

## Labor Market Analysis: 0506.00 – Business Management

### Human Resources (Certificate of Achievement)

Los Angeles Center of Excellence, August 2022

#### Summary

<b>Program Endorsement:</b>	<b>Endorsed:</b> All Criteria Met <input type="checkbox"/>	<b>Endorsed:</b> Some Criteria Met <input checked="" type="checkbox"/>	<b>Not</b> Endorsed <input type="checkbox"/>
<b>Program Endorsement Criteria</b>			
<b>Supply Gap:</b>	Yes <input checked="" type="checkbox"/> (See comments below)		No <input type="checkbox"/>
<b>Living Wage:</b> (Entry-Level, 25 <sup>th</sup> )	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
<b>Education:</b>	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
<b>Emerging Occupation(s)</b>			
Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	

The Los Angeles Center of Excellence for Labor Market Research (LA COE) prepared this report to provide regional labor market supply and demand data related to two middle-skill occupations:

- **Payroll and timekeeping clerks (43-3051)** Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.<sup>1</sup>
- **Human resources assistants, except payroll and timekeeping (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.<sup>2</sup>

Middle-skill occupations typically require some postsecondary education, but less than a bachelor's degree.<sup>3</sup> This report is intended to help determine whether there is demand in the local labor market that is not being met by the supply from community college programs that align with the relevant occupations.

Based on the available data, there appears to be a slight supply gap in the region for these two occupations. However, since the gap is within the COE's acceptable margin (25% over or under the number of annual openings), it is considered "supply met" rather than a "supply gap." One complicating factor of this particular analysis is that the program used for the supply side is

<sup>1</sup> [43-3051.00 - Payroll and Timekeeping Clerks \(onetonline.org\)](#)

<sup>2</sup> [43-4161.00 - Human Resources Assistants, Except Payroll and Timekeeping \(onetonline.org\)](#)

<sup>3</sup> The COE classifies middle-skill jobs as the following:

- All occupations that require an educational requirement of some college, associate degree or apprenticeship;
- All occupations that require a bachelor's degree, but also have more than one-third of their existing labor force with an educational attainment of some college or associate degree; or
- All occupations that require a high school diploma or equivalent or no formal education, but also require short- to long-term on-the-job training where multiple community colleges have existing programs.

Business Management (TOP 0506.00), which is where most community college HR programs are coded throughout the state. However, traditional business management programs focus on much more than just human resources. Further, there are HR programs throughout the state classified under several other TOP codes. When there is not a dedicated TOP code for a specific program area such as human resources, it is challenging to accurately gauge relevant completions, which increases the margin of error in the supply side analysis (overestimating the supply estimates in this case). Therefore, given that the oversupply is within an acceptable margin, entry-level wages are above the self-sufficiency standard for one adult in Los Angeles County, and more than 40% of current workers in these occupations have completed some college or an associate degree, **the COE endorses this proposed program.** Detailed reasons include:

**Demand:**

- **Supply Gap Criteria** – Over the next five years, **1,219 jobs are projected to be available annually** in the region due to retirements and workers leaving the field, **which is slightly more than the three-year average of 1,127 awards conferred** by educational institutions in the region.
- **Living Wage Criteria** – In Los Angeles County, **both occupations have entry-level wages above the self-sufficiency standard wage (\$18.10/hour).**<sup>4</sup>
- **Educational Criteria** – Within the greater LA/OC region, **59% of the annual job openings** for middle-skill occupations related to human resources **typically require a high school diploma or equivalent.**
  - However, national-level educational attainment data indicates that **between 40% and 48% of workers in the field have completed some college or an associate degree.**

**Supply:**

- Between 2018 and 2021, **22 community colleges** in the greater LA/OC region issued awards in Business Management (TOP 0506.00) conferring an average of **1,127 awards.**
  - Since there is not a dedicated TOP code for Human Resources programs, **10 colleges** in the LA/OC region have Business Management (0506.00) programs that **focus on Human Resources.**

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<sup>4</sup> Self-Sufficiency Standard wage data was pulled from The Self-Sufficiency Standard Tool for California. For more information, visit: <http://selfsufficiencystandard.org/california>.

