



Labor Market Analysis: 0506.00 – Business Management

Business Management I – Certificate requiring 16 to fewer than 30 semester units

Los Angeles Center of Excellence, December 2024

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

SUMMARY

This report analyzes whether local labor market demand is being met by community college programs aligned with the identified middle-skill occupations¹ or whether a shortage of workers exists. Labor market demand is measured by annual job openings while education supply is measured by the number of awards (degrees and certificates) conferred on average each year.

Based on the available data, there does not appear to be a supply gap for the occupations of interest. While this program does not meet the traditional supply/demand endorsement criteria, there may be demand for middle-skill business management workers from local employers that is not reflected in traditional labor market data. For this reason, real-time labor market data is included in this report as well – to provide a more nuanced view of the regional job market for the target business management occupations in this report. Furthermore, the skills learned from these business management programs can be applied to a variety of occupations beyond the scope of this report, thus overestimating the supply for this specific set of four business management occupations. Entry-level wages exceed the self-sufficiency standard wage in both Los Angeles and Orange counties, and approximately one third of current middle-skill business management workers in the field have completed some college or an associate degree as their highest level of educational attainment.

Recommendation: Due to two of three program endorsement criteria being met, the Los Angeles Center of Excellence for Labor Market Research (LA COE) endorses this proposed program.

¹ Middle-skill occupations typically require some postsecondary education, but less than a bachelor’s degree. 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.

Key Findings

Supply Gap

- 11,868 annual job openings are projected in the region through 2028. This number is less than the three-year average of 20,794 awards conferred by educational institutions in the region.
 - Over the past 12 months, there were 24,440 online job postings for middle-skill business management occupations. The highest number of job postings were for operations managers, buyers, estimators, operations supervisors, and general managers.

Living Wage

- All four occupations in this report have entry-level wages **above** Los Angeles County's self-sufficiency standard hourly wage (\$24.03/hour).²

Educational Attainment

- A bachelor's degree is the typical entry-level education for the occupations in this report, according to the Bureau of Labor Statistics (BLS).
- 32%-38% of workers in the field have completed some college or an associate degree, according to national educational attainment data.

Community college supply

- 29 community colleges issued awards related to business management in the greater LA/OC region.
- 9,650 awards (degrees and certificates) were conferred on average each year between 2021 and 2023.

Other postsecondary supply

- 43 educational institutions in the LA/OC region have conferred awards in programs related to business management over the past three years.
- 11,144 awards were conferred on average each year by other postsecondary institutions throughout the greater LA/OC region between 2020 and 2022.

TARGET OCCUPATIONS

LA COE prepared this report to provide regional labor market and postsecondary supply data related to four middle-skill occupations. Although the occupations in this report typically require a bachelor's degree, they are considered middle-skill because approximately one-third of workers in the field have completed some college or an associate degree. [For full occupation descriptions, please see Appendix.](#)

- **General and Operations Managers (11-1021)**³
- **Administrative Services Managers (11-3012)**⁴

² Center for Women's Welfare, University of Washington. (2024). *The self-sufficiency standard for California 2024*. <http://selfsufficiencystandard.org/California>.

³ [General and Operations Managers \(bls.gov\)](#)

⁴ [Administrative Services and Facilities Managers \(bls.gov\)](#)

- **Buyers and Purchasing Agents (13-1020)** This occupation includes the 2018 SOC occupations⁵:
 - **Buyers and Purchasing Agents, Farm Products (13-1021)**
 - **Wholesale and Retail Buyers, Except Farm Products (13-1022)**
 - **Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023)**
- **Cost Estimators (13-1051)**⁶

OCCUPATIONAL DEMAND

Exhibit 1 shows the five-year occupational demand projections for these middle-skill business management occupations. In the greater Los Angeles/Orange County region, the number of jobs related to these occupations is projected to increase by 2% through 2028. There will be nearly 11,900 job openings per year through 2028 due to job growth and replacements. The majority of jobs in 2023 for these middle-skill business management occupations (71%) were located in Los Angeles County.

