Labor Market Analysis for Program Review 2140.00/Legal and Community Interpretation (*Spanish/English Interpretation and Translation CA & AS*) (*Vietnamese/English Interpretation and Translation CA & AS*)

Orange County Center of Excellence, October 2024

Program reviews are conducted by individual colleges to periodically review curriculum of their existing programs, and in the case of career technical education programs, ensure continued alignment with regional labor market needs. Because a program review evaluates an existing program, rather than establishing a new program, additional supply will not be added; therefore, the endorsement criteria included in this report is determined slightly differently than it is for a new program that requires regional recommendation.

Summary

Program LMI Endorsement	Endorsed: All LMI Criteria Met ☐	Endorsed: Some LMI Criteria Met ☒	Not LMI Endorsed ☐

Program LMI Endorsement Criteria

Supply Gap:	Yes ☑	No ☐
	Comments: there is projected to be **1,551 annual job openings** throughout Los Angeles and Orange counties for these interpreting occupations, which **is more than the 114 awards conferred by educational institutions.**	
Self-Sufficiency Standard Living Wage[1]:	Yes ☐	No ☑
	Comments: **all annual job openings** for these interpreting occupations **have entry-level hourly wages below the OC living wage of $27.13.**	
Education:	Yes ☑	No ☐
	Comments: The majority (75%) of annual job openings for these interpreting occupations typically require a high school diploma. However, **between 33% and 52% of workers in the field have completed some college or an associate degree as their highest level of education.**	

Additional Considerations

Emerging Occupation(s):	Yes ☐	No ☑
	Comments: N/A	
OC Resilient Job(s):	Yes ☑	No ☐
	Comments: See Resilient Jobs and US News & World Report Best Jobs	
U.S. News & World Report 2024 Best Jobs List[2]:	Yes ☐	No ☑
	Comments: See Resilient Jobs and US News & World Report Best Jobs	

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[1] At the direction of the California Community College Chancellor's Office, the living wage endorsement criteria in this report uses the University of Washington's Center for Women's Welfare Self-Sufficiency Standard, which the COE refers to as a living wage, to determine Orange County's living wage of $27.13, last updated in March 2024.
[2] "100 Best Jobs of 2024," U.S. News & World Report, accessed May 7, 2024, https://money.usnews.com/careers/best-jobs/rankings/the-100-best-jobs.

The Orange County Center of Excellence for Labor Market Research (OC COE) prepared this report to determine whether there is a supply gap in the Los Angeles/Orange County regional labor market related to two middle-skill occupations:

- *Interpreters and Translators (27-3091)*
- *Legal Secretaries and Administrative Assistants (43-6012)*

Based on the available data there appears to be a supply gap for these interpreting occupations and typical education requirements for these occupations align with a community college education. However, all job openings have entry-level wages below the Self-Sufficiency Standard living wage. **Therefore, due to some of the regional labor market criteria being met, the COE endorses this proposed program.**

Exhibit 1 lists the occupational demand, supply, typical entry-level education, and educational attainment for the occupations included in this report.

Exhibit 1: Labor Market Endorsement Summary

Occupation (SOC)	Demand (Annual Openings)	Supply (CC and Non-CC)	Entry-Level Hourly Earnings (25th Percentile)	Typical Entry-Level Education	Community College Educational Attainment
Interpreters and Translators (27-3091)	LA: 290	LA: 59	OC: $21.22	Bachelor's degree	33%
	OC: 100	OC: 38			
	TTL: 390	TTL: 98			
Legal Secretaries and Administrative Assistants (43-6012)	LA: 896	LA: 14	OC: $22.17	High school diploma or equivalent	52%
	OC: 265	OC: 2			
	TTL: 1,161	TTL: 17			
Total	**1,551**	**114**	**N/A**	**N/A**	**N/A**

Demand:

- The number of jobs related to these interpreting occupations are projected to decrease 2% through 2028, equating to 1,551 annual job openings due to retirements and replacements.
- Hourly entry-level wages for these interpreting occupations range from $21.22 to $22.17 in Orange County; all annual job openings have entry-level wages below the Self-Sufficiency Standard living wage.
- There were 2,569 online job postings for these interpreting occupations over the past 12 months. The highest number of postings were for legal secretaries, litigation secretaries, litigation legal secretaries, and sign language interpreters.
    - Of the 2,569 postings, 38% (968) included knowledge of specific languages. The top foreign languages requested were Spanish, Vietnamese, and Arabic.
- The typical entry-level education for these interpreting occupations ranges from a high school diploma or equivalent to a bachelor's degree.
- Between 33% and 52% of workers in the field have completed some college or an associate degree as their highest level of educational attainment.

Supply:

- There was an average of 114 awards conferred by 15 community colleges in Los Angeles and Orange Counties from 2020 to 2023.

- Non-community college institutions did not confer any related awards from 2019 to 2022.
- Currently, only one Orange County community college (Santa Ana) offers a Legal and Community Interpretation program. However, all programs were approved in 2021 or later. Therefore, there is insufficient data to determine the median annual wages after exiting, as well as the percentage of students that reported they are employed in their field of study.

Demand

Occupational Projections:

Exhibit 2 shows the annual percent change in jobs for these interpreting occupations from 2018 through 2028. Though there was a 7% decline across all occupations in 2020 due to the COVID-19 pandemic, employment in these interpreting occupations increased 4% during the same period in Orange County.

In the two years preceding the pandemic, employment for these occupations fluctuated in Orange County, with a decrease in 2018 and 2019 following. After an increase in employment in 2020 and 2021, employment for these interpreting occupations sharply declined through 2023. Employment for these occupations in Orange County is projected to slightly decline each year through 2028.

