

⚠ Endorsed: Caution Advised			
Program LMI Endorsement Criteria			
	Met ☒	Partially Met ☐	Not Met ☐
Supply Gap:	There are projected to be 13,665 annual job openings throughout Los Angeles and Orange counties for <i>office clerks, general</i> , which is more than the 1,380 awards conferred by educational institutions .		
Self-Sufficiency Standard Living Wage ¹ :	Met ☐	Partially Met ☐	Not Met ☒
	The typical entry-level wage for <i>office clerks, general</i> is \$18.96 , which is significantly below the OC living wage of \$27.13 .		
Education:	Met ☒	Partially Met ☐	Not Met ☐
	Typical education requirement for <i>office clerks, general</i> is a high school diploma and 42% of workers in the field have completed some college or an associate degree as their highest level of education .		

This LMA brief is valid for 12 months and expires September 2027.

Summary

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 and Orange counties regional labor markets related to one occupation:

- Middle-Skill
 - *Office Clerks, General (43-9061)*

Based on the available data, there appears to be a supply gap for *office clerks, general*, and typical education requirements for this occupation align with a community college education. However, entry-level wages are significantly below the Self-Sufficiency Standard living wage. **Therefore, due to some regional labor market criteria being met, the COE endorses this proposed program.**

¹ 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; Orange County's living wage of \$27.13, was last updated in March 2024.

Exhibit 1 lists the occupational demand, supply, typical entry-level education, and educational attainment for the middle-skill occupation 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
Office Clerks, General (43-90611)	LA: 9,848 OC: 3,817	LA: 1,007 OC: 374	OC: \$18.96	High school diploma or equivalent	42%
Total	13,665	1,380	N/A	N/A	N/A

Demand

- In Los Angeles and Orange counties, the number of jobs related to *office clerks, general* is projected to decrease 3% through 2030, equating to 13,665 annual job openings..
- Hourly entry-level wages for *office clerks, general* are \$18.96 in Orange County, which is significantly below the Self-Sufficiency Standard living wage.
- There were 1,421 online job postings for *office clerks, general* over the past 12 months. The highest number of postings were for office assistants, office administrative assistants, and bilingual office assistants.
- The typical entry-level education for *office clerks, general* is a high school diploma or equivalent.
- Approximately 42% of workers in the field have completed some college or an associate degree as their highest level of educational attainment.

Supply

- Between 2022 to 2024, an average of 1,179 awards were conferred by 27 community colleges for the middle-skill occupation in Los Angeles and Orange counties.
- From 2021 to 2024, non-community college institutions conferred an average of 201 awards for the middle-skill occupation.
- In the 2023-24 academic year, Orange County community college students that exited office technology/office computer applications programs had a median annual wage of \$46,412 (\$22.31 per hour) post-exit, and 39% attained the regional living wage.
- In 2022-23, 36% of Orange County office technology/office computer applications students that exited their programs reported working a job closely related to their field of study.

Demand

Occupational Projections

Exhibit 2 shows the annual percentage change in jobs for *office clerks, general* from 2020 through 2030. Beginning in 2025, Orange County job levels are projected to grow at a slower rate than all occupations through 2030.

Exhibit 2: Annual Percentage Change in Jobs for Office Clerks, General, 2020-2030

