

Labor Market Assessment: Notary Service Occupations (TOP 0506.50 Retail Store Operations and Management) (CIP 52.1803 Retailing and Retail Operations)

Inland Empire/Desert Center of Excellence, August, 2026

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FOR LABOR MARKET RESEARCH

INLAND EMPIRE/DESERT

Summary

Program LMI Endorsement	All LMI Criteria Met	Some LMI Criteria Met (Proceed with Caution)	LMI Criteria NOT Met
	☐	☒	☐

Program LMI Endorsement Criteria		
Supply Gap	Yes ☒	No ☐
	<i>Comments:</i> There are projected to be 37 annual job openings throughout the Inland Empire/Desert region, which is more than the 6 annual average awards conferred by educational institutions over the last 3 years . Supply data includes both community college awards (6) and non-community college awards (0).	
Living Wage	Yes ☐	No ☒
	<i>Comments:</i> One occupation has entry-level hourly wages above the IE/D living wage of 20.42¹, which accounts for the minority (11%) of annual job openings.	
Education	Yes ☒	No ☐
	<i>Comments:</i> None of the occupations have some college or postsecondary degree or associate degree as their typical entry-level education level . However, more than 33% of all workers in the field (36%) have completed some college or an associate degree as their highest level of education . See Exhibit 9 for more details.	

The Inland Empire/ Desert (IE/D) Center of Excellence for Labor Market Research (IE/D COE) reviewed the following occupations to prepare this report:

- Below Middle-Skill (typically require training/education at or below a HS diploma)
 - Sales and Related Workers, All Other (41-9099)
 - Retail Salespersons (41-2031)
- Middle-Skill (typically require training/education above a HS diploma but less than a bachelor's degree)
 - First-Line Supervisors of Retail Sales Workers (41-1011)
 - Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel (41-3091)

Summary of findings

Demand

- The number of jobs related to the assessed occupations is projected to increase by 2% through 2030, with 37 annual job openings (new and replacement jobs).
- Hourly entry-level wages for three of the four occupations are below the living wage at the 25th percentile hourly wage, ranging from \$16.91 to \$20.62 in IE/D.
- There were 78 online job postings from 14 employers over the past 12 months, with the highest postings for notaries public.
- All job postings for target occupations require a high school diploma or equivalent.

Supply

- On average, there were 6 annual awards conferred by educational institutions over the last 3 years in related fields: 6 awards from community colleges and no awards from other institutions (e.g., 4-year universities, private schools). None of these programs were specific to training notary services occupations.
- IE/D community college students who exited these programs in the 2023-2024 academic year earned a median annual wage of \$39,028 (\$18.76 per hour).
- 43% of students who exited their program statewide in 2023-2024 reported that they are now earning a living wage.

¹ The [UW self-sufficiency standard](#) is currently used by the CO and other COEs, the self-sufficiency standard was last updated by UW in 2024.

Introduction

California Community College Retail Store Operations and Management (TOP 0506.50) programs prepare students for employment by teaching the principles and methods of retail store operations and management, including department stores and supermarkets (Taxonomy of Programs, 2023). The knowledge, skills, and abilities trained by retail store operations and management programs lead to employment in occupations related to notary services.

Special Note: The purpose of this report is to measure the labor market in the Inland Empire-Desert region for workers with skills and training related to notary services. Without adjustment, this grouping would include positions unrelated to this specific field. Therefore, to appropriately adjust the occupational estimates, this report is using the following methodology:

- Regional job posting data for all occupations listed above was generated for the past 12 months, unfiltered, with **22,041** total unique job postings.
- Regional job posting data for all occupations listed above was generated for the past 12 months, filtered to only include postings that include at least one of a curated list of specialized skills, qualifications, or keywords, with **78** total unique job postings.
- These include:
 - o Specialized Skill: Notary Services
 - o Qualification: Notary Signing Agent
 - o Keywords: Notary, Notary Public, Notary Services
- Using the two totals, it appears that in the past 12 months, 78 out of 22,041 unique job postings (0.4%) required or preferred skills related to notary services.
- This report will use that 0.4% ratio to estimate occupational demand for the listed occupations with the intended skills and training.
- Finally, analysis displayed from job posting data will be generated using the filtered dataset of 78 unique postings associated with the above curated list of specialized skills.

