

Occupation Overview

Emsi Q1 2017 Data Set

March 2017

Western Technical College



400 Seventh Street
La Crosse, Wisconsin 54601
608.785.9200

Parameters

Occupations

20 items selected. See Appendix A for details.

Regions

Code	Description
55011	Buffalo County, WI
55023	Crawford County, WI
55053	Jackson County, WI
55057	Juneau County, WI
55063	La Crosse County, WI
55081	Monroe County, WI
55121	Trempealeau County, WI
55123	Vernon County, WI

Timeframe

2018 - 2022

Datarun

2017.1 – Employees

Administrative Professional (2 year) 6/2013 (AED) in Western Technical College District

SOC	Description	2018 Jobs	2022 Jobs	2018 - 2022 Change	2018 - 2022 % Change	2018 - 2022 Openings	Annual Openings	Median Hourly Earnings
13-1121	Meeting, Convention, and Event Planners	32	34	2	6%	<10	Insf. Data	\$16.54
43-1011	First-Line Supervisors of Office and Administrative Support Workers	1,228	1,289	61	5%	139	35	\$21.85
43-2011	Switchboard Operators, Including Answering Service	62	54	(8)	(13%)	<10	Insf. Data	\$11.84
43-2021	Telephone Operators	<10	<10	Insf. Data	Insf. Data	<10	Insf. Data	Insf. Data
43-3099	Financial Clerks, All Other	15	16	1	7%	<10	Insf. Data	\$18.22
43-4051	Customer Service Representatives	2,155	2,204	49	2%	266	67	\$14.33
43-4071	File Clerks	79	79	0	0%	<10	Insf. Data	\$13.26
43-4121	Library Assistants, Clerical	186	184	(2)	(1%)	25	6	\$11.62
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	130	130	0	0%	<10	Insf. Data	\$18.49
43-4171	Receptionists and Information Clerks	718	748	30	4%	113	28	\$11.74
43-4199	Information and Record Clerks, All Other	180	182	2	1%	22	6	\$12.35
43-6011	Executive Secretaries and Executive Administrative Assistants	313	317	4	1%	20	5	\$21.77
43-6012	Legal Secretaries	68	67	(1)	(1%)	<10	Insf. Data	\$17.91
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1,472	1,524	52	4%	121	30	\$15.99
43-9021	Data Entry Keyers	126	128	2	2%	<10	Insf. Data	\$12.97
43-9022	Word Processors and Typists	42	41	(1)	(2%)	<10	Insf. Data	\$17.47
43-9041	Insurance Claims and Policy Processing Clerks	570	590	20	4%	80	20	\$14.77
43-9061	Office Clerks, General	4,503	4,561	58	1%	466	117	\$14.29

43-9071	Office Machine Operators, Except Computer	61	60	(1)	(2%)	<10	Insf. Data	\$13.98
43-9199	Office and Administrative Support Workers, All Other	244	248	4	2%	33	8	\$15.07
		12,190	12,464	274	2%	1,330	333	\$15.30

Occupation Summary for Administrative Professional (2 year) 6/2013 (AED)

11,917 Jobs (2016) 14% below National average	2.2% % Change (2018-2022) Nation: 2.9%	\$15.30/hr Median Hourly Earnings Nation: \$17.09/hr
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Growth

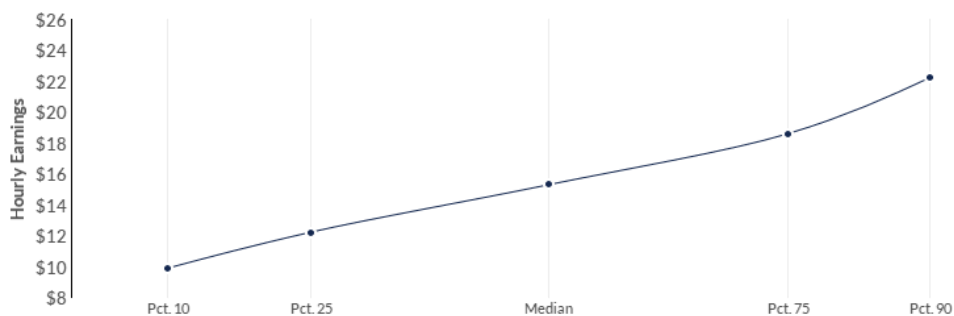
12,190 2018 Jobs	12,464 2022 Jobs	274 Change (2018-2022)	2.2% % Change (2018-2022)
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Occupation	2018 Jobs	2022 Jobs	Change	% Change
Meeting, Convention, and Event Planners (13-1121)	32	34	2	6%
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	1,228	1,289	61	5%
Switchboard Operators, Including Answering Service (43-2011)	62	54	-8	-13%
Telephone Operators (43-2021)	7	5	-2	-29%
Financial Clerks, All Other (43-3099)	15	16	1	7%
Customer Service Representatives (43-4051)	2,155	2,204	49	2%
File Clerks (43-4071)	79	79	0	0%
Library Assistants, Clerical (43-4121)	186	184	-2	-1%
Human Resources	130	130	0	0%