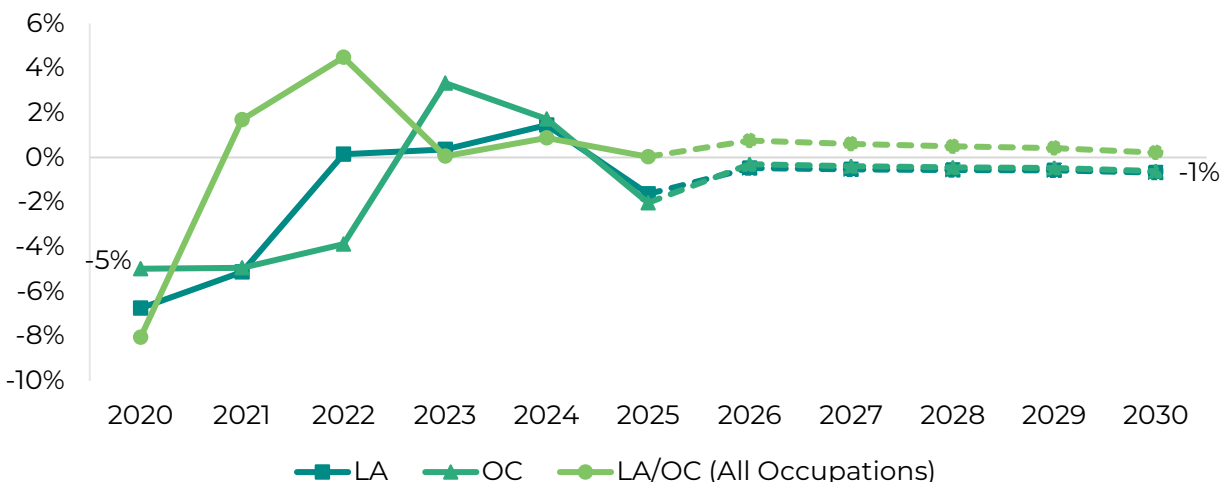


Exhibit 3 shows the five-year occupational demand projections for *office clerks, general*. In Los Angeles and Orange counties, the number of jobs related to this occupation is projected to decrease 3% through 2030. There is projected to be 13,665 jobs available annually.

Exhibit 3: Middle-Skill Occupational Demand in Los Angeles and Orange Counties²

Geography	2025 Jobs	2030 Jobs	2025-2030 Change	2025-2030 % Change	Annual Openings
Los Angeles	85,050	82,670	(2,379)	(3%)	9,848
Orange	32,867	32,146	(721)	(2%)	3,817
Total	117,917	114,816	(3,100)	(3%)	13,665

Wages

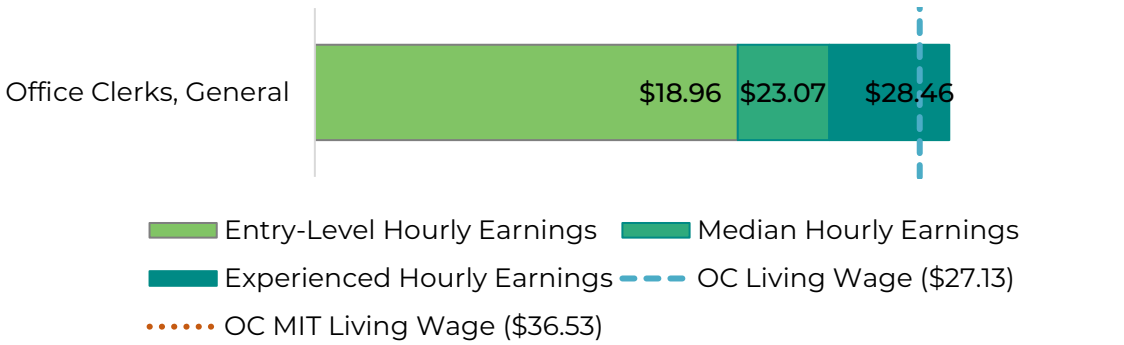
The labor market endorsement in this report considers the entry-level hourly wage for *office clerks, general* in Orange County as it relates to the county's living wage. Los Angeles County wages are included below to provide a complete analysis of the LA/OC region.

In addition to the Self Sufficiency Standard living wage, data for the MIT Living Wage (updated on February 15, 2026) is provided as a reference. Currently, the MIT Living Wage in Orange County is \$36.53. Both figures account for geographic-specific costs of necessities such as housing, food, health care, and transportation to assess the cost of living, and are notated in the exhibits below.

In Orange County, the typical entry-level wage for *office clerks, general* is \$18.96, which is below the Self-Sufficiency living wage of \$27.13 for a single adult. Exhibit 4 shows the wage range for *office clerks, general* in Orange County and how it compares to the regional living wage.

² 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: Wages by Occupation in Orange County



In Los Angeles County, the typical entry-level wage for *office clerks, general* is \$19.00, which is below the Self-Sufficiency living wage of \$24.03 for a single adult. Exhibit 5 shows the wage range for *office clerks, general* in Los Angeles County and how it compares to the regional living wage.

Exhibit 5: Wages by Occupation in Los Angeles County



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

Exhibit 6 shows if the occupation is considered an Orange County Great Recession-Resilient, COVID-19 Pandemic Recession-Resilient Job, or a 2026 U.S. News & World Report (USN&WR) Best Job³. *Office clerks, general* do not meet the criteria for any of the three designations.