Job Demand

In 2025, there were 73,031 jobs in occupations related to notary services in the IE/D region. Regional employment for this occupation group is projected to increase by 2% through 2030, with 9,634 job openings projected annually. Exhibit 1a displays the job count, five-year projected job growth, and job openings in the region.

Exhibit 1a. Unadjusted five-year projections for occupations related to notary services, IE/D Region, 2025-2030

Occupation	SOC	2025 Jobs	2030 Jobs	2025 - 2030 % Change	5-Yr Openings (New + Replacement Jobs)	Annual Openings (New + Replacement Jobs)
Retail Salespersons	41-2031	44,083	45,241	3%	32,941	6,588
First-Line Supervisors of Retail Sales Workers	41-1011	15,869	15,981	1%	7,925	1,585
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	41-3091	10,285	10,734	4%	5,488	1,098
Sales and Related Workers, All Other	41-9099	2,794	2,838	2%	1,816	363
Total		73,031	74,794		48,169	9,634

SOURCE: LIGHTCAST 2026.3

However, after the 0.4% adjustment, the figures above are revised downward. Now, in 2025, there were 291 jobs in occupations related to notary services in the IE/D region. Regional employment for this occupation group is projected to increase by 2% through 2030, with 37 job openings projected annually. Exhibit 1b displays the adjusted job count, five-year projected job growth, and job openings in the region.

Exhibit 1b. Adjusted five-year projections for occupations related to notary services, IE/D Region, 2025-2030

Occupation	SOC	2025 Jobs	2030 Jobs	2025 - 2030 % Change	5-Yr Openings (New + Replacement Jobs)	Annual Openings (New + Replacement Jobs)
Retail Salespersons	41-2031	176	181	3%	132	26
First-Line Supervisors of Retail Sales Workers	41-1011	63	64	1%	32	6
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	41-3091	41	43	4%	22	4
Sales and Related Workers, All Other	41-9099	11	11	2%	7	1
Total		291	299		193	37

SOURCE: LIGHTCAST 2026.3

Job Postings

The following analysis for occupations related to notary services using online job posting data.

Important note: The data produced in this section were generated by leveraging online job posting data sourced from Lightcast, which is the labor market analytics software tool COEs use to produce these briefs. The job posting data is collected from scraping online job boards such as LinkedIn, Indeed, Glassdoor, and many others. The process Lightcast uses to assemble this data does have some limitations due to methods that recruitment professionals sometimes use (e.g., posting one job to fill multiple positions). For example, the number of jobs posted is not necessarily the same as the number of job vacancies.² While not perfect, Lightcast leverages machine learning and other AI technologies to enrich, de-duplicate, and aggregate this information to make it a meaningful dataset.

Exhibit 2 displays the number of job ads posted for occupations related to notary services over the last 12 months and the median posting duration. Over the previous 12 months, 14 employers posted 78 unique job ads for notary-related occupations in the region.

Exhibit 2. Job ads and posting duration, IE/D Region, August 2025 – July 2026

Job Title	Job Ads	Median Posting Duration
Retail Salespersons	51	17 days
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	19	22 days
First-Line Supervisors of Retail Sales Workers	6	21 days
Sales and Related Workers, All Other	2	32 days
Total	78	

