

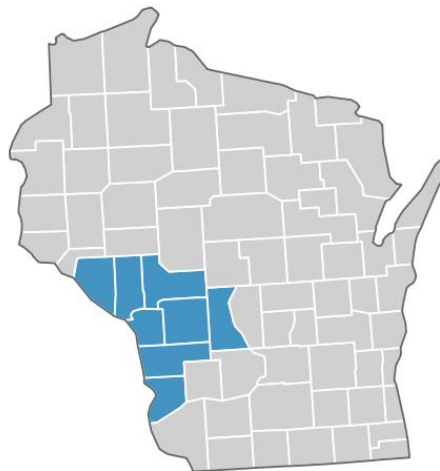
# Western Technical College



400 Seventh Street  
La Crosse, Wisconsin 54601  
608.785.9200

## Administrative Professional Occupation Report

Western Technical College District



## Report Info

Dataset Version	2013.4 Class of Worker
Class of Worker Categories	QCEW Employees + Non-QCEW Employees + Self-Employed
Timeframe	2014 - 2018
Region Name	Western Technical College District
Region Description	Western district counties
Counties	

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

## Occupation Group

Meeting, Convention, and Event Planners (13-1121)
First-Line Supervisors of Office and Administrative Support Workers (43-1011)
Switchboard Operators, Including Answering Service (43-2011)
Telephone Operators (43-2021)
Financial Clerks, All Other (43-3099)
Customer Service Representatives (43-4051)
File Clerks (43-4071)
Library Assistants, Clerical (43-4121)
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)
Receptionists and Information Clerks (43-4171)
Information and Record Clerks, All Other (43-4199)
Executive Secretaries and Executive Administrative Assistants (43-6011)
Legal Secretaries (43-6012)
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Data Entry Keyers (43-9021)
Word Processors and Typists (43-9022)
Insurance Claims and Policy Processing Clerks (43-9041)
Office Clerks, General (43-9061)
Office Machine Operators, Except Computer (43-9071)
Office and Administrative Support Workers, All Other (43-9199)

## Job Distribution

### Overview

Annual Openings Estimate (2013)	444
Related Completions (2011)	34
Current Job Postings	N/A for Multiple Codes

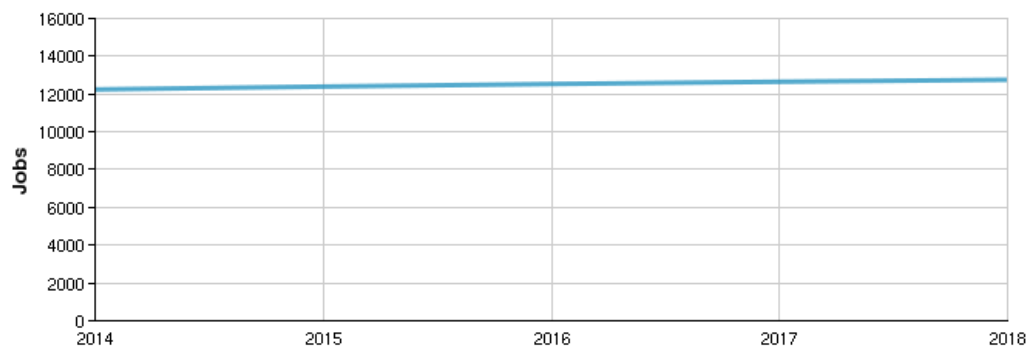
Gender		
Male	24%	<div style="width: 24%;"></div>
Female	76%	<div style="width: 76%;"></div>

Age		
14-18	2%	<div style="width: 2%;"></div>
19-24	12%	<div style="width: 12%;"></div>
25-44	38%	<div style="width: 38%;"></div>
45-64	43%	<div style="width: 43%;"></div>
65+	5%	<div style="width: 5%;"></div>

<b>12,081</b> <b>Jobs (2013)</b> National Location Quotient: 0.86	<b>4.2%</b> <b>% Change (2014-2018)</b> Nation: 3.9%	<b>\$14.36/hr</b> <b>Median Earnings</b> Nation: \$16.02/hr
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### Western Technical College District | Growth

