

Western Technical College

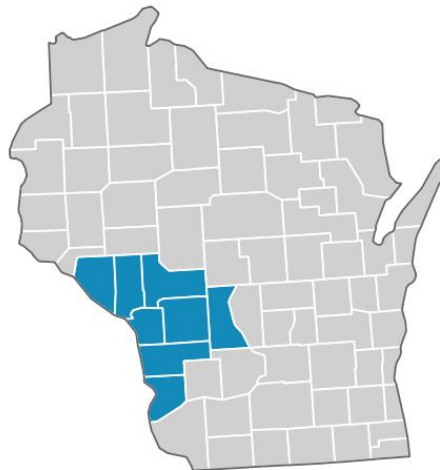


400 Seventh Street
La Crosse, Wisconsin 54601
608.785.9200

Administrative Professional Program Occupation Report

June 2014

Western Technical College District



Report Info

Dataset Version	2014.2 Class of Worker	
Class of Worker Categories	QCEW Employees + Non-QCEW Employees + Self-Employed	
Timeframe	2015 - 2019	
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)

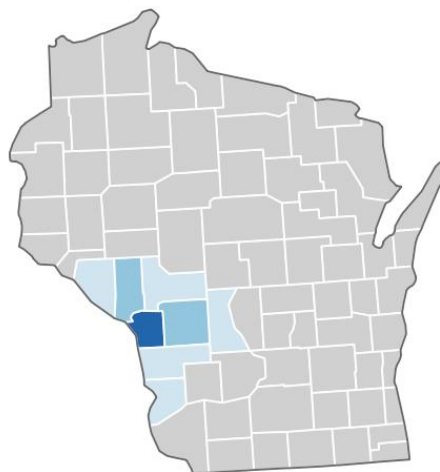
Insurance Claims and Policy Processing Clerks (43-9041)

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 (2014)	419
Related Completions (2012)	43
Current Job Postings	N/A for Multiple Codes

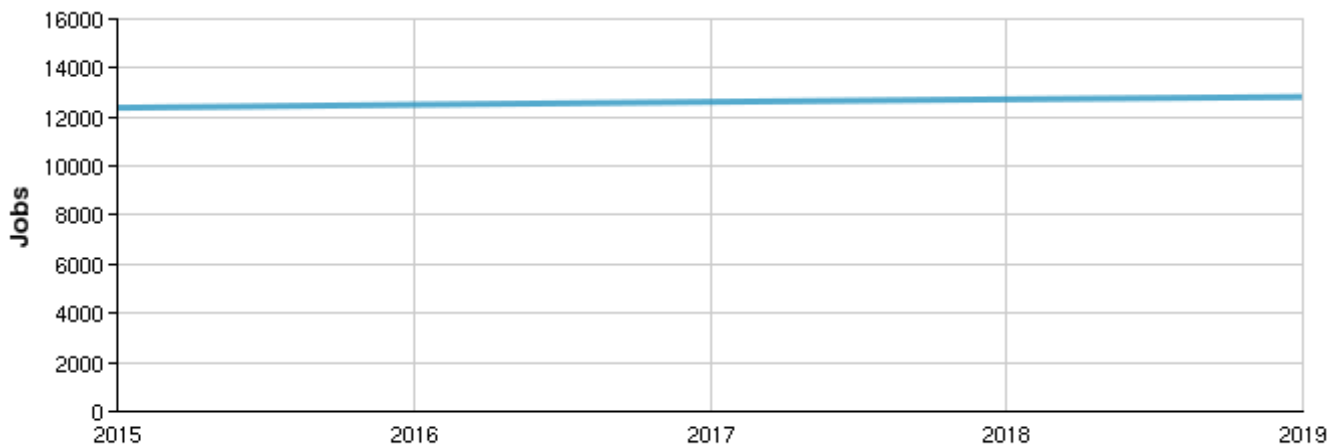
Gender		
Male	24%	
Female	76%	

Age		
14-18	2%	
19-24	12%	
25-44	39%	
45-64	43%	
65+	5%	

12,250 Jobs (2014) National Location Quotient: 0.87	3.6% % Change (2015-2019) Nation: 3.5%	\$14.34/hr Median Earnings Nation: \$16.02/hr
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Western Technical College District | Growth