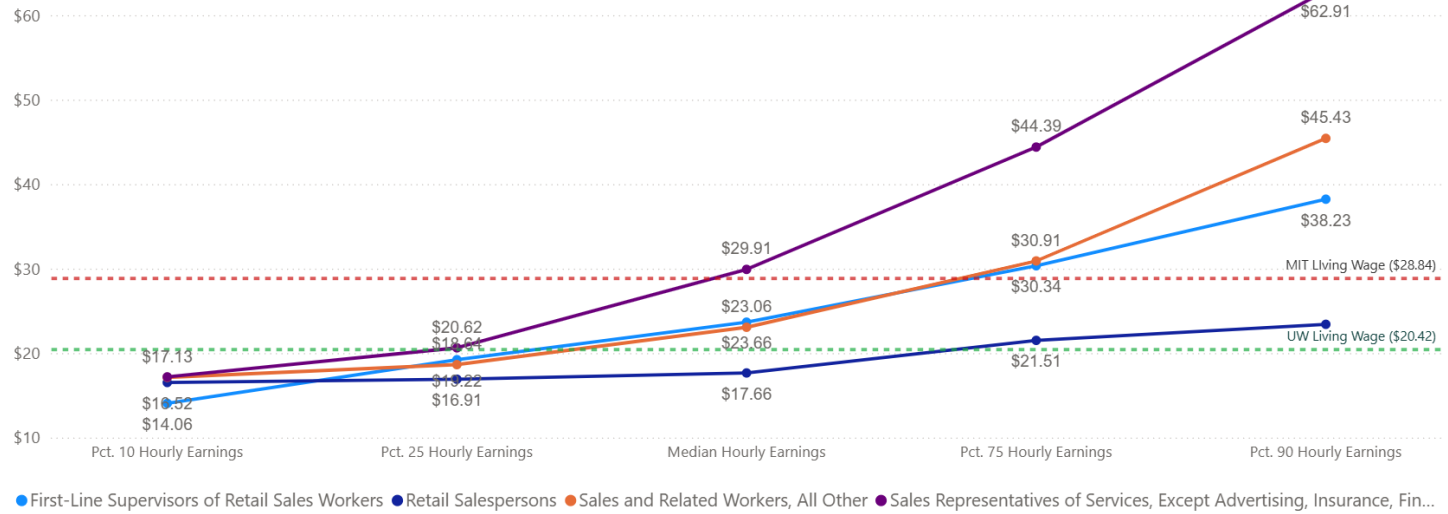
SOURCE: LIGHTCAST 2026.3

² "Job Posting Analytics (JPA) Methodology." Lightcast Knowledge Base, <https://kb.lightcast.io/en/articles/6957446-job-posting-analytics-jpa-methodology>

Earnings

Exhibit 3 displays the hourly earnings for occupations related to notary services compared to both the UW Self-Sufficiency Standard for the IE/D of \$20.42³ and the MIT IE/D living wage of \$28.84.⁴

Exhibit 3. Projected hourly earnings by percentile, IE/D Region, 2025



Description	Pct. 10 Hourly Earnings	Pct. 25 Hourly Earnings	Median Hourly Earnings	Pct. 75 Hourly Earnings	Pct. 90 Hourly Earnings
Retail Salespersons	\$16.52	\$16.91	\$17.66	\$21.51	\$23.41
First-Line Supervisors of Retail Sales Workers	\$14.06	\$19.22	\$23.66	\$30.34	\$38.23
Sales and Related Workers, All Other	\$17.13	\$18.64	\$23.06	\$30.91	\$45.43
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	\$17.19	\$20.62	\$29.91	\$44.39	\$62.91

SOURCE: 2026.3

The projected entry-level earnings (that is, the earnings of the lowest paid 25% of employees in the IE/D) for one of the four occupations were above the UW Self-Sufficiency Standard for the IE/D (see Exhibit 3). Additionally, none of the entry-level wages for the four occupations were above the MIT living wage for an adult with no children (\$28.84) in projected entry-level earnings (see Exhibit 3).

