



Labor Market Analysis: 0506.00 – Business Management
52.1001 – Human Resources Management/Personnel Administration, General
Business Administration – Human Resource Management
Certificate requiring 6 to <18 semester units
 Los Angeles Center of Excellence, May 2026

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, 25 th)	Yes <input type="checkbox"/>	No <input checked="" 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 in the region for these two target occupations. One complicating factor within this particular analysis is that the TOP code used for the supply is Business Management (TOP 0506.00), which is where most (but not all) community college human resources programs are coded throughout the state. 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). While this program does not meet the traditional supply/demand endorsement criteria, there may be demand for these 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 these middle-skill human resources occupations. While entry-level wages are lower than the self-sufficiency standard in Los Angeles and Orange County, more than one-third of current workers in the field have completed some college or an associate degree as their highest level of educational attainment.

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.

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

Key Findings

Supply Gap

- 1,322 annual job openings are projected in the region through 2029. This number is less than the three-year average of 2,655 awards conferred by educational institutions in the region.
 - The Business Management TOP Code (0506.00) trains for these middle-skill human resources occupations of interest, as well as other general business management occupations. Since traditional business management programs focus on much more than just human resources, it is difficult to accurately gauge HR-relevant completions, which increases the margin of error in the supply side analysis and in this case, possibly overestimating the supply estimates for human resources awards.
 - Over the past 12 months, there were **5,387 online job postings related to these middle-skill human resources occupations**. The highest number of job postings were for payroll specialists, human resources assistants, human resources coordinators, payroll administrators, and payroll clerks.

Living Wage

- Both occupations have entry-level wages **below** Los Angeles County's self-sufficiency standard hourly wage (\$24.03/hour).²

Educational Attainment

- 68% of the annual job openings typically require a high school diploma or equivalent for middle-skill occupations related to human resources in the LA/OC region.
- 35%-48% of workers in the field have completed some college or an associate degree, according to national educational attainment data.

Community college supply

- 24 community colleges issued awards related to business management in the greater LA/OC region.
 - There is not a TOP Code dedicated to human resources. 11 community colleges in the region have human resources-focused programs coded under 0506.00-Business Management
 - 5 other TOP codes also house human resources programs: Business Administration (0505.00), Management Development and Supervision (0506.30), Office Technology/Office Computer Applications (0514.00), Labor and Industrial Relations (0516.00), and Hospitality (1307.00).

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

- Since there is no TOP code solely dedicated to human resources and these programs are spread out across multiple TOP codes, it is difficult to accurately gauge the number of annual human resources awards.
- 1,754 awards (degrees and certificates) were conferred on average each year between 2023 and 2025 under the Business Management TOP Code (0506.00).

Other postsecondary supply

- 10 educational institutions in the LA/OC region have conferred awards in programs related to business administration and management over the past three years.
- 901 awards were conferred on average each year by other postsecondary institutions throughout the greater LA/OC region between 2022 and 2024.

TARGET OCCUPATIONS

LA COE prepared this report to provide regional labor market and postsecondary supply data related to two middle-skill occupations. [For full occupation descriptions, please see Appendix.](#)

- **Payroll and Timekeeping Clerks (43-3051)** ³
- **Human Resources Assistants (43-4161)** ⁴

OCCUPATIONAL DEMAND

Exhibit 1 shows the five-year occupational demand projections for these middle-skill human resources occupations. In the greater Los Angeles/Orange County region, the number of jobs related to these occupations is projected to decrease by 5% through 2029. However, there will be more than 1,300 job openings per year through 2029 due to retirements and workers leaving the field. The majority of jobs in 2024 for these middle-skill human resources occupations (72%) were located in Los Angeles County.

Exhibit 1: Current employment and occupational demand, Los Angeles and Orange counties⁵

Geography	2024 Jobs	2029 Jobs	2024-2029 Change	2024-2029 % Change	Annual Openings
Los Angeles	9,134	8,694	(440)	(5%)	955
Orange	3,544	3,331	(213)	(6%)	367
Total	12,678	12,025	(653)	(5%)	1,322

Detailed Occupation Data

Exhibit 2 displays the current employment and projected occupational demand for each of the target occupations in Los Angeles County. 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. On average, 81% of workers across all occupations in California are

³ [Payroll and Timekeeping Clerks \(bls.gov\)](#)

⁴ [Human Resources Assistants, Except Payroll and Timekeeping \(bls.gov\)](#)

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

employed full-time. Occupations with a lower-than-average percentage of full-time workers may have less employment security but may see increased activity in the gig economy.

