

**Labor Market Analysis: 1208.10/Clinical Medical Assisting**  
**Medical Assisting** (Noncredit award requiring from 48 to <96 hours)  
 Los Angeles Center of Excellence, April 2023

**Summary**

<b>Program Endorsement:</b>	<b>Endorsed: All Criteria Met</b> <input type="checkbox"/>	<b>Endorsed: Some Criteria Met</b> <input checked="" type="checkbox"/>	<b>Not Endorsed</b> <input type="checkbox"/>
<b>Program Endorsement Criteria</b>			
<b>Supply Gap:</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Living Wage: (Entry-Level, 25<sup>th</sup>)</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<b>Education:</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Emerging Occupation(s)</b>			
	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

The Los Angeles Center of Excellence for Labor Market Research (LA COE) prepared this report to provide regional labor market supply and demand data related to two middle-skill occupations:

- **Medical Assistants (31-9092)** Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.<sup>1</sup>
- **Medical Secretaries and Administrative Assistants (43-6013)** Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.<sup>2</sup>

Middle-skill occupations typically require some postsecondary education, but less than a bachelor's degree.<sup>3</sup> This report is intended to help determine whether there is demand in the local labor market that is not being met by the supply from community college programs that align with the relevant occupations.

<sup>1</sup> [Medical Assistants : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)

<sup>2</sup> [Medical Secretaries and Administrative Assistants \(bls.gov\)](#)

<sup>3</sup> 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.

Based on the available data, there appears to be a supply gap for these medical assisting occupations in the region. While entry-level wages are lower than the self-sufficiency standard wage in both Los Angeles and Orange counties, the majority of annual openings for the occupations in this report typically require a postsecondary non-degree award. **Therefore, due to some of the criteria being met, the LA COE endorses this proposed program.** Detailed reasons include:

#### **Demand:**

- **Supply Gap Criteria** – Over the next five years, **9,705 jobs are projected to be available annually** in the region due to new job growth and replacements, **which is more than the three-year average of 3,806 awards conferred** by educational institutions in the region.
- **Living Wage Criteria** – Within Los Angeles County, both occupations in this report have **entry-level wages below the self-sufficiency standard hourly wage** (\$18.10/hour).<sup>4</sup>
- **Educational Criteria** – Within the greater LA/OC region, **56% of the annual job openings** for occupations related to medical assisting **typically require a postsecondary non-degree award.**
  - Furthermore, the national-level educational attainment data indicates **between 53% and 65% of workers in the field have completed some college or an associate degree.**

#### **Supply:**

- There are **17 community colleges** in the greater LA/OC region that issue awards related to medical assisting, conferring an average of **650 awards annually** between 2018 and 2021.
- Between 2017 and 2020, there was an average of **3,156 awards conferred annually** in related training programs by non-community college institutions throughout the greater LA/OC region.

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<sup>4</sup> Self-Sufficiency Standard wage data was pulled from The Self-Sufficiency Standard Tool for California. For more information, visit: <http://selfsufficiencystandard.org/california>.

## Occupational Demand

Exhibit 1 shows the five-year occupational demand projections for these medical assisting occupations. In the greater Los Angeles/Orange County region, the number of jobs related to these occupations is projected to increase by 10% through 2026. There will be more than 9,700 job openings per year through 2026 due to job growth and replacements.

**Exhibit 1: Occupational demand in Los Angeles and Orange Counties<sup>5</sup>**

Geography	2021 Jobs	2026 Jobs	2021-2026 Change	2021-2026 % Change	Annual Openings
Los Angeles	46,457	50,867	4,410	9%	7,022
Orange	17,215	19,183	1,968	11%	2,683
<b>Total</b>	<b>63,672</b>	<b>70,049</b>	<b>6,378</b>	<b>10%</b>	<b>9,705</b>

## Wages

The labor market endorsement in this report considers the entry-level hourly wages for these medical assisting 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 LA/OC region. Detailed wage information, by county, is included in Appendix A.