Occupation	2018 Jobs	2022 Jobs	Change	% Change
Assistants, Except Payroll and Timekeeping (43-4161)				
Receptionists and Information Clerks (43-4171)	718	748	30	4%
Information and Record Clerks, All Other (43-4199)	180	182	2	1%
Executive Secretaries and Executive Administrative Assistants (43-6011)	313	317	4	1%
Legal Secretaries (43-6012)	68	67	-1	-1%
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	1,472	1,524	52	4%
Data Entry Keyers (43-9021)	126	128	2	2%
Word Processors and Typists (43-9022)	42	41	-1	-2%
Insurance Claims and Policy Processing Clerks (43-9041)	570	590	20	4%
Office Clerks, General (43-9061)	4,503	4,561	58	1%
Office Machine Operators, Except Computer (43-9071)	61	60	-1	-2%
Office and Administrative Support Workers, All Other (43-9199)	244	248	4	2%

Percentile Earnings

\$12.21/hr	\$15.30/hr	\$18.59/hr
25th Percentile Earnings	Median Earnings	75th Percentile Earnings



Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Meeting, Convention, and Event Planners (13-1121)	\$12.74	\$16.54	\$21.03
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	\$16.83	\$21.85	\$27.47
Switchboard Operators, Including Answering Service (43-2011)	\$10.12	\$11.84	\$14.16
Telephone Operators (43-2021)	\$10.82	\$13.71	\$17.27
Financial Clerks, All Other (43-3099)	\$13.92	\$18.22	\$22.23
Customer Service Representatives (43-4051)	\$11.43	\$14.33	\$17.65
File Clerks (43-4071)	\$10.35	\$13.26	\$16.21
Library Assistants, Clerical (43-4121)	\$10.03	\$11.62	\$13.25
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	\$15.22	\$18.49	\$21.40
Receptionists and Information Clerks (43-4171)	\$9.18	\$11.74	\$14.14
Information and Record Clerks, All Other (43-4199)	\$9.32	\$12.35	\$18.43
Executive Secretaries and Executive Administrative Assistants (43-6011)	\$18.19	\$21.77	\$25.77
Legal Secretaries (43-6012)	\$15.14	\$17.91	\$21.14
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	\$13.50	\$15.99	\$18.40
Data Entry Keyers (43-9021)	\$11.29	\$12.97	\$15.41
Word Processors and Typists (43-9022)	\$15.07	\$17.47	\$19.88
Insurance Claims and Policy Processing Clerks (43-9041)	\$12.78	\$14.77	\$17.60
Office Clerks, General (43-9061)	\$11.12	\$14.29	\$17.42
Office Machine Operators, Except Computer (43-9071)	\$11.91	\$13.98	\$16.72
Office and Administrative Support Workers, All Other (43-9199)	\$11.69	\$15.07	\$18.00

