CENTER OF EXCELLENCE FOR LABOR MARKET RESEARCH
LOS ANGELES

Labor Market Analysis: 0506.40 – Small Business and Entrepreneurship
52.0701 – Entrepreneurship/Entrepreneurial Studies
Business Administration-Entrepreneurship and Small Business Management–
Certificate requiring 16 to fewer than 30 semester units
Los Angeles Center of Excellence, October 2026

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

Program Endorsement Criteria		
Supply Gap:	Yes ☑	No ☐
Living Wage: (Entry-Level, 25th)	Yes ☑	No ☐
Education:	Yes ☐	No ☑
Emerging Occupation(s)		
Yes ☐		No ☑

SUMMARY

This report analyzes whether local labor market demand is being met by community college programs aligned with the identified middle-skill occupations[1] 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 appears to be a supply gap for the five identified middle-skill occupations in the region. Furthermore, the majority of annual openings have entry-level wages that exceed the self-sufficiency standard wage in both Los Angeles and Orange counties, and more than one-third of current workers in these occupations have completed some college or an associate degree as their highest level of educational attainment. Since the majority of job openings for these occupations typically require a bachelor's degree, and completion of this program provides only a certificate of achievement, this proposed program is best positioned as an upskilling opportunity for students who already possess a four-year degree.

Since this program focuses on small business and entrepreneurship, demand and wage data for self-employed workers are also included in this report.

<u>Recommendation:</u> Due to two of the 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

- 16,213 annual job openings are projected in the region through 2030. This number is greater than the three-year average of 13,691 awards conferred by educational institutions in the region.
    - **1,622 annual job openings for self-employed workers** in these five target occupations are projected in the region through 2030.

Living Wage

- 65% of annual job openings for these middle-skill target occupations have entry-level wages **above** Los Angeles County's self-sufficiency standard hourly wage ($24.03/hour).[2]
    - **Entry-level wages are below Los Angeles County's self-sufficiency standard hourly wage for self-employed workers** in all five of the target occupations in this report.

Educational Attainment

- 66% of the annual job openings typically require a bachelor's degree for these middle-skill business occupations in the LA/OC region.
- 32%-38% of workers in the field have completed some college or an associate degree, according to national educational attainment data.

Community college supply

- 27 community colleges issued awards related to business and entrepreneurship in the greater LA/OC region.
- 2,508 awards (degrees and certificates) were conferred on average each year between 2023 and 2025.

Other postsecondary supply

- 40 educational institutions in the LA/OC region have conferred awards in programs related to business and entrepreneurship over the past three years.
- 11,183 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 five middle-skill occupations. Although three of 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.

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

- ***General and Operations Managers* (11-1021)**[3]
- ***Administrative Services Managers* (11-3012)**[4]
- ***Facilities Managers* (11-3013)**[5]
- ***First-Line Supervisors of Retail Sales Workers* (41-1011)**[6]
- ***First-Line Supervisors of Non-Retail Sales Workers* (41-1012)**[7]

OCCUPATIONAL DEMAND

Exhibit 1 shows the five-year occupational demand projections for the target occupations in this report. In the greater Los Angeles/Orange County region, the number of jobs related to these occupations are projected to increase by less than 1% through 2030. There will be more than 16,200 job openings per year through 2030 due to job growth and replacements. While the target occupations in total are projected to increase, the number of self-employed workers in these target occupations is projected to decrease by 10% through 2030. However, there will be more than 1,600 self-employed job openings within these target occupations per year through 2030 due to replacements and workers leaving the field. Approximately 10% of the 16,213 total job openings for this occupational group are for self-employed individuals. The majority of self-employed jobs in 2025 for these target business occupations (76%) were located in Los Angeles County.

