Public Administration (TOP: 2102.00)

October 2021

Prepared by the South Central Coast Center of Excellence for Labor Market Research

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Program Recommendation

This report was compiled by the South Central Coast[1] Center of Excellence to provide regional labor market data for the program recommendation – Public Administration. This report can help determine whether there is demand in the local labor market that is not being met by the supply from programs of study (CCC and non-CCC) that align with this occupation group.

Key Findings

- In the South Central Coast region, the number of jobs related to Public Administration are expected to **increase** for all four related occupations.

- Public Administration is anticipated to experience a **low risk of automation for** all four related occupations.

- In 2019 there were 1,415 regional completions in programs related to the occupations identified as related to Public Administration and 361 openings, indicating an **oversupply**.

- Typical entry-level education is a **high school diploma or equivalent** for Public Safety Telecommunicators, and a **Bachelor's degree** for the other three occupations.

- **Median annual wage** upon completion of $47,996. (statewide)

- 81% of students are **employed within a year** after completing a program. (statewide)

- 74% of students **attained a living wage** within a year of completion. (statewide)

- +27% **change in earnings** for completers. (statewide)

- 81% of students were **part time**, 12% **skill builders**, 46% **first-generation**, and 77% **economically disadvantaged.** (statewide)

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[1] The South Central Coast Region consists of San Luis Obispo County, Santa Barbara County, Ventura County, and the following cities from North Los Angeles County: Canyon Country, Castaic, Lake Hughes, Lancaster, Littlerock, Llano, Newhall, Palmdale, Pearblossom, Santa Clarita, Stevenson Ranch, and Valencia.

Occupation Codes and Descriptions

There are five occupations in the standard occupational classification (SOC) system that were identified as related to Public Administration for this analysis. The occupation titles and descriptions, as well as reported job titles are included in Exhibit 1.

Exhibit 1 – Occupation, description, and sample job titles

SOC Code	Title	Description	Sample of Reported Job Titles
11-3012	**Administrative Service Managers**	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.	Administrative Coordinator, Administrative Director, Administrative Manager, Administrative Officer, Administrator, Business Administrator, Business Manager
11-9151	**Social and Community Service Managers**	Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.	Adoption Services Manager, Child Welfare Services Director, Children's Service Supervisor, Clinical Services Director, Community Services Director, Psychiatric Social Worker Supervisor, Social Services Director, Transitional Care Director, Vocational Rehabilitation Administrator
11-9161	**Emergency Management Directors**	Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies or hazardous materials spills) disasters or hostage situations.	Emergency Management Coordinator, Emergency Management System Director (EMS Director), Emergency Planner, Emergency Preparedness Coordinator, Emergency Services Director, Public Safety Director
43-5031	**Public Safety Telecommunicators**	Operate telephone, radio, or other communication systems to receive and communicate requests for emergency assistance at 9-1-1 public safety answering points and emergency operations centers. Take information from the public and other sources regarding crimes, threats, disturbances, acts of terrorism, fires, medical emergencies, and other public safety matters. May coordinate and provide information to law enforcement and	911 Dispatcher, Communications Officer, Communications Operator, Communications Specialist, Dispatcher, Emergency Communications Operator (ECO), Police Dispatcher, Public Safety Dispatcher, Telecommunicator

SOC Code	Title	Description	Sample of Reported Job Titles
		emergency response personnel. May access sensitive databases and other information sources as needed. May provide additional instructions to callers based on knowledge of and certification in law enforcement, fire, or emergency medical procedures.	

Source: O*NET Online

SOC Code	Title	Description	Sample of Reported Job Titles

Current and Future Employment

In the South Central Coast region, the number of jobs related to Public Administration are expected to increase for all four related occupations.

Exhibit 2 – Five-year projections for Public Administration in the South Central Coast region

SOC	Occupation	2020 Jobs	2025 Jobs	2020-2025 Change	2020-2025 % Change
11-3012	**Administrative Service Managers**	1,699	1,788	89	5%
11-9151	**Social and Community Service Managers**	1,644	1,821	177	11%
11-9161	**Emergency Management Directors**	62	65	3	5%
43-5031	**Public Safety Telecommunicators**	374	399	25	7%

Source: Economic Modeling Specialists International (EMSI)

Earnings

In the South Central Coast region, the average wage for the listed occupations is $40.49 per hour.

