

Administrative Professional

Five Year Trend

Five Year Enrollment Change	-2.6%		FY 2008 FTEs	43.34
Five Year FTEs Change	7.9%		FY 2009 FTEs	46.47
Five Year Graduate Change	66.7%		FY 2010 FTEs	51.30
FY 2007 Enrollee	76		FY 2011 FTEs	49.80
FY 2008 Enrollee	73		FY 2007 Graduate	9
FY 2009 Enrollee	75		FY 2008 Graduate	11
FY 2010 Enrollee	78		FY 2009 Graduate	15
FY 2011 Enrollee	74		FY 2010 Graduate	18
FY 2007 FTEs	46.14		FY 2011 Graduate	15

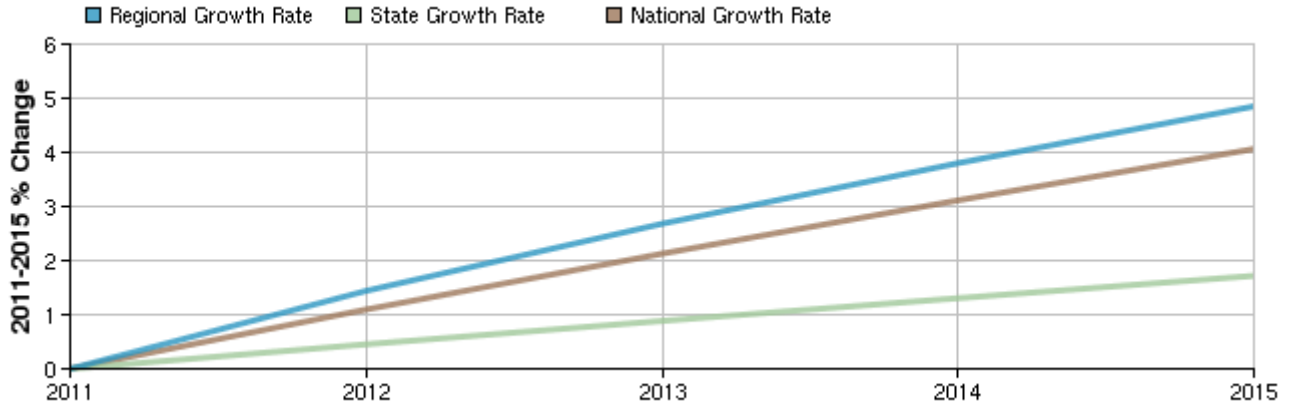
Selected Occupations

Occupation	Education Level
Meeting and convention planners (SOC 13-1121)	Bachelor's degree
Switchboard operators, including answering service (SOC 43-2011)	Short-term on-the-job training
Telephone operators (SOC 43-2021)	Short-term on-the-job training
Customer service representatives (SOC 43-4051)	Moderate-term on-the-job training
File clerks (SOC 43-4071)	Short-term on-the-job training
Library assistants, clerical (SOC 43-4121)	Short-term on-the-job training
Receptionists and information clerks (SOC 43-4171)	Short-term on-the-job training
Executive secretaries and administrative assistants (SOC 43-6011)	Moderate-term on-the-job training
Secretaries, except legal, medical, and executive (SOC 43-6014)	Moderate-term on-the-job training
Data entry keyers (SOC 43-9021)	Moderate-term on-the-job training
Word processors and typists (SOC 43-9022)	Moderate-term on-the-job training
Office clerks, general (SOC 43-9061)	Short-term on-the-job training
Office and administrative support workers, all other (SOC 43-9199)	Short-term on-the-job training

Executive Summary

Basic Information	
2011 Occupational Jobs	9,950
2015 Occupational Jobs	10,433
Total Change	483
Total % Change	4.85%
Openings	1,311
2011 Median Hourly Earnings	\$12.79

