

Program Endorsement Brief: 2102.00/Public Administration
Public Administration and Policy Program (Associate of Science & Certificate)
 Orange County Center of Excellence, May 2021

Summary Analysis

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 checked="" type="checkbox"/>	No <input type="checkbox"/>	
Living Wage: (Entry-Level, 25th)	Yes <input type="checkbox"/>	No <input checked="" 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 Orange County Center of Excellence for Labor Market Research (COE) prepared this report to provide Los Angeles/Orange County regional labor market supply and demand data related to five middle-skill occupations within the field of public administration: *social and human service assistants (21-1093), recreation workers (39-9032), court, municipal, and license clerks (43-4031), eligibility interviewers, government programs (43-4061), and human resources assistants, except payroll and timekeeping (43-4161)*. Middle-skill occupations typically require some postsecondary education, but less than a bachelor’s degree.¹ 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 the five middle-skill occupations within this report in the region. While more than one-third of current workers within these occupations have completed some college or an associate degree, typical entry-level wages are lower than the living wage in Orange County. **Therefore, due to some of the criteria being met, the COE endorses this proposed program.** Detailed reasons include:

Demand:

- **Supply Gap Criteria** – Over the next five years, there is projected to be **7,685 jobs available annually** in the region due to new job growth and replacements, **which is more than the 1,862 awards conferred annually** by educational institutions in the region.
 - Each of the five middle-skill occupations in this report work in a variety of fields and/or industries, including public administration and policy. However, the SOC

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.

codes count occupational data across all industries. Since the SOC codes do not solely represent these occupations within the public administration and policy field, **the number of annual job openings is overstated.**

- Over the past 12 months, there were **5,315 online job postings related to the middle-skill occupations in this report across all industries.** The highest number of job postings were for human resources assistants, activities assistants, care coordinators, outreach specialists, and enrollment specialists.
- **Living Wage Criteria** – Within Orange County, **the majority (88%) of annual job openings for the middle-skill occupations in this report have entry-level wages below the county's living wage (\$17.36/hour).**²
- **Educational Criteria** – Within the LA/OC region, **94% of the annual job openings** for the occupations in this report **typically require a high school diploma.**
 - However, the national-level educational attainment data indicates **between 32.6% and 45.9% of workers in the field have completed some college or an associate degree.**

Supply:

- There are **16 community colleges** in the LA/OC region that issue awards that train for the public administration-related occupations in this report, conferring an average of **517 awards annually** between 2017 and 2020.
 - Currently, no community colleges in the LA/OC region offer programs under the Public Administration TOP Code (2102.00).
- Between 2016 and 2019, there was an average of **1,345 awards conferred annually** in related training programs by non-community college institutions throughout the region.

Occupational Demand

Exhibit 1 shows the five-year occupational demand projections for the five middle-skill occupations in this report. In Los Angeles/Orange County, the number of jobs related to these occupations is projected to increase by 8% through 2024. There will be nearly 7,700 job openings per year through 2024 due to job growth and replacements. It is important to note that these SOC codes include data across all fields and industries, and not solely public administration and policy. Therefore, the data in Exhibit 1 is overstated for occupations within the field of public administration and policy.

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 impact of COVID-19 on projections of industry and

² Living wage data was pulled from California Family Needs Calculator on 5/24/2021. For more information, visit the California Family Needs Calculator website: <https://insightcced.org/2018-family-needs-calculator/>.

occupational employment. Therefore, the projections included in this report do not take the impacts of COVID-19 into account.

Exhibit 1: Occupational demand in Los Angeles and Orange Counties³

Geography	2019 Jobs	2024 Jobs	2019-2024 Change	2019-2024 % Change	Annual Openings
Los Angeles	43,694	47,270	3,576	8%	6,053
Orange	11,649	12,510	860	7%	1,632
Total	55,344	59,780	4,436	8%	7,685

Wages

The labor market endorsement in this report considers the entry-level hourly wages for the middle-skill occupations in this report in Orange County as they relate to the county’s living wage. Los Angeles 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.