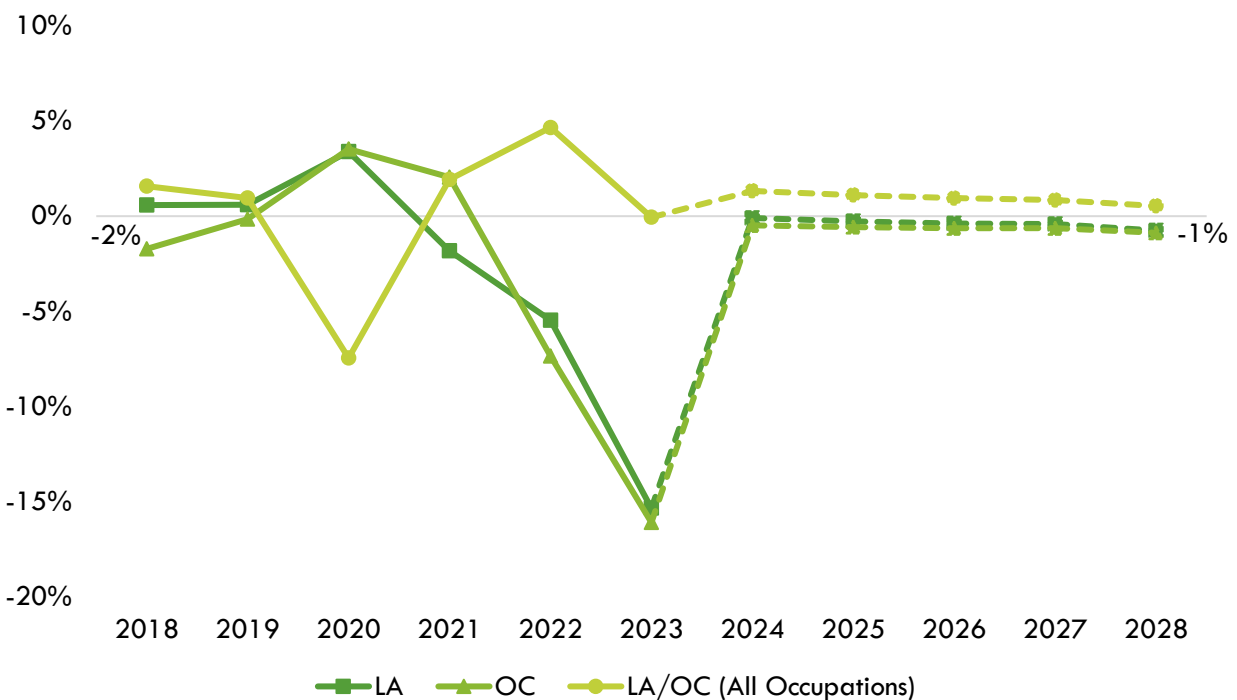### Exhibit 2: Annual Percent Change in Jobs for Interpreting Occupations, 2018-2028

Exhibit 3 shows the five-year occupational demand projections for these interpreting occupations. In Los Angeles/Orange County, the number of jobs related to these occupations is projected to decrease 2% through 2028. There is projected to be 1,551 jobs available annually due to retirements and replacements.

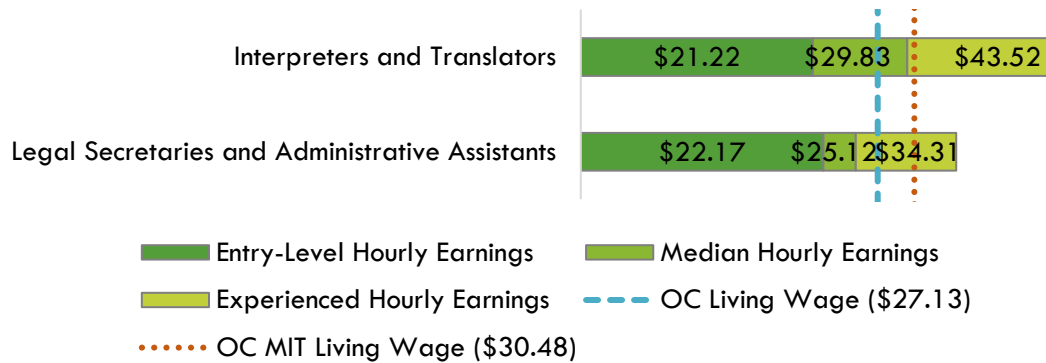| Geography	2023 Jobs	2028 Jobs	2023-2028 Change	2023-2028 % Change	Annual Openings
Los Angeles	10,789	10,583	(206)	(2%)	1,186
Orange	3,334	3,229	(105)	(3%)	365
Total	**14,123**	**13,811**	**(312)**	**(2%)**	**1,551**

Wages:

The labor market endorsement in this report considers the entry-level hourly wages for these interpreting occupations in Orange County as they relate to the county's living wage. Los Angeles County wages are included below to provide a complete analysis of the LA/OC region.

At the direction of the California Community College Chancellor's Office, the living wage endorsement criteria in this report uses the University of Washington's Center for Women's Welfare Self-Sufficiency Standard, which the COE refers to as a living wage, to determine Orange County's living wage of $27.13, last updated in March 2024. Additionally, data for the MIT Living Wage, updated on February 14, 2024, is provided as a reference. Currently, the MIT Living Wage in Orange County is $30.48. Both figures, which account for geographic-specific costs of necessities such as housing, food, health care, and transportation to assess the cost of living, are notated in the exhibits below.

All annual openings for these interpreting occupations have entry-level wages below the Self-Sufficiency Standard living wage for one adult ($27.13 in Orange County). Typical entry-level hourly wages range between $21.22 and $22.17. Orange County's average wages ($31.19) are below the average statewide wage of $34.16 for these occupations. Exhibit 4 shows the wage range for each of these interpreting occupations in Orange County and how they compare to the regional living wage, sorted from lowest to highest entry-level wage.

