

Occupation Overview

EMSI Q2 2015 Data Set

Administrative Professional Program
October 2015

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

2016 - 2020

Datarun

2015.2 – Employees

Administrative Professional (2 year) 6/2013 (AED) in 8 Counties

SOC	Description	2016 Jobs	2020 Jobs	2016 - 2020 Change	2016 - 2020 % Change	Openings	Annual Openings	Median Hourly Earnings
13-1121	Meeting, Convention, and Event Planners	35	41	6	17%	<10	Insf. Data	\$16.03
43-1011	First-Line Supervisors of Office and Administrative Support Workers	1,234	1,316	82	7%	204	51	\$20.46
43-2011	Switchboard Operators, Including Answering Service	102	97	(5)	(5%)	<10	Insf. Data	\$12.85
43-2021	Telephone Operators	<10	<10	Insf. Data	Insf. Data	<10	Insf. Data	Insf. Data
43-3099	Financial Clerks, All Other	13	15	2	15%	<10	Insf. Data	\$15.67
43-4051	Customer Service Representatives	2,588	2,722	134	5%	425	106	\$13.87
43-4071	File Clerks	89	90	1	1%	<10	Insf. Data	\$12.36
43-4121	Library Assistants, Clerical	141	145	4	3%	30	8	\$11.78
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	150	150	0	0%	17	4	\$18.56
43-4171	Receptionists and Information Clerks	679	705	26	4%	104	26	\$11.84
43-4199	Information and Record Clerks, All Other	238	233	(5)	(2%)	21	5	\$16.96
43-6011	Executive Secretaries and Executive Administrative Assistants	359	366	7	2%	26	7	\$20.47
43-6012	Legal Secretaries	65	65	0	0%	<10	Insf. Data	\$18.25
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1,885	1,985	100	5%	195	49	\$15.88
43-9021	Data Entry Keyers	158	149	(9)	(6%)	<10	Insf. Data	\$11.46
43-9022	Word Processors and Typists	50	46	(4)	(8%)	<10	Insf. Data	\$17.99
43-9041	Insurance Claims and Policy Processing Clerks	213	244	31	15%	56	14	\$15.59
43-9061	Office Clerks, General	3,924	3,969	45	1%	391	98	\$13.49
43-9071	Office Machine Operators, Except Computer	63	63	0	0%	<10	Insf. Data	\$14.30
43-9199	Office and Administrative	210	214	4	2%	29	7	\$14.72

Support Workers,
All Other

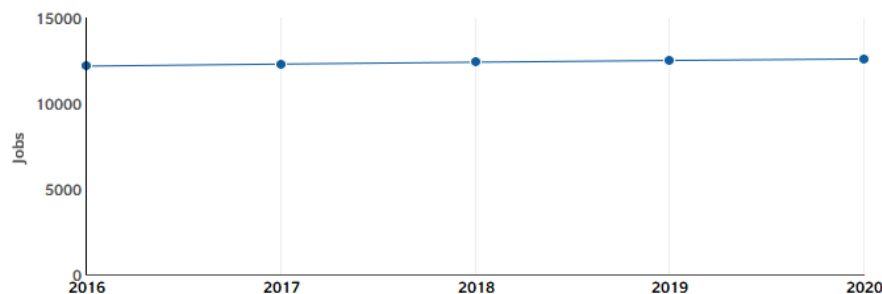
12,202 12,621 419 3% 1,546 387 \$14.93

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

12,064 Jobs (2015) 14% below National average	3.4% % Change (2016-2020) Nation: 3.2%	\$14.93/hr Median Hourly Earnings Nation: \$16.46/hr
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Growth

