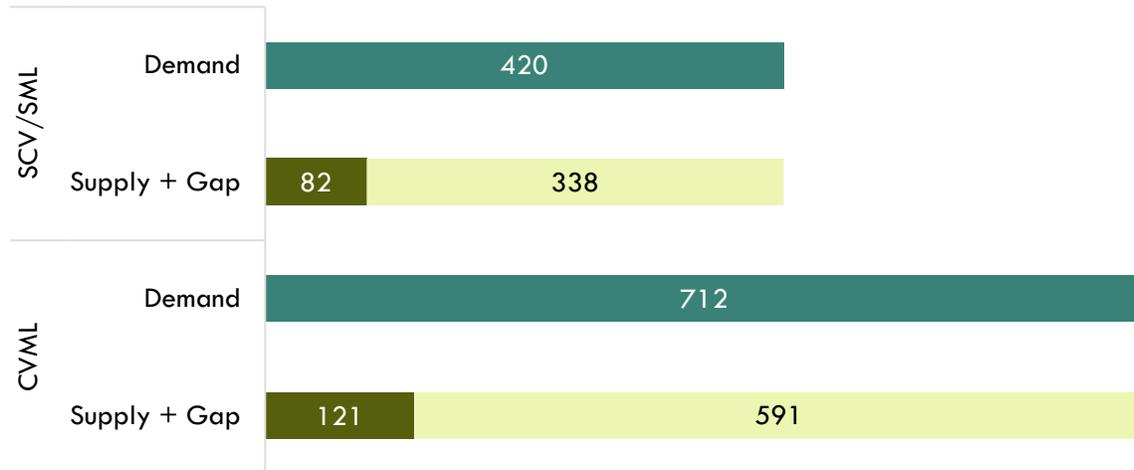
Analysis of program data from the Integrated Postsecondary Education Data System (IPEDS) included the TOP and CIP codes and titles: 050600 - Business Management and 52.0201 - Business Administration and Management, General. Analysis of the last three years of data shows that, on average, 121 awards were conferred in the Central Valley/Mother Lode region each year (Exhibit 11).

**Exhibit 11. Postsecondary supply for human resources assistant occupations in the region**

TOP/CIP Code- Title	College	Associate Degree	Certificate 12 < 18 Semester Units	Certificate 16 < 30 Semester Units	Certificate 18 < 30 Semester Units	Certificate 30 < 60 Semester Units	Certificate 6 < 18 Semester Units	Credit Award, < 6 Semester Units	Subtotal
<b>050600 - Business Management</b>	Cerro Coso	2				2			4
	Clovis	1			1				2
	Columbia		1			1	8	5	15
	Fresno City	6		6	48				60
	Modesto	17					0		18
	Porterville	2							2
	Reedley College	3		0	1				4
	Sequoias	0							0
	West Hills Coalinga	2				1			3
	West Hills Lemoore	3		1	1	2			7
<b>52.0201 - Business Administration and Management, General</b>	Advanced College-Stockton	0							0
	Humphreys University-Stockton and Modesto Campuses	6							6
<b>TOTAL</b>		<b>43</b>	<b>1</b>	<b>7</b>	<b>50</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>121</b>

There is an undersupply of 338 human resources assistant workers in the SCV/SML subregion and 591 workers in the region (Exhibit 12).

**Exhibit 12. Human resources assistant workforce demand (annual job openings), postsecondary supply of students (awards), and additional students needed to fill gap in the SCV/SML subregion and region**



## Student Outcomes

Exhibit 13 summarizes employment and wage outcomes from the California Community College Chancellor’s Cal-PASS Plus LaunchBoard for the TOP code related to human resources assistant. Of note, 42 business management students received a degree or certificate or attained apprenticeship journey status; 337 students transferred; 63% of students obtained a job closely related to their field of study; 3% had a median change in earnings; and 63% of students attained a living wage.