Exhibit 4: Wages by Occupation in Orange County

Interpreters and Translators: $21.22 $29.83 $43.52

Legal Secretaries and Administrative Assistants: $22.17 $25.12 $34.31

- Entry-Level Hourly Earnings
- Median Hourly Earnings
- Experienced Hourly Earnings
- OC Living Wage ($27.13)
- OC MIT Living Wage ($30.48)

The majority (76%) of annual openings for these interpreting occupations have entry-level wages above the Self-Sufficiency Standard living wage for one adult ($24.03 in Los Angeles County). Typical entry-level hourly wages range between $23.54 and $25.54. Los Angeles County's average wages ($34.68) are slightly above the average statewide wage of $34.16 for these occupations. Exhibit 5 shows the wage range for each of these interpreting occupations in Los Angeles County and how they compare to the regional living wage, sorted from lowest to highest entry-level wage.
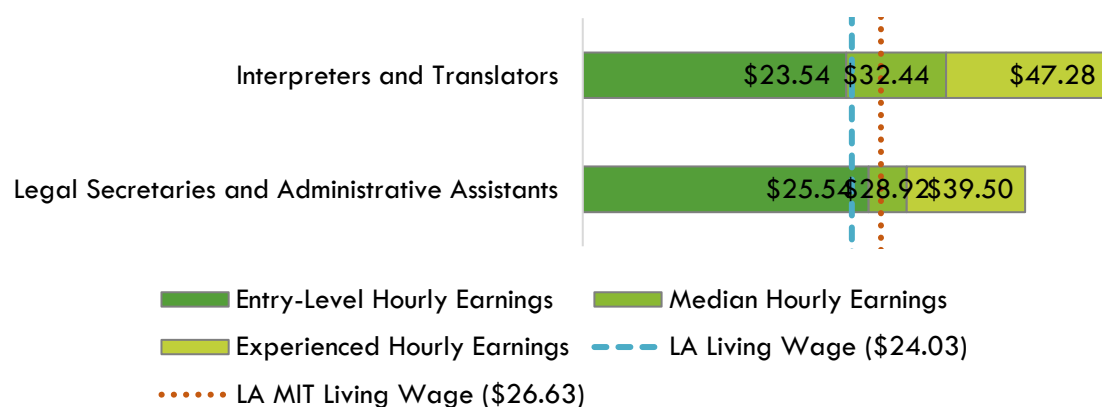
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[3] Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

Exhibit 5: Wages by Occupation in Los Angeles County

Interpreters and Translators — $23.54 $32.44 $47.28

Legal Secretaries and Administrative Assistants — $25.54 $28.92 $39.50

Legend:
- ■ Entry-Level Hourly Earnings
- ■ Median Hourly Earnings
- ■ Experienced Hourly Earnings
- – – LA Living Wage ($24.03)
- ⋯⋯ LA MIT Living Wage ($26.63)

Resilient Jobs and U.S. News & World Report Best Jobs:

Exhibit 6 shows if each occupation is considered an Orange County Great Recession-Resilient, COVID-19 Pandemic Recession-Resilient Job, or a 2024 U.S. News & World Report (USN&WR) Best Job. Only one occupation, *interpreters and translators*, met the criteria to be considered a Great Recession-Resilient and COVID-19 Pandemic Recession-Resilient Job. Neither of these interpreting occupations are USN&WR Best Jobs.

Exhibit 6: Resilient Jobs and USN&WR Best Jobs Designations

Occupation	Great Recession-Resilient Job	COVID-19 Pandemic Recession-Resilient Job	2024 USN&WR Best Job
Interpreters and Translators	☑	☑	☐
Legal Secretaries and Administrative Assistants	☐	☐	☐

Job Postings:

Important Online Job Postings Data Note: *Online job postings data is sourced from Lightcast, a labor market analytics firm that scrapes, collects, and organizes data from online job boards such as LinkedIn, Indeed, Glassdoor, Monster, GovernmentJobs.com, and thousands more. Lightcast uses natural language processing (NLP) to determine the related company, industry, occupation, and other information for each job posting. However, NLP has limitations that include understanding contextual words of phrases; determining differences in words that can be used as nouns, verbs, and/or adjectives; and misspellings or grammatical errors.[4] For these reasons, job postings could be assigned to the wrong employer, industry, or occupation within Lightcast's database.*

Additionally, there are several limitations when analyzing job postings. A single job posting may not represent a single job opening, as employers may be creating a pool of candidates for future openings or hiring for multiple positions with a single posting. Additionally, not all jobs are posted online, and jobs may be filled through other methods such as internal promotion, word-of-mouth advertising, physical job boards, or a variety of other channels.

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[4] K. R. Chowdhary, Fundamentals of Artificial Intelligence (Basingstoke: Springer Nature, 2020), https://link.springer.com/book/10.1007/978-81-322-3972-7.

This section includes two analyses of online job postings listed in Orange and Los Angeles counties over the past 12 months. The first analysis includes data for all job postings related to these two interpreting occupations. The second analysis focuses on the postings for these interpreting occupations that specifically requested knowledge of at least one foreign language. There were 2,569 online job postings related to these interpreting occupations, as shown in Exhibit 7. Postings were split nearly evenly between the two occupations.

Exhibit 7: Number of Job Postings by Occupation (n=2,569)

Occupation	Job Postings	Percentage of Job Postings
Interpreters and Translators	1,292	50.3%
Legal Secretaries and Administrative Assistants	1,277	49.7%
Total Postings	**2,569**	**100%**

The top employers in the region, by number of job postings, are shown in Exhibit 8.

Exhibit 8: Top Employers by Number of Job Postings (n=2,569)

Employer	Job Postings	Percentage of Job Postings
Federal Bureau of Investigation	148	4%
Adams & Martin Group	108	3%
Robert Half	82	2%
Kent Daniels & Associates	51	1%
Online Interpreters	47	1%
AppleOne	45	1%
University of California	43	1%
Lee Company	30	1%
Roth Staffing Companies	30	1%
California State University	28	1%

The top specialized, soft, and computer skills listed by those most frequently mentioned in job postings (denoted in parentheses) are shown in Exhibit 9.