Orange County— The majority (88%) of annual openings for these occupations have entry-level wages below the living wage for one adult (\$17.36 in Orange County). Typical entry-level hourly wages are in a range between \$12.88 and \$22.38. Only two occupations in this report have entry-level wages above the county’s living wage: *Eligibility interviewers, government programs* (\$22.38), and *court, municipal, and license clerks* (\$18.22). Experienced workers can expect to earn wages between \$17.72 and \$27.24, which are higher than the living wage estimate. Orange County’s average wages are below the average statewide wage of \$20.71 for these occupations.

Los Angeles County— The majority (61%) of annual openings for these occupations have entry-level wages above the living wage for one adult (\$15.04 in Los Angeles County). Typical entry-level hourly wages are in a range between \$12.92 and \$24.33. The only occupation with typical entry-level wages below the county’s living wage is *recreation workers* (\$12.92). Experienced workers can expect to earn wages between \$17.88 and \$29.61, which are higher than the living wage estimate. Los Angeles County’s average wages are below the average statewide wage of \$20.71 for these occupations.

Job Postings

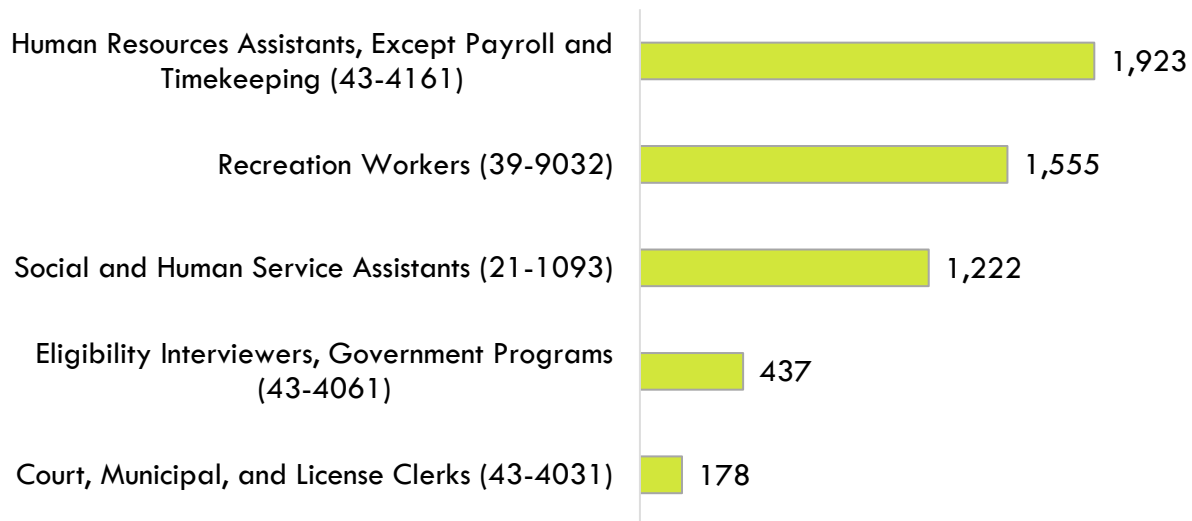
There were 5,315 online job postings for the occupations in this report across all industries listed in the past 12 months. Exhibit 2 displays the job postings by occupation. The majority of job postings (36%) were for *human resources assistants, except payroll and timekeeping*, followed by *recreation workers* (29%), *social and human service assistants* (23%), *eligibility interviewers, government programs* (8%) and *court, municipal, and license clerks* (3%). The highest number of job postings were for human resources assistants, activities assistants, care coordinators, outreach specialists, and enrollment specialists. The top skills were: scheduling, customer service, data entry, administrative support, and cardiopulmonary resuscitation (CPR). The top three employers, by

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.

number of job postings, in the region were: Anthem Blue Cross, Sunrise Senior Living, and Volunteers of America.