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

Occupation	Great Recession-Resilient Job	COVID-19 Pandemic Recession-Resilient Job	2026 USN&WR Best Job
Office Clerks, General	☐	☐	☐

³ "100 Best Jobs," U.S. News & World Report, accessed January 12, 2026, <https://money.usnews.com/careers/best-jobs/rankings/the-100-best-jobs>.

Job Postings

Important Job Postings Data Note: There are limitations when analyzing job postings. A single job posting may not represent a single job opening for a variety of reasons.

There were 1,421 online job postings related to *office clerks, general* listed in the past 12 months. Exhibit 7 shows the number of job postings by occupation.

Exhibit 7: Number of Job Postings by Occupation (n=1,421)

Occupation	Job Postings	Percentage of Job Postings
Office Clerks, General	1,421	100%
Total Postings	1,421	100%

The top job titles for *office clerks, general* in the region, by number of job postings, are shown in Exhibit 8.

Exhibit 8: Top Job Titles by Number of Job Postings for the Middle-Skill Occupation (n=1,421)

Job Titles	Job Postings	Percentage
Office Assistants	826	58%
Office Administrative Assistants	182	13%
Bilingual Office Assistants	21	1%
Construction Assistants	17	1%
Administrative Assistants	17	1%
Administrative Assistants/Office Managers	16	1%
Office Administrators	12	<1%
Business Office Assistants	12	<1%
Office Support Assistants	10	<1%
Bilingual Administrative Assistants	9	<1%

The top employers for *office clerks, general* in the region, by number of job postings, are shown in Exhibit 9.

Exhibit 9: Top Employers by Number of Job Postings for the Middle-Skill Occupation (n=1,421)

Employer	Job Postings	Percentage of Job Postings
Robert Half	93	7%
AppleOne	34	2%
Acquisition Group	31	2%
Ultimate Staffing	24	2%
Coalition Technologies	13	<1%
Belcan	10	<1%
City Of Palmdale	10	<1%
Clarvida	8	<1%
State of California	7	<1%
Kinetic Personnel Group	7	<1%

The top specialized, soft, and computer skills for *office clerks, general* listed by those most frequently mentioned in job postings (denoted in parentheses) are shown in Exhibit 10.

Exhibit 10: Top Skills by Number of Job Postings for the Middle-Skill Occupation (n=1,421)

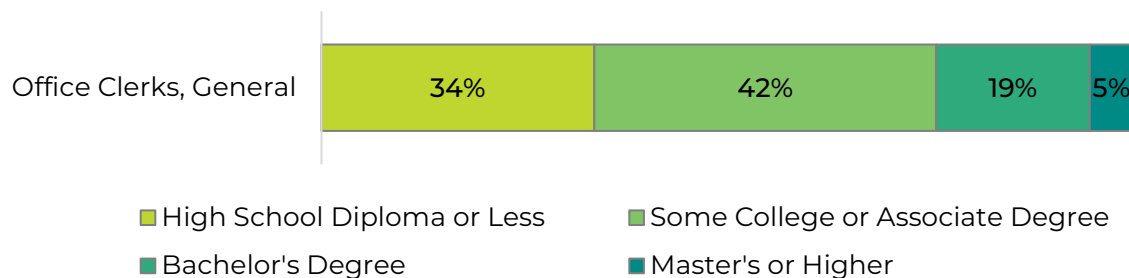
Top Specialized Skills	Top Soft Skills	Top Computer Skills
Data Entry (649)	Communication (875)	Microsoft Excel (471)
Administrative Support (474)	Detail Oriented (758)	Microsoft Office (458)
Office Supply Management (379)	Filing (717)	Microsoft Outlook (284)
Office Management (281)	Administrative Functions (654)	QuickBooks (Accounting Software) (249)
QuickBooks (Accounting Software) (249)	Operations (638)	Google Workspace (242)
Invoicing (248)	Clerical Works (626)	Microsoft Word (186)
Google Workspace (242)	Customer Service (523)	Microsoft PowerPoint (171)
Proofreading (221)	Organizational Skills (482)	Spreadsheets (169)
Setting Appointments (199)	Microsoft Excel (471)	Productivity Software (99)
Bookkeeping (195)	Microsoft Office (458)	Accounting Software (58)

Educational Attainment

The Bureau of Labor Statistics (BLS) lists high school diploma or equivalent as the typical entry-level education for *office clerks, general*.