Exhibit 9: Top Skills by Number of Job Postings (n=2,569)

Top Specialized Skills	Top Soft Skills	Top Computer Skills
Lawsuits (834)	Communication (1016)	Microsoft Outlook (434)
Legal Pleadings (488)	English Language (827)	Microsoft Office (410)
Proofreading (439)	Filing (757)	Microsoft Excel (394)
Language Translation (406)	Detail Oriented (607)	Microsoft PowerPoint (228)
Legal Discovery (334)	Microsoft Outlook (434)	Microsoft Word (216)
Legal Depositions (318)	Spanish Language (412)	Document Management Systems (144)
Language Interpretation (309)	Microsoft Office (410)	Law Practice Management Software (61)
Billing (265)	Microsoft Excel (394)	Spreadsheets (46)
Administrative Support (261)	Calendaring (383)	Westlaw (40)
Civil Law (235)	Organizational Skills (340)	Zoom (Video Conferencing Tool) (35)

Of the 2,569 online job postings, 38% (968) requested knowledge of at least one specific foreign language. The vast majority (61%) of postings requested Spanish, followed by Vietnamese (23%), Arabic (19%), and Farsi (19%).

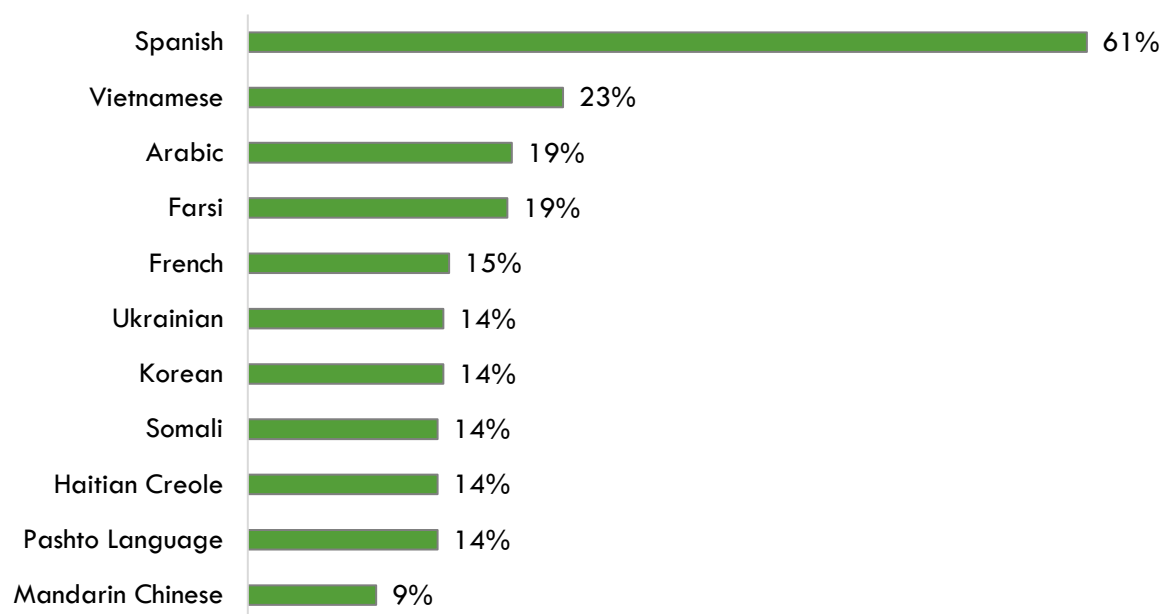### Exhibit 10: Top Foreign Languages Requested by Number of Job Postings (n=968)

Language	Percentage
Spanish	61%
Vietnamese	23%
Arabic	19%
Farsi	19%
French	15%
Ukrainian	14%
Korean	14%
Somali	14%
Haitian Creole	14%
Pashto Language	14%
Mandarin Chinese	9%

Exhibit 11 shows the top employers that requested at least one foreign language.

Exhibit 11: Top Foreign Language Employers by Number of Job Postings (n=968)

Employer	Job Postings	Percentage of Job Postings
Federal Bureau of Investigation	148	15%
University of California	40	4%
Online Interpreters	38	4%
Vernacular Language Services	25	3%
CIT	13	1%
Children's Hospital Los Angeles	12	1%
Accurate Communication	10	1%
AppleOne	7	1%
California State University	7	1%
CTS Languagelink	7	1%

The top specialized, soft, and computer skills for postings that requested at least one foreign language, listed by those most frequently mentioned in job postings (denoted in parentheses) are shown in Exhibit 12.

Exhibit 12: Top Foreign Language Skills by Number of Job Postings (n=2,569)

Top Specialized Skills	Top Soft Skills	Top Computer Skills
Language Translation (363)	English Language (653)	Microsoft Office (104)
Language Interpretation (204)	Spanish Language (412)	Microsoft Excel (69)

Top Specialized Skills	Top Soft Skills	Top Computer Skills
Farsi Language (182)	Communication (341)	Microsoft PowerPoint (50)
Bilingual (Spanish/English) (176)	Multilingualism (327)	Microsoft Outlook (47)
Cybercrime (148)	Vietnamese Language (221)	Microsoft Word (47)
Espionage (148)	Foreign Language (191)	Document Management Systems (15)
Ukrainian Language (137)	Arabic Language (185)	Operating Systems (11)
Somali Language (133)	Investigation (159)	Mac OS (10)
Counterintelligence (113)	Writing (150)	Spreadsheets (10)
Human Trafficking Issues (113)	French Language (141)	Apple IOS (9)

Educational Attainment:

The Bureau of Labor Statistics (BLS) lists a high school diploma or equivalent as the typical entry-level education for *legal secretaries and administrative assistants* and a bachelor's degree for *interpreters and translators*. The national-level educational attainment data indicates between 33% and 52% of workers in the field have completed some college or an associate degree as their highest level of education. Exhibit 13 shows the educational attainment for each occupation, sorted by highest community college educational attainment to lowest.