**Los Angeles County**—Both occupations have entry-level wages below the self-sufficiency standard wage for one adult (\$18.10 in Los Angeles County). Typical entry-level hourly wages are in a range between \$16.95 and \$17.84. Experienced workers can expect to earn wages between \$22.53 and \$28.09, which are higher than the self-sufficiency standard.

**Exhibit 2: Earnings for Occupations in LA County**

Occupation	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)	Median Annual Earnings*
Medical Assistants (31-9092)	\$16.95	\$18.15	\$22.53	\$37,700
Medical Secretaries and Administrative Assistants (43-6013)	\$17.84	\$22.38	\$28.09	\$46,600

\*rounded to the nearest \$100

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

**Orange County**—Both occupations have entry-level wages below the self-sufficiency standard wage for one adult (\$20.63 in Orange County). Typical entry-level hourly wages are in a range between \$17.27 and \$18.08. Experienced workers can expect to earn wages between \$22.96 and \$28.42, which are higher than the self-sufficiency standard.

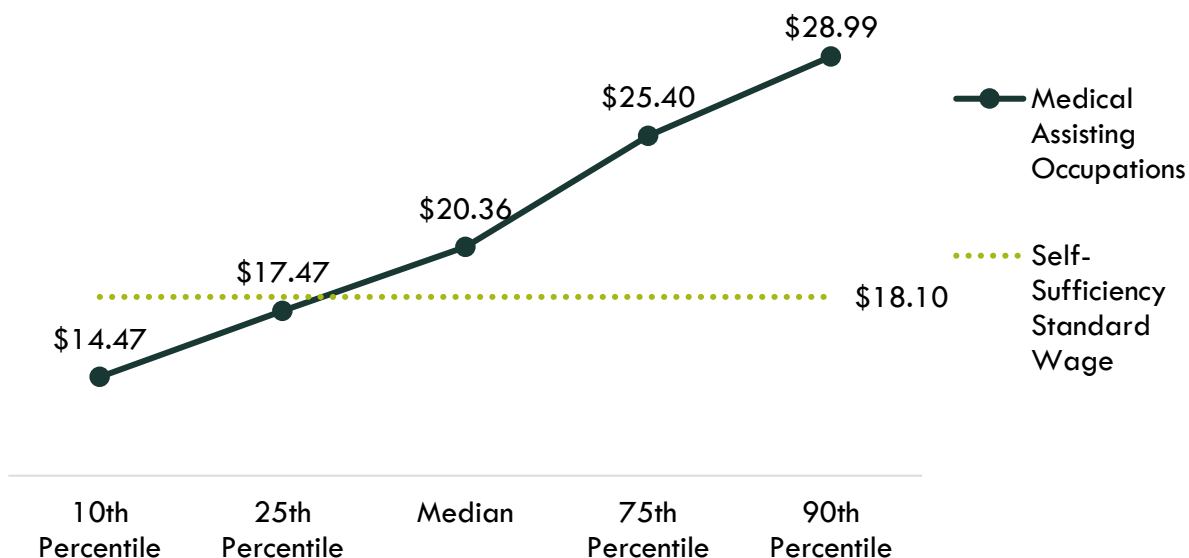
**Exhibit 3: Earnings for Occupations in Orange County**

Occupation	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)	Median Annual Earnings*
Medical Assistants (31-9092)	\$17.27	\$18.52	\$22.96	\$38,500
Medical Secretaries and Administrative Assistants (43-6013)	\$18.08	\$22.66	\$28.42	\$47,100

\*rounded to the nearest \$100

On average, the entry-level earnings for the occupations in this report are \$17.47; this is below the living wage for one single adult in Los Angeles County (\$18.10). Exhibit 4 shows the average wage for the occupations in this report, from entry-level to experienced workers.

**Exhibit 4: Average Hourly Earnings for Medical Assisting Occupations in LA/OC**



### Job Postings

There were 26,511 online job postings related to medical assisting listed in the past 12 months. The majority of job postings (51%) were for *medical assistants*, followed by *medical secretaries and administrative assistants* (49%). The highest number of job postings were for medical assistants, medical receptionists, front desk receptionists, back office medical assistants, and dental receptionists. The top skills were medical assistants, front office knowledge, medical records, vital signs, and medical terminology. The top three employers, by number of job postings, in the region were Providence Health & Services, PIH Health, and University of California.