Exhibit 1: Current employment and occupational demand, Los Angeles and Orange counties[8]

Employment Type	Geography	2025 Jobs	2030 Jobs	2025-2030 Change	2025-2030 % Change	Annual Openings
Self-Employed	Los Angeles	14,377	12,889	(1,488)	(10%)	1,224
All Workers	Los Angeles	137,454	137,154	(300)	(0%)	11,597
Self-Employed	Orange	4,664	4,184	(481)	(10%)	398
All Workers	Orange	52,965	53,723	758	1%	4,616
Self-Employed	**LA/OC Region**	**19,042**	**17,073**	**(1,969)**	**(10%)**	**1,622**
All Workers	**LA/OC Region**	**190,419**	**190,877**	**458**	**0%**	**16,213**

Exhibit 2 displays the 2025 job counts for self-employed and all workers in these business-related occupations as well as the percentage of self-employed workers. The rate of self-employment for *first-line supervisors of non-retail sales workers* (42%) and *first-line supervisors of retail sales workers* (25%) is higher than the average self-employment rate of 9% in Los Angeles/Orange County across all occupations in 2025.

[3] General and Operations Managers (bls.gov)
[4] Administrative Services and Facilities Managers (bls.gov)
[5] Ibid.
[6] First-Line Supervisors of Retail Sales Workers (bls.gov)
[7] First-Line Supervisors of Non-Retail Sales Workers (bls.gov)
[8] 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 2: Entrepreneurship self-employment rates for target occupations in Los Angeles and Orange Counties

Occupation	Self-Employed 2025 Jobs	Employed and Self-Employed 2025 Jobs	% Self-Employed 2025
General and Operations Managers	1,733	108,977	2%
Administrative Services Managers	42	13,817	>1%
Facilities Managers	83	7,003	1%
First-Line Supervisors of Retail Sales Workers	12,135	48,590	25%
First-Line Supervisors of Non-Retail Sales Workers	5,050	12,032	42%
Total	**19,042**	**190,419**	**10%**

Exhibit 3 displays middle-skill occupations with the highest self-employment rates in the greater Los Angeles and Orange County region in 2025. Community college programs that train for these occupations have not historically offered entrepreneurship-based training; however, including entrepreneurial classes for these programs may be beneficial.

Exhibit 3: Top occupations by self-employment rate, Los Angeles and Orange County

Occupation	Self-Employed 2025 Jobs	Employed and Self-Employed 2025 Jobs	% Self-Employed 2025
Barbers	3,409	3,904	87%
Real Estate Brokers	4,882	6,442	76%
Real Estate Sales Agents	17,554	25,743	68%
Photographers	7,796	11,868	66%
Court Reporters and Simultaneous Captioners	529	854	62%

Detailed Occupation Data

Exhibit 4 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 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 4: Detailed employment and occupational demand, Los Angeles County[9]

Occupation	2025 Jobs	2030 Jobs	5-Yr % Change	Annual Openings	% Aged 55 and older	% Full Time Workers
General and Operations Managers	1,329	1,377	4%	114	34%	100%
Administrative Services Managers	31	33	5%	3	Insufficient data	100%
Facilities Managers	61	63	4%	6	70%	87%
First-Line Supervisors of Retail Sales Workers	9,094	8,080	(11%)	820	37%	79%
First-Line Supervisors of Non-Retail Sales Workers	3,862	3,337	(14%)	282	40%	92%
Total – Self-Employed	**14,377**	**12,889**	**(10%)**	**1,224**	**-**	**-**
General and Operations Managers	77,644	79,073	2%	6,319	25%	100%
Administrative Services Managers	10,106	10,212	1%	824	35%	100%
Facilities Managers	5,122	5,232	2%	447	39%	87%
First-Line Supervisors of Retail Sales Workers	35,828	34,618	(3%)	3,352	25%	79%
First-Line Supervisors of Non-Retail Sales Workers	8,754	8,019	(8%)	656	33%	92%
Total – All Workers	**137,454**	**137,154**	**(0%)**	**11,597**	**-**	**-**

WAGES

The labor market endorsement in this report considers the entry-level hourly wages for the target business occupations in this report 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 Workers in Target Occupations

The majority, 65%, of annual openings for these target business occupations 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 $19.84 and $45.62. (Exhibit 5).

Three occupations have entry-level wages above the self-sufficiency standard wage:

- *Administrative services managers*, $45.62
- *Facilities managers*, $40.31
- *General and operations managers*, $39.56

[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.

Experienced workers can expect to earn wages between $30.60 and $89.96, which are higher than the self-sufficiency standard.