Exhibit 1: Current employment and occupational demand, Los Angeles and Orange counties⁷

Geography	2023 Jobs	2028 Jobs	2023-2028 Change	2023-2028 % Change	Annual Openings
Los Angeles	97,403	99,061	1,658	2%	8,412
Orange	39,431	40,379	948	2%	3,456
Total	136,834	139,439	2,605	2%	11,868

Detailed Occupation Data

Exhibit 2 displays the current employment and projected occupational demand for each of the target occupations in Los Angeles County. Positive scores for automation resilience⁸ reflect a lower-than-average threat of the occupation(s) being replaced by automation, while negative scores reflect a greater-than-average risk of automation. The average percentage of workers aged 55+ across all occupations in the Los Angeles/Orange County region is 26%; occupations with a larger share of workers aged 55 and older typically have greater replacement needs to offset the amount of impending retirements.

⁵ [Purchasing Managers, Buyers, and Purchasing Agents \(bls.gov\)](https://www.bls.gov/occupations/)

⁶ [Cost Estimators \(bls.gov\)](https://www.bls.gov/occupations/)

⁷ Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

⁸ Automation risk is calculated based on the percentage of time spent on high-risk compared to low-risk work, the number of high-risk jobs in compatible occupations, and the overall industry automation risk.

Exhibit 2: Detailed employment and occupational demand, Los Angeles County⁹

Occupation	2023 Jobs	2028 Jobs	5-Yr % Change	Annual Openings	Auto-mation Resilience	% Aged 55 and older	% Full Time Workers
General and Operations Managers	69,278	71,645	3%	6,048	17.8	25%	100%
Administrative Services Managers	9,857	10,020	2%	790	19.0	34%	100%
Buyers and Purchasing Agents	13,421	12,619	(6%)	1,178	6.6	33%	Data Unavail.
Cost Estimators	4,847	4,777	(1%)	396	3.5	43%	100%
Total	97,403	99,061	2%	8,412	-	-	-

WAGES

The labor market endorsement in this report considers the entry-level hourly wages for these middle-skill business management 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 Los Angeles/Orange County region.

Los Angeles County

All four occupations in this report have entry-level wages above the self-sufficiency standard wage for one adult (\$24.03 in Los Angeles County). Typical entry-level hourly wages are in a range between \$27.58 and \$46.43. (Exhibit 3). Experienced workers can expect to earn wages between \$47.43 and \$83.58.

Exhibit 3: Earnings for occupations in Los Angeles County

Occupation	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)	Median Annual Earnings*
General and Operations Managers	\$38.90	\$56.86	\$83.58	\$118,300
Administrative Services Managers	\$46.43	\$56.27	\$72.59	\$117,000
Buyers and Purchasing Agents	\$27.58	\$36.27	\$47.43	\$75,400
Cost Estimators	\$28.97	\$37.55	\$49.38	\$78,100

*Rounded to the nearest \$100

⁹ Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

Orange County

All four occupations in this report have entry-level wages above the self-sufficiency standard wage for one adult (\$27.13 in Orange County). Typical entry-level hourly wages are in a range between \$28.09 and \$45.25 (Exhibit 4). Experienced workers can expect to earn wages between \$48.03 and \$83.02.

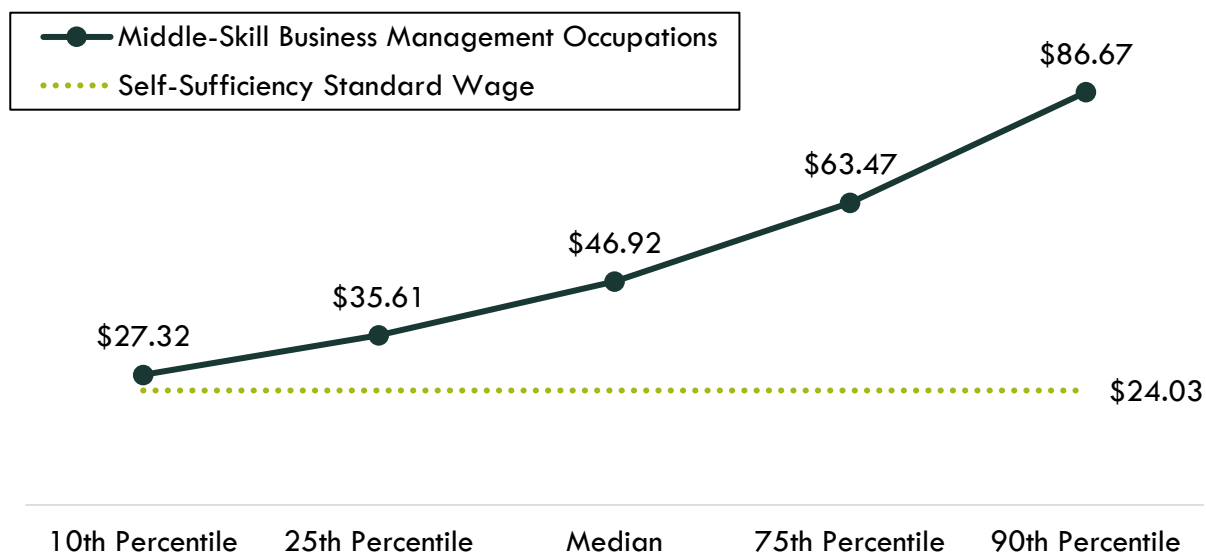
Exhibit 4: Earnings for occupations in Orange County