<b>12,243</b> <b>2014 Jobs</b>	<b>12,757</b> <b>2018 Jobs</b>	<b>513</b> <b>Change (2014-2018)</b>	<b>4.2%</b> <b>% Change (2014-2018)</b>
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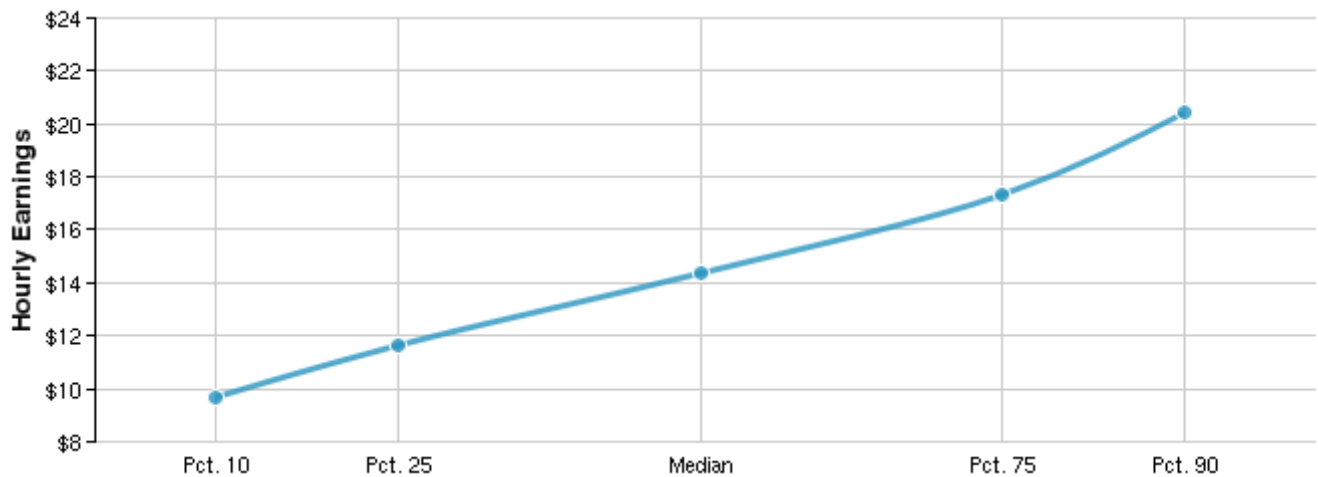


Occupation	2014 Jobs	2018 Jobs	Change	% Change
Customer Service Representatives (43-4051)	2,271	2,385	114	5%
Office Clerks, General (43-9061)	4,039	4,203	164	4%
Telephone Operators (43-2021)	4	4	0	0%
Office and Administrative Support Workers, All Other (43-9199)	192	201	9	5%
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	214	219	5	2%
Insurance Claims and Policy Processing Clerks (43-9041)	248	293	45	18%
Office Machine Operators, Except Computer (43-9071)	31	31	0	0%
Executive Secretaries and Executive Administrative Assistants (43-6011)	367	395	28	8%
Legal Secretaries (43-6012)	114	112	-2	-2%
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	1,894	1,942	48	3%
Information and Record Clerks, All Other (43-4199)	212	214	2	1%
Receptionists and Information Clerks (43-4171)	868	887	19	2%
Data Entry Keyers (43-9021)	181	183	2	1%
Meeting, Convention, and Event Planners (13-1121)	53	63	10	19%
Word Processors and Typists (43-9022)	57	56	-1	-2%
Switchboard Operators, Including Answering Service (43-2011)	84	79	-5	-6%
File Clerks (43-4071)	98	99	1	1%
Financial Clerks, All Other (43-3099)	26	28	2	8%
First-Line Supervisors of Office and Administrative	1,133	1,203	70	6%

Occupation	2014 Jobs	2018 Jobs	Change	% Change
Support Workers (43-1011)				
Library Assistants, Clerical (43-4121)	158	160	2	1%

