

Administrative Professional Occupation Overview

Emsi Q1 2018 Data Set

March 2018

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 |
| 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

2019 - 2023

Datarun

2018.1 – QCEW Employees, Non-QCEW Employees, and Self-Employed

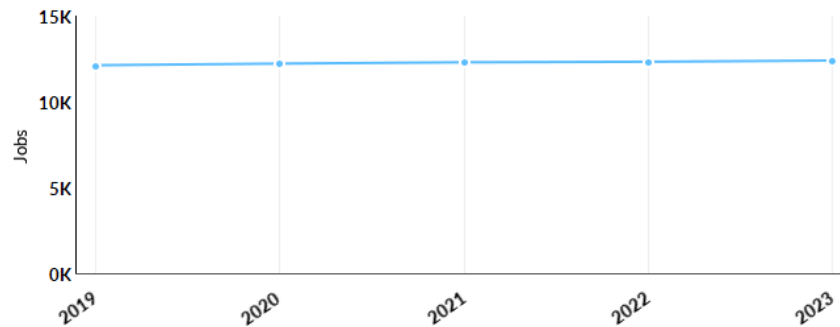
BUS 101066 ADAS in Western District

Occupation Summary for BUS 101066 ADAS

| | | |
|--|---|---|
| 12,109 Jobs (2019) 11% below National average | 2.3% % Change (2019-2023) Nation: 3.1% | \$15.34/hr Median Hourly Earnings Nation: \$16.71/hr |
|--|---|---|

Growth

| | | | |
|----------------------------|----------------------------|----------------------------------|-------------------------------------|
| 12,109 2019 Jobs | 12,382 2023 Jobs | 273 Change (2019-2023) | 2.3% % Change (2019-2023) |
|----------------------------|----------------------------|----------------------------------|-------------------------------------|

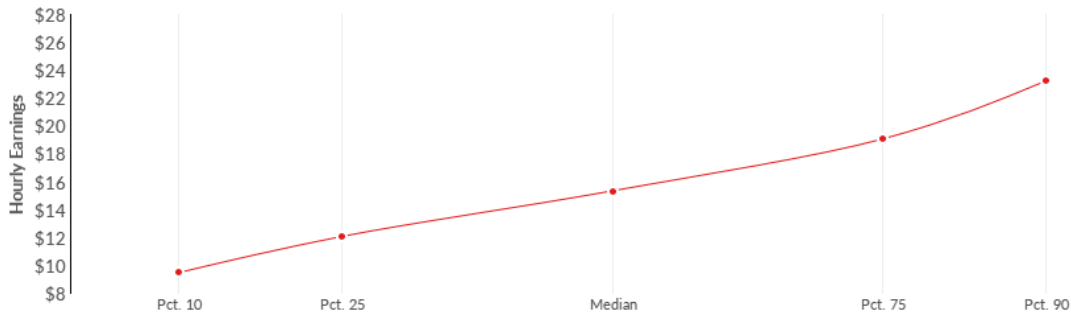


| Occupation | 2019 Jobs | 2023 Jobs | Change | % Change |
|---|-----------|-----------|--------|----------|
| Meeting, Convention, and Event Planners (13-1121) | 49 | 53 | 4 | 8% |
| First-Line Supervisors of Office and Administrative Support Workers (43-1011) | 1,251 | 1,304 | 53 | 4% |
| Switchboard Operators, Including Answering Service (43-2011) | 53 | 47 | -6 | -11% |
| Telephone Operators (43-2021) | 6 | 5 | -1 | -17% |
| Financial Clerks, All Other (43-3099) | 13 | 14 | 1 | 8% |
| Customer Service Representatives (43-4051) | 2,050 | 2,101 | 51 | 2% |
| File Clerks (43-4071) | 85 | 85 | 0 | 0% |
| Library Assistants, Clerical (43-4121) | 146 | 148 | 2 | 1% |
| Human Resources Assistants, Except Payroll and Timekeeping (43-4161) | 140 | 139 | -1 | -1% |
| Receptionists and Information Clerks (43-4171) | 732 | 756 | 24 | 3% |
| Information and Record Clerks, All Other (43-4199) | 165 | 167 | 2 | 1% |
| Executive Secretaries and Executive Administrative Assistants (43-6011) | 220 | 227 | 7 | 3% |
| Legal Secretaries (43-6012) | 58 | 57 | -1 | -2% |