Exhibit 2: Detailed employment and occupational demand, Los Angeles County⁶

Occupation	2024 Jobs	2029 Jobs	5-Yr % Change	Annual Openings	% Aged 55 and older	% Full Time Workers
Payroll and Timekeeping Clerks	6,155	5,791	(6%)	645	31%	100%
Human Resources Assistants, Except Payroll and Timekeeping	2,979	2,903	(3%)	309	23%	75%
Total	9,134	8,694	(5%)	955	-	-

WAGES

The labor market endorsement in this report considers the entry-level hourly wages for these target 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

Both occupations have entry-level wages below the self-sufficiency standard wage for one adult (\$24.03 in Los Angeles County). Typical entry-level hourly wages are in a range between \$20.07 and \$23.29 (Exhibit 3). Experienced workers can expect to earn wages between \$30.76 and \$34.91, which are higher than the self-sufficiency standard.

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*
Payroll and Timekeeping Clerks	\$20.07	\$28.62	\$34.91	\$59,500
Human Resources Assistants, Except Payroll and Timekeeping	\$23.29	\$27.01	\$30.76	\$56,200

*Rounded to the nearest \$100

Orange County

Both occupations have entry-level wages below the self-sufficiency standard wage for one adult (\$27.13 in Orange County). Typical entry-level hourly wages are in a range between \$19.71 and \$22.84 (Exhibit 4). Experienced workers can expect to earn wages between \$30.19 and \$34.30, which are higher than the self-sufficiency standard.

⁶ Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

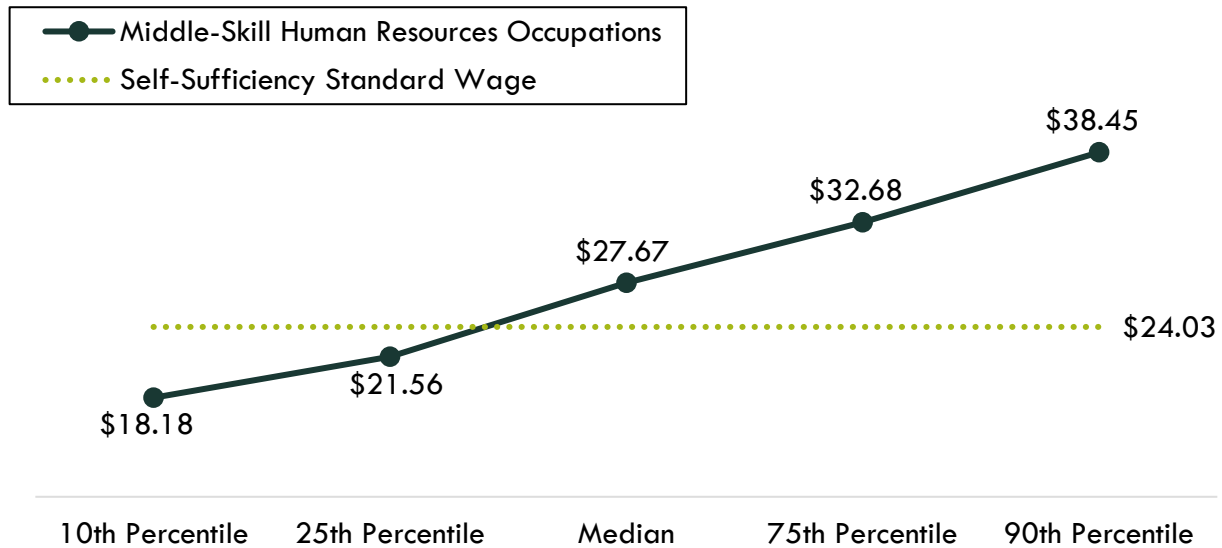
Exhibit 4: Earnings for occupations in Orange County

Occupation	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)	Median Annual Earnings*
Payroll and Timekeeping Clerks	\$19.71	\$28.14	\$34.30	\$58,500
Human Resources Assistants, Except Payroll and Timekeeping	\$22.84	\$26.50	\$30.19	\$55,100

*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 \$21.56; this is below 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.