Occupation	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)	Median Annual Earnings*
General and Operations Managers	\$38.72	\$56.53	\$83.02	\$117,600
Administrative Services Managers	\$45.25	\$54.82	\$70.72	\$114,000
Buyers and Purchasing Agents	\$28.09	\$36.81	\$48.03	\$76,600
Cost Estimators	\$31.39	\$40.53	\$53.09	\$84,300

*Rounded to the nearest \$100

Across the greater Los Angeles and Orange County region, the average entry-level hourly earnings for the occupations in this report are \$35.61; this is above the living wage for one single adult in Los Angeles County (\$24.03). Exhibit 5 shows the average hourly wage for the occupations in this report, for entry-level to experienced workers.

Exhibit 5: Average hourly earnings for middle-skill business management occupations, Los Angeles and Orange counties

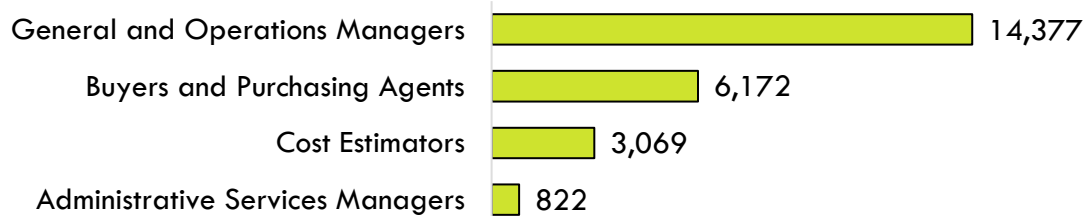


JOB POSTINGS

There were 24,440 online job postings related to the middle-skill business management occupations in this report listed in the past 12 months in Los Angeles and Orange counties. Exhibit 6 displays the number of job postings by occupation. The majority of job postings (59%) were for

general and operations managers, followed by buyers and purchasing agents (25%) and cost estimators (13%).

Exhibit 6: Job postings by occupation (last 12 months), Los Angeles and Orange counties



Job postings were analyzed for the most common job titles, skills, and employers associated with the target occupations in this report (Exhibit 7).

Exhibit 7: Most commonly requested job titles, skills and employers in job postings, Los Angeles and Orange counties

Top Job Titles	Top Skills	Top Employers
<ul style="list-style-type: none"> • Operations managers • Buyers • Estimators • Operations supervisors • General managers 	<ul style="list-style-type: none"> • Project management • Purchasing • Marketing • Procurement • Finance 	<ul style="list-style-type: none"> • CVS Health • GPAC* • University of California • CyberCoders* • Northrop Grumman

*Staffing companies

In the greater Los Angeles/Orange County region, 61% of the middle-skill business management job postings listed a minimum educational requirement. Exhibit 8 details the number and percentage of job postings by educational level.

