

Labor Market Assessment: 0505.00 – Business Administration
Business Administration (Certificate)
Los Angeles Center of Excellence, April 2022

Summary

Program Endorsement:	Endorsed: All Criteria Met <input type="checkbox"/>	Endorsed: Some Criteria Met <input checked="" type="checkbox"/>	Not Endorsed <input type="checkbox"/>
Program Endorsement Criteria			
Supply Gap:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> (see comments below)	
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 four middle-skill occupations:

- *General and operations managers (11-1021);*
- *Administrative services and facilities managers (11-3011);*
- *Industrial production managers (11-3051); and*
- *First-line supervisors of office and administrative support workers (43-1011).*

Middle-skill occupations typically require some postsecondary education, but less than a bachelor's degree.¹ Although three of the four 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. 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 educational programs that align with the relevant occupations.

Based on the available data, there does not appear to be a supply gap in the region for the occupations of interest. However, the business programs summarized in this report are often general enough that they provide training for several occupations beyond those included in this report, so this supply/demand analysis report should not be the only factor considered for program endorsement in this case.

Although it is unlikely that community college students obtaining this award as their highest level of education will be qualified for many of these jobs, this program may provide an opportunity for students from related fields to upskill their existing business knowledge and skills set.

¹ 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.

In addition to all four occupations in this report having entry-level wages that exceed the self-sufficiency standard wage in both Los Angeles and Orange counties, between 29% and 40% of workers in the field have completed some college or an associate degree. **Due to some of the criteria being met, the LA COE endorses this program.** Detailed reasons include:

Demand:

- **Supply Gap Criteria** – Over the next five years, there is projected to be **15,567 jobs available annually** in the region due to retirements and workers leaving the field, **which is less than the 21,428 awards conferred annually** by educational institutions in the region.
 - However, over the past 12 months, there have been **43,832 online job postings related to the occupations of interest**. The highest number of job postings were for general managers, operations managers, office managers, managers, and operations supervisors.
- **Living Wage Criteria** – In Los Angeles County, all four occupations in this report have entry-level wages **above** the self-sufficiency standard wage (\$18.10/hour).²
- **Educational Criteria** – Within the LA/OC region, 61% of the annual job openings for the occupations studied in this report typically require a bachelor's degree.
 - However, national-level educational attainment data indicates that **between 29% and 40% of workers in the field have completed some college or an associate degree**.

Supply:

- Between 2017 and 2020, **29 community colleges** in the LA/OC region issued awards in programs that have historically trained for the occupations of interest, conferring an average of **9,191 awards**.
- Between 2016 and 2019, non-community college institutions in the LA/OC region conferred an average of **12,237 awards in relevant programs**.

² 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 the four occupations of interest. In the Los Angeles/Orange County region, the number of jobs related to these occupations is projected to decrease by 2% through 2025. However, there will be more than 15,500 job openings per year through 2025 due to retirements and workers leaving the field.

This report includes employment projection data by Emsi which uses EDD information. Emsi's projections are modeled on recorded (historical) employment figures and incorporate several underlying assumptions, including the assumption that the economy, during the projection period, will be at approximately full employment. To the extent that a recession or labor shock, such as the economic effects of COVID-19, can cause long-term structural change, it may impact the projections. At this time, it is not possible to quantify the full impact of COVID-19 on projections of industry and occupational employment. Therefore, the projections included in this report do not take the full impacts of COVID-19 into account.

Exhibit 1: Occupational demand in Los Angeles and Orange Counties³

Geography	2020 Jobs	2025 Jobs	2020-2025 Change	2020-2025 % Change	Annual Openings
Los Angeles	128,804	126,424	(2,380)	(2%)	11,180
Orange	50,106	49,722	(384)	(1%)	4,387
Total	178,910	176,146	(2,764)	(2%)	15,567

Wages

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

Los Angeles County – All four occupations in this report 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 \$22.94 and \$38.71; experienced workers can expect to earn wages between \$37.15 and \$88.18.