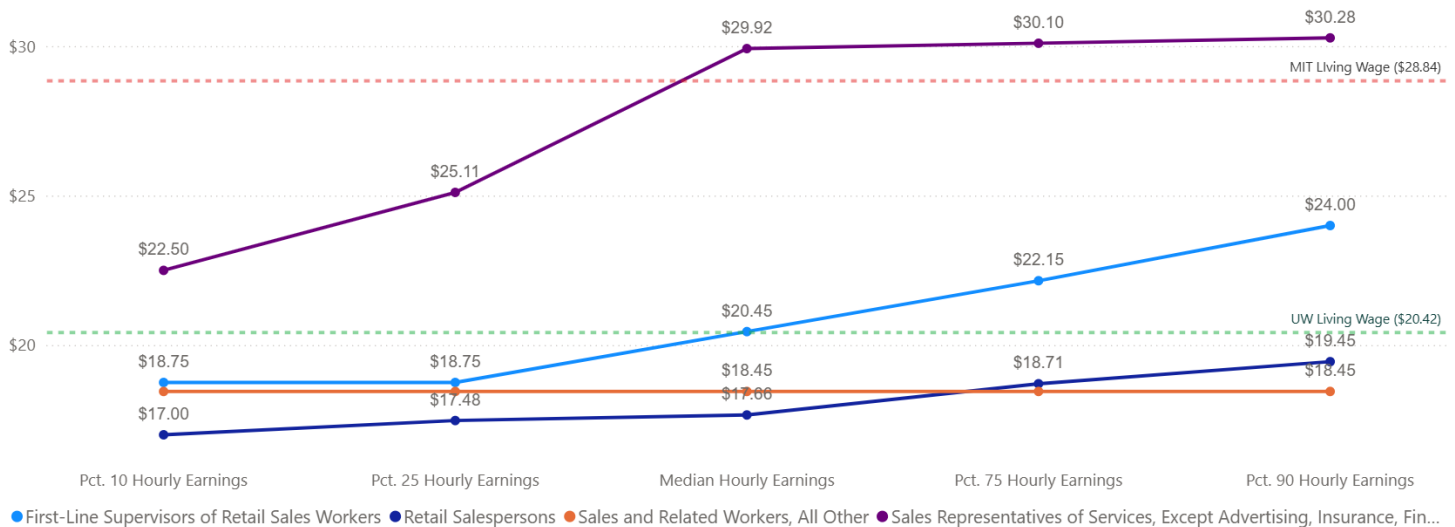
³ The [UW self-sufficiency standard](#) is currently used by the CO and other COEs, the self-sufficiency standard was last updated by UW in 2024. To provide an alternative perspective, the COE will provide an alternative living wage calculation from MIT in the analysis below as an additional reference point. MIT estimates, the living wage for an adult with no kids living in 2024 is \$28.84 in Riverside County and \$27.60 in San Bernadino County.

⁴ *ibid.*

Advertised Salary from Online Job Ads

Exhibit 4 displays the regional online advertised salaries for the occupations related to notary services over the last 12 months. The salary information from online job ad data suggests employers advertise entry-level hourly wages between \$17.48 and \$25.11 (estimated at an annual salary of \$36,358 to \$52,229).

Exhibit 4. Hourly earnings of job postings by percentile, IE/D Region, August 2025 – July 2026



Description	Pct. 10 Hourly Earnings	Pct. 25 Hourly Earnings	Median Hourly Earnings	Pct. 75 Hourly Earnings	Pct. 90 Hourly Earnings
First-Line Supervisors of Retail Sales Workers	\$18.75	\$18.75	\$20.45	\$22.15	\$24.00
Retail Salespersons	\$17.00	\$17.48	\$17.66	\$18.71	\$19.45
Sales and Related Workers, All Other	\$18.45	\$18.45	\$18.45	\$18.45	\$18.45
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	\$22.50	\$25.11	\$29.92	\$30.10	\$30.28

SOURCE: LIGHTCAST 2026.3

Online Job Advertisements: top job titles, skills, education & work experience.

Exhibit 5 displays the job titles most frequently used in job postings for the occupations related to notary services over the last 12 months. Assessing the top advertised job titles may provide insight into the types of positions sought by employers.

Exhibit 5. Job titles most frequently used in job ads, IE/D Region, August 2025 – July 2026

Job Title	Unique Postings
Notaries Public	22
Store Sales Associates	15
Member Service Representatives	11
Retail Sales Associates	6
Retail Service Specialists	3
Sales Advisors	3
Store Managers	3
Customer Service Representatives/Personal Bankers	2
Customer Service/Shipping Managers	2
Notary Public/Loan Signing Agents	2

SOURCE: LIGHTCAST 2026.3

Exhibit 6 displays the employers posting the most job ads for this occupational group during the last 12 months. Showing employer names can provide insight into where students may find employment after completing a program and may inform job development and other employer engagement targets for faculty and staff involved in related programs. UPS had the highest unique job posts for this occupational group in the last 12 months. Posting intensity is the ratio of total job posts to unique job posts, which are de-duplicated. Higher posting intensity can reflect the level of effort and activity the organization is putting into hiring for that position. The following report comes directly from Lightcast's Job Posting Analytics dashboard.