The national-level educational attainment data indicates that 42% of workers in the field have completed some college or an associate degree as their highest level of education. Exhibit 11 shows the educational attainment for this occupation.

Exhibit 11: National-level Educational Attainment for Occupations



Requested Minimum Education Requirement

In Los Angeles and Orange Counties, 32% (448) of job postings for *office clerks, general* included a stated minimum education requirement:

- 86% (385) requested a high school diploma or associate degree
- 13% (59) requested a bachelor's degree

Educational Supply

The following tables display the total educational supply for the TOP and CIP codes associated with the middle-skill occupation.

Community College Supply

Exhibit 12 shows the three-year average number of awards conferred by community colleges in the related TOP code: Office Technology/Office Computer Applications (0514.00)

The colleges with the most completions in the region are Mt San Antonio (280), followed by Santa Ana (200), and LA Valley (112). Over the past 12 months, there was one related program recommendation requests from regional community colleges.

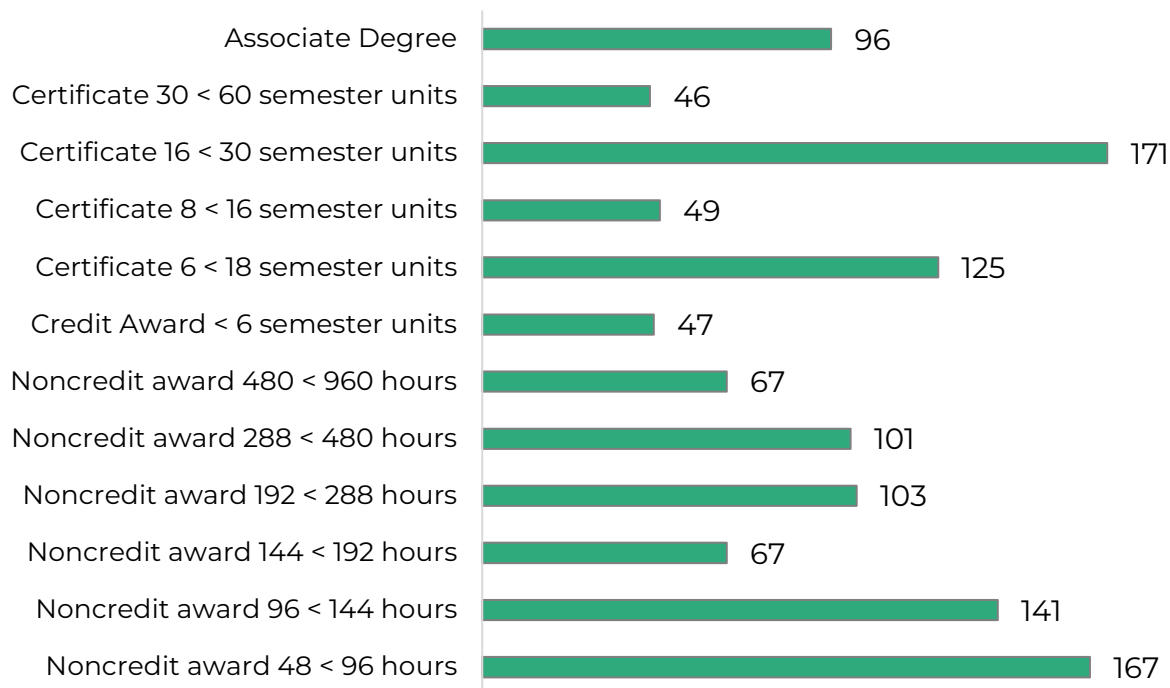
Exhibit 12: Regional Community College Awards (Certificates and Degrees), 2022-2025