Human Resources Assistant

**Exhibit 13. Subregional metrics for the TOP code related to human resources assistant**

Metric	Business Management 050600
Students Who Got a Degree or Certificate or Attained Apprenticeship Journey Status	42
Number of Students Who Transferred	337
Job Closely Related to Field of Study	63%
Median Change in Earnings	3%
Attained a Living Wage	63%
* denotes data not available.	

## Conclusion

The entry-level wages of the four occupations exceed the SCV/SML subregion's average living wage. There were 1,029 job postings in the past six months for occupations related to human resources assistant in the subregion. Analysis of skills and certification requirements in job postings indicates:

- The top baseline skill is communication skills, and the top specialized skill is scheduling.
- The top software skill is Microsoft Office.
- The top certification is a driver's license.

There is an undersupply of trained workers, a shortage of 338 in the SCV/SML subregion and 591 in the region.

## Recommendation

Based on these findings, it is recommended that West Hills College Lemoore work with the regional directors, the college's advisory board, and local industry in the expansion of programs to address the shortage of human resources assistant workers in the region.

# Appendix A: Methodology & Data Sources

## Data Sources

Labor market and educational supply data compiled in this report derive from a variety of sources. Data were drawn from external sources, including the Economic Modeling Specialists, Inc., the California Community Colleges Chancellor’s Office Management Information Systems Data Mart and the National Center for Educational Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS). Below is the summary of the data sources found in this study.

Data Type	Source
Labor Market Information/Population Estimates and Projections/Educational Attainment	Economic Modeling Specialists, Intl. (EMSI). EMSI occupational employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry: <a href="http://economicmodeling.com">economicmodeling.com</a> .
Typical Education Level and On-the-job Training	Bureau of Labor Statistics (BLS) uses a system to assign categories for entry-level education and typical on-the-job training to each occupation for which BLS publishes projections data: <a href="https://www.bls.gov/emp/tables/educational-attainment.htm">https://www.bls.gov/emp/tables/educational-attainment.htm</a> .
Labor Force, Employment and Unemployment Estimates	California Employment Development Department, Labor Market Information Division: <a href="http://labormarketinfo.edd.ca.gov">labormarketinfo.edd.ca.gov</a> .
Job Posting and Skills Data	Burning Glass: <a href="http://burning-glass.com/">burning-glass.com/</a> .
Additional Education Requirements/ Employer Preferences	The O*NET Job Zone database includes over 900 occupations as well as information on skills, abilities, knowledge, work activities and interests associated with specific occupations: <a href="http://onetonline.org">onetonline.org</a> .

## Key Terms and Concepts

**Annual Job Openings:** Annual openings are calculated by dividing the number of years in the projection period by total job openings.

**Education Attainment Level:** The highest education attainment level of workers age 25 years or older.

**Employment Estimate:** The total number of workers currently employed.

**Employment Projections:** Projections of employment are calculated by a proprietary Economic Modeling Specialists, Intl. (EMSI) formula that includes historical employment and economic indicators along with national, state and local trends.

**Living Wage:** The cost of living in a specific community or region for one adult and no children. The cost increases with the addition of children.

**Occupation:** An occupation is a grouping of job titles that have a similar set of activities or tasks that employees perform.

**Percent Change:** Rate of growth or decline in the occupation for the projected period; this does not factor in replacement openings.

**Replacements:** Estimate of job openings resulting from workers retiring or otherwise permanently leaving an occupation. Workers entering an occupation often need training. These replacement needs, added to job openings due to growth, may be used to assess the minimum number of workers who will need to be trained for an occupation.

**Total Job Openings (New + Replacements):** Sum of projected growth (new jobs) and replacement needs. When an occupation is expected to lose jobs, or retain the current employment level, number of openings will equal replacements.

**Typical Education Requirement:** represents the typical education level most workers need to enter an occupation.

**Typical On-The-Job Training:** indicates the typical on-the-job training needed to attain competency in the skills needed in the occupation.