Exhibit 13: National-level Educational Attainment for Occupations

Legend:
- High School Diploma or Less
- Some College or Associate Degree
- Bachelor's Degree
- Graduate or Professional Degree

Legal Secretaries and Administrative Assistants: 25% / 52% / 19% / 4%
Interpreters and Translators: 12% / 33% / 35% / 21%
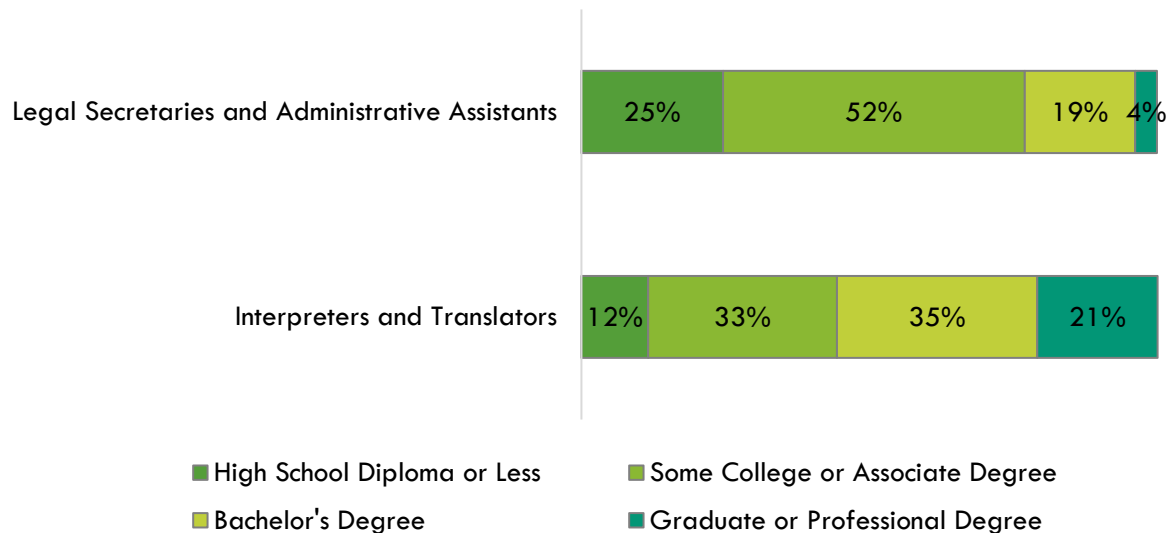
Of the 38% of the cumulative job postings for these interpreting occupations that listed a minimum education requirement in Los Angeles/Orange County, 65% (641) requested a high school diploma or an associate degree and 33% (323) requested a bachelor's degree.

Similarly, of the 38% of the cumulative job postings that requested knowledge of at least one foreign language that listed a minimum education requirement in Los Angeles/Orange County, 59% (218) requested a high school diploma or an associate degree and 38% (141) requested a bachelor's degree.

Educational Supply
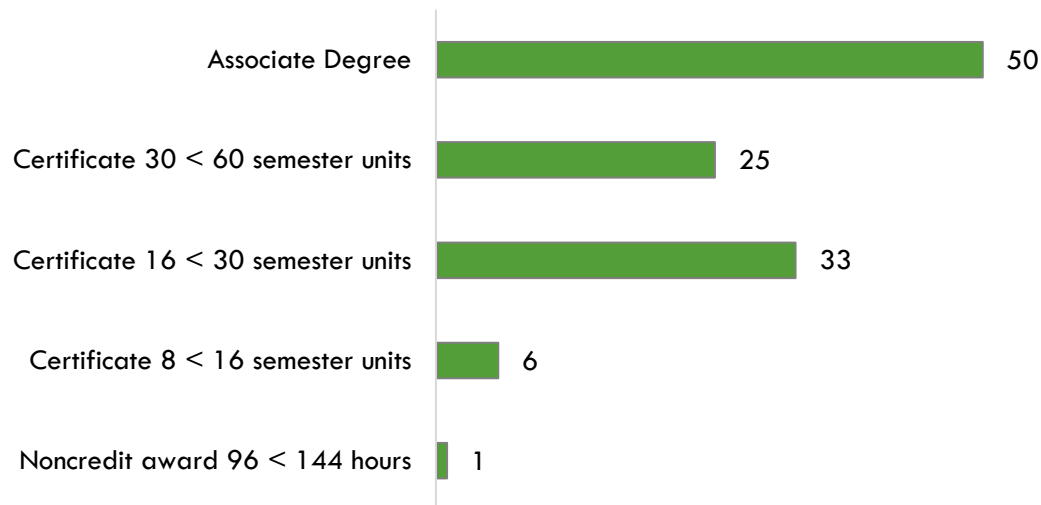
Community College Supply:

Exhibit 14 shows the three-year average number of awards conferred by community colleges in the related TOP codes: Legal Office Technology (0514.10), Sign Language Interpreting (0850.10), and Legal and Community Interpretation (2140.00). The colleges with the most completions in the region are Mt. San Antonio, LA Pierce, and Golden West. Over the past 12 months, there were no other related program recommendation requests from regional community colleges.

Exhibit 14: Regional Community College Awards (Certificates and Degrees), 2020-2023

TOP Code	Program	College	2020-2021 Awards	2021-2022 Awards	2022-2023 Awards	3-Year Award Average
0514.10	Legal Office Technology	Cerritos	2	0	4	2
		East LA	1	0	0	0
		LA City	1	0	0	0
		LA Pierce	0	3	5	3
		Santa Monica	3	7	2	4
		West LA	7	4	4	5
		LA Subtotal	**14**	**14**	**15**	**14**
		Cypress	0	1	2	1
		Santa Ana	3	1	0	1
		OC Subtotal	**3**	**2**	**2**	**2**
		Supply Subtotal/Average	**17**	**16**	**17**	**17**
0850.10	Sign Language Interpreting	East LA	1	5	9	5
		El Camino	15	10	14	13
		LA Pierce	12	18	21	17
		Mt San Antonio	23	25	19	22
		Rio Hondo	1	1	1	1
		LA Subtotal	**52**	**59**	**64**	**58**
		Golden West	20	18	18	19
		Saddleback	0	0	4	1
		Santiago Canyon	2	0	9	4
		OC Subtotal	**22**	**18**	**31**	**24**
		Supply Subtotal/Average	**74**	**77**	**95**	**82**
2140.00	Legal and Community Interpretation	Pasadena	0	0	3	1
		LA Subtotal	**0**	**0**	**3**	**1**
		Santa Ana	10	6	28	15
		OC Subtotal	**10**	**6**	**28**	**15**
		Supply Subtotal/Average	**10**	**6**	**31**	**16**
		Supply Total/Average	**101**	**99**	**143**	**114**