TOP Code	Program	College	2022-2023 Awards	2023-2024 Awards	2024-2025 Awards	3-Year Award Average
0514.00	Office Technology/ Office Computer Applications	Cerritos	20	24	10	18
		Citrus	2	3	5	3
		East LA	17	43	56	39
		El Camino	2	3	3	3
		Glendale	94	38	59	64
		LA City	43	33	60	45
		LA Harbor	0	2	2	1
		LA Mission	16	7	16	13
		LA Pierce	38	64	46	49
		LA Swest	1	1	0	1
		LA Trade	14	17	7	13
		LA Valley	95	120	121	112
		Long Beach	74	58	62	65
		Mt San Antonio	210	305	325	280
		Pasadena	21	163	93	92
		Rio Hondo	0	3	0	1
		Santa Monica	8	15	36	20
		West LA	19	1	46	22
		LA Subtotal	674	900	947	840
		Coastline	0	11	9	7
		Cypress	1	1	0	1
		Golden West	0	4	3	2
		Irvine	11	3	2	5
		Orange Coast	24	33	31	29
		Saddleback	46	70	11	42
		Santa Ana	133	204	264	200

TOP Code	Program	College	2022-2023 Awards	2023-2024 Awards	2024-2025 Awards	3-Year Award Average
		Santiago Canyon	41	35	29	35
		North Orange Continuing Education	0	26	25	17
		OC Subtotal	256	387	374	339
Supply Total/Average			930	1,287	1,321	1,179

Exhibit 13 shows the annual average community college awards by type from 2022-23 to 2024-25. The plurality of the awards are for certificate 16 to 30 semester units, followed by noncredit award 48 to 96 hours then noncredit award 96 to 144 hours.

Exhibit 13: Annual Average Community College Awards by Type, 2022-2025



Community College Student Outcomes

Exhibit 14 shows the Strong Workforce Program (SWP) metrics for office technology/office computer applications programs in Coast Community College District (CCCD), the Orange County Region, and California. Of the 5,731 Orange County office technology/office computer applications students in the 2024-25 academic year, 5% (309) attended a CCCD college.

CCCD students that exited office technology/office computer applications programs in the 2023-24 academic year had lower median annual earnings (\$40,850 or \$19.64 per hour) compared to all office technology/office computer applications students in Orange County (\$46,412 or \$22.31 per hour). A lower percentage of CCCD office technology/office computer applications students attained the living wage (30%) when compared to all office technology/office computer applications students in Orange County (39%).

Exhibit 14: Office Technology/Office Computer Applications (0514.00) Strong
Workforce Program Metrics, 2022-25⁴

SWP Metric	CCCD	OC Region	California
SWP Students	309	5,731	41,049
SWP Students Who Earned 9 or More Career Education Units in the District in a Single Year	8%	7%	27%
SWP Students Who Completed a Noncredit CTE or Workforce Preparation Course	74%	67%	72%
SWP Students Who Earned a Degree or Certificate or Attained Apprenticeship Journey Status	38	264	2,111
SWP Students Who Transferred to a Four-Year Postsecondary Institution (2023-24)	Insufficient Data	68	1,911
SWP Students with a Job Closely Related to Their Field of Study (2022-23)	40%	36%	29%
Median Annual Earnings for SWP Exiting Students (2023-24)	\$40,850 (\$19.64)	\$46,412 (\$22.31)	\$44,772 (\$21.53)
Median Change in Earnings for SWP Exiting Students (2023-24)	8%	15%	19%
SWP Exiting Students Who Attained the Living Wage (2023-24)	30%	39%	44%

Non-Community College Supply

To comprehensively analyze the regional supply, it is crucial to include data from other institutions offering office technology/office computer applications programs. Exhibit 15 displays the annual and three-year average awards granted by these institutions under the related Classification of Instructional Programs (CIP) codes: General Office Occupations and Clerical Services (52.0408).

The available data covers 2021 to 2024. During this period, non-community college institutions in the region conferred an average of 201 awards annually in related programs.

Exhibit 15: Regional Non-Community College Awards, 2021-2024

CIP Code	Program	College	2021-2022 Awards	2022-2023 Awards	2023-2024 Awards	3-Year Award Average
52.0408	General Office Occupations and Clerical Services	ABC Adult School	4	3	4	4
		Diversified Vocational College	16	58	97	57
		Fremont University	1	3	0	1
		Pomona Unified School District Adult and Career Education	0	0	1	0
		Premiere Career College	1	3	1	2
		San Joaquin Valley College-Lancaster	4	5	5	5

⁴ All SWP metrics are for 2024-25 unless otherwise noted.