**Exhibit 6. Employers posting the most job ads,
IE/D Region, August 2025 – July 2026**

Company	Total/Unique (Aug 2025 - Jul 2026)	Posting Intensity	Median Posting Duration
UPS	61 / 27	2 : 1 	25 days
Wescom Credit Union	31 / 11	3 : 1 	25 days
AAA	7 / 3	2 : 1 	20 days
Tesla	12 / 3	4 : 1 	48 days
Schoolsfirst Fcu Home Advantage Program	2 / 1	2 : 1 	22 days
Loma Linda University	5 / 1	5 : 1 	14 days
Postal Annex	3 / 1	3 : 1 	33 days
Postalannex	1 / 1	1 : 1 	32 days
Aim Mail Center	3 / 1	3 : 1 	n/a
Postal Center Plus	3 / 1	3 : 1 	6 days

SOURCE: LIGHTCAST 2026.3

Exhibit 7 displays the top common, specialized, and computer skills that were included in the job postings over the last 12 months. Today's demand is an important indicator of which skills employers are looking for in the current market. Analyzing skills from a historical perspective as well as projecting the future needs of employers may provide insight into how the job posting skills demand compares to the market as a whole. Rapidly growing skills are those that are increasing in demand at a faster rate than the market as a whole.⁵

**Exhibit 7. Top 10 in-demand skills from employer job ads,
IE/D Region, August 2025 – July 2026**

Specialized skills	Total Postings	Skill Growth Relative to Market	Common skills	Total Postings	Skill Growth Relative to Market
Notary Services	78	Growing	Customer Service	75	Stable
Point Of Sale	39	Growing	Sales	45	Stable
Lifting Ability	36	Growing	Computer Literacy	35	Lagging
Retail Sales	32	Lagging	Mathematics	34	Rapidly Growing
Conflict Resolution	17	Growing	Communication	27	Stable
Sales Records	17	Lagging	Greeting Customers	19	Stable
Auditing	14	Rapidly Growing	Management	19	Stable
Financial Services	14	Stable	Microsoft Office	19	Growing
Loans	14	Stable	Professionalism	19	Growing
Real Estate	14	Stable	Basic Internet Skills	14	Stable

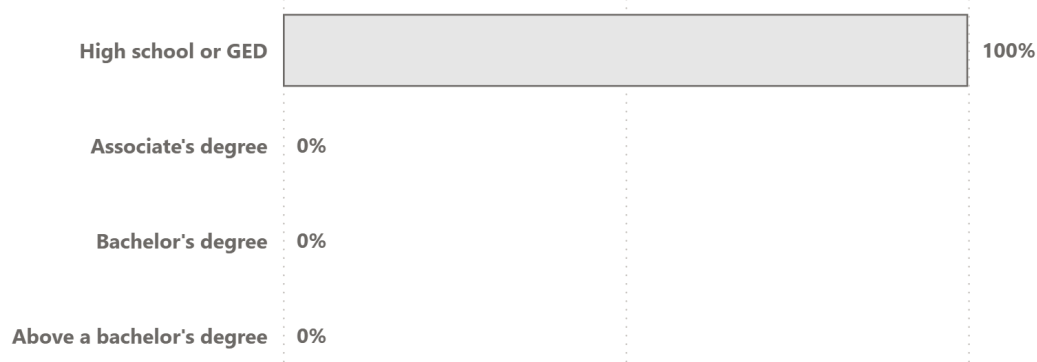
Computer Skills	Total Postings	Skill Growth Relative to Market
Microsoft Office	19	Growing
Microsoft Outlook	15	Rapidly Growing
Microsoft Excel	12	Growing
Operating Systems	11	Growing
Productivity Software	6	Growing
Mac OS	5	Stable

SOURCE: LIGHTCAST 2026.3

⁵ "What are Lightcast Skill Projects", Lightcast Knowledge base, <https://kb.lightcast.io/en/articles/8496296-what-are-lightcast-skill-projections>

Exhibit 8 includes the minimum educational requirements from job postings for this occupational group, with all employers listing a high school diploma or equivalent as the minimum education required for notary services positions.