**Exhibit 5: Job postings by occupation (last 12 months)**



**Educational Attainment**

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

- **Postsecondary non-degree award:** *Medical assistants*
- **High school diploma or equivalent:** *Medical secretaries and administrative assistants*

In the greater LA/OC region, the majority of annual job openings (56%) typically require a postsecondary non-degree award. Furthermore, the national-level educational attainment data indicates between 53% and 65% of workers in the field have completed some college or an associate degree. Of the 50% of medical assisting job postings listing a minimum education requirement in the greater Los Angeles/Orange County region, 88% (11,746) requested high school or vocational training, 8% (1,065) requested an associate degree, and 4% (576) requested a bachelor’s degree.

**Educational Supply**

**Community College Supply**—Exhibit 6 shows the annual and three-year average number of awards conferred by community college in programs that have historically trained for the occupations of interest. The colleges with the most completions in the region are: Santa Ana, N. Orange Adult, and Long Beach.

**Exhibit 6: Regional community college awards (certificates and degrees), 2018-2021**

TOP	Program	College	2018-19 Awards	2019-20 Awards	2020-21 Awards	3-Year Average
0514.20	Medical Office Technology	East LA	-	1	1	1
		Glendale	11	21	9	14
		LA City	3	-	-	1
		LA Harbor	1	2	1	1
		LA Trade-Tech	1	3	-	1
		Santa Monica	14	28	17	20
		<b>LA Subtotal</b>	<b>30</b>	<b>55</b>	<b>28</b>	<b>38</b>
<b>Supply Subtotal/Average</b>			<b>30</b>	<b>55</b>	<b>28</b>	<b>38</b>
1208.00	Medical Assisting	Cerritos	39	17	42	33
		East LA	1	33	46	27
		Glendale	20	1	-	7

TOP	Program	College	2018-19 Awards	2019-20 Awards	2020-21 Awards	3-Year Average
		LA Pierce	-	5	9	5
		Long Beach	51	61	67	60
		Mt San Antonio	-	-	36	12
		Pasadena	17	16	2	12
		West LA	15	19	21	18
		<b>LA Subtotal</b>	<b>143</b>	<b>152</b>	<b>223</b>	<b>173</b>
		N. Orange Adult	148	76	100	108
		Orange Coast	25	12	9	15
		Saddleback	35	28	28	30
		Santa Ana	142	174	213	176
		<b>OC Subtotal</b>	<b>350</b>	<b>290</b>	<b>350</b>	<b>330</b>
		<b>Supply Subtotal/Average</b>	<b>493</b>	<b>442</b>	<b>573</b>	<b>503</b>
1208.10	Clinical Medical Assisting	Long Beach	8	-	-	3
		West LA	12	16	10	13
		<b>LA Subtotal</b>	<b>20</b>	<b>16</b>	<b>10</b>	<b>15</b>
		Saddleback	22	15	13	17
		<b>OC Subtotal</b>	<b>22</b>	<b>15</b>	<b>13</b>	<b>17</b>
		<b>Supply Subtotal/Average</b>	<b>42</b>	<b>31</b>	<b>23</b>	<b>32</b>
1208.20	Administrative Medical Assisting	Glendale	19	22	18	20
		Long Beach	1	-	-	0
		Santa Monica	5	13	4	7
		West LA	12	16	9	12
		<b>LA Subtotal</b>	<b>37</b>	<b>51</b>	<b>31</b>	<b>40</b>
		Saddleback	23	11	7	14
		Santiago Canyon	40	15	18	24
		<b>OC Subtotal</b>	<b>63</b>	<b>26</b>	<b>25</b>	<b>38</b>
		<b>Supply Subtotal/Average</b>	<b>100</b>	<b>77</b>	<b>56</b>	<b>78</b>
		<b>Supply Total/Average</b>	<b>665</b>	<b>605</b>	<b>680</b>	<b>650</b>

**Non-Community College 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 medical assisting. Exhibit 7 shows the annual and three-year average number of awards conferred by these institutions in relevant programs. Due to different data collection periods, the most recent three-year period of available data is from 2017 to 2020. Between 2017 and 2020, non-community college institutions in the region conferred an average of 3,156 sub-baccalaureate awards. Sub-baccalaureate awards include associate degrees, postsecondary awards, and other academic awards.