12,381 2015 Jobs	12,826 2019 Jobs	445 Change (2015-2019)	3.6% % Change (2015-2019)
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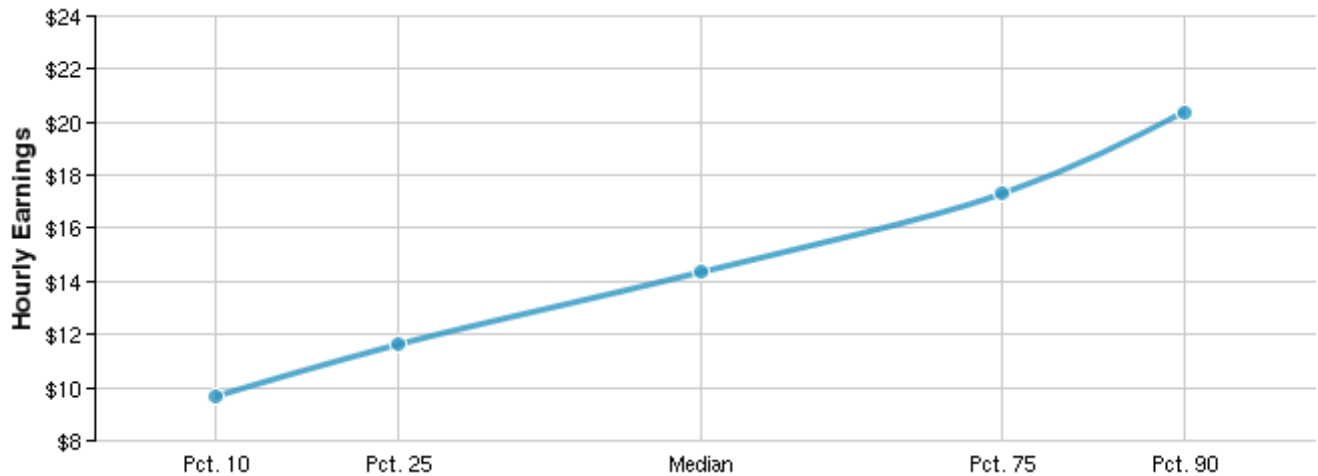


Occupation	2015 Jobs	2019 Jobs	Change	% Change
Customer Service Representatives (43-4051)	2,394	2,530	136	6%
Office Clerks, General (43-9061)	3,982	4,053	71	2%
Telephone Operators (43-2021)	5	5	0	0%
Office and Administrative Support Workers, All Other (43-9199)	195	201	6	3%
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	210	210	0	0%
Insurance Claims and Policy Processing Clerks (43-9041)	247	283	36	15%
Office Machine Operators, Except Computer (43-9071)	32	34	2	6%
Executive Secretaries and Executive Administrative Assistants (43-6011)	356	370	14	4%

Occupation	2015 Jobs	2019 Jobs	Change	% Change
Legal Secretaries (43-6012)	110	109	-1	-1%
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	1,940	2,050	110	6%
Information and Record Clerks, All Other (43-4199)	208	205	-3	-1%
Receptionists and Information Clerks (43-4171)	885	883	-2	0%
Data Entry Keyers (43-9021)	175	166	-9	-5%
Meeting, Convention, and Event Planners (13-1121)	54	62	8	15%
Word Processors and Typists (43-9022)	55	52	-3	-5%
Switchboard Operators, Including Answering Service (43-2011)	88	87	-1	-1%
File Clerks (43-4071)	99	99	0	0%
Financial Clerks, All Other (43-3099)	26	28	2	8%
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	1,160	1,232	72	6%
Library Assistants, Clerical (43-4121)	161	167	6	4%

