

Occupation Overview

Administrative Services and Related Occupations in Kern

EMSI Q2 2015 Data Set



Taft College



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Taft, California 93268
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Parameters

Occupations

| Code | Description |
|-------------|---|
| 11-3011 | Administrative Services Managers |
| 43-1011 | First-Line Supervisors of Office and Administrative Support Workers |
| 43-3071 | Tellers |
| 43-4051 | Customer Service Representatives |
| 43-4171 | Receptionists and Information Clerks |
| 43-6011 | Executive Secretaries and Executive Administrative Assistants |
| 43-9061 | Office Clerks, General |
| 43-9199 | Office and Administrative Support Workers, All Other |

Regions

| Code | Description |
|-------------|--------------------|
| 6029 | Kern County, CA |

Timeframe

2016 - 2017

Datarun

2015.2 – QCEW Employees, Non-QCEW Employees, Self-Employed, and Extended Proprietors

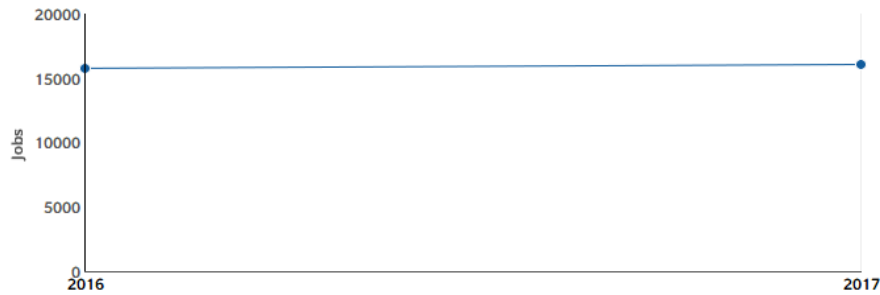
Administrative Services in Kern County, CA

Occupation Summary for Administrative Services

| | | |
|--|---|---|
| 15,463 Jobs (2015) 35% below National average | 1.9% % Change (2016-2017) Nation: 0.9% | \$17.12/hr Median Hourly Earnings Nation: \$17.13/hr |
|--|---|---|

Growth

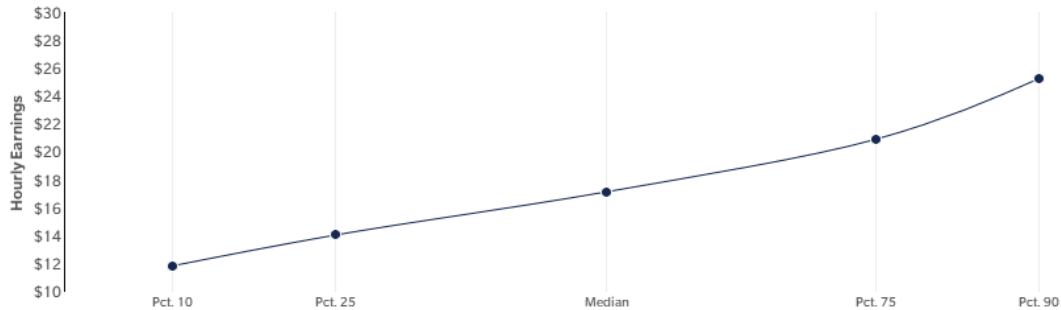
| | | | |
|----------------------------|----------------------------|----------------------------------|-------------------------------------|
| 15,804 2016 Jobs | 16,099 2017 Jobs | 295 Change (2016-2017) | 1.9% % Change (2016-2017) |
|----------------------------|----------------------------|----------------------------------|-------------------------------------|