Orange County – All four occupations in this report 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 \$22.92 and \$40.61; experienced workers can expect to earn wages between \$37.09 and \$87.97.

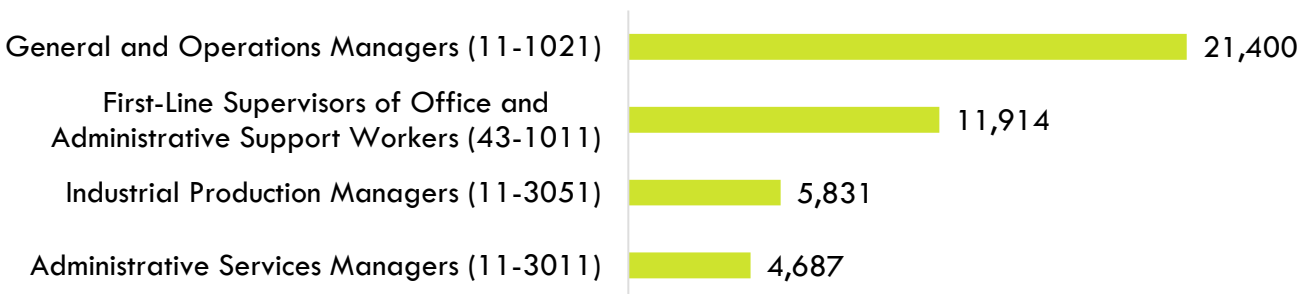
³ Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

Job Postings

Over the past 12 months, there have been 43,832 online job postings related to the occupations of interest. Exhibit 2 displays the number of job postings by occupation. The majority of job postings (49%) were for *general and operations managers*. The highest number of job postings were for general managers, operations managers, office managers, managers, and operations supervisors. The top skills were budgeting, scheduling, customer service, staff management, and operations management. The top employers, by number of job postings, in the region were Anthem Blue Cross, CVS Health, and University of California.

It is important to note that the job postings data included in this section reflects online job postings listed in the past 12 months and does not yet demonstrate the full impact of COVID-19. While employers have generally posted fewer online job postings since the beginning of the pandemic, the long-term effects are currently unknown.

Exhibit 2: 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:

- **Bachelor's degree:** *General and operations managers (11-1021); Administrative services and facilities managers (11-3011); and Industrial production managers (11-3051)*
- **High school diploma or equivalent:** *First-line supervisors of office and administrative support workers (43-1011)*

In the LA/OC region, the majority of annual job openings (61%) typically require a bachelor's degree. However, national-level educational attainment data indicates that between 29% and 40% of workers in the field have completed some college or an associate degree.

Educational Supply

Community College Supply – Exhibit 3 shows the annual and three-year average number of awards conferred by community colleges in programs that have historically trained for the occupations of interest. The colleges with the most completions in the region are Coastline, Pasadena, and Cerritos.

Exhibit 3: Regional community college awards (certificates and degrees), 2017-2020

TOP	Program	College	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
0501.00	Business and Commerce, General	Cerritos	39	41	5	28
		Compton	1	-	-	0
		Glendale	48	40	46	45
		LA City	113	157	116	129
		LA Harbor	8	13	10	10
		LA Mission	29	9	-	13
		LA Pierce	-	5	17	7
		LA Southwest	20	30	29	26
		Long Beach	93	130	237	153
		Mt San Antonio	161	209	117	162
		Santa Monica	-	1	5	2
		West LA	8	5	44	19
		LA Subtotal	520	640	626	595
		Coastline	5	5	6	5
		Saddleback	8	14	19	14
		OC Subtotal	13	19	25	19
		Supply Subtotal/Average			533	659
0505.00	Business Administration	Cerritos	181	206	250	212
		Citrus	434	349	398	394
		Compton	44	49	28	40
		East LA	159	227	247	211
		El Camino	310	295	306	304
		Glendale	246	216	241	234
		LA City	85	84	91	87
		LA Harbor	90	83	83	85
		LA Mission	60	51	88	66
		LA Pierce	181	211	208	200
		LA Southwest	22	35	56	38
		LA Trade-Tech	-	-	7	2
		LA Valley	99	131	147	126
		Long Beach	273	375	293	314