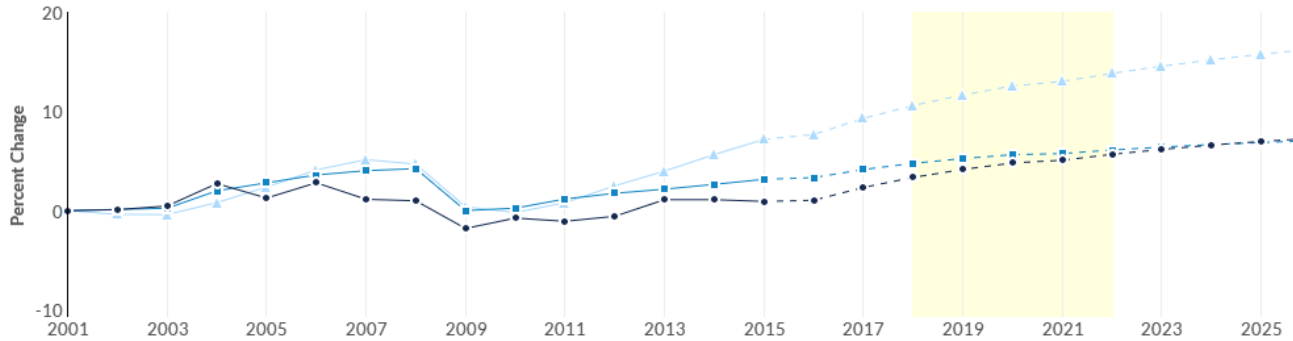
Occupation

25th Percentile Earnings

Median Earnings

75th Percentile Earnings

Regional Trends



Region	2018 Jobs	2022 Jobs	Change	% Change
● Region	12,190	12,464	274	2.2%
● State	271,603	275,085	3,482	1.3%
● Nation	14,268,923	14,687,318	418,395	2.9%

Regional Breakdown

County	2022 Jobs
La Crosse County, WI	6,719
Monroe County, WI	1,539
Trempealeau County, WI	1,120
Vernon County, WI	757
Crawford County, WI	679

Occupation Gender Breakdown

Gender	2016 Jobs	2016 Percent
● Males	2,209	18.5% <div style="width: 18.5%; background-color: #0070C0; display: inline-block;"></div>
● Females	9,708	81.5% <div style="width: 81.5%; background-color: #0070C0; display: inline-block;"></div>

Gender

2016 Jobs 2016 Percent

Occupation Age Breakdown

	Age	2016 Jobs	2016 Percent
●	14-18	164	1.4%
●	19-24	1,304	10.9% ■
●	25-34	2,417	20.3% ■■
●	35-44	2,172	18.2% ■■
●	45-54	2,698	22.6% ■■■
●	55-64	2,490	20.9% ■■
●	65+	672	5.6% ■

Occupation Race/Ethnicity Breakdown

	Race/Ethnicity	2016 Jobs	2016 Percent
●	White	10,919	91.6% ■■■■■■■■■■
●	Hispanic or Latino	281	2.4%
●	Black or African American	261	2.2%
●	Asian	250	2.1%
●	Two or More Races	109	0.9%
●	American Indian or Alaska Native	95	0.8%
●	Native Hawaiian or Other Pacific Islander	3	0.0%

Occupational Programs

10 Programs (2015)	163 Completions (2015)	311 Openings (2015)
CIP Code	Program	Completions (2015)

	Race/Ethnicity	2016 Jobs	2016 Percent
52.0207	Customer Service Management		77
52.0204	Office Management and Supervision		49
52.0401	Administrative Assistant and Secretarial Science, General		17
52.0407	Business/Office Automation/Technology/Data Entry		13
51.0716	Medical Administrative/Executive Assistant and Medical Secretary		7

Industries Employing Administrative Professional (2 year) 6/2013 (AED)

Industry	Occupation Group Jobs in Industry (2016)	% of Occupation Group in Industry (2016)	% of Total Jobs in Industry (2016)
Local Government, Excluding Education and Hospitals	923	7.7%	11.1%
Third Party Administration of Insurance and Pension Funds	643	5.4%	52.5%
Colleges, Universities, and Professional Schools (Local Government)	413	3.5%	23.7%
General Medical and Surgical Hospitals	401	3.4%	4.2%
Corporate, Subsidiary, and Regional Managing Offices	371	3.1%	16.5%

Appendix A - Occupations

Code	Description
13-1121	Meeting, Convention, and Event Planners
43-1011	First-Line Supervisors of Office and Administrative Support Workers
43-2011	Switchboard Operators, Including Answering Service
43-2021	Telephone Operators
43-3099	Financial Clerks, All Other
43-4051	Customer Service Representatives
43-4071	File Clerks

Code	Description
43-4121	Library Assistants, Clerical
43-4161	Human Resources Assistants, Except Payroll and Timekeeping
43-4171	Receptionists and Information Clerks
43-4199	Information and Record Clerks, All Other
43-6011	Executive Secretaries and Executive Administrative Assistants
43-6012	Legal Secretaries
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
43-9021	Data Entry Keyers
43-9022	Word Processors and Typists
43-9041	Insurance Claims and Policy Processing Clerks
43-9061	Office Clerks, General
43-9071	Office Machine Operators, Except Computer
43-9199	Office and Administrative Support Workers, All Other

Appendix B - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Michigan Department of Labor and Economic Growth, Bureau of Labor Market Information and Strategic Initiatives; Minnesota Department of Employment and Economic Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information