| Occupation | 2019 Jobs | 2023 Jobs | Change | % Change |
|---|-----------|-----------|--------|----------|
| Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014) | 1,340 | 1,395 | 55 | 4% |
| Data Entry Keyers (43-9021) | 107 | 110 | 3 | 3% |
| Word Processors and Typists (43-9022) | 42 | 43 | 1 | 2% |
| Insurance Claims and Policy Processing Clerks (43-9041) | 684 | 706 | 22 | 3% |
| Office Clerks, General (43-9061) | 4,676 | 4,728 | 52 | 1% |
| Office Machine Operators, Except Computer (43-9071) | 47 | 46 | -1 | -2% |
| Office and Administrative Support Workers, All Other (43-9199) | 245 | 253 | 8 | 3% |

Percentile Earnings

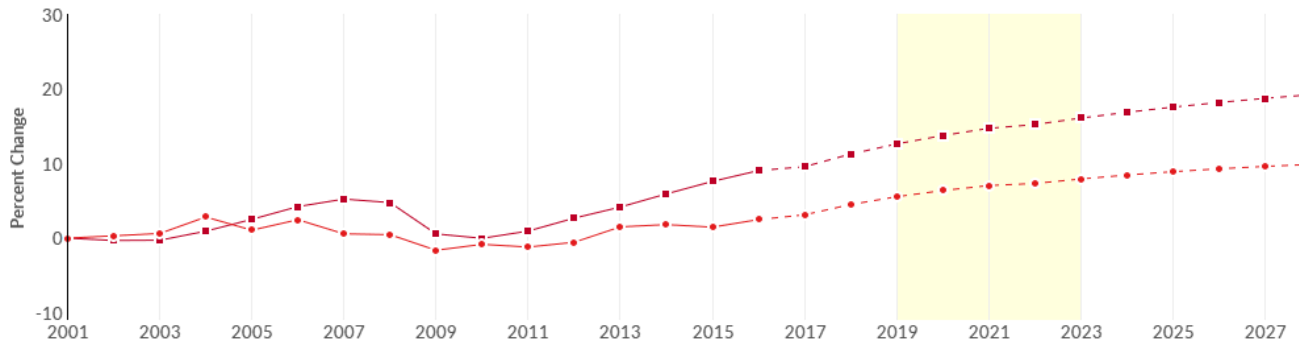
| | | |
|---|--------------------------------------|---|
| \$12.07/hr 25th Percentile Earnings | \$15.34/hr Median Earnings | \$19.08/hr 75th Percentile Earnings |
|---|--------------------------------------|---|



| Occupation | 25th Percentile Earnings | Median Earnings | 75th Percentile Earnings |
|---|--------------------------|-----------------|--------------------------|
| Meeting, Convention, and Event Planners (13-1121) | \$13.37 | \$17.41 | \$21.06 |
| First-Line Supervisors of Office and Administrative Support Workers (43-1011) | \$17.61 | \$22.48 | \$27.82 |
| Switchboard Operators, Including Answering Service (43-2011) | \$12.45 | \$14.23 | \$16.88 |
| Telephone Operators (43-2021) | \$17.14 | \$19.69 | \$20.14 |
| Financial Clerks, All Other (43-3099) | \$16.12 | \$16.22 | \$19.15 |
| Customer Service Representatives (43-4051) | \$11.53 | \$14.42 | \$17.75 |
| File Clerks (43-4071) | \$10.33 | \$12.99 | \$16.59 |
| Library Assistants, Clerical (43-4121) | \$10.43 | \$12.41 | \$14.96 |
| Human Resources Assistants, Except Payroll and Timekeeping (43-4161) | \$14.14 | \$17.57 | \$21.09 |
| Receptionists and Information Clerks (43-4171) | \$9.50 | \$11.98 | \$14.42 |
| Information and Record Clerks, All Other (43-4199) | \$14.42 | \$18.40 | \$21.20 |
| Executive Secretaries and Executive Administrative Assistants (43-6011) | \$18.69 | \$22.32 | \$26.29 |
| Legal Secretaries (43-6012) | \$14.54 | \$17.23 | \$20.49 |
| Secretaries and Administrative | \$13.71 | \$16.39 | \$19.25 |