## Occupational Demand

Exhibit 1 shows the five-year occupational demand projections for the two occupations of interest. In the greater Los Angeles/Orange County region, the number of jobs related to these occupations is projected to decrease by 6% through 2026. However, there will be more than 1,200 job openings per year through 2026 due to retirements and workers leaving the field.

**Exhibit 1: Occupational demand in Los Angeles and Orange Counties<sup>5</sup>**

Geography	2021 Jobs	2026 Jobs	2021-2026 Change	2021-2026 % Change	Annual Openings
Los Angeles	9,004	8,422	(582)	(6%)	881
Orange	3,439	3,239	(200)	(6%)	338
<b>Total</b>	<b>12,443</b>	<b>11,660</b>	<b>(782)</b>	<b>(6%)</b>	<b>1,219</b>

## Wages

The labor market endorsement in this report considers the entry-level hourly wages for the two occupations in Los Angeles County, as they relate to the county's self-sufficiency standard wage. Orange County wages are included below in order to provide a complete analysis of the greater LA/OC region. Detailed wage information, by county, is included in Appendix A.

**Los Angeles County** – Both occupations have entry-level wages **above** the self-sufficiency standard wage for one adult (\$18.10 in Los Angeles County). Typical entry-level hourly wages are in a range between \$18.38 and \$22.30. Experienced workers can expect to earn wages between \$29.15 and \$30.42.

**Exhibit 2: Hourly Earnings for Occupations in Los Angeles County**

Occupation	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Payroll and Timekeeping Clerks (43-3051)	\$22.30	\$28.85	\$30.42
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	\$18.38	\$22.87	\$29.15

**Orange County** – The majority (59%) of annual openings for the occupations of interest have entry-level wages **above** the self-sufficiency standard wage for one adult (\$20.63 in Orange County). Typical entry-level hourly wages are in a range between \$17.82 and \$21.64. The occupation with entry-level wages above the county's self-sufficiency standard wage is *payroll and timekeeping clerks* (\$21.64). Experienced workers can expect to earn wages between \$28.30 and \$29.50, which are above the self-sufficiency standard wage estimate.

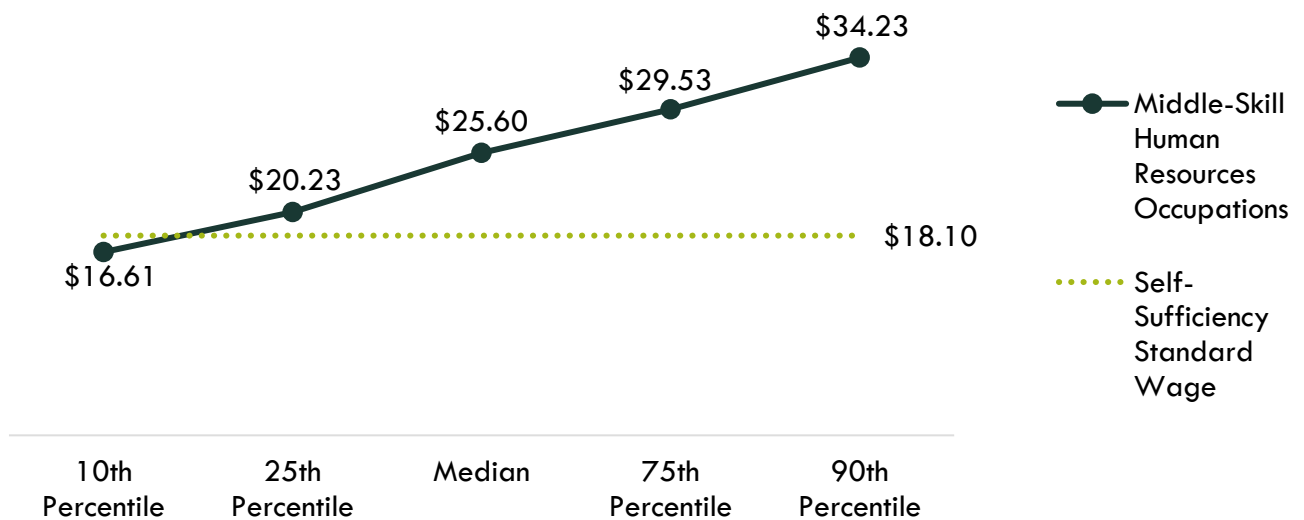
<sup>5</sup> Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

