

Occupation Overview

Emsi Q1 2019 Data Set

March 2019

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

2019 - 2025

Datarun

2019.1 – Employees

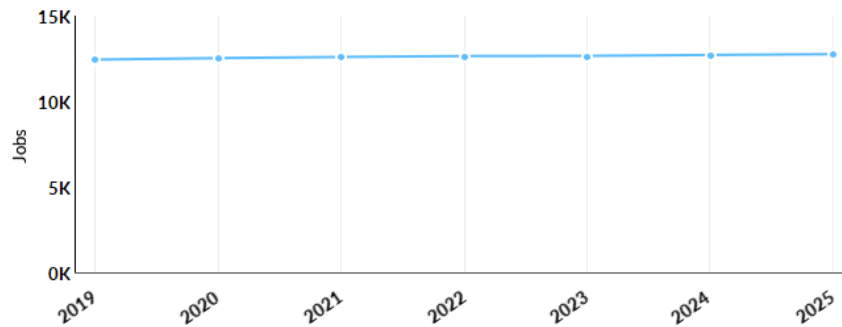
Administrative Professional - March 2019 in Western Technical College District

Occupation Summary for Administrative Professional - March 2019

12,428 Jobs (2019) 9% below National average	2.6% % Change (2019-2025) Nation: 2.4%	\$15.97/hr Median Hourly Earnings Nation: \$16.98/hr
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Growth

12,428 2019 Jobs	12,746 2025 Jobs	318 Change (2019-2025)	2.6% % Change (2019-2025)
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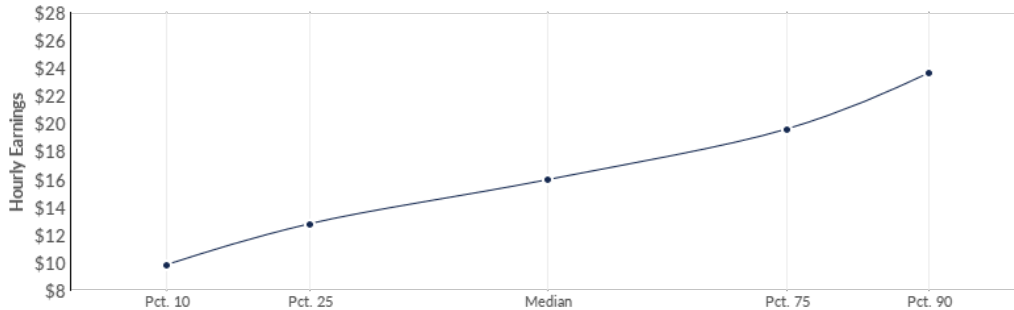


Occupation	2019 Jobs	2025 Jobs	Change	% Change
Meeting, Convention, and Event Planners (13-1121)	65	70	5	8%
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	1,227	1,276	49	4%
Switchboard Operators, Including Answering Service (43-2011)	39	37	-2	-5%
Telephone Operators (43-2021)	1	1	0	0%
Financial Clerks, All Other (43-3099)	20	22	2	10%
Customer Service Representatives (43-4051)	2,649	2,722	73	3%
File Clerks (43-4071)	60	59	-1	-2%
Library Assistants, Clerical (43-4121)	96	97	1	1%
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	158	158	0	0%
Receptionists and Information Clerks (43-4171)	840	880	40	5%
Information and Record Clerks, All Other (43-4199)	202	213	11	5%
Executive Secretaries and Executive Administrative Assistants (43-6011)	197	195	-2	-1%
Legal Secretaries (43-6012)	21	21	0	0%

Occupation	2019 Jobs	2025 Jobs	Change	% Change
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	1,334	1,369	35	3%
Data Entry Keyers (43-9021)	105	98	-7	-7%
Word Processors and Typists (43-9022)	27	24	-3	-11%
Insurance Claims and Policy Processing Clerks (43-9041)	675	784	109	16%
Office Clerks, General (43-9061)	4,388	4,383	-5	0%
Office Machine Operators, Except Computer (43-9071)	40	39	-1	-3%
Office and Administrative Support Workers, All Other (43-9199)	285	300	15	5%