Exhibit 15 shows the annual average community college awards by type from 2020-21 to 2022-23. The plurality of the awards are for associate degrees, followed by certificates between 16 and less than 30 semester units, and certificates between 30 and less than 60 semester units.

Exhibit 15: Annual Average Community College Awards by Type, 2020-2023

Award Type	Value
Associate Degree	50
Certificate 30 < 60 semester units	25
Certificate 16 < 30 semester units	33
Certificate 8 < 16 semester units	6
Noncredit award 96 < 144 hours	1

Community College Student Outcomes:

Exhibit 16 shows the Strong Workforce Program (SWP) metrics for Legal and Community Interpretation programs in Rancho Santiago Community College District (RSCCD), the Orange County Region, and California. Currently, only one Orange County community college (Santa Ana) offers Legal and Community Interpretation programs. However, all programs were approved in 2021 or later. Therefore, data is not available for several metrics for both RSCCD and the Orange County region.

Of the 677 Legal and Community Interpretation students throughout the state, 22% attended an RSCCD college. California students that exited Legal and Community Interpretation programs in the 2021-22 academic year had median annual earnings of $53,880 ($25.90 per hour) and 67% attained the living wage.

Exhibit 16: Legal and Community Interpretation (2140.00) Strong Workforce Program Metrics, 2021-22[5]

SWP Metric	RSCCD	OC Region	California
SWP Students	148	Same as RSCCD	677
SWP Students Who Earned 9 or More Career Education Units in the District in a Single Year	41%	Same as RSCCD	31%
SWP Students Who Completed a Noncredit CTE or Workforce Preparation Course	Insufficient Data	Same as RSCCD	68%
SWP Students Who Earned a Degree or Certificate or Attained Apprenticeship Journey Status	Insufficient Data	Same as RSCCD	75
SWP Students Who Transferred to a Four-Year Postsecondary Institution (2019-20)	Insufficient Data	Same as RSCCD	30

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[5] All SWP metrics are for 2021-22 unless otherwise noted.

SWP Metric	RSCCD	OC Region	California
SWP Students with a Job Closely Related to Their Field of Study (2019-20)	Insufficient Data	Same as RSCCD	Insufficient Data
Median Annual Earnings for SWP Exiting Students (2020-21)	Insufficient Data	Same as RSCCD	$53,880 ($25.90)
Median Change in Earnings for SWP Exiting Students (2020-21)	Insufficient Data	Same as RSCCD	19%
SWP Exiting Students Who Attained the Living Wage (2020-21)	Insufficient Data	Same as RSCCD	67%

Non-Community College Supply:

To comprehensively analyze the regional supply, it is crucial to include data from other institutions offering interpreting and translation training programs. Non-community college institutions did not confer any awards between 2019 and 2022 under the following CIP codes:

- Language Interpretation and Translation (16.0103)
- Sign Language Interpretation and Translation (16.1603)
- Legal Administrative Assistant/Secretary (22.0301)
- Court Interpreter (22.0304)

Regional Demographics

This section examines demographic data for the OC population, along with occupational data, to identify potential diversity and equity issues addressable by community college programs.

As noted in the student outcomes section, only one Orange County community college (Santa Ana) offers Legal and Community Interpretation programs. Due to a low number of students, student demographic data is not available.
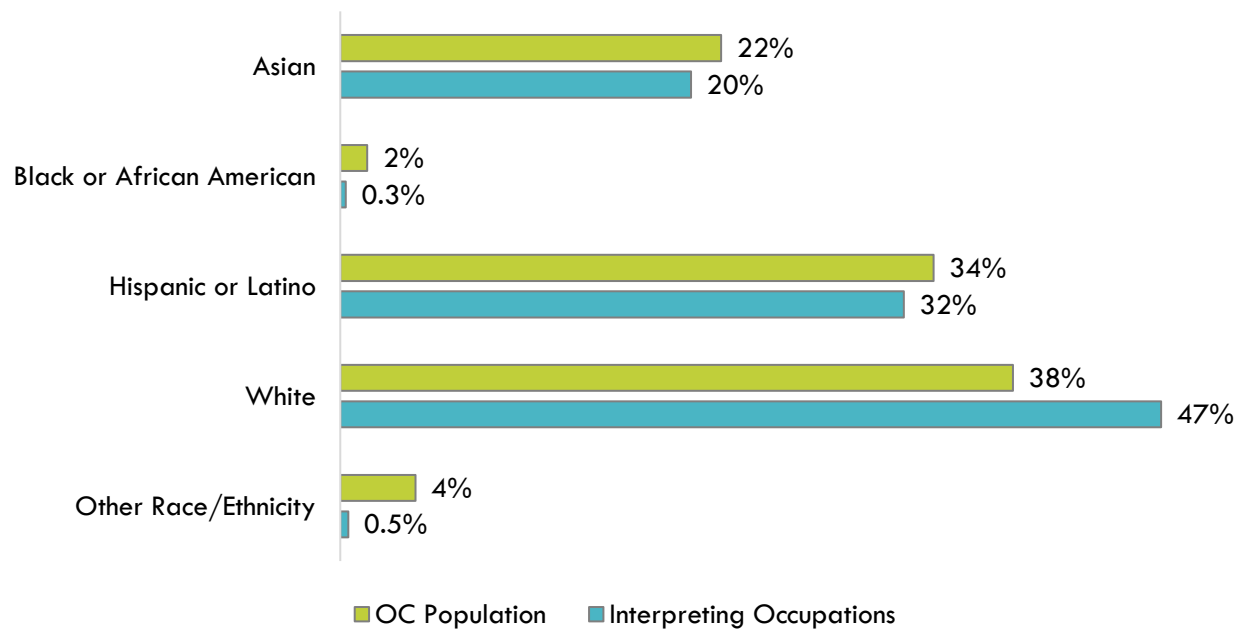
Ethnicity:

Exhibit 18 compares the ethnicity of the overall Orange County population and occupation-specific data for the two interpreting occupations included in this report.