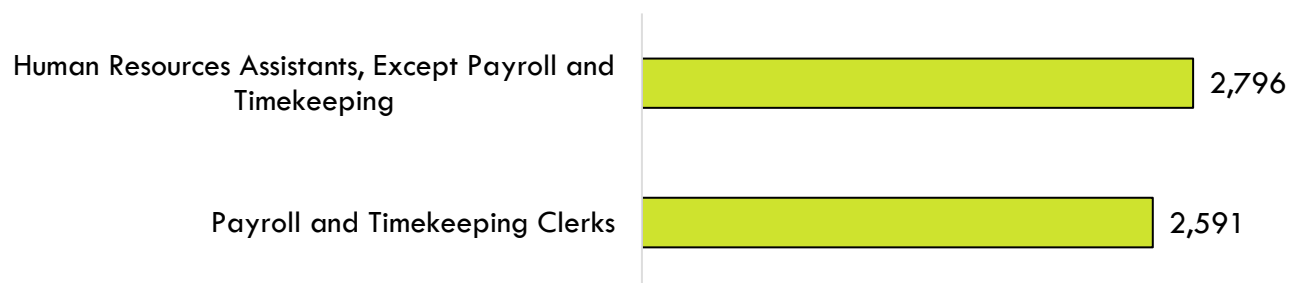
Exhibit 5: Average hourly earnings for target occupations, Los Angeles and Orange counties



JOB POSTINGS

There were 5,387 online job postings related to middle-skill human resources occupations 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 (52%) were for *human resources assistants, except payroll and timekeeping*, followed by *payroll and timekeeping clerks* (48%).

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"> Payroll specialists Human resources assistants Human resources coordinators Payroll administrators Payroll clerks Payroll coordinators Human resources administrators Recruiting coordinators 	<ul style="list-style-type: none"> Payroll processing Auditing Payroll systems Accounting Human Resources Information System (HRIS) Data entry Administrative support 	<ul style="list-style-type: none"> Robert Half* Vaco* AppleOne* Aston Carter* Ledgent* Ultimate Staffing* Century Group* Lee Hecht Harrison* CV Resources*

*Staffing company

In the greater Los Angeles/Orange County region, 52% of the target 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 target occupations, Los Angeles and Orange counties

Education Level	Job Postings	% of Job Postings
Bachelor's degree	1,157	41%
Associate degree	468	17%
High school diploma or vocational training	1,171	42%

EDUCATIONAL ATTAINMENT

In the greater Los Angeles/Orange County region, the majority of annual job openings (68%) typically require a high school diploma or equivalent (Exhibit 9). However, the national-level data indicates between 35% and 48% 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
Human Resources Assistants, Except Payroll and Timekeeping	Associate degree
Payroll and Timekeeping Clerks	High school diploma or equivalent

EDUCATIONAL SUPPLY

Community College Supply

Exhibit 10 shows the annual and three-year average number of awards conferred by community colleges in the related TOP code: Business Management (0506.00). The colleges with the most completions in the region are Cerritos, Mt. San Antonio, and Santiago Canyon. The majority of human resources programs at community colleges across the state are coded under Business Management (0506.00) since there is not a TOP code dedicated specifically to human resources. According to the Chancellor's Office Curriculum Inventory (COCI), 11 colleges in the greater LA/OC region have Business Management (0506.00) programs that focus on human resources – an asterisk in exhibit 10 notates these. However, there are more human resources programs in the region coded under different TOP codes, including:

- Business Administration (0505.00) – Santa Ana
- Management Development and Supervision (0506.30) – Cerritos, Citrus
- Office Technology/Office Computer Applications (0514.00) – Long Beach
- Labor and Industrial Relations (0516.00) – Citrus
- Hospitality (1307.00) – Orange Coast

The Business Management TOP Code (0506.00) trains for the middle-skill human resources occupations of interest, as well as other general business management occupations. Since traditional business management programs focus on much more than just human resources, it is difficult to accurately gauge relevant completions, which increases the margin of error in the supply side analysis and in this case, possibly overestimating the supply estimates for human resources awards.