Percentile Earnings

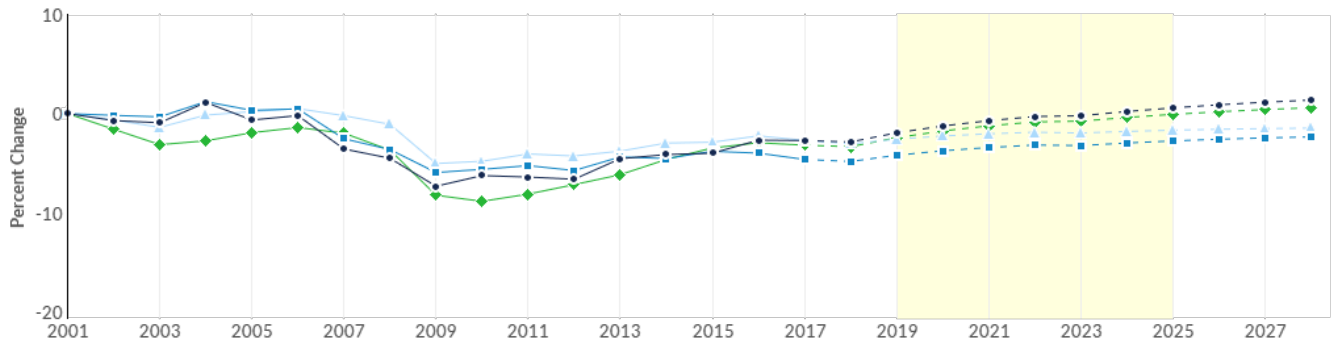
\$12.79/hr 25th Percentile Earnings	\$15.97/hr Median Earnings	\$19.61/hr 75th Percentile Earnings
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Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Meeting, Convention, and Event Planners (13-1121)	\$12.32	\$16.35	\$22.29
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	\$17.83	\$22.48	\$28.03
Switchboard Operators, Including Answering Service (43-2011)	\$7.48	\$8.78	\$10.42
Telephone Operators (43-2021)	\$16.57	\$21.68	\$27.98
Financial Clerks, All Other (43-3099)	\$14.48	\$17.01	\$20.84
Customer Service Representatives (43-4051)	\$12.24	\$14.75	\$17.96
File Clerks (43-4071)	\$10.07	\$12.43	\$15.73
Library Assistants, Clerical (43-4121)	\$10.57	\$14.89	\$17.48
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	\$15.39	\$18.51	\$21.61
Receptionists and Information Clerks (43-4171)	\$11.07	\$13.40	\$16.02
Information and Record Clerks, All Other (43-4199)	\$12.73	\$18.69	\$21.60
Executive Secretaries and Executive Administrative Assistants (43-6011)	\$20.18	\$23.54	\$28.10
Legal Secretaries (43-6012)	\$13.53	\$15.84	\$19.18
Secretaries and Administrative	\$14.66	\$17.23	\$20.27

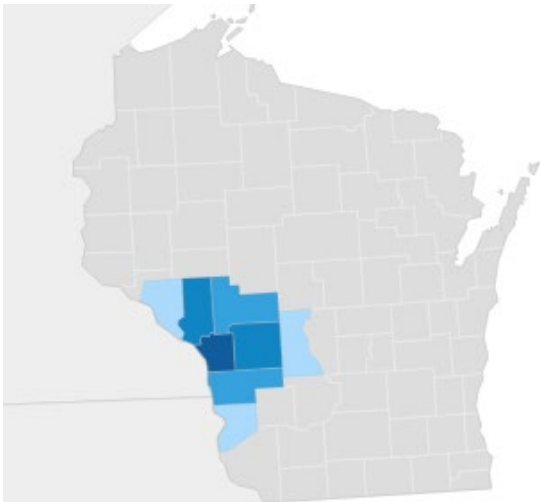
Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Assistants, Except Legal, Medical, and Executive (43-6014)			
Data Entry Keyers (43-9021)	\$11.29	\$13.51	\$16.67
Word Processors and Typists (43-9022)	\$11.04	\$15.26	\$24.14
Insurance Claims and Policy Processing Clerks (43-9041)	\$13.99	\$15.70	\$18.34
Office Clerks, General (43-9061)	\$12.37	\$15.80	\$18.83
Office Machine Operators, Except Computer (43-9071)	\$7.76	\$8.89	\$10.80
Office and Administrative Support Workers, All Other (43-9199)	\$8.28	\$9.66	\$16.25

Regional Trends




	Region	2019 Jobs	2025 Jobs	Change	% Change
●	Region	12,428	12,746	318	2.6%
■	7 Rivers Region	16,465	16,714	249	1.5%
▲	State	260,931	263,357	2,426	0.9%
◆	Nation	13,965,084	14,301,868	336,784	2.4%

Regional Breakdown



County	2025 Jobs
La Crosse County, WI	7,344
Monroe County, WI	1,548
Trempealeau County, WI	1,033
Vernon County, WI	718
Jackson County, WI	673

Job Postings Summary

<p>649 Unique Postings</p> <p>3,537 Total Postings</p>	<p>5 : 1 Posting Intensity</p> <p>Regional Average: 7 : 1</p> 	<p>35 days Median Posting Duration</p> <p>Regional Average: 37 days</p>
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There were **3,537** total job postings for your selection in January 2019, of which **649** were unique. These numbers give us a Posting Intensity of **5-to-1**, meaning that for every 5 postings there is 1 unique job posting. This is lower than the Posting Intensity for all other occupations and companies in the region (7-to-1), indicating that they may not be trying as hard to hire for this position.