**Exhibit 3: Hourly Earnings for Occupations in Orange County**

Occupation	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Payroll and Timekeeping Clerks (43-3051)	\$21.64	\$27.90	\$29.50
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	\$17.82	\$22.28	\$28.30

On average, the entry-level earnings (25<sup>th</sup> percentile) for the occupations in this report are \$20.23; this is above the self-sufficiency standard wage for one single adult in Los Angeles County (\$18.10). Exhibit 4 shows the average wage for the occupations in this report, from entry-level to experienced workers.

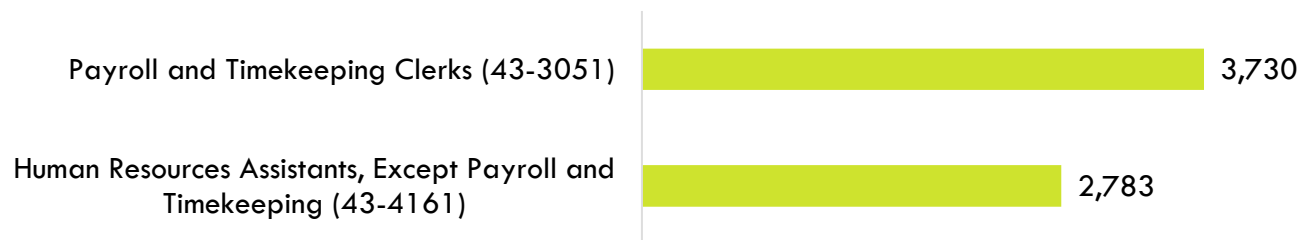
**Exhibit 4: Average Hourly Earnings for Middle-Skill Human Resources Occupations in LA/OC**



## Job Postings

Over the past 12 months, there have been 6,513 online job postings in the region related to the two occupations of interest. Exhibit 5 displays the number of job postings by occupation. The majority of job postings (57%) were for *payroll and timekeeping clerks*, followed by *human resources assistants, except payroll and timekeeping* (43%). The highest number of job postings were for human resources assistants, payroll specialists, payroll clerks, payroll administrators, and payroll coordinators. The top skills were payroll processing, data entry, accounting, customer service, onboarding, administrative support, and Human Resource Information System (HRIS). The top employers, by number of job postings, in the region were Emanate Health, Prime Healthcare Services, and Ultimate Staffing Services.

**Exhibit 5: Job postings by occupation (last 12 months)**



## Educational Attainment

The Bureau of Labor Statistics (BLS) lists the following typical entry-level education levels for the occupations in this report:

- **Associate degree:** *Human resources assistants, except payroll and timekeeping* (43-4161)
- **High school diploma or equivalent:** *Payroll and timekeeping clerks* (43-3051)

In the greater LA/OC region, the majority of annual job openings (59%) typically require a high school diploma or equivalent. However, national-level educational attainment data indicates that between 40% and 48% of workers in the field have completed some college or an associate degree.

## Educational Supply

**Community College Supply** – Exhibit 6 shows the annual and three-year average number of awards conferred by community colleges in Business Management (TOP 0506.00). The colleges with the most completions in the region are Cerritos, Mt. San Antonio, and Coastline. Since there is not a dedicated TOP code for Human Resources programs, the majority of HR programs at community colleges across the state are coded under Business Management (0506.00). According to the Chancellor's Office Curriculum Inventory (COCI), 10 colleges in the greater LA/OC region have Business Management (0506.00) programs that focus on Human Resources – an asterisk below notates these.