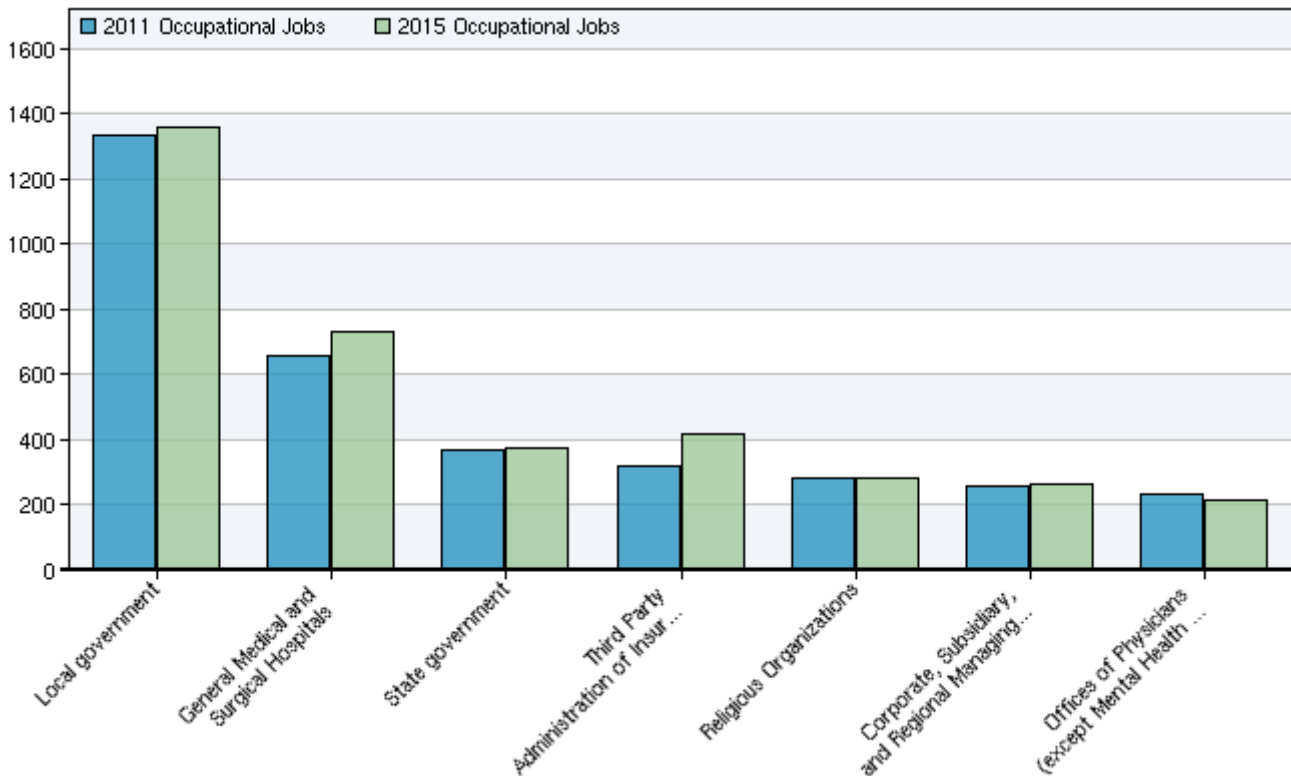
Occupational Change Summary



Region	2011 Jobs	2015 Jobs	Change	% Change	Openings	2011 Median Hourly Earnings
Regional Total	9,950	10,433	483	5%	1,311	\$12.79
State Total	207,340	210,902	3,562	2%	22,746	\$13.89
National Total	11,131,593	11,583,879	452,286	4%	1,382,835	\$14.10