Exhibit 3 contains hourly wages and annual average earnings for these occupations. Entry-level hourly earnings are represented by the 25th percentile of wages, median hourly earnings are represented by the 50th percentile of wages, and experienced hourly earnings are represented by the 75th percentile of wages, demonstrating various levels of employment.

Exhibit 3 – Earnings for Public Administration in the South Central Coast region

SOC	Occupation	Entry-Level Hourly Earnings	Median Hourly Earnings	Experienced Hourly Earnings
11-3012	**Administrative Service Managers**	$35.73	$47.60	$63.03
11-9151	**Social and Community Service Managers**	$24.72	$34.59	$50.02
11-9161	**Emergency Management Directors**	$40.68	$51.68	$66.06
43-5031	**Public Safety Telecommunicators**	$28.98	$35.50	$41.63

Source: Economic Modeling Specialists International (EMSI)

Employer Job Postings

In this research brief, real-time labor market information is used to provide a more nuanced view of the current job market, as it captures job advertisements for occupations relevant to the field of study. Employer job postings are consulted to understand who is looking for public administrators, and what they are looking for in potential candidates. To identify job postings related to Public Administration the following standard occupational classifications were used:

11-3011	Administrative Service Managers
11-9151	Social and Community Service Managers
11-9161	Emergency Management Directors
43-5031	Public Safety Telecommunicators

Top Occupations

In 2019, there were 613 employer postings for the occupations related to Public Administration.

Exhibit 4 – Top occupations in job postings and risk of automation tables

SOC Code	Occupation	Job Postings, Full Year 2019
11-3012	**Administrative Service Managers**	444
11-9151	**Social and Community Service Managers**	127
11-9161	**Emergency Management Directors**	42
43-5031	**Public Safety Telecommunicators**	0

Source: Labor Insight/Jobs (Burning Glass)

SOC Code	Occupation	Risk of Automation
11-3012	**Administrative Service Managers**	Low
11-9151	**Social and Community Service Managers**	Low
11-9161	**Emergency Management Directors**	Low
43-5031	**Public Safety Telecommunicators**	Low

Source: Labor Insight/Jobs (Burning Glass)

Top Titles

The top job titles for employers posting ads for jobs related to Public Administration are listed in Exhibit 5. Facilities Manager is mentioned as the job title in 9% of all relevant job postings (57 postings).

Exhibit 5 –Job Titles

Title	Job Postings, Full Year 2019
Facilities Manager	57
Facilities Coordinator	21
Business Unit Manager	10
Administrative Services Manager	6
Business Office Manager	6

Source: Labor Insight/Jobs (Burning Glass)

Top Employers

Exhibit 6 lists the major employers hiring professionals in the Public Administration field. The top employer posting job ads was Anthem Blue Cross. The top worksite cities in the region for these occupations were Santa Barbara, Thousand Oaks, Santa Clarita, Ventura, and Palmdale.

Exhibit 6 – Top Employers (n=513)

Employer	Job Postings, Full Year 2019
Anthem Blue Cross	26
Lockheed Martin Corp	21
Target	17
San Luis Obispo County Sheriff's Office	13
Northrop Grumman	12

Source: Labor Insight/Jobs (Burning Glass)

Skills

Budgeting is the most sought after skill for employers hiring for jobs related to Public Administration.

Exhibit 7 –Job Skills (n=561)

Skills	Job Postings, Full Year 2019
Budgeting	201
Scheduling	167
Staff Management	121
Project Management	104
Repair	101
Facility Management	84
Customer Service	71

Source: Labor Insight/Jobs (Burning Glass)

Industry Concentration

Exhibit 8 shows the industries with most Public Administration postings in the South Central Coast. Note: 1% of records have been excluded because they do not include an industry. As a result, the chart below may not be representative of the full sample.

Exhibit 8 – Industries employing the most in the Public Administration field, 2019

Industry	Occupation Group Jobs in Industry	% of Occupation Group in Industry
Health Care and Social Assistance	114	18.6%
Manufacturing	77	12.6%
Public Administration	66	10.8%
Educational Services	46	7.5%
Finance and Insurance	46	7.5%

Source: Labor Insight/Jobs (Burning Glass)

Education and Training

Exhibit 9 shows the typical entry-level education requirement for the occupations of interest, along with the typical on-the-job training needed to attain competency in the occupation.