**Exhibit 6: Regional community college awards (certificates and degrees), 2018-2021**

TOP	Program	College	2018-19 Awards	2019-20 Awards	2020-21 Awards	3-Year Average
0506.00	Business Management	Cerritos*	456	516	387	453
		Citrus*	2	-	-	1
		Compton	3	-	-	1
		East LA	29	18	17	21
		El Camino	23	33	49	35
		Glendale*	9	13	15	12
		LA City	18	39	18	25
		LA Mission	3	1	4	3
		LA Pierce	3	2	7	4
		LA Valley	33	36	30	33
		Long Beach	21	29	44	31
		Mt San Antonio*	202	145	150	166
		Santa Monica	23	-	-	8
		<b>LA Subtotal</b>	<b>825</b>	<b>832</b>	<b>721</b>	<b>793</b>
		Coastline*	84	72	307	154
		Cypress	6	3	7	5
		Fullerton*	11	12	11	11
		Golden West*	20	8	11	13
		Irvine Valley	3	14	5	7
		N. Orange Adult	27	36	19	27
		Orange Coast*	40	16	19	25
		Santa Ana	64	71	40	58
		Santiago Canyon	17	24	55	32
		<b>OC Subtotal</b>	<b>272</b>	<b>256</b>	<b>474</b>	<b>334</b>
		<b>Supply Total/Average</b>	<b>1,097</b>	<b>1,088</b>	<b>1,195</b>	<b>1,127</b>

\*Colleges with dedicated Human Resources programs coded under Business Management (0506.00). Two additional colleges have Human Resources programs that were recently approved in 2022: Pasadena and Saddleback.

**Non-Community College Supply** – Over the past three years, there were no subbaccalaureate awards issued from non-community college institutions in the greater LA/OC region related to human resources. There have been postbaccalaureate certificates, bachelor's, and master's degrees awards at the following CIP codes:

- 52.1001 - Human Resources Management/Personnel Administration, General
- 52.1005 - Human Resources Development

**Appendix A: Occupational demand and wage data by county**

**Exhibit 7. Los Angeles County**

Occupation (SOC)	2021 Jobs	2026 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Payroll and Timekeeping Clerks (43-3051)	5,250	4,788	(462)	(9%)	515	\$22.30	\$28.85	\$30.42
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	3,754	3,634	(120)	(3%)	366	\$18.38	\$22.87	\$29.15
<b>Total</b>	<b>9,004</b>	<b>8,422</b>	<b>(582)</b>	<b>(6%)</b>	<b>881</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Exhibit 8. Orange County**

Occupation (SOC)	2021 Jobs	2026 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Payroll and Timekeeping Clerks (43-3051)	2,023	1,869	(154)	(8%)	200	\$21.64	\$27.90	\$29.50
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	1,416	1,369	(46)	(3%)	138	\$17.82	\$22.28	\$28.30
<b>Total</b>	<b>3,439</b>	<b>3,239</b>	<b>(200)</b>	<b>(6%)</b>	<b>338</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Exhibit 9. Los Angeles and Orange Counties

Occupation (SOC)	2021 Jobs	2026 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Typical Entry- Level Education
Payroll and Timekeeping Clerks (43-3051)	7,273	6,658	(616)	(8%)	714	HS diploma or equivalent
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	5,169	5,003	(166)	(3%)	505	Associate degree
<b>Total</b>	<b>12,443</b>	<b>11,660</b>	<b>(782)</b>	<b>(6%)</b>	<b>1,219</b>	<b>-</b>

#### Appendix B: Sources

- O\*NET Online
- Labor Insight (Burning Glass Technologies)
- Lightcast (formerly Emsi)
- Bureau of Labor Statistics (BLS)
- California Employment Development Department, Labor Market Information Division, OES
- California Community Colleges Chancellor's Office Management Information Systems (MIS)
- Self-Sufficiency Standard at the Center for Women's Welfare, University of Washington
- Chancellor's Office Curriculum Inventory (COCI 2.0)

For more information, please contact:

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