

Labor Market Analysis: 0506.00/Business Management

Human Resources Essentials - Certificate requiring 8 to fewer than 16 semester units

Human Resources Management - Certificate requiring 8 to fewer than 16 semester units

Los Angeles Center of Excellence, September 2023

Summary

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

- **Payroll and Timekeeping Clerks (43-3051)** Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.¹
- **Human Resources Assistants, Except Payroll and Timekeeping (43-4161)** Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.²

Middle-skill occupations typically require some postsecondary education, but less than a bachelor's degree.³ 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.

Based on the available data, there appears to be a supply gap for these middle-skill human resources occupations in the region. Furthermore, entry-level wages exceed the self-sufficiency

¹ [Payroll and Timekeeping Clerks \(bls.gov\)](#)

² [Human Resources Assistants, Except Payroll and Timekeeping \(bls.gov\)](#)

³ 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.

standard wage in Los Angeles County, and more than one-third of current workers in the field have completed some college or an associate degree. **Therefore, due to all the criteria being met, the LA COE endorses this proposed program.** Detailed reasons include:

Demand:

- **Supply Gap Criteria** – Over the next five years, **1,673 jobs are projected to be available annually** in the region due to retirements and workers leaving the field, **which is more than the three-year average of 1,040 awards conferred** by educational institutions in the region.
- **Living Wage Criteria** – Within Los Angeles County, both occupations have **entry-level wages above the self-sufficiency standard hourly wage** (\$18.10/hour).⁴
- **Educational Criteria** – Within the greater LA/OC region, **64% of the annual job openings** for middle-skill occupations related to human resources **typically require a high school diploma or equivalent.**
 - However, the national-level educational attainment data indicates **between 40% and 48% of workers in the field have completed some college or an associate degree.**

Supply:

- There are **19 community colleges** in the greater LA/OC region that issue awards related to business management, conferring an average of **1,040 awards annually** between 2019 and 2022.
- Over the past two years, there were **no bachelor’s degrees or subbaccalaureate⁵ awards** issued from non-community college institutions in the greater LA/OC region related to human resources.

Occupational Demand

Exhibit 1 shows the five-year occupational demand projections for these middle-skill human resources occupations. In the greater Los Angeles/Orange County region, the number of jobs related to these occupations is projected to decrease by 3% through 2026. However, there will be nearly 1,700 job openings per year through 2027 due to retirements and workers leaving the field.

Exhibit 1: Occupational demand in Los Angeles and Orange Counties⁶

Geography	2022 Jobs	2027 Jobs	2022-2027 Change	2022-2027 % Change	Annual Openings
Los Angeles	10,842	10,566	(276)	(3%)	1,205
Orange	4,200	4,084	(116)	(3%)	468
Total	15,042	14,650	(392)	(3%)	1,673

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

⁵ Sub-baccalaureate awards include associate degrees, postsecondary awards, and other academic awards.

⁶ Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

Wages

The labor market endorsement in this report considers the entry-level hourly wages for these middle-skill human resources 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 above the self-sufficiency standard wage for one adult (\$18.10 in Los Angeles County). Typical entry-level hourly wages are in a range between \$19.82 and \$22.08. Experienced workers can expect to earn wages between \$28.78 and \$31.57.

Exhibit 2: Earnings for Occupations in LA County

Occupation	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)	Median Annual Earnings*
Payroll and Timekeeping Clerks (43-3051)	\$22.08	\$26.63	\$31.57	\$55,400
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	\$19.82	\$23.39	\$28.78	\$48,700

*Rounded to the nearest \$100

Orange County

The majority (64%) of annual openings for middle-skill human resources occupations have entry-level wages above the self-sufficiency standard wage for one adult (\$20.63 in Orange County). Typical entry-level hourly wages are in a range between \$19.21 and \$21.54. One occupation has entry-level wages above the county's self-sufficiency standard wage: *payroll and timekeeping clerks* (\$21.54) Experienced workers can expect to earn wages between \$27.88 and \$30.77, which are higher than the self-sufficiency standard.