TOP	Program	College	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
		Mt San Antonio	135	248	269	217
		Pasadena	847	909	1,191	982
		Rio Hondo	216	241	276	244
		Santa Monica	335	297	334	322
		West LA	135	120	156	137
		LA Subtotal	3,852	4,127	4,669	4,216
		Coastline	681	763	592	679
		Cypress	213	228	244	228
		Fullerton	358	374	373	368
		Golden West	126	187	166	160
		Irvine Valley	233	306	349	296
		Orange Coast	393	381	443	406
		Saddleback	278	297	382	319
		Santa Ana	216	217	220	218
		Santiago Canyon	152	159	157	156
		OC Subtotal	2,650	2,912	2,926	2,829
		Supply Subtotal/Average	6,502	7,039	7,595	7,045
0506.00	Business Management	Cerritos	405	456	516	459
		Citrus	1	2	-	1
		Compton	2	3	-	2
		East LA	26	29	18	24
		El Camino	23	23	33	26
		Glendale	10	9	13	11
		LA City	15	18	39	24
		LA Mission	4	3	1	3
		LA Pierce	-	3	2	2
		LA Valley	30	33	36	33
		Long Beach	22	21	29	24
		Mt San Antonio	161	202	145	169
		Santa Monica	18	23	-	14
		LA Subtotal	717	825	832	791
		Coastline	71	84	72	76
		Cypress	6	6	3	5
		Fullerton	11	11	12	11
		Golden West	8	20	8	12
		Irvine Valley	9	3	14	9

TOP	Program	College	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
		North Orange Adult	24	27	36	29
		Orange Coast	51	40	16	36
		Santa Ana	81	64	71	72
		Santiago Canyon	42	17	24	28
		OC Subtotal	303	272	256	277
		Supply Subtotal/Average	1,020	1,097	1,088	1,068
0506.30	Management Development and Supervision	Cerritos	8	14	32	18
		LA Pierce	6	4	4	5
		LA Southwest	16	12	9	12
		LA Trade-Tech	18	5	4	9
		LA Valley	18	23	20	20
		Pasadena	7	3	3	4
		Rio Hondo	63	20	23	35
		Santa Monica	17	6	19	14
		LA Subtotal	153	87	114	118
		Coastline	312	355	247	305
		Saddleback	23	34	27	28
		Santa Ana	13	4	11	9
		Santiago Canyon	2	-	2	1
		OC Subtotal	350	393	287	343
		Supply Subtotal/Average	503	480	401	461
0514.40	Office Management	El Camino	1	-	1	1
		LA Subtotal	1	-	1	1
		Cypress	1	1	1	1
		OC Subtotal	1	1	1	1
		Supply Subtotal/Average	2	1	2	2
		Supply Total/Average	8,560	9,276	9,737	9,191

Non-Community College Supply – For a comprehensive regional supply analysis, it is important to consider the supply from other institutions in the region that may provide training programs for the occupations of interest. Exhibit 4 shows the annual and three-year average number of awards conferred in relevant programs. Due to different data collection periods, the most recent three-year period of available data is from 2016 to 2019. Between 2016 and 2019, non-community institutions in the region conferred an average of 12,237 awards in relevant training programs.