Exhibit 8: Education levels requested in job postings for middle-skill occupations related to business management, Los Angeles and Orange counties

Education Level	Job Postings	% of Job Postings
Bachelor's degree	10,136	68%
Associate degree	907	6%
High school diploma or vocational training	3,932	26%

EDUCATIONAL ATTAINMENT

The Bureau of Labor Statistics (BLS) lists a bachelor’s degree as the typical entry-level education for the occupations in this report (Exhibit 9). However, the national-level data indicates between 32% and 38% of workers in the field have completed some college or an associate degree as

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

Exhibit 9: Entry-level education preferred by employers nationally, Bureau of Labor Statistics

Occupation	Education Level
General and Operations Managers	Bachelor's degree
Administrative Services Managers	Bachelor's degree
Buyers and Purchasing Agents	Bachelor's degree
Cost Estimators	Bachelor's degree

EDUCATIONAL SUPPLY

Community College Supply

Exhibit 10 shows the annual and three-year average number of awards conferred by community colleges in programs that have historically trained for the occupations of interest. The colleges with the most completions in the region are Pasadena, Cerritos, and Mt. San Antonio.

Exhibit 10: Regional community college awards (certificates and degrees), 2021-2023

TOP Code	Program	College	2020-21 Awards	2021-22 Awards	2022-23 Awards	3-Year Average
0501.00	Business and Commerce, General	Cerritos	4	1	2	2
		Glendale	61	73	81	72
		LA City	50	60	57	56
		LA Harbor	12	12	15	13
		LA Mission	-	1	-	0
		LA Pierce	13	24	8	15
		LA Southwest	29	24	13	22
		LA Trade-Tech	-	-	30	10
		Long Beach	189	195	190	191
		Mt San Antonio	117	136	91	115
		Santa Monica	12	14	15	14
		West LA	67	83	48	66
		LA Subtotal	554	623	550	576
		Coastline	5	4	1	3
		Saddleback	39	73	49	54
		OC Subtotal	44	77	50	57
		Supply Subtotal/Average			598	700

TOP Code	Program	College	2020-21 Awards	2021-22 Awards	2022-23 Awards	3-Year Average		
0505.00	Business Administration	Cerritos	222	299	361	294		
		Citrus	416	386	351	384		
		Compton	31	22	22	25		
		East LA	391	309	256	319		
		El Camino	342	325	261	309		
		Glendale	217	221	186	208		
		LA City	151	112	104	122		
		LA Harbor	87	68	75	77		
		LA Mission	89	89	78	85		
		LA Pierce	255	266	216	246		
		LA Southwest	45	38	26	36		
		LA Trade-Tech	28	32	-	20		
		LA Valley	172	197	183	184		
		Long Beach	319	296	292	302		
		Mt San Antonio	337	281	373	330		
		Pasadena	1,240	859	753	951		
		Rio Hondo	246	254	248	249		
		Santa Monica	337	370	301	336		
		West LA	134	127	97	119		
		LA Subtotal	5,059	4,551	4,183	4,598		
		Coastline	432	410	381	408		
		Cypress	232	206	226	221		
		Fullerton	319	367	343	343		
		Golden West	194	186	183	188		
		Irvine	299	383	292	325		
		Orange Coast	368	412	337	372		
		Saddleback	315	327	398	347		
		Santa Ana	198	187	174	186		
		Santiago Canyon	153	143	150	149		
		OC Subtotal	2,510	2,621	2,484	2,538		
		Supply Subtotal/Average			7,569	7,172	6,667	7,136
		0506.00	Business Management	Cerritos	387	276	469	377
Compton	-			-	1	0		
East LA	17			18	18	18		
El Camino	49			22	40	37		

TOP Code	Program	College	2020-21 Awards	2021-22 Awards	2022-23 Awards	3-Year Average
		Glendale	15	28	22	22
		LA City	18	16	40	25
		LA Mission	4	6	3	4
		LA Pierce	7	14	9	10
		LA Valley	30	39	34	34
		Long Beach	44	28	26	33
		Mt San Antonio	150	188	158	165
		Pasadena	-	-	2	1
		LA Subtotal	721	635	822	726
		Coastline	307	33	40	127
		Cypress	7	1	5	4
		Fullerton	11	19	20	17
		Golden West	11	13	10	11
		Irvine	5	23	20	16
		North Orange Adult	19	32	27	26
		Orange Coast	19	16	2	12
		Santa Ana	40	39	62	47
		Santiago Canyon	55	25	173	84
		OC Subtotal	474	201	359	345
		Supply Subtotal/Average	1,195	836	1,181	1,071
0506.30	Management Development and Supervision	Cerritos	50	59	58	56
		LA Pierce	5	11	8	8
		LA Southwest	15	21	10	15
		LA Trade-Tech	8	12	7	9
		LA Valley	18	17	18	18
		Pasadena	10	6	21	12
		Rio Hondo	18	16	25	20
		Santa Monica	19	30	20	23
		LA Subtotal	143	172	167	161
		Coastline	7	142	78	76
		Cypress	1	11	25	12
		Irvine	3	-	2	2
		Saddleback	53	38	31	41
		Santa Ana	9	9	2	7
		Santiago Canyon	1	1	15	6