| Occupation | 2016 Jobs | 2017 Jobs | Change | % Change |
|---|-----------|-----------|--------|----------|
| Administrative Services Managers (11-3011) | 540 | 552 | 12 | 2% |
| First-Line Supervisors of Office and Administrative Support Workers (43-1011) | 2,713 | 2,770 | 57 | 2% |
| Tellers (43-3071) | 716 | 707 | -9 | -1% |
| Customer Service Representatives (43-4051) | 2,385 | 2,460 | 75 | 3% |
| Receptionists and Information Clerks (43-4171) | 1,982 | 2,015 | 33 | 2% |
| Executive Secretaries and Executive Administrative Assistants (43-6011) | 1,232 | 1,251 | 19 | 2% |
| Office Clerks, General (43-9061) | 5,126 | 5,224 | 98 | 2% |
| Office and Administrative Support Workers, All Other (43-9199) | 1,110 | 1,119 | 9 | 1% |

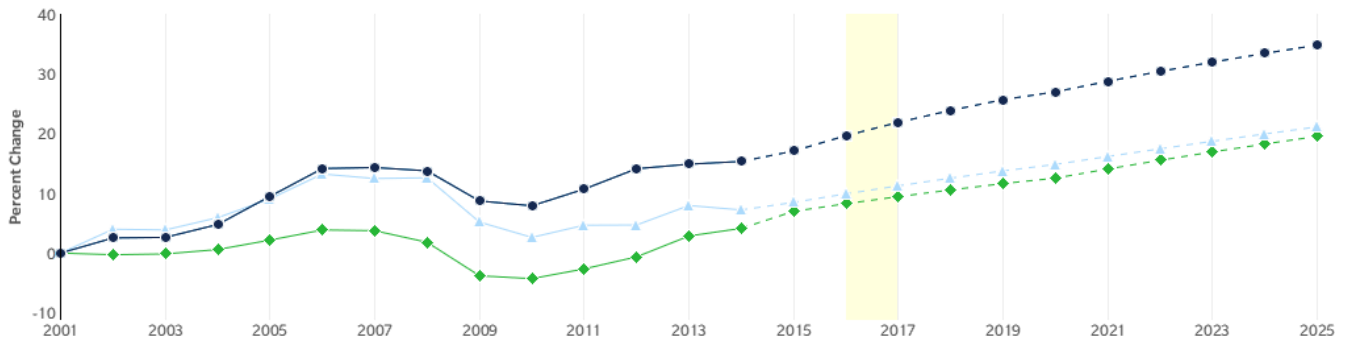
Percentile Earnings

| | | |
|---|--------------------------------------|---|
| \$14.03/hr 25th Percentile Earnings | \$17.12/hr Median Earnings | \$20.91/hr 75th Percentile Earnings |
|---|--------------------------------------|---|



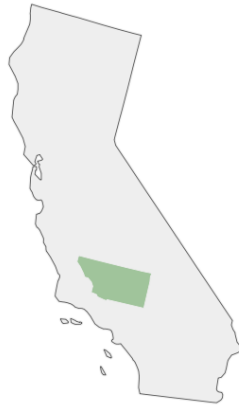
| Occupation | 25th Percentile Earnings | Median Earnings | 75th Percentile Earnings |
|---|--------------------------|-----------------|--------------------------|
| Administrative Services Managers (11-3011) | \$31.34 | \$41.43 | \$52.97 |
| First-Line Supervisors of Office and Administrative Support Workers (43-1011) | \$18.80 | \$23.02 | \$28.65 |
| Tellers (43-3071) | \$10.15 | \$11.35 | \$13.26 |
| Customer Service Representatives (43-4051) | \$12.32 | \$14.66 | \$18.10 |
| Receptionists and Information Clerks (43-4171) | \$10.35 | \$12.09 | \$14.21 |
| Executive Secretaries and Executive Administrative Assistants (43-6011) | \$19.78 | \$24.87 | \$30.62 |
| Office Clerks, General (43-9061) | \$11.15 | \$13.55 | \$16.64 |
| Office and Administrative Support Workers, All Other (43-9199) | \$13.67 | \$16.96 | \$18.61 |