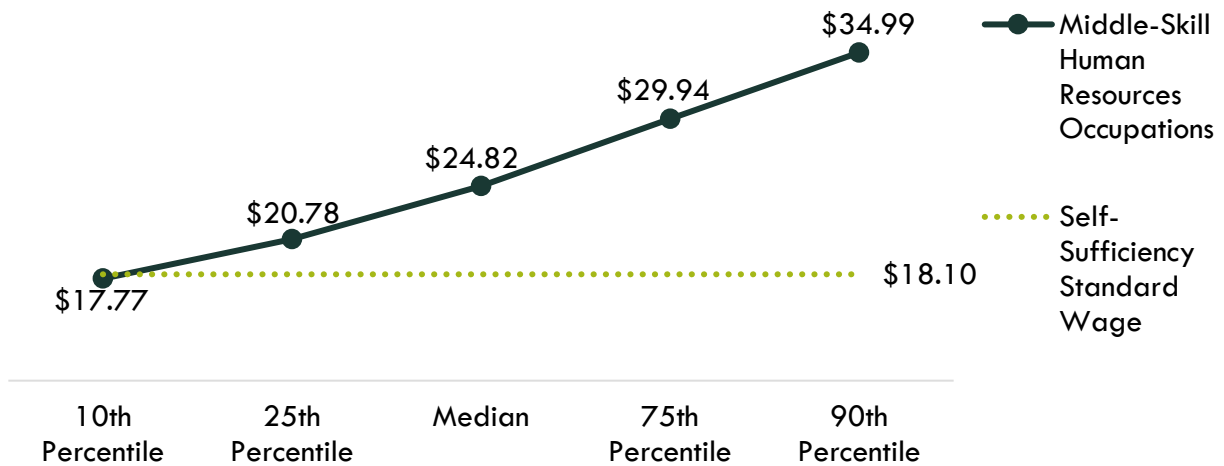
Exhibit 3: Earnings for Occupations in Orange County

Occupation	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)	Median Annual Earnings*
Payroll and Timekeeping Clerks (43-3051)	\$21.54	\$25.96	\$30.77	\$54,000
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	\$19.21	\$22.67	\$27.88	\$47,100

*Rounded to the nearest \$100

On average, the entry-level earnings for the occupations in this report are \$20.78; this is above 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.

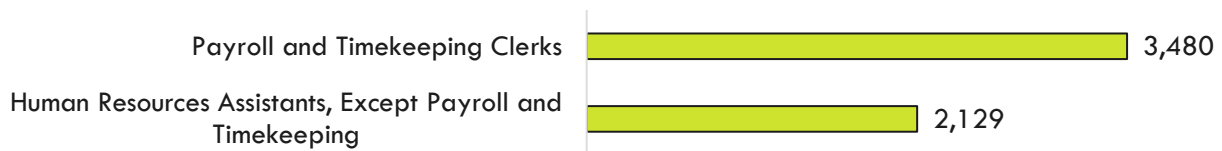
Exhibit 4: Average Hourly Earnings for Middle-Skill Human Resources Occupations in LA/OC



Job Postings

There were 5,609 online middle-skill job postings related to human resources listed in the past 12 months. Exhibit 5 displays the number of job postings by occupation. The majority of job postings (62%) were for *payroll and timekeeping clerks*, followed by *human resources assistants, except payroll and timekeeping* (38%). The highest number of job postings were for payroll specialists, human resources assistants, payroll administrators, payroll clerks, and payroll coordinators. The top skills were payroll processing, auditing, accounting, payroll systems, and data entry. The top three employers, by number of job postings, in the region were all staffing companies: Robert Half, Aston Carter, and Randstad.