Exhibit 4: Regional non-community college awards, 2016-2019

CIP	Program	Institution	2016-17 Awards	2017-18 Awards	2018-19 Awards	3-Year Average
52.0101	Business/ Commerce, General	Azusa Pacific University	24	10	13	16
		DeVry University-CA	19	15	17	17
		Loyola Marymount University	5	3	-	3
52.0201	Business Administration and Management, General	Abraham Lincoln University	-	1	4	2
		Advanced College	1	-	-	0
		Azusa Pacific University	111	113	123	116
		Bethesda University	8	22	24	18
		Biola University	116	87	113	105
		Brandman University	143	152	121	139
		CA Intercontinental University	5	5	3	4
		CSU-Pomona	1,312	1,469	1,192	1,324
		CSU-Dominguez Hills	505	571	561	546
		CSU-Fullerton	2,155	2,306	2,462	2,308
		CSU-Long Beach	1,275	1,437	1,447	1,386
		CSU-Los Angeles	812	1,039	1,078	976
		CSU-Northridge	604	695	717	672
		California University of Management and Sciences	-	-	1	0
		Chapman University	381	366	376	374
		Claremont Graduate University	44	46	39	43
		Concordia University-Irvine	97	95	98	97
		DeVry University CA	192	144	105	147
		Hope International University	20	31	52	34
		Learnet Academy	4	17	-	7
		Life Pacific University	5	15	11	10
		Los Angeles Pacific College	-	-	3	1
		Los Angeles Pacific University	-	-	1	0
Loyola Marymount University	-	-	32	11		
Marymount California University	57	67	65	63		

CIP	Program	Institution	2016-17 Awards	2017-18 Awards	2018-19 Awards	3-Year Average
		Mount Saint Mary's University	48	41	40	43
		Mt Sierra College	10	10	-	7
		Pacific States University	-	2	2	1
		Pepperdine University	200	191	255	215
		Platt College-Anaheim	-	2	8	3
		Platt College-LA	9	8	6	8
		The Master's University & Seminary	45	71	64	60
		Trident University International	407	339	293	346
		UCI	159	205	260	208
		University of La Verne	303	349	314	322
		University of Phoenix-CA	1,214	1,309	1,161	1,228
		USC	1,023	993	1,022	1,013
		University of the People	41	67	75	61
		University of the West	6	15	6	9
		Vanguard University of Southern CA	83	78	71	77
		Westcliff University	148	83	97	109
		Whittier College	81	57	73	70
		Woodbury University	44	40	23	36
Supply Total/Average			11,716	12,566	12,428	12,237

Appendix A: Occupational demand and wage data by county

Exhibit 5. Los Angeles County

Occupation (SOC)	2020 Jobs	2025 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)
General and Operations Managers (11-1021)	66,088	65,986	(102)	0%	5,451	\$35.58	\$54.96	\$88.18
Administrative Services and Facilities Managers (11-3011)	11,965	12,038	73	1%	1,003	\$37.43	\$52.37	\$67.24
Industrial Production Managers (11-3051)	5,177	4,786	(391)	(8%)	339	\$38.71	\$50.84	\$69.44
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	45,574	43,614	(1,960)	(4%)	4,387	\$22.94	\$29.19	\$37.15
Total	128,804	126,424	(2,380)	(2%)	11,180	-	-	-

Exhibit 6. Orange County

Occupation (SOC)	2020 Jobs	2025 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)
General and Operations Managers (11-1021)	26,102	26,322	220	1%	2,190	\$35.56	\$54.88	\$87.97
Administrative Services and Facilities Managers (11-3011)	4,224	4,246	22	1%	354	\$36.61	\$51.22	\$65.76
Industrial Production Managers (11-3051)	2,336	2,230	(106)	(5%)	154	\$40.61	\$53.12	\$72.34
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	17,444	16,923	(521)	(3%)	1,689	\$22.92	\$29.15	\$37.09
Total	50,106	49,722	(384)	(1%)	4,387	-	-	-

Exhibit 7. Los Angeles and Orange Counties

Occupation (SOC)	2020 Jobs	2025 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Typical Entry-Level Education
General and Operations Managers (11-1021)	92,189	92,308	119	0%	7,641	Bachelor's degree
Administrative Services and Facilities Managers (11-3011)	16,189	16,284	95	1%	1,357	Bachelor's degree
Industrial Production Managers (11-3051)	7,513	7,017	(496)	(7%)	493	Bachelor's degree
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	63,019	60,537	(2,482)	(4%)	6,076	HS diploma or equivalent
Total	178,910	176,146	(2,764)	(2%)	15,567	-

Appendix B: Sources

- O*NET Online
- Labor Insight/Jobs (Burning Glass)
- Economic Modeling Specialists, International (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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