Regional Trends



| | Region | 2016 Jobs | 2017 Jobs | Change | % Change |
|---|-------------------|-----------|-----------|--------|----------|
| ● | Region | 15,804 | 16,099 | 295 | 1.9% |
| ● | Kern County | 15,804 | 16,099 | 295 | 1.9% |
| ● | Tulare County, CA | 7,663 | 7,757 | 94 | 1.2% |
| ● | California | 1,240,672 | 1,254,284 | 13,612 | 1.1% |

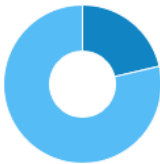
Regional Breakdown



* Highlighted areas show counties that contain the selected zip codes

| ZIP | 2017 Jobs |
|--|------------------|
| Bakersfield, CA 93301 (in Kern county) | 2,896 |
| Bakersfield, CA 93309 (in Kern county) | 2,185 |
| Bakersfield, CA 93308 (in Kern county) | 1,990 |
| Bakersfield, CA 93311 (in Kern county) | 1,230 |
| Bakersfield, CA 93313 (in Kern county) | 790 |

Occupation Gender Breakdown



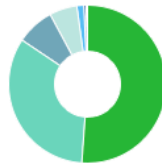
| | Gender | 2015 Jobs | 2015 Percent | |
|---|---------------|------------------|---------------------|--|
| • | Males | 3,305 | 21.4% | |
| • | Females | 12,159 | 78.6% | |








Occupation Age Breakdown



| | Age | 2015 Jobs | 2015 Percent |
|---|-------|-----------|--------------|
| ● | 14-18 | 179 | 1.2% |
| ● | 19-24 | 2,025 | 13.1% █ |
| ● | 25-34 | 3,342 | 21.6% █ |
| ● | 35-44 | 2,996 | 19.4% █ |
| ● | 45-54 | 3,274 | 21.2% █ |
| ● | 55-64 | 2,559 | 16.6% █ |
| ● | 65+ | 1,087 | 7.0% █ |

Occupation Race/Ethnicity Breakdown



| | Race/Ethnicity | 2015 Jobs | 2015 Percent |
|---|---|-----------|--|
| ● | White | 7,910 | 51.2%  |
| ● | Hispanic or Latino | 5,140 | 33.2%  |
| ● | Asian | 1,197 | 7.7%  |
| ● | Black or African American | 879 | 5.7%  |
| ● | Two or More Races | 219 | 1.4%  |
| ● | American Indian or Alaska Native | 75 | 0.5%  |
| ● | Native Hawaiian or Other Pacific Islander | 44 | 0.3%  |

Occupational Programs

| 8 Programs (2014) | 635 Completions (2014) | 647 Openings (2014) |
|-----------------------------|---|-------------------------------|
| CIP Code | Program | Completions (2014) |
| 52.0201 | Business Administration and Management, General | 469 |
| 52.0101 | Business/Commerce, General | 62 |
| 44.0401 | Public Administration | 57 |
| 52.0401 | Administrative Assistant and Secretarial Science, General | 29 |
| 52.0207 | Customer Service Management | 11 |

Industries Employing Administrative Services

| Industry | Occupation Group Jobs in Industry (2015) | % of Occupation Group in Industry (2015) | % of Total Jobs in Industry (2015) |
|---|--|--|------------------------------------|
| Offices of Physicians (except Mental Health Specialists) | 893 | 5.8% | 14.8% |
| Local Government, Excluding Education and Hospitals | 815 | 5.3% | 6.4% |
| Elementary and Secondary Schools (Local Government) | 604 | 3.9% | 2.5% |
| Colleges, Universities, and Professional Schools (Local Government) | 466 | 3.0% | 17.4% |
| Commercial Banking | 447 | 2.9% | 51.7% |

Appendix A - Data Sources and Calculations

Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

State Data Sources

This report uses state data from the following agencies: California Labor Market Information Department