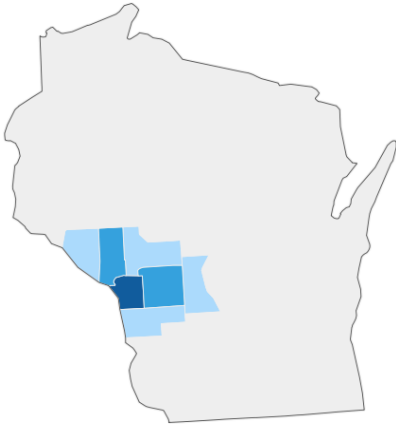
| Occupation | 25th Percentile Earnings | Median Earnings | 75th Percentile Earnings |
|--|---------------------------------|------------------------|---------------------------------|
| Assistants, Except Legal, Medical, and Executive (43-6014) | | | |
| Data Entry Keyers (43-9021) | \$10.90 | \$13.42 | \$16.09 |
| Word Processors and Typists (43-9022) | \$13.33 | \$15.05 | \$17.45 |
| Insurance Claims and Policy Processing Clerks (43-9041) | \$12.80 | \$14.66 | \$17.62 |
| Office Clerks, General (43-9061) | \$11.56 | \$14.89 | \$18.00 |
| Office Machine Operators, Except Computer (43-9071) | \$10.44 | \$12.29 | \$14.38 |
| Office and Administrative Support Workers, All Other (43-9199) | \$9.17 | \$12.94 | \$19.00 |

Regional Trends



| | Region | 2019 Jobs | 2023 Jobs | Change | % Change |
|---|--------|------------|------------|---------|----------|
| ● | Region | 12,109 | 12,382 | 273 | 2.3% |
| ● | Nation | 14,562,678 | 15,011,413 | 448,735 | 3.1% |

Regional Breakdown



| County | 2023 Jobs |
|------------------------|-----------|
| La Crosse County, WI | 7,307 |
| Monroe County, WI | 1,530 |
| Trempealeau County, WI | 1,080 |
| Vernon County, WI | 793 |
| Jackson County, WI | 680 |

Occupation Gender Breakdown



| | Gender | 2017 Jobs | 2017 Percent |
|---|---------|-----------|---|
| ● | Males | 2,262 | 19.1%  |
| ● | Females | 9,569 | 80.9%  |

Occupation Age Breakdown



| | Age | 2017 Jobs | 2017 Percent |
|---|-------|-----------|--------------|
| ● | 14-18 | 186 | 1.6% |
| ● | 19-24 | 1,398 | 11.8% |
| ● | 25-34 | 2,335 | 19.7% |
| ● | 35-44 | 2,129 | 18.0% |
| ● | 45-54 | 2,608 | 22.0% |
| ● | 55-64 | 2,384 | 20.2% |
| ● | 65+ | 791 | 6.7% |

Occupation Race/Ethnicity Breakdown



| | Race/Ethnicity | 2017 Jobs | 2017 Percent |
|---|---|-----------|--------------|
| ● | White | 10,746 | 90.8% |
| ● | Asian | 315 | 2.7% |
| ● | Hispanic or Latino | 312 | 2.6% |
| ● | Black or African American | 282 | 2.4% |
| ● | Two or More Races | 106 | 0.9% |
| ● | American Indian or Alaska Native | 66 | 0.6% |
| ● | Native Hawaiian or Other Pacific Islander | 3 | 0.0% |

Occupational Programs

| 11 Programs (2016) | | 205 Completions (2016) | 1,508 Openings (2016) |
|------------------------------|--|----------------------------------|---------------------------------|
| CIP Code | Program | Completions (2016) | |
| 52.0204 | Office Management and Supervision | 88 | |
| 52.0207 | Customer Service Management | 56 | |
| 52.1804 | Selling Skills and Sales Operations | 28 | |
| 52.0401 | Administrative Assistant and Secretarial Science, General | 14 | |
| 52.0407 | Business/Office Automation/Technology/Data Entry | 14 | |

Industries Employing BUS 101066 ADAS

| Industry | Occupation Group Jobs in Industry (2017) | % of Occupation Group in Industry (2017) | % of Total Jobs in Industry (2017) |
|---|--|--|------------------------------------|
| Local Government, Excluding Education and Hospitals | 893 | 7.5% | 11.4% |
| Third Party Administration of Insurance and Pension Funds | 750 | 6.3% | 55.8% |
| Colleges, Universities, and Professional Schools (Local Government) | 565 | 4.8% | 28.2% |
| General Medical and Surgical Hospitals | 537 | 4.5% | 5.4% |
| Corporate, Subsidiary, and Regional Managing Offices | 381 | 3.2% | 16.4% |

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

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.

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