Notably, 47% of workers employed in these interpreting occupations are white, which is higher than the population (38%). Other demographic groups are relatively aligned.

Examining disaggregated data for each occupation (not shown), *interpreters and translators* has a higher percentage of Asian workers (29%) compared to *legal secretaries and administrative assistants* (5%). Conversely, there is a higher percentage of Hispanic or Latino *legal secretaries and administrative assistants* (39%) compared to *interpreters and translators* (28%).

Exhibit 17: Program and County Demographics by Ethnicity

Asian — OC Population: 22%, Interpreting Occupations: 20%
Black or African American — OC Population: 2%, Interpreting Occupations: 0.3%
Hispanic or Latino — OC Population: 34%, Interpreting Occupations: 32%
White — OC Population: 38%, Interpreting Occupations: 47%
Other Race/Ethnicity — OC Population: 4%, Interpreting Occupations: 0.5%

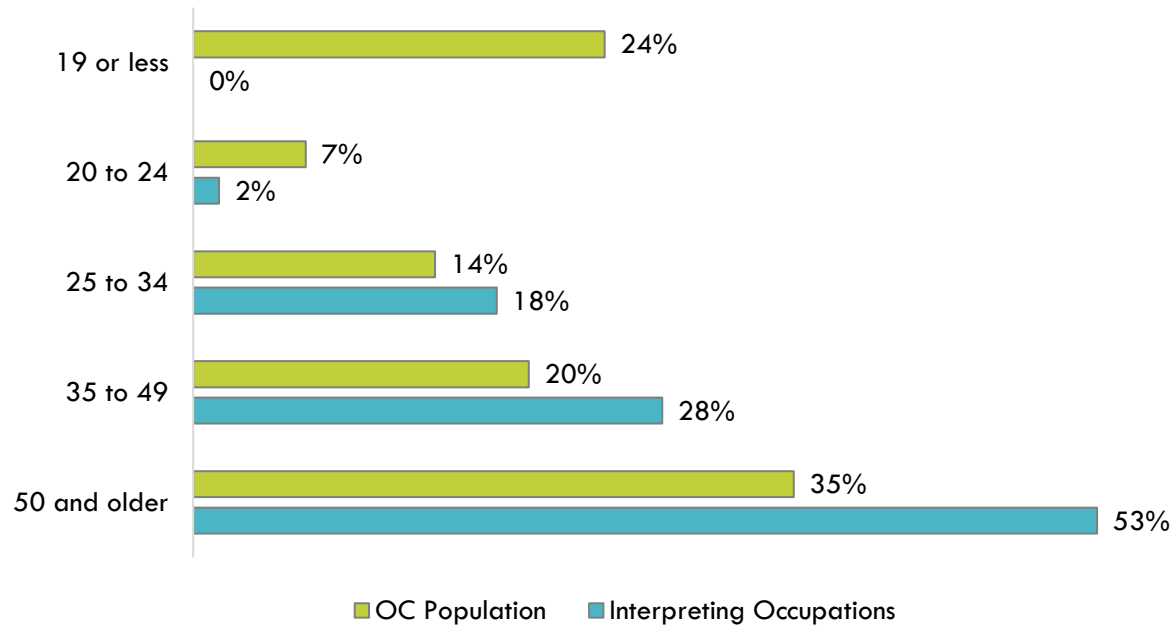■ OC Population   ■ Interpreting Occupations

Age:

Exhibit 19 compares the age of the overall Orange County population, and occupation-specific data for the two interpreting occupations included in this report.

Over 50% of workers in these interpreting occupations are age 50 and older, which is higher than the population (35%).

Examining disaggregated data for each occupation (not shown), there is a significantly higher percentage of *legal secretaries and administrative assistants* (65%) that are 50 and older compared to *interpreters and translators* (45%).

Exhibit 18: Program and County Demographics by Age

Legend: ■ OC Population   ■ Interpreting Occupations

| Age	OC Population	Interpreting Occupations
19 or less	24%	0%
20 to 24	7%	2%
25 to 34	14%	18%
35 to 49	20%	28%
50 and older	35%	53%

Sex:

Exhibit 20 compares the sex of the overall Orange County population, and occupation-specific data for these interpreting occupations.

Though the population is split evenly, women account for 80% of workers in these interpreting occupations. Examining disaggregated data for each occupation (not shown), 96% of *legal secretaries and administrative assistants* and 70% of *interpreters and translators* are women.