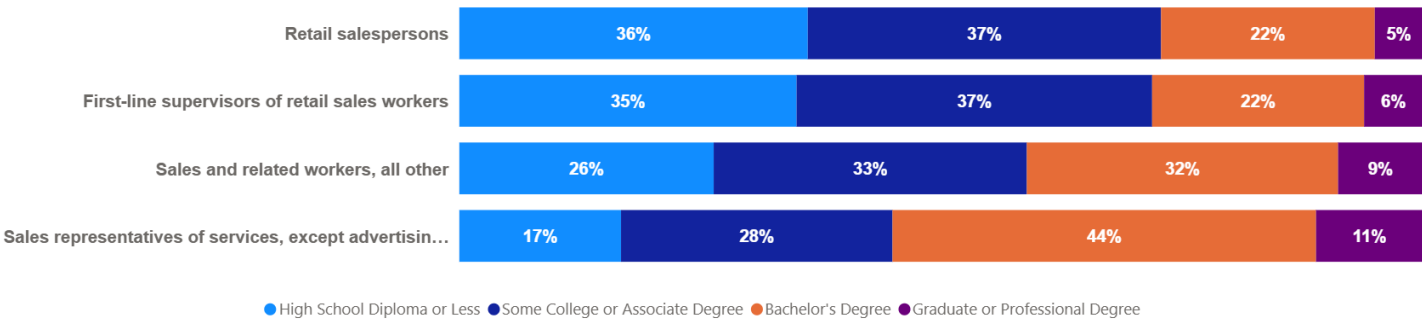
Exhibit 8 Minimum educational requirements in job postings for this occupational group, IE/D Region, August 2025 – July 2026



SOURCE: LIGHTCAST 2026.3

For the assessed occupations, the Bureau of Labor Statistics (BLS) education attainment data in Exhibit 9 for current professionals in the occupations of interest indicates that between 28% and 37% of workers have completed some college or an associate degree as their highest level of education.

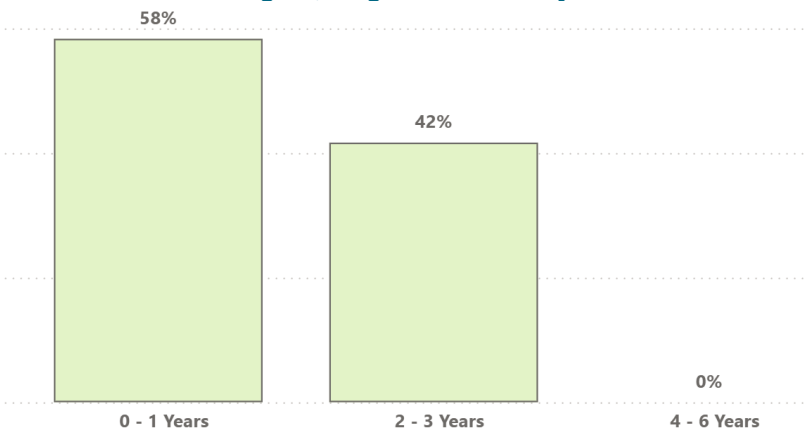
Exhibit 9 National-level Education Attainment for the Occupational Group



SOURCE: BLS 2024

Exhibit 10 displays the work experience typically required from employer job ads for this occupational group. The majority (58%) of employers listing minimum experience requirements sought candidates with zero to one year of previous work experience.

Exhibit 10 Work experience requirements, IE/D Region, August 2025 – July 2026



SOURCE: LIGHTCAST 2026.3

Student Completions and Program Outcomes

Exhibit 11 displays student completions for the Retail Store Operations and Management (TOP 0506.50) programs over the last three academic years (2022-2025). In the previous three academic years, three regional community colleges issued an average of six awards in relevant programs.