**Exhibit 7: Regional non-community college awards, 2017-2020**

CIP	Program	Institution	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
51.0710	Medical Office Assistant/ Specialist	Concorde Career College-Garden Grove	12	14	16	14
		Concorde Career College-North Hollywood	-	17	14	10
		Hacienda La Puente Adult Ed.	-	-	18	6
		Platt College-Anaheim	6	9	16	10
		Platt College-Los Angeles	15	17	14	15
		Pomona USD Adult and Career Education	31	23	21	25
		Premiere Career College	1	-	-	0
		United Education Institute-Huntington Park Campus	31	43	44	39
51.0714	Medical Insurance Specialist/ Medical Biller	ABC Adult School	10	16	4	10
		Advanced College	5	-	-	2
		American College of Healthcare and Technology	17	14	9	13
		Diversified Vocational College	33	60	36	43
		Downey Adult School	98	51	-	50
		Glendale Career College	8	6	6	7
		Hacienda La Puente Adult Ed.	35	36	-	24
		Healthcare Career College	-	-	11	4
		North-West College-Anaheim	19	13	14	15
		North-West College-Glendale	11	8	5	8
		North-West College-Long Beach	19	11	26	19
		North-West College-Pomona	7	7	4	6
		North-West College-Van Nuys	5	11	19	12
		North-West College-West Covina	45	52	49	49
Palladium Technical Academy	5	3	5	4		

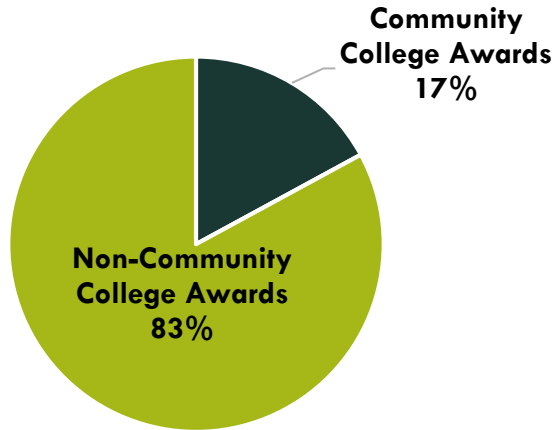
CIP	Program	Institution	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
		PCI College	-	3	1	1
		Pomona USD Adult and Career Education	4	10	-	5
		Valley College of Medical Careers	2	8	-	3
51.0716	Medical Administrative/ Executive Assistant and Medical Secretary	Galaxy Medical College	18	14	19	17
		North-West College-Anaheim	-	-	5	2
		North-West College-Glendale	1	-	-	0
		North-West College-Long Beach	2	2	-	1
		North-West College-Pomona	3	1	3	2
		North-West College-Van Nuys	-	1	-	0
		North-West College-West Covina	5	12	6	8
51.0801	Medical/ Clinical Assistant	ABC Adult School	8	8	3	6
		American Career College-Anaheim	188	164	206	186
		American Career College-LA	281	256	321	286
		Angeles College	28	46	54	43
		Baldwin Park Adult & Community Education	34	31	32	32
		California Career Institute	28	10	5	14
		California Healing Arts College	16	17	-	11
		Career Care Institute	52	34	-	29
		Career Networks Institute	13	17	14	15
		CBD College	44	28	31	34
		CES College	12	2	-	5
		Concorde Career College-Garden Grove	106	74	62	81
		Concorde Career College-North Hollywood	115	78	112	102
		Downey Adult School	262	214	191	222
		East San Gabriel Valley ROP	53	54	-	36
		Glendale Career College	39	15	20	25
		Hacienda La Puente Adult Ed.	14	21	-	12
		Healthcare Career College	27	11	28	22
Homestead Schools	-	-	3	1		
Integrity College of Health	5	6	6	6		