Exhibit 19: Program and County Demographics by Sex

	Female	Male
OC Population	50%	50%
Interpreting Occupations	80%	20%

□ Female □ Male
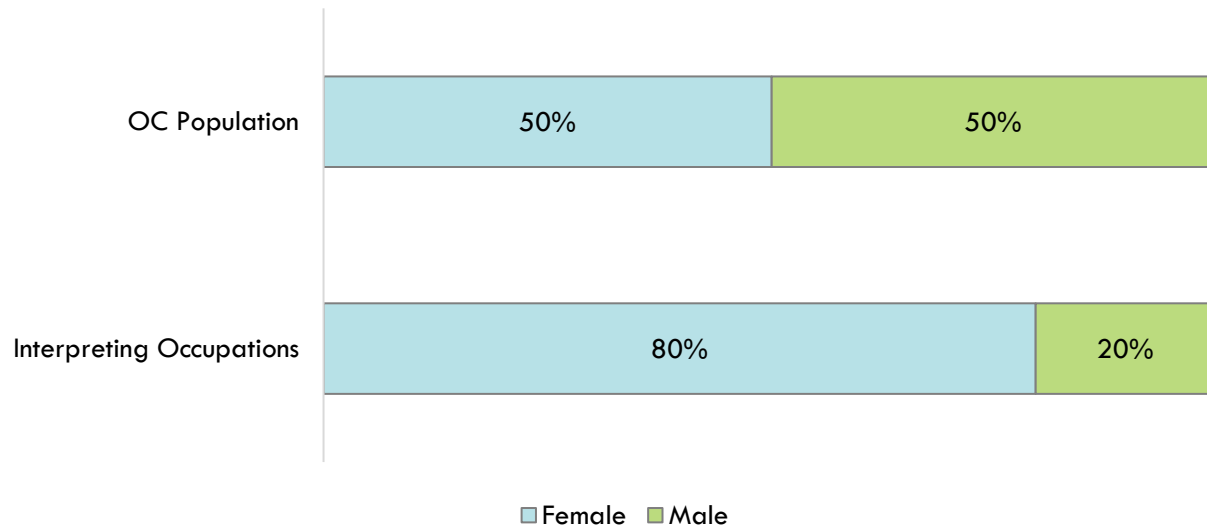
Appendix A: Methodology

The OC COE prepared this report by analyzing data from occupations and education programs. Occupational data is derived from Lightcast, a labor market analytics firm that consolidates data from the California Employment Development Department (EDD), U.S. Bureau of Labor Statistics (BLS) and other government agencies. Program supply data is drawn from two systems: Taxonomy of Programs (TOP) and Classification of Instructional Programs (CIP).

Using a TOP-SOC crosswalk, the OC COE identified middle-skill jobs for which programs within these TOP codes train. Middle-skill jobs include:

- 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.

The OC COE determined labor market supply for an occupation or SOC code by analyzing the number of program completers or awards in a related TOP or CIP code. The COE developed a "supply table" with this information, which is the source of the program supply data for this report. TOP code data comes from the California Community Colleges Chancellor's Office MIS Data Mart (datamart.cccco.edu) and CIP code data comes from the Integrated Postsecondary Education Data System (nces.ed.gov/ipeds/use-the-data), also known as IPEDS. TOP is a system of numerical codes used at the state level to collect and report information on California community college programs and courses throughout the state that have similar outcomes. CIP codes are a taxonomy of academic disciplines at institutions of higher education in the United States and Canada. Institutions outside of the California Community College system do not use TOP codes in their reporting systems.

Data included in this analysis represent the labor market demand for relevant positions most closely related to the proposed program as expressed by the requesting college in consultation with the OC COE. Traditional labor market information was used to show current and projected employment based on data trends, as well as annual average awards granted by regional community colleges. Real-time labor market information captures job post advertisements for occupations relevant to the field of study which can signal demand and show what employers are looking for in potential employees but is not a perfect measure of the quantity of open positions.

All representations have been produced from primary research and/or secondary review of publicly and/or privately available data and/or research reports. The most recent data available at the time of the analysis was examined; 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 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.

Appendix B: Data Sources

Data Type	Source
Occupational Projections, Wages, and Job Postings	Traditional labor market information data is sourced from Lightcast, a labor market analytics firm. Lightcast occupational employment data are based on final Lightcast industry data and final Lightcast staffing patterns. Wage estimates are based on Occupational Employment Statistics and the American Community Survey. For more information, see https://lightcast.io/
Living Wage	"Living Wage" measures the income necessary for an individual or family to afford basic expenses by assessing the costs such as housing, food, child care, health care, transportation, and taxes. Per the CCCCCO's this report's endorsement criteria uses the University of Washington's Center for Women's Welfare Self-Sufficiency Standard last updated in March 2024, which is $27.13 per hour ($56,451 annually) in Orange County. For more information, see: http://www.selfsufficiencystandard.org/California The MIT Living Wage, updated on February 14, 2024, is a nationally recognized living wage metric and is provided for reference. The current MIT Living Wage in Orange County is $30.48. For more information, see: https://livingwage.mit.edu/counties/06059
Typical Education and Training Requirements, and Educational Attainment	The Bureau of Labor Statistics (BLS) provides information about education and training requirements for hundreds of occupations. BLS uses a system to assign categories for entry-level education, work experience in a related occupation, and typical on-the-job training to each occupation for which BLS publishes projections data. For more information, see https://www.bls.gov/emp/documentation/education/tech.htm
Emerging Occupation Descriptions, Additional Education Requirements, and Employer Preferences	The O*NET database includes information on skills, abilities, knowledges, work activities, and interests associated with occupations. For more information, see https://www.onetonline.org/help/online/
Educational Supply	The CCCCO Data Mart provides information about students, courses, student services, outcomes and faculty and staff. For more information, see: https://datamart.cccco.edu The National Center for Education Statistics (NCES) Integrated Postsecondary Integrated Data System (IPEDS) collects data on the number of postsecondary awards earned (completions). For more information, see https://nces.ed.gov/ipeds/use-the-data/survey-components/7/completions
Student Metrics and Demographics	LaunchBoard, a statewide data system supported by the California Community Colleges Chancellor's Office and hosted by Cal-PASS Plus, provides data on progress, success, employment, and earnings outcomes for California community college students. For more information, see: https://www.calpassplus.org/LaunchBoard/Home.aspx

Data Type	Source
Population and Occupation Demographics	The Census Bureau's American Community Survey (ACS) is the premier source for detailed population and housing information. For more information, see: https://www.census.gov/programs-surveys/acs Data is sourced from IPUMS USA, a database providing access to ACS and other Census Bureau data products. For more information, see: https://usa.ipums.org/usa/about.shtml

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