Source: EMSI Complete Employment - 2011.3

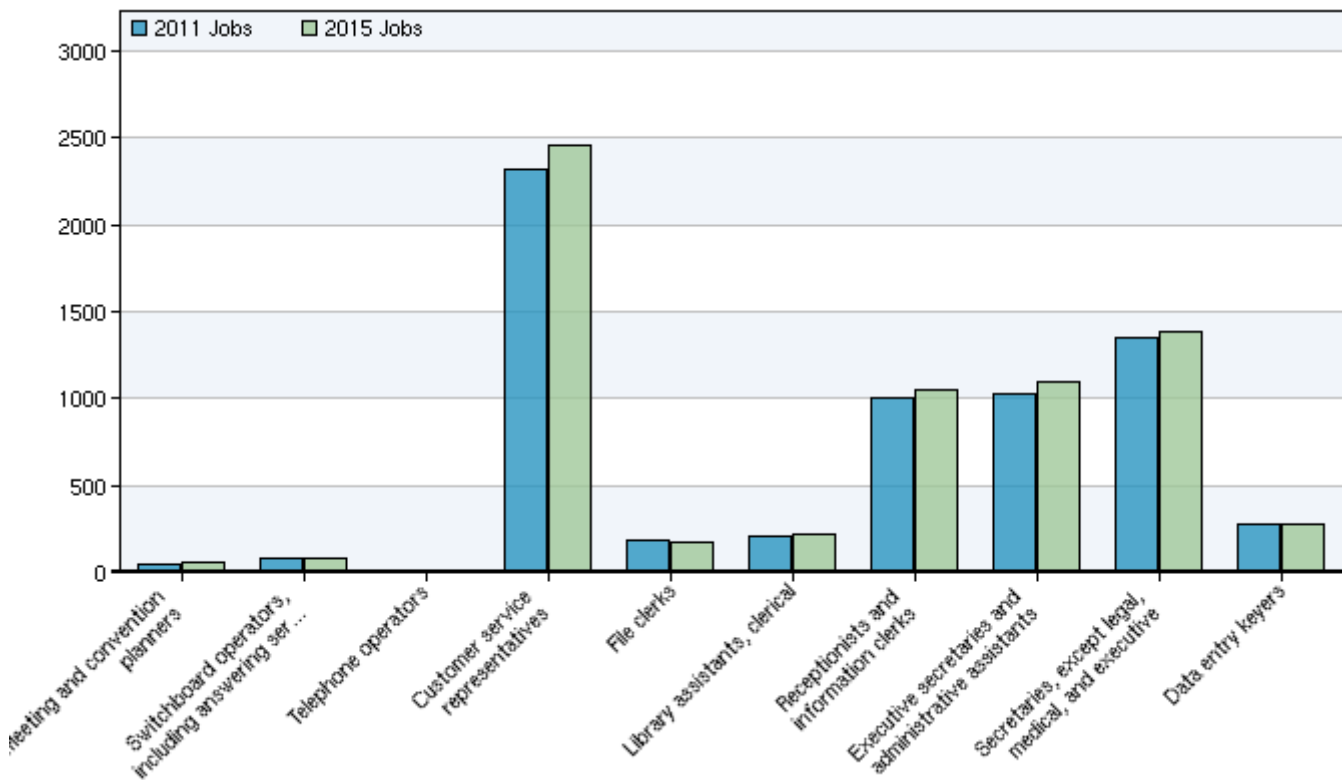
Top Industries for Selected Occupations



NAICS Code	Name	2011 Jobs	2015 Jobs	Change	% Change
930000	Local government	1,334	1,362	28	2%
622110	General Medical and Surgical Hospitals	659	731	72	11%
920000	State government	372	376	4	1%
524292	Third Party Administration of Insurance and Pension Funds	318	419	101	32%
813110	Religious Organizations	281	283	2	1%
551114	Corporate, Subsidiary, and Regional Managing Offices	260	264	4	2%
621111	Offices of Physicians (except Mental Health Specialists)	232	218	-14	-6%