Exhibit 5: Earnings for occupations in Los Angeles County, self-employed and employed workers

Occupation	Entry-Level Hourly Earnings (25th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75th Percentile)	Median Annual Earnings*
General and Operations Managers	$39.56	$60.10	$89.96	$125,000
Administrative Services Managers	$45.62	$60.06	$79.61	$124,900
Facilities Managers	$40.31	$55.43	$74.20	$115,300
First-Line Supervisors of Retail Sales Workers	$19.84	$24.44	$30.60	$50,800
First-Line Supervisors of Non-Retail Sales Workers	$22.13	$33.09	$48.90	$68,800

*Rounded to the nearest $100

Los Angeles County—Self-Employed Workers in Target Occupations

Self-employed workers in all five target business 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 $8.16 and $15.57. (Exhibit 6). Experienced workers can expect to earn wages between $34.32 and $56.28, which are higher than the self-sufficiency standard.

Exhibit 6: Earnings for occupations in Los Angeles County, self-employed workers

Occupation	Entry-Level Hourly Earnings (25th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75th Percentile)	Median Annual Earnings*
General and Operations Managers	$14.99	$27.29	$48.87	$56,800
Administrative Services Managers	$13.86	$26.64	$56.28	$55,400
Facilities Managers	$15.57	$23.09	$51.67	$48,000
First-Line Supervisors of Retail Sales Workers	$8.16	$17.69	$34.32	$36,800
First-Line Supervisors of Non-Retail Sales Workers	$11.03	$21.08	$39.25	$43,900

*Rounded to the nearest $100

Orange County—All Workers in Target Occupations

The majority, 68%, of annual openings for the target business occupations 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 $18.99 and $44.97 (Exhibit 7).

Three occupations have entry-level wages above the self-sufficiency standard wage:

- *Administrative services managers*, $44.97
- *General and operations managers,* $39.42
- *Facilities managers,* $39.33

Experienced workers can expect to earn wages between $29.17 and $89.43, which are higher than the self-sufficiency standard.

Exhibit 7: Earnings for occupations in Orange County, self-employed and employed workers

Occupation	Entry-Level Hourly Earnings (25th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75th Percentile)	Median Annual Earnings*
General and Operations Managers	$39.42	$59.82	$89.43	$124,400
Administrative Services Managers	$44.97	$59.20	$78.46	$123,100
Facilities Managers	$39.33	$54.09	$72.39	$112,500
First-Line Supervisors of Retail Sales Workers	$18.99	$23.33	$29.17	$48,500
First-Line Supervisors of Non-Retail Sales Workers	$23.78	$34.69	$50.31	$72,200

*Rounded to the nearest $100

Orange County—Self-Employed Workers in Target Occupations

All five target 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 $8.10 and $16.13. (Exhibit 8). Experienced workers can expect to earn wages between $34.05 and $56.29, which are higher than the self-sufficiency standard.

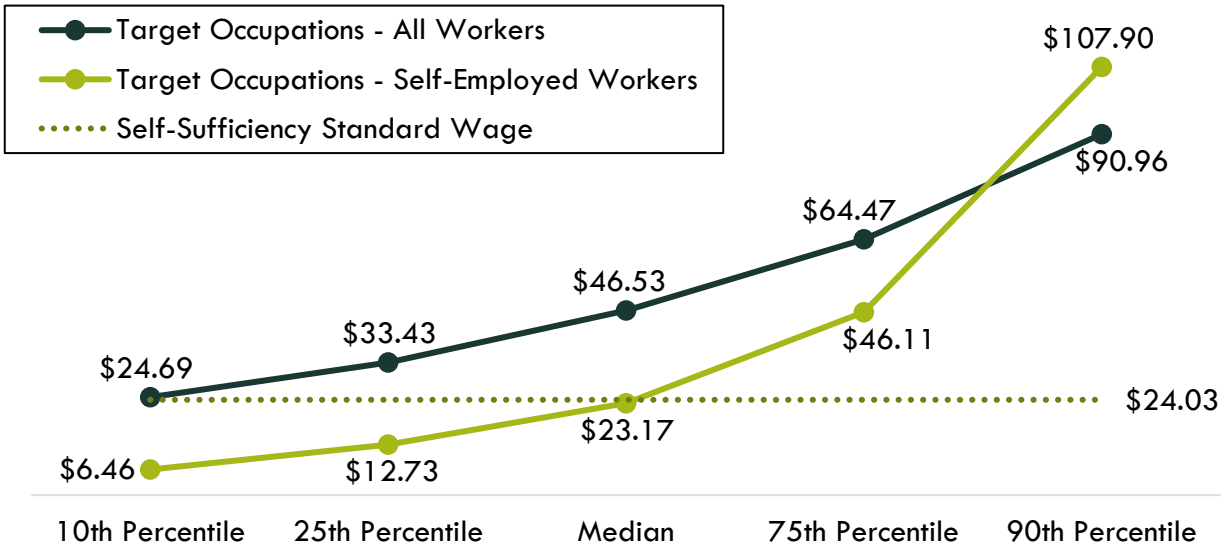
Exhibit 8: Earnings for occupations in Los Angeles County, self-employed workers