Western Technical College District | Percentile Earnings

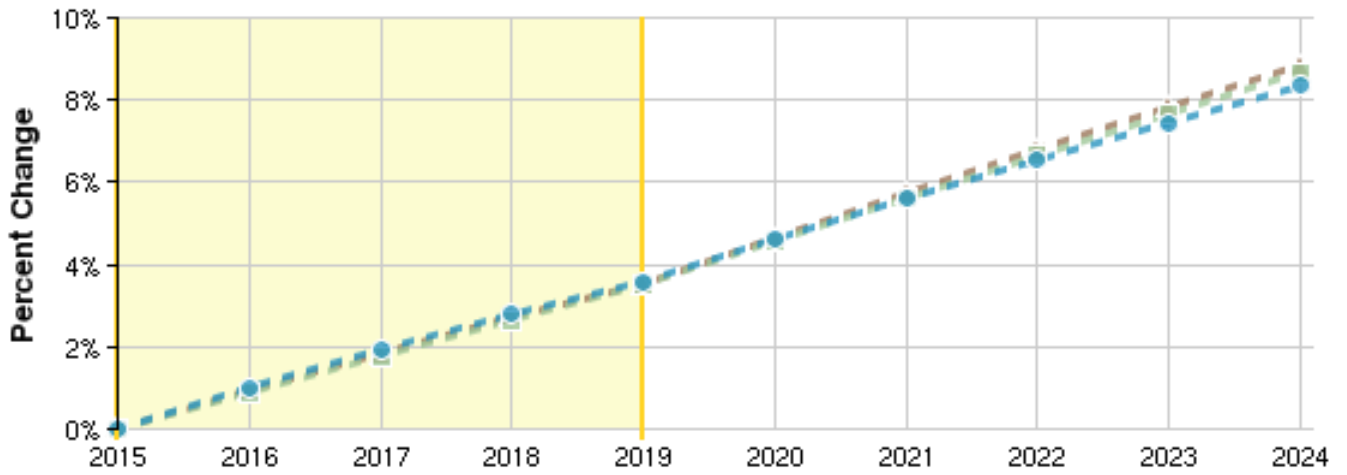
\$9.68/hr 10th Percentile Earnings	\$14.34/hr Median Earnings	\$20.39/hr 90th Percentile Earnings
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Occupation	10th Percentile Earnings	Median Earnings	90th Percentile Earnings
Customer Service Representatives (43-4051)	\$9.15	\$13.59	\$20.35
Office Clerks, General (43-9061)	\$8.44	\$13.01	\$18.86
Telephone Operators (43-2021)	\$8.87	\$9.27	\$9.95
Office and Administrative Support Workers, All Other (43-9199)	\$9.34	\$13.78	\$20.15
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	\$13.08	\$19.23	\$24.67
Insurance Claims and Policy Processing Clerks (43-9041)	\$11.31	\$15.24	\$21.29
Office Machine Operators, Except Computer (43-9071)	\$11.66	\$16.71	\$23.69
Executive Secretaries and Executive Administrative Assistants (43-6011)	\$13.64	\$18.28	\$24.77
Legal Secretaries (43-6012)	\$11.46	\$15.75	\$19.49
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	\$10.90	\$15.32	\$19.98
Information and Record Clerks, All	\$12.87	\$17.43	\$22.94

Occupation	10th Percentile Earnings	Median Earnings	90th Percentile Earnings
Other (43-4199)			
Receptionists and Information Clerks (43-4171)	\$8.34	\$11.84	\$15.94
Data Entry Keyers (43-9021)	\$8.42	\$10.85	\$15.57
Meeting, Convention, and Event Planners (13-1121)	\$9.57	\$12.96	\$18.93
Word Processors and Typists (43-9022)	\$12.94	\$17.37	\$21.53
Switchboard Operators, Including Answering Service (43-2011)	\$8.75	\$10.49	\$13.44
File Clerks (43-4071)	\$11.36	\$15.66	\$21.59
Financial Clerks, All Other (43-3099)	\$8.00	\$10.29	\$14.25
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	\$11.13	\$18.78	\$28.88
Library Assistants, Clerical (43-4121)	\$9.66	\$13.22	\$18.76

Regional Trends



Region	2015 Jobs	2019 Jobs	% Change
• Western Technical College District	12,381	12,826	3.6%
• State	258,271	267,354	3.5%
• Nation	13,873,428	14,362,742	3.5%

Educational programs

8		43			
Programs (2012)		Completions (2012)			
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
Business/Office Automation/Technology/Data Entry (52.0407)	0	0	0	0	7
General Office Occupations and Clerical Services (52.0408)	11	12	8	4	0
Health Unit Coordinator/Ward Clerk (51.0703)	0	0	0	0	0

Inverse Staffing Patterns

Industry	Occupation Group Jobs in Industry (2014)	% of Occupation Group in Industry (2014)	% of Total Jobs in Industry (2014)
Local Government, Excluding Education and Hospitals (903999)	885	7.2%	11.0%
General Medical and Surgical Hospitals (Private) (622110)	535	4.4%	5.4%
Telemarketing Bureaus and Other Contact Centers (561422)	519	4.2%	52.2%
Colleges, Universities, and Professional Schools (Local Government) (903612)	470	3.8%	25.1%
Third Party Administration of Insurance and Pension Funds (524292)	416	3.4%	42.1%

Data Sources and Calculations

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.