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



Educational Attainment

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

- **Associate degree:** *Human resources assistants, except payroll and timekeeping*
- **High school diploma or equivalent:** *Payroll and timekeeping clerks*

In the greater LA/OC region, the majority of annual job openings (64%) typically require a high school diploma or equivalent. However, the national-level educational attainment data indicates between 40% and 48% of workers in the field have completed some college or an associate degree. Of the 53% of middle-skill human resources job postings listing a minimum education requirement in the greater Los Angeles/Orange County region, 51% (1,530) requested high school or vocational training, 15% (451) requested an associate degree, and 34% (1,009) 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 colleges in the related TOP code: Business Management (0506.00). The colleges with the most completions in the region are Cerritos, Mt. San Antonio, and Coastline. Since there is not a dedicated TOP code for Human Resources programs, the majority of HR programs at community colleges across the state are coded under Business Management (0506.00). According to the Chancellor’s Office Curriculum Inventory (COCI), five colleges in the greater LA/OC region have Business Management (0506.00) programs that focus on Human Resources – an asterisk below notates these.

Exhibit 6: Regional community college awards (certificates and degrees), 2019-2022

TOP	Program	College	2019-20 Awards	2020-21 Awards	2021-22 Awards	3-Year Average
0506.00	Business Management	Cerritos	516	387	276	393
		East LA	18	17	18	18
		El Camino	33	49	22	35
		Glendale*	13	15	28	19
		LA City	39	18	16	24
		LA Mission	1	4	6	4
		LA Pierce	2	7	14	8
		LA Valley	36	30	39	35
		Long Beach	29	44	28	34
		Mt San Antonio*	145	150	188	161
		LA Subtotal	832	721	635	729
		Coastline*	72	307	33	137
		Cypress	3	7	1	4
		Fullerton*	12	11	19	14
		Golden West*	8	11	13	11
		Irvine	14	5	23	14
		N. Orange Adult	36	19	32	29
		Orange Coast	16	19	16	17
		Santa Ana	71	40	39	50
		Santiago Canyon	24	55	25	35
		OC Subtotal	256	474	201	310
Supply Total/Average			1,088	1,195	836	1,040

*Colleges with dedicated Human Resources programs coded under Business Management (0506.00). Two additional colleges have Human Resources programs that were recently approved in 2022 and have not yet conferred awards: Pasadena and Saddleback.

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 human resources. Over the past two years, there were no bachelor's degrees or subbaccalaureate⁷ awards issued from non-community college institutions in the greater LA/OC region related to human resources. However, there have been post baccalaureate certificates and master's degrees conferred in the last two years in the following CIP codes:

- 52.1001 - Human Resources Management/Personnel Administration, General
- 52.1005 - Human Resources Development

Appendix A: Occupational demand and wage data by county

Exhibit 7. Los Angeles County

Occupation (SOC)	2022 Jobs	2027 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Payroll and Timekeeping Clerks (43-3051)	7,069	6,790	(280)	(4%)	774	\$22.08	\$26.63	\$31.57
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	3,773	3,776	4	0%	431	\$19.82	\$23.39	\$28.78
Total	10,842	10,566	(276)	(3%)	1,205	-	-	-

Exhibit 8. Orange County

Occupation (SOC)	2022 Jobs	2027 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Payroll and Timekeeping Clerks (43-3051)	2,731	2,607	(123)	(5%)	298	\$21.54	\$25.96	\$30.77
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	1,469	1,477	7	0%	169	\$19.21	\$22.67	\$27.88
Total	4,200	4,084	(116)	(3%)	468	-	-	-

⁷ Sub-baccalaureate awards include associate degrees, postsecondary awards, and other academic awards.

Exhibit 9. Los Angeles and Orange Counties

Occupation (SOC)	2022 Jobs	2027 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	% Age 55 and older*	Typical Entry-Level Education
Payroll and Timekeeping Clerks (43-3051)	9,800	9,397	(403)	(4%)	1,073	29%	HS diploma or equivalent
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	5,242	5,253	11	0%	600	23%	Associate's degree
Total	15,042	14,650	(392)	(3%)	1,673	-	-

*The average percentage of workers age 55 and older across all occupations in the greater LA/OC region is 27%. *Human resources assistants, except payroll and timekeeping* 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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