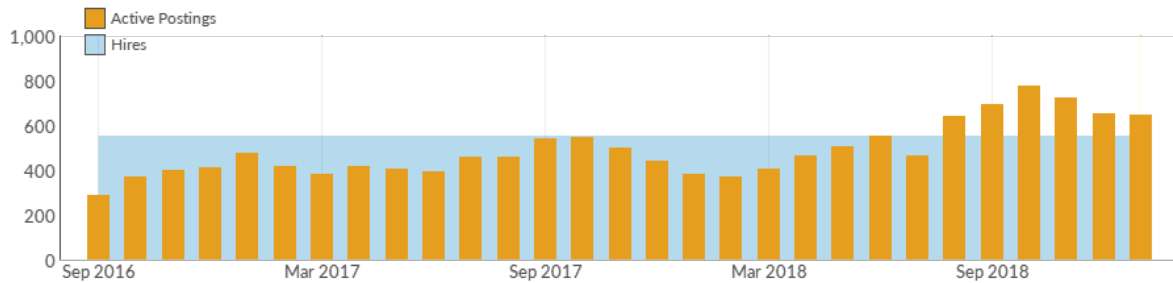
Job Postings vs. Hires

649

Avg. Monthly Postings (Jan 2019)

557

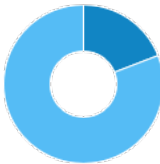
Avg. Monthly Hires (Jan 2019)



Occupation	Avg Monthly Postings (Jan 2019)	Avg Monthly Hires (Jan 2019)
Customer Service Representatives	283	117
First-Line Supervisors of Office and Administrative Support Workers	187	51
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	65	60
Receptionists and Information Clerks	31	35
Executive Secretaries and Executive Administrative Assistants	24	8
Office Clerks, General	20	208
Human Resources Assistants, Except Payroll and Timekeeping	19	7
Data Entry Keyers	9	6
Meeting, Convention, and Event Planners	3	5
Office and Administrative Support Workers, All Other	2	13
Switchboard Operators, Including Answering Service	2	2
Legal Secretaries	2	1
Office Machine Operators, Except Computer	1	2
Insurance Claims and Policy Processing Clerks	1	26
Library Assistants, Clerical	0	4
File Clerks	0	0

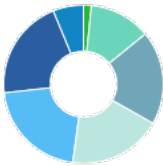
Occupation	Avg Monthly Postings (Jan 2019)	Avg Monthly Hires (Jan 2019)
Word Processors and Typists	0	0
Financial Clerks, All Other	0	0
Information and Record Clerks, All Other	0	0
Telephone Operators	0	0

Occupation Gender Breakdown



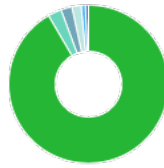
	Gender	2018 Jobs	2018 Percent
•	Males	2,355	19.1% 
•	Females	9,956	80.9% 








Occupation Age Breakdown



	Age	2018 Jobs	2018 Percent
●	14-18	197	1.6%
●	19-24	1,538	12.5%
●	25-34	2,358	19.2%
●	35-44	2,327	18.9%
●	45-54	2,595	21.1%
●	55-64	2,533	20.6%
●	65+	763	6.2%

Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2018 Jobs	2018 Percent
●	White	11,282	91.6% 
●	Hispanic or Latino	339	2.8% 
●	Black or African American	276	2.2% 
●	Asian	229	1.9% 
●	Two or More Races	107	0.9% 
●	American Indian or Alaska Native	73	0.6% 
●	Native Hawaiian or Other Pacific Islander	4	0.0% 

Occupational Programs

5 Programs (2017)		118 Completions (2017)	1,481 Openings (2017)
CIP Code	Program	Completions (2017)	
52.0204	Office Management and Supervision	80	
52.0407	Business/Office Automation/Technology/Data Entry	13	
52.0401	Administrative Assistant and Secretarial Science, General	11	
52.0207	Customer Service Management	10	
52.1804	Selling Skills and Sales Operations	4	

Industries Employing Administrative Professional - March 2019

Industry	Occupation Group Jobs in Industry (2018)	% of Occupation Group in Industry (2018)	% of Total Jobs in Industry (2018)
Third Party Administration of Insurance and Pension Funds	909	7.4%	53.5%
Local Government, Excluding Education and Hospitals	850	6.9%	10.6%
General Medical and Surgical Hospitals	679	5.5%	6.6%
Colleges, Universities, and Professional Schools (Local Government)	525	4.3%	27.0%
Offices of Physicians (except Mental Health Specialists)	412	3.3%	20.7%

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.

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

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: Iowa Workforce Development; Minnesota Department of Employment and Economic Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information