Exhibit 10: Regional community college awards (certificates and degrees), 2023-2025

TOP Code	Program	College	2022-23 Awards	2023-24 Awards	2024-25 Awards	3-Year Average
0506.00	Business Management	Cerritos	469	1,526	1,115	1,037
		Citrus	-	2	5	2
		Compton	-	1	2	1
		East LA	14	23	20	19
		El Camino	40	31	42	38
		Glendale*	22	28	23	24
		LA City	40	33	27	33
		LA Mission	3	4	7	5
		LA Pierce	9	9	9	9
		LA Valley*	34	37	74	48
		Long Beach*	26	43	38	36
		Mt San Antonio*	157	192	226	192
		Pasadena*	2	7	13	7
		Santa Monica*	-	1	20	7
		LA Subtotal	816	1,937	1,621	1,458
		Coastline*	40	36	30	35
		Cypress	3	1	-	1
		Fullerton*	20	39	51	37
		Golden West*	5	8	12	8
		Irvine	20	36	30	29
		N. Orange Continuing Ed.*	-	37	38	25
		Orange Coast	2	-	8	3
		Saddleback*	-	7	13	7
		Santa Ana	62	63	60	62
		Santiago Canyon	173	72	21	89
		OC Subtotal	325	299	263	296
		Supply Total/Average			1,141	2,236

*Colleges with dedicated Human Resources programs coded under Business Management (0506.00).

Exhibit 11 displays the community college awards broken down by award type. In this case, the majority of awards issued by community colleges are certificates (82%).

Exhibit 11: Community college awards by award type, 2023-2025

Award Type	# of Awards	% of Awards
A.A./A.S. degrees	277	16%
Certificates	1,442	82%
Noncredit awards	35	2%
Total	1,754	100%

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 human resources occupations. Exhibit 12 shows the number of awards conferred by these institutions in relevant programs. Due to different data collection periods, the most recent data is from 2022 to 2024. Between 2012 and 2024, other postsecondary college institutions in the region conferred an average of 901 sub-baccalaureate awards. Sub-baccalaureate awards include associate degrees, postsecondary awards, and other academic awards that typically take fewer than four years to complete.

Over the past three years, there have been post-baccalaureate certificates and master's degrees conferred in these human resources-focused CIP codes:

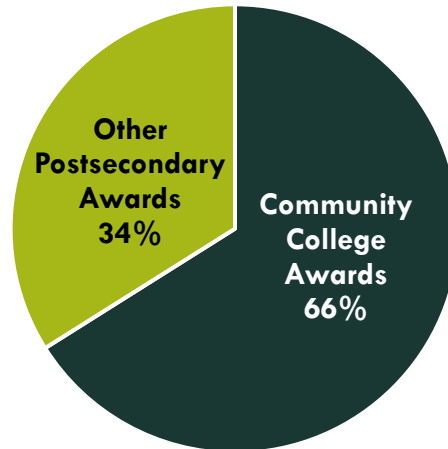
- 52.1001 - Human Resources Management/Personnel Administration, General
- 52.1005 - Human Resources Development

Exhibit 12: Other regional postsecondary awards, 2022-2024

CIP Code	Program	Postsecondary Institution	2021-22 Awards	2022-23 Awards	2023-24 Awards	3-Year Average
52.0201	Business Administration and Management, General	Concordia Univ.-Irvine	-	37	44	27
		Hope International Univ.	1	1	-	1
		InterCoast Colleges-W. Covina	2	4	5	4
		Learnet Academy Inc	6	7	-	4
		Los Angeles Pacific College	1	5	17	8
		Mount Saint Mary's Univ.	1	-	1	1
		Platt College-Anaheim	5	9	5	6
		Platt College-Los Angeles	6	3	1	3
		Univ. of Mass. Global	4	12	20	12
		University of the People	232	871	1,401	835
52.1001	Human Resources Management/Personnel Administration, General	Mount Saint Mary's University	-	1	-	0
Supply Total/Average			258	950	1,494	901

Exhibit 13 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 community colleges in the greater Los Angeles/Orange County region.

Exhibit 13: 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:

- **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.⁷
- **Human Resources Assistants (43-4161)** Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, number 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.⁸

⁷ [Payroll and Timekeeping Clerks \(bls.gov\)](https://www.bls.gov)

⁸ [Human Resources Assistants, Except Payroll and Timekeeping \(bls.gov\)](https://www.bls.gov)

Contact information:

Luke Meyer, Director

Los Angeles Center of Excellence

Lmeyer7@mtsac.edu

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DATA SOURCES

- 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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