### Western Technical College District | Percentile Earnings

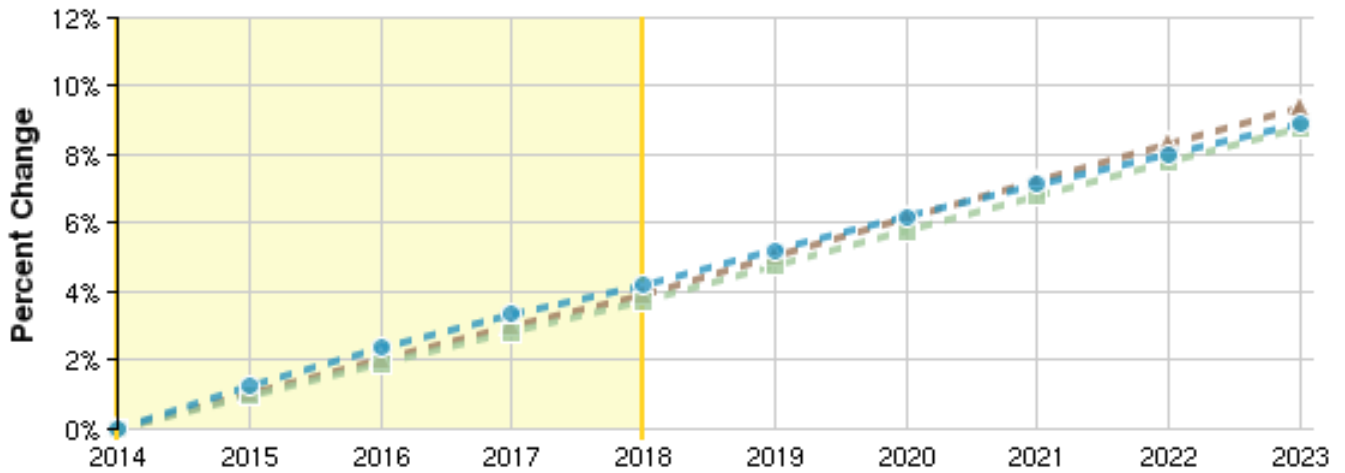
<b>\$9.69/hr</b> 10th Percentile Earnings	<b>\$14.36/hr</b> Median Earnings	<b>\$20.41/hr</b> 90th Percentile Earnings
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Occupation	10th Percentile Earnings	Median Earnings	90th Percentile Earnings
Customer Service Representatives (43-4051)	\$9.16	\$13.58	\$20.33
Office Clerks, General (43-9061)	\$8.47	\$13.05	\$18.92
Telephone Operators (43-2021)	\$8.88	\$9.20	\$9.75
Office and Administrative Support Workers, All Other (43-9199)	\$9.43	\$13.87	\$20.21
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	\$13.07	\$19.21	\$24.64
Insurance Claims and Policy Processing Clerks (43-9041)	\$11.25	\$15.17	\$21.20
Office Machine Operators, Except Computer (43-9071)	\$11.68	\$16.74	\$23.72
Executive Secretaries and Executive Administrative Assistants (43-6011)	\$13.67	\$18.32	\$24.85

<b>Occupation</b>	<b>10th Percentile Earnings</b>	<b>Median Earnings</b>	<b>90th Percentile Earnings</b>
Legal Secretaries (43-6012)	\$11.50	\$15.82	\$19.57
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	\$10.91	\$15.34	\$20.00
Information and Record Clerks, All Other (43-4199)	\$12.86	\$17.42	\$22.93
Receptionists and Information Clerks (43-4171)	\$8.33	\$11.81	\$15.89
Data Entry Keyers (43-9021)	\$8.30	\$10.74	\$15.49
Meeting, Convention, and Event Planners (13-1121)	\$9.58	\$13.09	\$19.27
Word Processors and Typists (43-9022)	\$12.54	\$16.97	\$21.11
Switchboard Operators, Including Answering Service (43-2011)	\$8.74	\$10.47	\$13.42
File Clerks (43-4071)	\$11.38	\$15.70	\$21.65
Financial Clerks, All Other (43-3099)	\$8.04	\$10.31	\$14.24
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	\$11.15	\$18.82	\$28.95
Library Assistants, Clerical (43-4121)	\$9.64	\$13.20	\$18.73

## Regional Trends



Region	2014 Jobs	2018 Jobs	% Change
Western Technical College District	12,243	12,757	4.2%
State	257,234	266,832	3.7%
Nation	13,736,918	14,273,271	3.9%

## Educational programs

<b>8</b> Programs (2011)	<b>34</b> Completions (2011)
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Program	2008	2009	2010	2011	2012
Administrative Assistant and Secretarial Science, General (52.0401)	10	13	18	18	20
Medical Administrative/Executive Assistant and Medical Secretary (51.0716)	0	0	0	7	16
Agricultural Business Technology (01.0106)	10	4	2	5	0
General Office Occupations and Clerical Services	11	12	8	4	0

Program	2008	2009	2010	2011	2012
(52.0408)					
Business/Office Automation/Technology/Data Entry (52.0407)	0	0	0	0	7

## Inverse Staffing Patterns

Industry	Occupation Group Jobs in Industry (2013)	% of Occupation Group in Industry (2013)	% of Total Jobs in Industry (2013)
Local Government, Excluding Education and Hospitals (903999)	893	7.4%	11.0%
General Medical and Surgical Hospitals (Private) (622110)	568	4.7%	5.5%
Telemarketing Bureaus and Other Contact Centers (561422)	438	3.6%	51.8%
Colleges, Universities, and Professional Schools (Local Government) (903612)	435	3.6%	23.9%
Third Party Administration of Insurance and Pension Funds (524292)	403	3.3%	42.4%



## Data Sources and Calculations

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### State Data Sources

This report uses state data from the following agencies: Wisconsin Department of Workforce Development, Bureau of Workforce Information

### 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.

### 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.

### 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.

### Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

### Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.