Occupation	Entry-Level Hourly Earnings (25th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75th Percentile)	Median Annual Earnings*
General and Operations Managers	$14.87	$27.07	$48.48	$56,300
Administrative Services Managers	$13.86	$26.64	$56.29	$55,400
Facilities Managers	$16.13	$23.91	$53.51	$49,700
First-Line Supervisors of Retail Sales Workers	$8.10	$17.55	$34.05	$36,500
First-Line Supervisors of Non-Retail Sales Workers	$10.90	$20.83	$38.78	$43,300

*Rounded to the nearest $100

Across the greater Los Angeles and Orange County region, the average entry-level hourly earnings for the target occupations in this report are $33.43 for all workers and $12.73 for self-employed workers; for all workers, this is above the living wage for one single adult in Los Angeles County ($24.03). Exhibit 9 shows the average hourly wage for the occupations in this report, for entry-level to experienced workers.

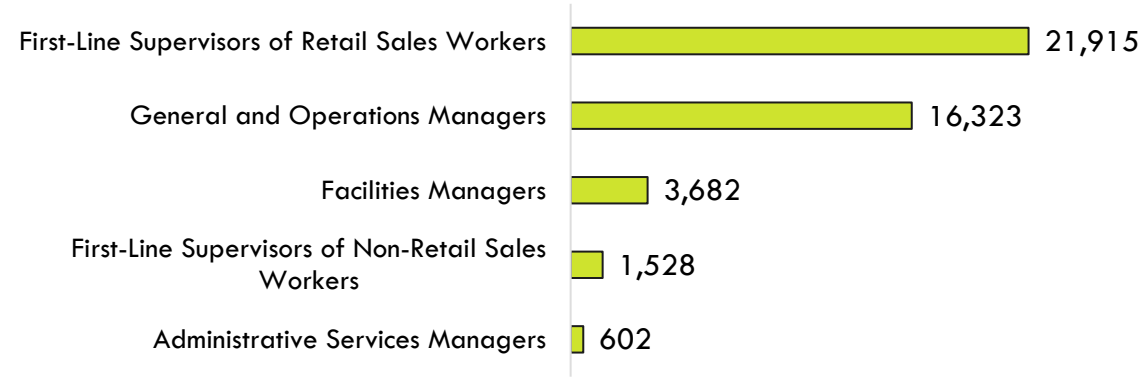
Exhibit 9: Average hourly earnings for target occupations, Los Angeles and Orange counties



JOB POSTINGS

There were 44,050 online job postings related to the target occupations in this report listed in the past 12 months in Los Angeles and Orange counties. Exhibit 10 displays the number of job postings by occupation. The majority of job postings (50%) were for *first-line supervisors of retail sales workers*, followed by *general and operations managers* (37%) and *facilities managers* (8%).

Exhibit 10: 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 11).