CIP Code	Program	College	2021-2022 Awards	2022-2023 Awards	2023-2024 Awards	3-Year Award Average
		UEI College-Garden Grove	33	41	30	35
		UEI College-Gardena	15	36	44	32
		UEI College-Huntington Park	24	28	19	24
		UEI College-Reseda	22	26	14	21
		UEI College-West Covina	31	18	16	22
Supply Total/Average			151	221	231	201

Regional Demographics

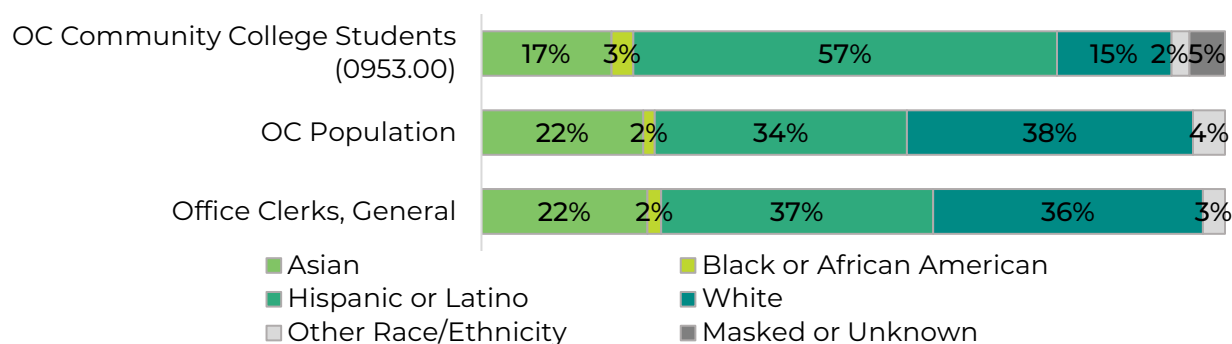
The following section presents occupational, community college program, and population demographic data for Orange County. This comparison can help identify possible equity gaps between the local workforce and the student pipeline who are preparing for these occupations. These insights can inform program development, outreach, and support strategies to better align community college programs with current labor market needs.

Ethnicity

Exhibit 16 compares the ethnicity of Orange County community college students enrolled in office technology/office computer applications programs, the overall Orange County population, and occupation-specific data for *office clerks, general*.

Over a third (36%) of *office clerks, general* are white, which is more than double their representation in office technology/office computer applications programs (15%), suggesting that white workers may be entering these jobs through alternate training pathways. In contrast, Hispanic or Latino individuals make up 37% of the workforce but account for 57% of program enrollment, indicating a potential disconnect between education and employment outcomes.

Exhibit 16: Program and County Demographics by Ethnicity

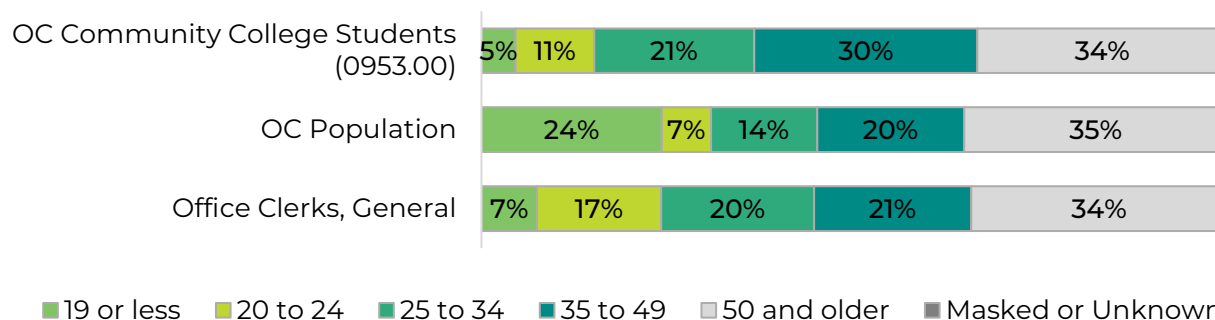


Age

Exhibit 17 compares the age of Orange County community college students enrolled in office technology/office computer applications programs, the overall Orange County population, and occupation-specific data for *office clerks, general*.

About a third (34%) of *office clerks, general* are aged 50 or older, which is similar to program enrollment. This suggests the field may attract mid to late career individuals or require some level of prior training and experience for entry.