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 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 an associate degree as the typical entry-level education for *human resources assistants, except payroll and timekeeping*, and a high school diploma for the other four occupations in this report: *social and human service assistants; recreation workers; court, municipal, and license clerks; and eligibility interviewers, government programs*. In the LA/OC region, the majority of annual job openings (94%) typically require a high school diploma. However, the national-level educational attainment data indicates between 32.6% and 45.9% of workers in the field have completed some college or an associate degree. Of the 65% of job postings listing a minimum education requirement in Los Angeles/Orange County, 62% (2,141) requested a high school diploma, 30% (1,042) requested a bachelor’s degree and 8% (273) requested an associate degree.

Educational Supply

Community College Supply—Exhibit 3 shows the three-year average number of awards conferred by community colleges in the related TOP codes: Parks and Outdoor Recreation (0115.10), Community Health Care Worker (1261.00), Public Administration (2102.00), Human Services (2104.00), Alcohol and Controlled Substances (2104.40), and Disability Services (2104.50). The colleges with the most completions in the region are: Long Beach, Mt. San Antonio, Santa Ana, and Saddleback. Over the past 12 months, there were ten other related program recommendation requests from regional community colleges.

Currently, there are no programs in the LA/OC region that fall under the Public Administration TOP Code (2102.00).

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

TOP Code	Program	College	2017-2018 Awards	2018-2019 Awards	2019-2020 Awards	3-Year Award Average
0115.10	Parks and Outdoor Recreation	Mt San Antonio	5	-	3	3
		LA Subtotal	5	-	3	3
		Supply Subtotal/Average	5	-	3	3
1261.00	Community Health Care Worker	LA Pierce	-	-	20	7
		LA Subtotal	-	-	20	7
		Supply Subtotal/Average	-	-	20	7
2104.00	Human Services	Cerritos	15	9	9	11
		LA City	7	9	17	11
		Long Beach	29	34	24	29
		LA Subtotal	51	52	50	51
		Coastline	18	19	22	20
		Cypress	24	29	26	26
		Orange Coast	3	-	-	1
		Saddleback	15	24	28	22
		Santa Ana	55	53	67	58
		OC Subtotal	115	125	143	128
Supply Subtotal/Average		166	177	193	179	
2104.40	Alcohol and Controlled Substances	East LA	37	41	44	41
		Glendale	11	19	13	14
		LA City	15	8	17	13
		LA Pierce	34	37	33	35
		LA Southwest	34	27	17	26
		Long Beach	58	32	48	46
		Mt San Antonio	65	79	67	70
		Rio Hondo	16	13	13	14
		West LA	6	14	7	9
		LA Subtotal	276	270	259	268
		Cypress	2	22	35	20
		Saddleback	30	45	30	35
		OC Subtotal	32	67	65	55
		Supply Subtotal/Average		308	337	324

TOP Code	Program	College	2017-2018 Awards	2018-2019 Awards	2019-2020 Awards	3-Year Award Average
2104.50	Disability Services	North Orange Adult	-	13	4	6
		OC Subtotal	-	13	4	6
Supply Subtotal/Average			-	13	4	6
Supply Total/Average			479	527	544	517

Non-Community College Supply—For a comprehensive regional supply analysis, it is also important to consider the supply from other institutions in the region that provide training programs for public administration and related disciplines. Exhibit 4 shows the annual and three-year average number of awards conferred by these institutions in the related Classification of Instructional Programs (CIP) Codes: Human Services, General (44.0000), Public Administration (44.0401), Social Work (44.0701), Substance Abuse/Addiction Counseling (51.1501), and Community Health and Preventative Medicine (51.2208). Due to different data collection periods, the most recent three-year period of available data is from 2016 to 2019. Between 2016 and 2019, four-year colleges in the region conferred an average of 1,345 awards annually in related training programs.