Exhibit 11: Most commonly requested job titles, skills and employers in job postings, Los Angeles and Orange counties

Top Job Titles	Top Skills	Top Employers
• Shift supervisors • Assistant managers • Assistant store managers • Store managers • Operations managers • General managers • Key holders • Directors of operations • Operations supervisors	• Merchandising • Retail operations • Operations management • Marketing • Inventory management • Key performance indicators (KPIs) • Lifting ability • Retail sales	• Starbucks • Panda Express • Domino's Pizza • CVS Health • Abercrombie & Fitch • Sprouts Farmers Market • Dollar Tree • Nordstrom • GameStop

In the greater Los Angeles/Orange County region, 50% of the target job postings listed a minimum educational requirement. Exhibit 12 details the number and percentage of job postings by educational level.

Exhibit 12: Education levels requested in job postings for target occupations, Los Angeles and Orange counties

Education Level	Job Postings	% of Job Postings
Bachelor's degree	10,782	48%
Associate degree	1,094	5%
High school diploma or vocational training	10,360	47%

EDUCATIONAL ATTAINMENT

In the greater Los Angeles/Orange County region, the majority of annual job openings (66%) typically require a bachelor's degree (Exhibit 13). 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. Since most job openings for these occupations require a bachelor's degree, and this program provides only a certificate of achievement, this proposed program is best positioned as an upskilling opportunity for students who already have a four-year degree.

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

Exhibit 13: 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
Facilities Managers	Bachelor's degree
First-Line Supervisors of Retail Sales Workers	High school diploma or equivalent
First-Line Supervisors of Non-Retail Sales Workers	High school diploma or equivalent

EDUCATIONAL SUPPLY

Community College Supply

Exhibit 14 shows the annual and three-year average number of awards conferred by community colleges in the related TOP codes: Business Management (0506.00) and Small Business and Entrepreneurship (0506.40). The colleges with the most completions in the region are Cerritos, LA Valley, and Irvine.

Exhibit 14: 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

TOP Code	Program	College	2022-23 Awards	2023-24 Awards	2024-25 Awards	3-Year Average
		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 Subtotal/Average	**1,141**	**2,236**	**1,884**	**1,754**
0506.40	Small Business and Entrepreneurship	Cerritos	13	10	13	12
		Citrus	-	-	1	0
		East LA	19	14	5	13
		El Camino	-	-	6	2
		Glendale	6	2	9	6
		LA City	19	26	36	27
		LA Pierce	31	17	42	30
		LA Trade	10	6	12	9
		LA Valley	174	169	415	253
		Long Beach	1	-	1	1
		Mt San Antonio	20	39	29	29
		Pasadena	22	36	54	37
		Rio Hondo	13	8	3	8
		Santa Monica	17	22	84	41
		West LA	12	8	37	19
		LA Subtotal	**357**	**357**	**747**	**487**
		Coastline	4	2	-	2
		Fullerton	2	6	6	5
		Irvine	233	237	261	244
		Saddleback	6	9	11	9
		Santa Ana	3	10	2	5
		Santiago Canyon	4	5	-	3
		OC Total	**252**	**269**	**280**	**267**
		Supply Subtotal/Average	**609**	**626**	**1,027**	**754**
		Supply Total/Average	**1,750**	**2,862**	**2,911**	**2,508**

Exhibit 15 displays the community college awards broken down by award type. In this case, the majority of awards issued by community colleges are certificates (83%).

Exhibit 15: Community college awards by award type, 2023-2025

Award Type	# of Awards	% of Awards
A.A./A.S. degrees	333	13%
Certificates	2,094	83%
Noncredit awards	81	3%
Total	**2,508**	**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 small business and entrepreneurship. Exhibit 16 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 2022 and 2024, other postsecondary college institutions in the region conferred an average of 11,183 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.