Exhibit 9 – Education and Training Requirements

SOC	Occupation	Typical entry-level education	Typical on-the-job training
11-3012	**Administrative Service Managers**	Bachelor's degree	None
11-9151	**Social and Community Service Managers**	Bachelor's degree	None
11-9161	**Emergency Management Directors**	Bachelor's degree	None
43-5031	**Public Safety Telecommunicators**	High school diploma or equivalent	Moderate-term on-the-job training

Source: Bureau of Labor Statistics Employment Projections (Educational Attainment)

Regional Completions and Openings

There were 1,415 regional completions (2020) and 361 regional openings (2020) in the South Central Coast region in programs related to the occupations identified as aligned with Public Administration.

Exhibit 10 – Completions and Openings

13 Regional Institutions had Related Programs (2020)	**1,415** Regional Completions (2020)	**361** Annual Openings (2020)

Source: Economic Modeling Specialists International (EMSI)

Related Programs

CIP Code	Program	Completions (2019)
43.0103	Criminal Justice/Law Enforcement Administration	778
31.0501	Sports, Kinesiology, and Physical Education/Fitness, General	224
52.0101	Business/Commerce, General	140
43.0107	Criminal Justice/Police Science	118
44.0000	Human Services, General	49
19.0701	Human Development and Family Studies, General	48
52.0213	Organizational Leadership	34
51.0701	Health/Health Care Administration/Management	13
19.0708	Child Care and Support Services Management	4

52.1001	Human Resources Management/Personnel Administration, General	4
19.0101	Family and Consumer Sciences/Human Sciences, General	1
51.0799	Health and Medical Administrative Services, Other	1
51.2201	Public Health, General	1
19.0702	Adult Development and Aging	0
43.0104	Criminal Justice/Safety Studies	0
44.0401	Public Administration	0
51.0705	Medical Office Management/Administration	0
51.0711	Medical/Health Management and Clinical Assistant/Specialist	0
51.1199	Health/Medical Preparatory Programs, Other	0
52.0206	Non-Profit/Public/Organizational Management	0

Source: Economic Modeling Specialists International (EMSI)

Student Outcomes

The CTE LaunchBoard provides student outcome data on the effectiveness of CTE programs. The following student outcome information was collected from current students and exiters of statewide Public Administration programs (TOP: 2102.00) for the 2017-18 academic year.

- **Median annual wage** upon completion of $47,996. (statewide)

- 81% of students are **employed within a year** after completing a program. (statewide)

- 74% of students **attained a living wage** within a year of completion. (statewide)

- +27% **change in earnings** for completers. (statewide)

- 81% of students were **part time,** 12% **skill builders,** 46% **first-generation,** and 77% **economically disadvantaged.** (statewide)

Source: CTE LaunchBoard

Sources

O*Net Online, Labor Insight/Jobs (Burning Glass), Economic Modeling Specialists International (EMSI), MIT Living Wage Calculator, Bureau of Labor Statistics (BLS) Education Attainment, California Community Colleges Chancellor's Office Management Information Systems (MIS) Data Mart, CTE LaunchBoard, Statewide CTE Outcomes Survey, Employment Development Department Unemployment Insurance Dataset

Notes

Data included in this analysis represent the labor market demand for relevant positions most closely related to Public Administration. Traditional labor market information was used to show current and projected employment based on data trends, as well as annual average awards granted by regional community colleges. Real-time labor market information captures job post advertisements for occupations relevant to the field of study and can signal demand and show what employers are looking for in potential employees, but is not a perfect measure of the quantity of open positions. All representations have been produced from primary research and/or secondary review of publicly and/or privately available data and/or research reports. The most recent data available at the time of the analysis was examined; however, data sets are updated regularly and may not be consistent with previous reports. Efforts have been made to qualify and validate the accuracy of the data and findings; however, neither the Centers of Excellence for Labor Market Research (COE), COE host district, nor California Community Colleges Chancellor's Office are responsible for the applications or decisions made by individuals and/or organizations based on this study or its recommendations.