12,202 2016 Jobs	12,621 2020 Jobs	419 Change (2016-2020)	3.4% % Change (2016-2020)
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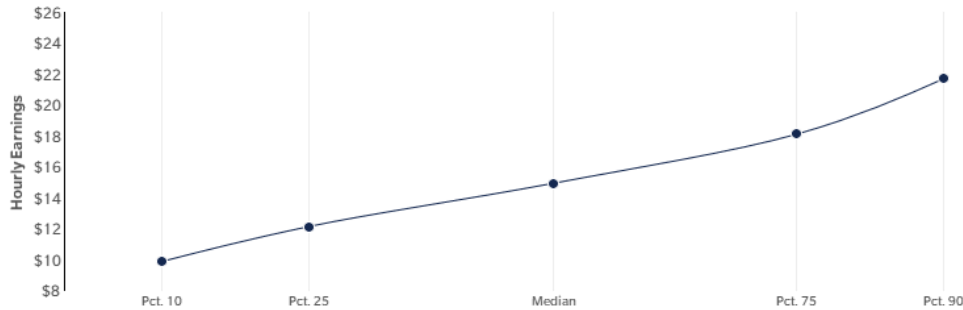


Occupation	2016 Jobs	2020 Jobs	Change	% Change
Meeting, Convention, and Event Planners (13-1121)	35	41	6	17%
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	1,234	1,316	82	7%
Switchboard Operators, Including Answering Service (43-2011)	102	97	-5	-5%
Telephone Operators (43-2021)	5	5	0	0%
Financial Clerks, All Other (43-3099)	13	15	2	15%
Customer Service Representatives (43-4051)	2,588	2,722	134	5%

Occupation	2016 Jobs	2020 Jobs	Change	% Change
File Clerks (43-4071)	89	90	1	1%
Library Assistants, Clerical (43-4121)	141	145	4	3%
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	150	150	0	0%
Receptionists and Information Clerks (43-4171)	679	705	26	4%
Information and Record Clerks, All Other (43-4199)	238	233	-5	-2%
Executive Secretaries and Executive Administrative Assistants (43-6011)	359	366	7	2%
Legal Secretaries (43-6012)	65	65	0	0%
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	1,885	1,985	100	5%
Data Entry Keyers (43-9021)	158	149	-9	-6%
Word Processors and Typists (43-9022)	50	46	-4	-8%
Insurance Claims and Policy Processing Clerks (43-9041)	213	244	31	15%
Office Clerks, General (43-9061)	3,924	3,969	45	1%
Office Machine Operators, Except Computer (43-9071)	63	63	0	0%
Office and Administrative Support Workers, All Other (43-9199)	210	214	4	2%

Percentile Earnings

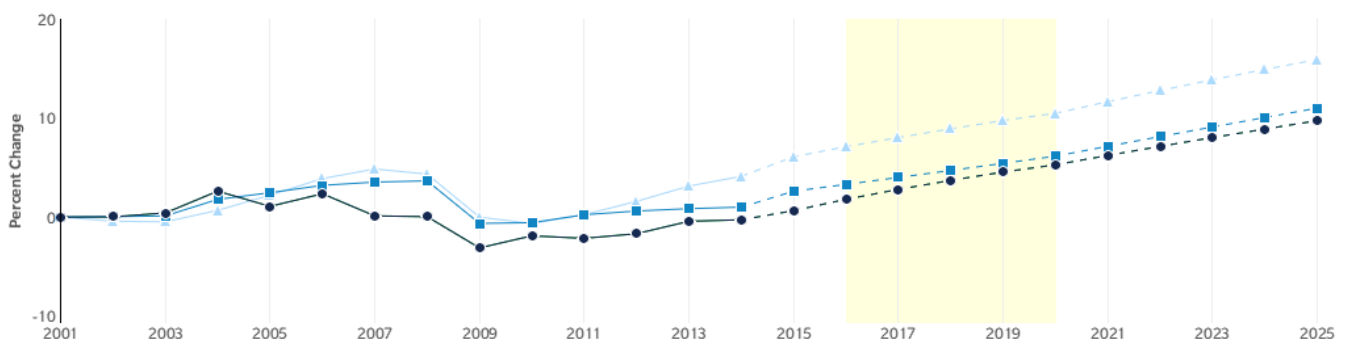
\$12.13/hr 25th Percentile Earnings	\$14.93/hr Median Earnings	\$18.12/hr 75th Percentile Earnings
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Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Meeting, Convention, and Event Planners (13-1121)	\$12.29	\$16.03	\$20.52
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	\$15.72	\$20.46	\$26.25
Switchboard Operators, Including Answering Service (43-2011)	\$11.16	\$12.85	\$14.85
Telephone Operators (43-2021)	\$12.80	\$14.99	\$18.93
Financial Clerks, All Other (43-3099)	\$13.71	\$15.67	\$17.66
Customer Service Representatives (43-4051)	\$11.33	\$13.87	\$16.98
File Clerks (43-4071)	\$10.07	\$12.36	\$15.17
Library Assistants, Clerical (43-4121)	\$10.12	\$11.78	\$13.74
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	\$15.48	\$18.56	\$21.65
Receptionists and Information Clerks (43-4171)	\$9.59	\$11.84	\$14.23
Information and Record Clerks, All Other (43-4199)	\$14.42	\$16.96	\$19.91
Executive Secretaries and Executive Administrative Assistants (43-6011)	\$17.00	\$20.47	\$24.76
Legal Secretaries (43-6012)	\$15.80	\$18.25	\$21.85
Secretaries and Administrative	\$13.54	\$15.88	\$18.12