Source: EMSI Complete Employment - 2011.3

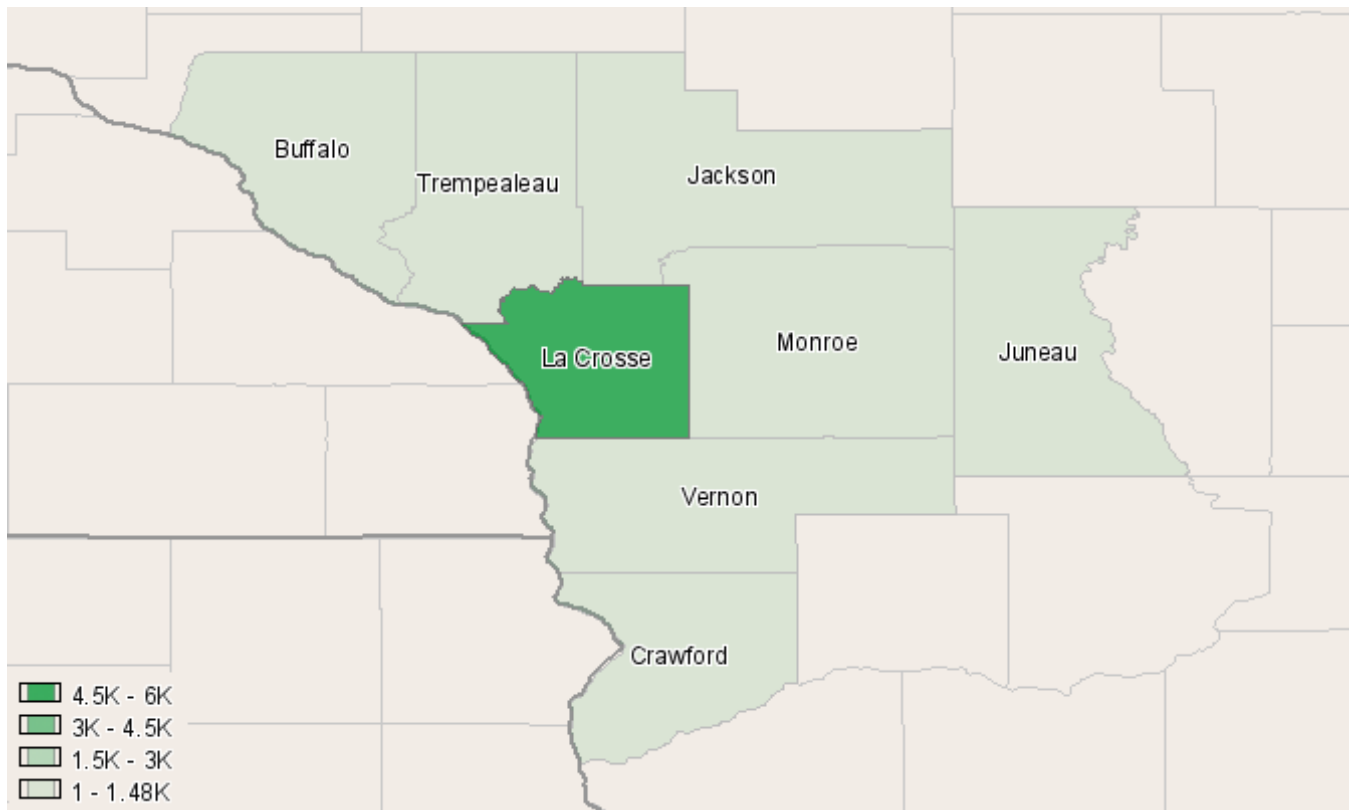
Occupational Breakdown



SOC Code	Description	2011 Jobs	2015 Jobs	Openings	2011 Median Hourly Earnings
13-1121	Meeting and convention planners	46	53	11	\$11.19
43-2011	Switchboard operators, including answering service	85	80	7	\$11.69
43-2021	Telephone operators	13	12	1	\$10.92
43-4051	Customer service representatives	2,319	2,463	436	\$13.77
43-4071	File clerks	179	168	18	\$11.59
43-4121	Library assistants, clerical	207	216	43	\$11.06
43-4171	Receptionists and information clerks	1,007	1,052	153	\$10.48
43-6011	Executive secretaries and administrative assistants	1,023	1,092	125	\$14.78
43-6014	Secretaries, except legal, medical, and executive	1,350	1,382	108	\$13.08
43-9021	Data entry keyers	273	279	29	\$10.96
43-9022	Word processors and typists	105	107	6	\$12.96
43-9061	Office clerks, general	3,177	3,357	354	\$12.47
43-9199	Office and administrative support workers, all other	166	172	21	\$12.13
	Total	9,950	10,433	1,311	\$12.79