TOP Code	Program	College	2020-21 Awards	2021-22 Awards	2022-23 Awards	3-Year Average		
		OC Subtotal	74	201	153	143		
		Supply Subtotal/Average	217	373	320	303		
0506.40	Small Business and Entrepreneurship	Cerritos	18	15	13	15		
		Citrus	-	1	-	0		
		East LA	1	36	19	19		
		Glendale	1	-	6	2		
		LA City	4	7	19	10		
		LA Pierce	6	5	31	14		
		LA Trade-Tech	9	3	10	7		
		LA Valley	-	99	174	91		
		Long Beach	2	-	1	1		
		Mt San Antonio	19	36	21	25		
		Pasadena	22	186	65	91		
		Rio Hondo	4	6	13	8		
		Santa Monica	22	28	17	22		
		West LA	1	5	12	6		
				LA Subtotal	109	427	401	312
				Coastline	16	4	4	8
				Cypress	4	-	-	1
				Fullerton	6	5	2	4
				Golden West	2	3	2	2
				Irvine	11	233	233	159
				Orange Coast	-	8	-	3
				Saddleback	8	10	6	8
				Santa Ana	6	1	3	3
		Santiago Canyon	-	1	4	2		
		OC Subtotal	53	265	254	191		
		Supply Subtotal/Average	162	692	655	503		
0514.40	Office Management	El Camino	1	-	-	0		
		Santa Monica	1	4	3	3		
		LA Subtotal	2	4	3	3		
		Santa Ana	-	1	2	1		
		OC Subtotal	-	1	2	1		
		Supply Subtotal/Average	2	5	5	4		
		Supply Total/Average	9,743	9,778	9,428	9,650		

Other Postsecondary Supply

For a comprehensive regional supply analysis, it is important to consider the supply from other institutions in the region that provide training programs for middle-skill business management occupations. Exhibit 11 shows the number of awards conferred by these institutions in relevant programs. Due to different data collection periods, the most recent data is from 2020 to 2022. Between 2020 and 2022, other postsecondary college institutions in the region conferred an average of 11,144 bachelor's and sub-baccalaureate awards. Sub-baccalaureate awards include associate degrees, postsecondary awards, and other academic awards that typically take fewer than four years to complete. The majority of awards (98%) in Exhibit 11 are bachelor's degrees (10,957 awards), followed by sub-baccalaureate awards (187 awards).

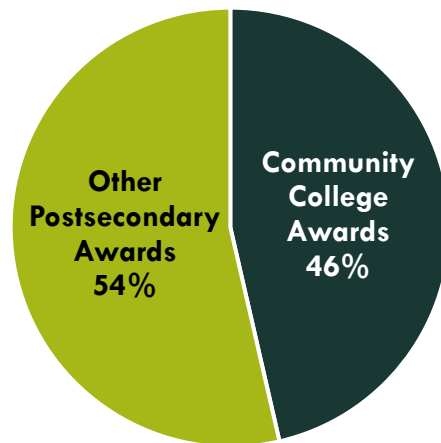
Exhibit 11: Other regional postsecondary awards, 2020-2022