Exhibit 17: Program and County Demographics by Age

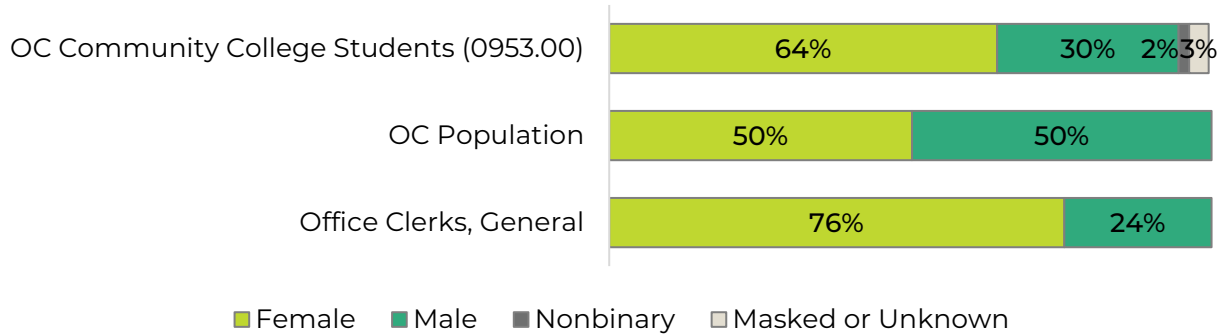


Sex

Exhibit 18 compares the sex of Orange County community college students enrolled in office technology/office computer applications programs, the overall Orange County population, and occupation-specific data for *office clerks, general*.

Though the population is split evenly between women and men, only 24% of *office clerks, general* and 30% of community college students are men.

Exhibit 18: Program and County Demographics by Sex



Appendix A: Methodology

OC COE prepared this report by analyzing occupational and educational program data. Occupational data comes from Lightcast, a labor market analytics firm which compiles information from the California Employment Development Department (EDD), U.S. Bureau of Labor Statistics (BLS), and other agencies. Analysis of emerging occupations is predicated on online job postings data combined with Occupational Information Network (O*NET) profile descriptions. Program supply data was sourced from the California Community Colleges Chancellor's Office Data Mart (MIS Data Mart) (datamart.cccco.edu) and the Integrated Postsecondary Education Data System (nces.ed.gov/ipeds/use-the-data), also known as IPEDS, which was integrated into the COE's Supply Table. (IPEDS).

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 have 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 each occupation (SOC code) by analyzing the number of 3-year average program completers or awards in related TOP and CIP codes. TOP code data comes from MIS Data Mart and CIP code data comes from the IPEDS. The 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 throughout the United States and Canada. The California Community Colleges are the only system that use TOP codes.

The analysis reflects labor market demand for occupations closely related to the proposed program as expressed by the requesting college in consultation with the OC COE. Traditional labor market data was used to assess current and projected employment based on data trends for detailed occupations, as well as annual average awards granted by regional postsecondary educational institutions. Real-time labor market information (online job postings) assesses employer preferences but cannot be used to measure the quantity of open positions, number of jobs, or annual openings.

All findings are based on the most current available data and a combination of primary and secondary sources. While care was taken to ensure accuracy, the OC COE, its host district, and the California Community Colleges Chancellor's Office are not responsible for individual decisions made based on this report.

Appendix B: Data Sources

Data Type	Source
Occupational Projections, Wages, and Job Postings	Traditional and real-time labor market information are captured using data from Lightcast (v.2026.3), a labor market analytics firm.
Living Wage	Per the CCCC'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 (\$57,294 annually) in Orange County. The MIT Living Wage, updated on February 15, 2026, is a nationally recognized living wage metric and is provided for reference. The current MIT Living Wage in Orange County is \$36.53.
Typical Education and Training Requirements, and Educational Attainment	The Bureau of Labor Statistics (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.
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.
Educational Supply	The CCCCO Data Mart provides information about students, courses, student services, outcomes and faculty and staff. The National Center for Education Statistics (NCES) Integrated Postsecondary Integrated Data System (IPEDS) collects data on the number of postsecondary awards earned (completions).
Student Metrics and Demographics	Data Vista , a statewide data system supported by the California Community Colleges Chancellor's Office provides data on progress, success, employment, and earnings outcomes for California community college students.
Population and Occupation Demographics	The Census Bureau's American Community Survey (ACS) is the premier source for detailed population and housing information. Data is sourced from IPUMS USA, a database providing access to ACS and other Census Bureau data products.

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