Source: EMSI Complete Employment - 2011.3

Occupation Distribution



County	2011 Jobs
La Crosse, WI (55063)	5,902
Monroe, WI (55081)	1,007
Trempealeau, WI (55121)	788
Vernon, WI (55123)	529
Juneau, WI (55057)	510
Crawford, WI (55023)	480
Jackson, WI (55053)	440
Buffalo, WI (55011)	294

Source: EMSI Complete Employment - 2011.3

Three Year Graduate Employers

Administrative Professional

2007-2008

Graduates	11
Graduates Responding	8
Employed in Related Occupations	4
Employed in Non-Related Occupations	1
Seeking Employment	1
Not in Labor Market	2

Accounting Department	Jackson County Bank, Black River Falls, WI
Admissions Assistant	Western Technical College, La Crosse, WI
Administrative Assistant	La Crosse Day Care Center, La Crosse, WI
Administrative Assistant	Behrens Manufacturing, Winona, MN

2008-2009

Graduates	13
Graduates Responding	14
Employed in Related Occupations	7
Employed in Non-Related Occupations	3
Seeking Employment	3
Not in Labor Market	1

Accounting Assistant	WCCU, Westby, WI
Administrative Assistant	Ag-Risk Managers, Barron, WI
Administrative Assistant	City of Elroy, Elroy, WI
Clerical	Western Technical College, Tomah, WI
Credit Approval	Kwik Trip, La Crosse, WI
Enrollment Assistant	Delta Dental, Alpharetta, GA
Kitchen Assistant Manager	Broadway Dinner Theatre, Lake Delton, WI

2009-2010

Graduates	18
Graduates Responding	12
Employed in Related Occupations	9
Employed in Non-Related Occupations	1
Seeking Employment	1
Continuing Education	1
Not in Labor Market	0

Administrative Assistant	ABR Employment Services/Logistics Health, Inc., La Crosse, WI
Corporate Contract Compliance Assistant	Reinhart Food Service, LLC, La Crosse, WI
Desk Clerk/Dispatch	Ashley Furniture, Arcadia, WI
Finance & Insurance Assistant Manager	Rudig Jensen, New Lisbon, WI
Flight Administrator	Air Force, Rochester, MN
Human Resources Generalist	Kwik Trip, Inc., La Crosse, WI
Instructional Assistant	Western Technical College, Tomah, WI
Part-Time Clerical	Western Technical College, Sparta, WI
Receptionist	Franciscan Skemp Healthcare, La Crosse, WI

Region Information

Region: Western Technical College District

Description: Western District Counties

County Areas: Buffalo, Wisconsin (55011), Crawford, Wisconsin (55023), Jackson, Wisconsin (55053), Juneau, Wisconsin (55057), La Crosse, Wisconsin (55063), Monroe, Wisconsin (55081), Trempealeau, Wisconsin (55121), Vernon, Wisconsin (55123)

Data Sources and Calculations

Industry Data

In order to capture a complete picture of industry employment, EMSI basically combines covered employment data from Quarterly Census of Employment and Wages (QCEW) produced by the Department of Labor with total employment data in Regional Economic Information System (REIS) published by the Bureau of Economic Analysis (BEA), augmented with County Business Patterns (CBP) and Non-employer Statistics (NES) published by the U.S. Census Bureau. Projections are based on the latest available EMSI industry data, 15-year past local trends in each industry, growth rates in statewide and (where available) sub-state area industry projections published by individual state agencies, and (in part) growth rates in national projections from the Bureau of Labor Statistics.

Occupational Data

Organizing regional employment information by occupation provides a workforce-oriented view of the regional economy. EMSI's occupation data are based on EMSI's industry data and regional staffing patterns taken from the Occupational Employment Statistics program (U.S. Bureau of Labor Statistics). Wage information is partially derived from the American Community Survey. The occupation-to-program (SOC-to-CIP) crosswalk is based on one from the U.S. Department of Education, with customizations by EMSI.

State Data Sources

This report uses state data from the following agencies:

- Wisconsin Department of Workforce Development
- Bureau of Workforce Information