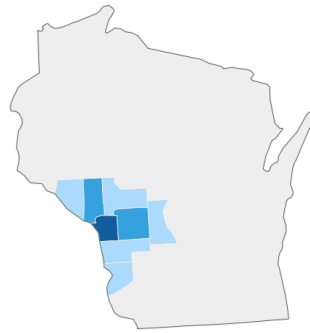
Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Assistants, Except Legal, Medical, and Executive (43-6014)			
Data Entry Keyers (43-9021)	\$9.81	\$11.46	\$14.03
Word Processors and Typists (43-9022)	\$15.71	\$17.99	\$20.47
Insurance Claims and Policy Processing Clerks (43-9041)	\$13.04	\$15.59	\$18.62
Office Clerks, General (43-9061)	\$10.73	\$13.49	\$16.61
Office Machine Operators, Except Computer (43-9071)	\$12.26	\$14.30	\$17.06
Office and Administrative Support Workers, All Other (43-9199)	\$11.21	\$14.72	\$16.96

Regional Trends



	Region	2016 Jobs	2020 Jobs	Change	% Change
●	Region	12,202	12,621	419	3.4%
●	State	270,519	278,001	7,482	2.8%
●	Nation	14,037,263	14,480,536	443,273	3.2%
●	Western Technical College District	12,202	12,621	419	3.4%

Regional Breakdown



County	2020 Jobs
La Crosse County, WI	7,361
Monroe County, WI	1,403
Trempealeau County, WI	1,064
Vernon County, WI	669
Juneau County, WI	652

Occupation Gender Breakdown



Gender	2015 Jobs	2015 Percent
Males	2,185	18.1%
Females	9,879	81.9%

Occupation Age Breakdown



	Age	2015 Jobs	2015 Percent
●	14-18	195	1.6%
●	19-24	1,438	11.9%
●	25-34	2,393	19.8%
●	35-44	2,166	18.0%
●	45-54	2,750	22.8%
●	55-64	2,341	19.4%
●	65+	781	6.5%

Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
●	White	11,260	93.3%
●	Black or African American	254	2.1%
●	Asian	211	1.8%
●	Hispanic or Latino	208	1.7%
●	American Indian or Alaska Native	65	0.5%
●	Two or More Races	64	0.5%
●	Native Hawaiian or Other Pacific Islander	3	0.0%

Occupational Programs

9		55		416	
Programs (2014)		Completions (2014)		Openings (2014)	
CIP Code	Program	Completions (2014)			
52.0204	Office Management and Supervision	32			
52.0401	Administrative Assistant and Secretarial Science, General	11			
51.0716	Medical Administrative/Executive Assistant and Medical Secretary	7			
52.0407	Business/Office Automation/Technology/Data Entry	5			
52.0408	General Office Occupations and Clerical Services	0			

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

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Local Government, Excluding Education and Hospitals	904	7.5%	11.2%
Third Party Administration of Insurance and Pension Funds	580	4.8%	45.2%
Colleges, Universities, and Professional Schools (Local Government)	479	4.0%	26.0%
General Medical and Surgical Hospitals	463	3.8%	4.8%
Offices of Physicians (except Mental Health Specialists)	395	3.3%	18.0%

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
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

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.

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.

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.

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