Exhibit 11 Annual average community college awards for Retail Store Operations and Management (TOP 0506.50), IE/D, 2022-2025

Top Code	Program	College	2022-2023 Awards	2023-2024 Awards	2024-2025 Awards	3-Year Award Average
0506.50	Retail Store Operations and Management	Chaffey	5	5	2	4
0506.50	Retail Store Operations and Management	Norco	0	2	2	1
0506.50	Retail Store Operations and Management	San Bernardino	0	1	2	1
Total			5	8	6	6

SOURCE: MIS DATA MART

Non-Community College Supply

Student award completion data was not found in the IE/D for other related non-community college programs, such as Retailing and Retail Operations (52.1803).

Strong Workforce Program Outcomes

California SWP program outcome data may provide useful insight into the likelihood of success for the proposed program. Community college student outcome information based on the selected TOP code and region is provided in Exhibit 12.

Exhibit 12 Retail store operations and management strong workforce program outcomes, IE/D & California, AY 2023-2024

Program Metric Title	Inland Empire	Statewide
Students	66	392
Earned 9+ Career Education Units	52%	44%
Completed Noncredit Workforce Preparation Milestone	-	-
Earned an Award: Degree or Cert or Attained Appren. Journey Level Status	-	140%
Transferred to a Four-Year Institution: Four-Year Postsecondary Institution	-	6%
Median Annual Earnings	\$39,028	\$44,272
Median Change in Earnings	-	53%
Attained Living Wage	-	43%

SOURCE: DATAVISTA

Appendix: Methodology

Exhibit 11 displays the average annual California Community College (CCC) awards conferred during the three academic years between 2022 and 2025 from the California Community Colleges Chancellor's Office Management Information Systems (MIS) Data Mart. Awards are the combined total during the timeframe, divided by three in this case to calculate an annual average. This is done to minimize the effect of atypical variations that might be present in a single year.

Community college student outcome information is from DataVista and based on the selected TOP code and region. These metrics are based on records submitted to the California Community Colleges Chancellor's Office Management Information Systems (MIS) by community colleges, which come from self-reported student information from CCC Apply and the National Student Clearinghouse. Employment and earnings metrics are sourced from California's Employment Development Department's Unemployment Insurance database. When available, outcomes for completers are reported to demonstrate the impact that earning a degree or certificate can have on employment and earnings. For more information on the types of students included for each metric, please see the web link for DataVista's Strong Workforce Program Metrics Data Element Dictionary in the Resources section (DataVista, 2025).

Appendix: References

Type of Data	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. https://lightcast.io/
Living Wage (UW)	Center for Women's Welfare, University of Washington. (2024). The self-sufficiency standard for California 2024. http://www.selfsufficiencystandard.org/California . The COE refers to the Self-Sufficiency Wage as a "living wage." This calculation measures the income necessary for an individual of family to afford basic expenses. The data assesses the cost of housing, food, childcare, health care, transportation, and taxes. The living wage for one adult in San Bernardino County is \$20.07 per hour (\$57,408 annually). The living wage for one adult in Riverside County is \$20.76 per hour (\$43,854 annually). The average of the two, \$20.42 per hour (\$42,474 annually), is used to represent the Inland Empire/Desert living wage.
Living Wage (MIT)	<i>Living wage data sourced from the Living Wage Institute via</i> https://livingwage.mit.edu/counties/06065 ; https://livingwage.mit.edu/counties/06071 , Accessed on June 6, 2026. The living wage is derived from MIT's Living Wage Calculator, which measures the income necessary for an individual or family to afford basic expenses. The data assesses the cost of housing, food, childcare, health care, transportation, and taxes. For more information, see: https://livingwage.mit.edu/pages/methodology . The living wage for one adult in San Bernardino County is \$27.60 per hour (\$52,353.60 annually). The living wage for one adult in Riverside County is \$28.84 per hour (\$59,987 annually). The higher of the two, \$28.84 per hour (\$59,987 annually), is used to represent the Inland Empire/Desert living wage.
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 .

Type of Data	Source
Educational Supply	The CCCC 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 Education 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	DataVista aims to provide up-to-date and useful information on students within the California Community Colleges and its Adult Education partners. DataVista is a modernization of the supporting architecture and visualization of metrics previously available on the LaunchBoard. DataVista is a collaboration between the California Community Colleges Chancellor's Office and WestEd, see: https://datavista.cccco.edu/data_views/swp_report