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

CIP Code	Program	College	2016-2017 Awards	2017-2018 Awards	2018-2019 Awards	3-Year Award Average
44.0000	Human Services, General	CSU-Dominguez Hills	133	138	120	130
		CSU-Fullerton	281	320	282	294
		Mount Saint Mary's University	2	1	-	1
		University of Phoenix-California	324	213	137	225
44.0401	Public Administration	Brandman University	-	1	1	1
		CSU-Dominguez Hills	51	52	57	53
		CSU-Fullerton	36	51	37	41
		CSU-Long Beach	-	26	-	9
		CSU-Northridge	56	34	56	49
		University of La Verne	26	12	16	18
44.0701	Social Work	University of Phoenix-California	11	2	-	4
		Azusa Pacific University	40	31	39	37
		Brandman University	58	81	86	75
		CSU-Long Beach	72	66	69	69
		CSU-Los Angeles	178	184	233	198

CIP Code	Program	College	2016-2017 Awards	2017-2018 Awards	2018-2019 Awards	3-Year Award Average
		Chapman University	2	3	5	3
		Mount Saint Mary's University	24	24	22	23
		Touro University	-	14	16	10
		Whittier College	15	10	11	12
51.1501	Substance Abuse/Addiction Counseling	InterCoast Colleges-Santa Ana	74	75	90	80
		InterCoast Colleges-West Covina	13	8	15	12
51.2208	Community Health and Preventive Medicine	Charles R Drew University of Medicine and Science	-	-	-	-
		Pitzer College	-	-	1	0
Supply Total/Average			1,396	1,346	1,293	1,345

Appendix A: Occupational demand and wage data by county

Exhibit 5. Orange County

Occupation (SOC)	2019 Jobs	2024 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)
Social and Human Service Assistants (21-1093)	3,894	4,485	591	15%	558	\$15.48	\$18.47	\$22.67
Recreation Workers (39-9032)	4,429	4,653	224	5%	749	\$12.88	\$14.81	\$17.72
Court, Municipal, and License Clerks (43-4031)	619	647	28	5%	61	\$18.22	\$21.62	\$25.33
Eligibility Interviewers, Government Programs (43-4061)	1,402	1,460	59	4%	136	\$22.38	\$25.18	\$27.24
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	1,306	1,264	(42)	(3%)	128	\$15.75	\$19.08	\$24.15
Total	11,649	12,510	860	7%	1,632			

Exhibit 6. Los Angeles County

Occupation (SOC)	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75th Percentile)
Social and Human Service Assistants (21-1093)	17,648	20,248	2,599	15%	2,508	\$16.29	\$19.43	\$23.84
Recreation Workers (39-9032)	14,243	14,961	718	5%	2,386	\$12.92	\$14.90	\$17.88
Court, Municipal, and License Clerks (43-4031)	2,634	2,767	133	5%	263	\$20.37	\$23.86	\$27.82
Eligibility Interviewers, Government Programs (43-4061)	5,775	6,032	257	4%	564	\$24.33	\$27.37	\$29.61
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	3,395	3,263	(132)	(4%)	331	\$16.34	\$19.79	\$25.04
Total	43,694	47,270	3,576	8%	6,053			

Exhibit 7. Los Angeles and Orange Counties

Occupation (SOC)	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	Annual Openings
Social and Human Service Assistants (21-1093)	21,542	24,733	3,191	15%	3,066
Recreation Workers (39-9032)	18,671	19,614	942	5%	3,135
Court, Municipal, and License Clerks (43-4031)	3,252	3,414	162	5%	325
Eligibility Interviewers, Government Programs (43-4061)	7,177	7,492	315	4%	700
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	4,701	4,527	(174)	(4%)	459
Total	55,344	59,780	4,436	8%	7,685

Appendix B: Sources

- O*NET Online
- Labor Insight/Jobs (Burning Glass)
- Economic Modeling Specialists, International (Emsi)
- Bureau of Labor Statistics (BLS)
- Employment Development Department, Labor Market Information Division, OES
- California Community Colleges Chancellor's Office Management Information Systems (MIS)
- California Family Needs Calculator, Insight Center for Community Economic Development
- Chancellor's Office Curriculum Inventory (COCI 2.0)

For more information, please contact:

Jesse Crete, Ed. D., Director
 Center of Excellence, Orange County
crete.jesse@rsccd.edu



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