Exhibit 16: 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	Abraham Lincoln Univ.	1	-	1	1
		American Jewish Univ.	1	2	-	1
		Angeles College	16	-	-	5
		Azusa Pacific University	82	79	53	71
		Bethesda University	14	22	27	21
		Biola University	106	111	108	108
		CSPU-Pomona	1,561	1,521	1,348	1,477
		CSU-Dominguez Hills	588	537	554	560
		CSU-Fullerton	2,164	2,066	2,198	2,143
		CSU-Long Beach	1,491	1,284	1,299	1,358
		CSU-Los Angeles	726	896	872	831
		CSU-Northridge	769	1,052	1,194	1,005
		Chapman University	453	422	414	430
		Concordia Univ.-Irvine	64	119	94	92
		Haven University	-	-	2	1
		Hope International Univ.	39	38	42	40
		InterCoast Colleges-	2	4	5	4

CIP Code	Program	Postsecondary Institution	2021-22 Awards	2022-23 Awards	2023-24 Awards	3-Year Average
		West Covina				
		Learnet Academy	6	7	-	4
		Life Pacific University	19	22	13	18
		LA Pacific College	1	5	17	8
		LA Pacific University	14	24	16	18
		Loyola Marymount Univ.	41	55	59	52
		Mount Saint Mary's Univ.	21	16	19	19
		Pacific College	-	-	1	0
		Pacific Oaks College	-	-	1	0
		Pacific States University	4	-	-	1
		Pepperdine University	218	186	188	197
		Platt College-Anaheim	5	9	5	6
		Platt College-Los Angeles	6	3	1	3
		UC-Irvine	340	360	430	377
		University of La Verne	219	192	155	189
		Univ. of Mass. Global	303	294	216	271
		USC	832	-	-	277
		University of the People	467	1,177	2,061	1,235
		University of the West	9	10	8	9
		Vanguard University of Southern California	50	53	72	58
		West Coast University-OC	-	7	6	4
		Westcliff University	114	148	224	162
		Whittier College	39	64	38	47
		Woodbury University	8	10	10	9
52.0701	Entrepreneurship/ Entrepreneurial Studies	Azusa Pacific University	3	2	2	2
		Loyola Marymount Univ.	52	66	82	67
		Mount Saint Mary's Univ.	-	1	-	0
		University of La Verne	1	-	-	0
		Westcliff University	-	2	-	1
		Supply Total/Average	**10,849**	**10,866**	**11,835**	**11,183**

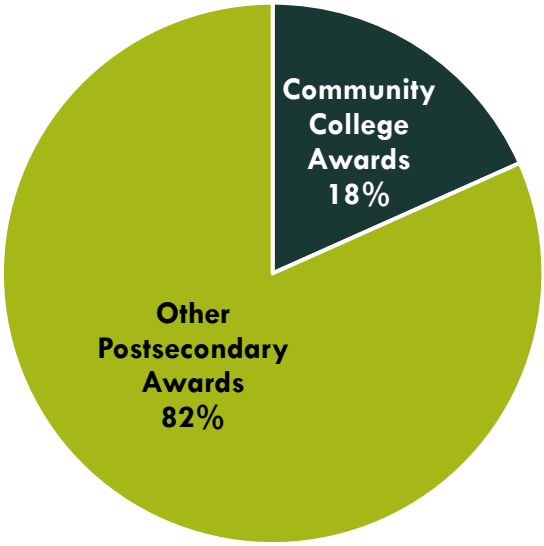
Exhibit 17 shows the breakdown of other postsecondary awards by award type. The majority of awards issued by other postsecondary schools are bachelor's degrees (92%).

Exhibit 17: Other postsecondary awards by award type, 2022-2024

Award Type	# of Awards	% of Awards
Bachelor's degrees	10,282	92%
Sub-baccalaureate awards	901	8%
Total	**11,183**	**100%**

Exhibit 18 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 18: 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]

[10] General and Operations Managers (bls.gov)

- ***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]
- ***Facilities Managers* (11-3013)** Plan, direct, or coordinate operations and functionalities of facilities and buildings. May include surrounding grounds or multiple facilities of an organization's campus.[12]
- ***First-Line Supervisors of Retail Sales Workers* (41-1011)** Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.[13]
- ***First-Line Supervisors of Non-Retail Sales Workers* (41-1012)** Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties such as budgeting, accounting, and personnel work, in addition to supervisory duties.[14]

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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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[11] Administrative Services and Facilities Managers (bls.gov)
[12] Ibid.
[13] First-Line Supervisors of Retail Sales Workers (bls.gov)
[14] First-Line Supervisors of Non-Retail Sales Workers (bls.gov)