CIP	Program	Institution	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
		InterCoast Colleges-Santa Ana	3	3	-	2
		Modern Technology School	4	6	-	3
		National Career College	66	90	98	85
		National Polytechnic College	8	8	-	5
		North-West College-Anaheim	57	60	78	65
		North-West College-Glendale	54	51	40	48
		North-West College-Long Beach	73	71	77	74
		North-West College-Pomona	44	67	88	66
		North-West College-Van Nuys	27	75	47	50
		North-West College-West Covina	87	127	146	120
		Palladium Technical Academy	18	12	10	13
		Platt College-Anaheim	11	10	9	10
		Platt College-Los Angeles	9	8	12	10
		Premiere Career College	23	3	6	11
		Regan Career Institute	15	19	11	15
		South Coast College	12	10	6	9
		Southern California Health Institute	13	46	56	38
		UEI College-Gardena	156	171	222	183
		United Education Institute-Anaheim	107	144	117	123
		United Education Institute-Encino	163	184	167	171
		United Education Institute-Huntington Park Campus	183	208	255	215
		United Education Institute-West Covina	143	125	113	127
		Universal Healthcare Careers College	77	83	118	93
		Valley College of Medical Careers	36	27	20	28
<b>Supply Total/Average</b>			<b>3,162</b>	<b>3,156</b>	<b>3,149</b>	<b>3,156</b>

Exhibit 8 shows the proportion of community college awards conferred in LA/OC compared to the number of non-community college awards for the programs in this report. The majority of awards conferred in these programs are awarded by non-community colleges in the LA/OC region.

**Exhibit 8: Community College Awards Compared to Non-Community College Awards in LA/OC Region, 3-Year Average**



**Appendix A: Occupational demand and wage data by county**

**Exhibit 9. Los Angeles County**

Occupation (SOC)	2021 Jobs	2026 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Medical Assistants (31-9092)	23,553	26,128	2,575	11%	3,937	\$16.95	\$18.15	\$22.53
Medical Secretaries and Administrative Assistants (43-6013)	22,904	24,738	1,834	8%	3,085	\$17.84	\$22.38	\$28.09
<b>Total</b>	<b>46,457</b>	<b>50,867</b>	<b>4,410</b>	<b>9%</b>	<b>7,022</b>	-	-	-

**Exhibit 10. Orange County**

Occupation (SOC)	2021 Jobs	2026 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Medical Assistants (31-9092)	8,618	9,704	1,087	13%	1,476	\$17.27	\$18.52	\$22.96
Medical Secretaries and Administrative Assistants (43-6013)	8,597	9,478	881	10%	1,207	\$18.08	\$22.66	\$28.42
<b>Total</b>	<b>17,215</b>	<b>19,183</b>	<b>1,968</b>	<b>11%</b>	<b>2,683</b>	-	-	-

**Exhibit 11. Los Angeles and Orange Counties**

<b>Occupation (SOC)</b>	<b>2021 Jobs</b>	<b>2026 Jobs</b>	<b>5-Yr Change</b>	<b>5-Yr % Change</b>	<b>Annual Openings</b>	<b>% Age 55 and older*</b>	<b>Typical Entry-Level Education</b>
Medical Assistants (31-9092)	32,170	35,832	3,662	11%	5,413	10%	Postsecondary non-degree award
Medical Secretaries and Administrative Assistants (43-6013)	31,501	34,217	2,715	9%	4,292	30%	HS diploma or equivalent
<b>Total</b>	<b>63,672</b>	<b>70,049</b>	<b>6,378</b>	<b>10%</b>	<b>9,705</b>	<b>-</b>	<b>-</b>

\*The average percentage of workers age 55 and older across all occupations in the greater LA/OC region is 27%. *Medical assistants* have a smaller share of older workers, which typically indicates fewer replacements needs to offset the amount of impending retirements.

**Appendix B: 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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