CIP Code	Program	Postsecondary Institution	2019-20 Awards	2020-21 Awards	2021-22 Awards	3-Year Average
52.0101	Business/ Commerce, General	Azusa Pacific Univ.	16	10	15	14
		Fremont University	-	-	11	4
		Loyola Marymount Univ.	2	1	1	1
52.0201	Business Administration and Management, General	Abraham Lincoln Univ.	-	1	1	1
		American Jewish Univ.	3	5	1	3
		Angeles College	6	10	16	11
		Azusa Pacific Univ.	106	100	82	96
		Bethesda University	26	28	14	23
		Biola University	136	120	106	121
		CA Intercontinental Univ.	4	5	12	7
		CSPU-Pomona	1,399	1,644	1,561	1,535
		CSU-Dominguez Hills	571	619	588	593
		CSU-Fullerton	2,293	2,367	2,164	2,275
		CSU-Long Beach	1,351	1,457	1,491	1,433
		CSU-Los Angeles	1,125	864	726	905
		CSU-Northridge	691	760	769	740
		Chapman University	440	452	453	448
		Concordia Univ.-Irvine	87	76	64	76
		Fremont University	1	6	-	2
		Hope International Univ.	57	35	39	44
		InterCoast Colleges- Santa Ana	18	-	-	6
		InterCoast Colleges- West Covina	-	1	2	1
		Learnet Academy	3	10	6	6
Life Pacific Univ.	15	17	19	17		
LA Pacific College	7	3	1	4		

CIP Code	Program	Postsecondary Institution	2019-20 Awards	2020-21 Awards	2021-22 Awards	3-Year Average
		LA Pacific University	-	4	14	6
		Loyola Marymount Univ.	29	52	41	41
		Marymount CA Univ.	59	42	45	49
		Mount Saint Mary's Univ.	48	33	21	34
		Pacific Oaks College	7	1	-	3
		Pacific States Univ.	1	1	4	2
		Pathways College	-	2	-	1
		Pepperdine Univ.	185	176	218	193
		Platt College-Anaheim	14	9	5	9
		Platt College-LA	11	4	6	7
		UC-Irvine	306	379	340	342
		Univ. of La Verne	294	296	219	270
		Univ. of Massachusetts Global	155	268	303	242
		USC	1,020	1,035	832	962
		Univ. of the People	205	283	467	318
		Univ. of the West	7	11	9	9
		Vanguard University of Southern CA	51	66	50	56
		Westcliff University	71	107	114	97
		Whittier College	61	62	39	54
		Woodbury Univ.	21	30	8	20
52.0701	Entrepreneurship/ Entrepreneurial Studies	Azusa Pacific Univ.	4	3	3	3
		CA Intercontinental Univ.	1	2	1	1
		Hussian College-LA	1	-	-	0
		Loyola Marymount Univ.	70	62	52	61
		Mount Saint Mary's Univ.	-	1	-	0
		University of La Verne	-	-	1	0
Supply Total/Average			10,978	11,520	10,934	11,144

Exhibit 12 shows the proportion of community college awards conferred in the greater Los Angeles/Orange County region compared to the number of other postsecondary awards for the programs in this report. The majority of awards conferred in these programs are awarded by other institutions in the greater Los Angeles/Orange County region.

Exhibit 12: Percentage of community college awards compared to other postsecondary institution awards in the Los Angeles/Orange County region



APPENDIX: OCCUPATION DESCRIPTIONS

LA COE prepared this report to provide regional labor market supply and demand data related to these target occupations:

- **General and Operations Managers (11-1021)** Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors.¹⁰
- **Administrative Services Managers (11-3012)** Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, and other office support services.¹¹
- **Buyers and Purchasing Agents (13-1020)** This occupation includes the 2018 SOC occupations¹²:
 - **Buyers and Purchasing Agents, Farm Products (13-1021)** Purchase farm products either for further processing or resale. Includes tree farm contractors, grain brokers and market operators, grain buyers, and tobacco buyers. May negotiate contracts.
 - **Wholesale and Retail Buyers, Except Farm Products (13-1022)** Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce

¹⁰ [General and Operations Managers \(bls.gov\)](https://www.bls.gov)

¹¹ [Administrative Services and Facilities Managers \(bls.gov\)](https://www.bls.gov)

¹² [Purchasing Managers, Buyers, and Purchasing Agents \(bls.gov\)](https://www.bls.gov)

new products. May negotiate contracts. Includes assistant wholesale and retail buyers of nonfarm products.

- **Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023)** Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semifinished materials for manufacturing. May negotiate contracts.
- **Cost Estimators (13-1051)** 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.¹³

Contact information:

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DATA SOURCES



POWERED BY



- O*NET Online
- 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)

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¹³ [Cost Estimators \(bls.gov\)](https://www.bls.gov)