

Occupation Overview

Emsi Q2 2016 Data Set

August 2016



4667 Telegraph Rd
Ventura, California 93003-3872
(805) 654-6400

Parameters

Occupations

Code	Description
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Regions

Code	Description
6111	Ventura County, CA

Timeframe

2016 - 2022

Datarun

2016.2 - QCEW Employees

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive in Ventura County, CA

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (SOC 43-6014):

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).

Sample of Reported Job Titles:

Secretary

School Attendance Secretary

Office Secretary

Office Assistant

Department Secretary

Confidential Secretary

Administrative Associate

Administrative Assistant

Staff Assistant

Senior Office Support Assistant SOSA

Related O*NET Occupation:

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014.00)

Occupation Summary for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

<p>4,416 Jobs (2016) 13% below National average</p>	<p>+4.8% % Change (2016-2022) Nation: +4.5%</p>	<p>\$17.96/hr Median Hourly Earnings Nation: \$16.21/hr</p>
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Growth for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

4,416

2016 Jobs

4,629

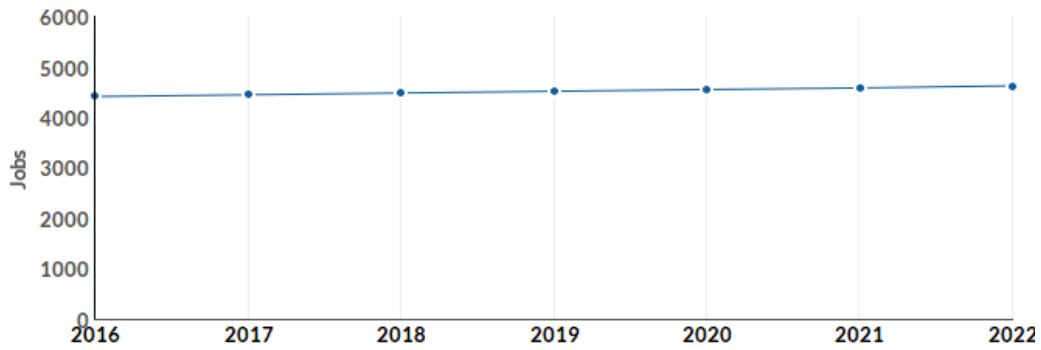
2022 Jobs

213

Change (2016-2022)

4.8%

% Change (2016-2022)



Percentile Earnings for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

\$14.48/hr

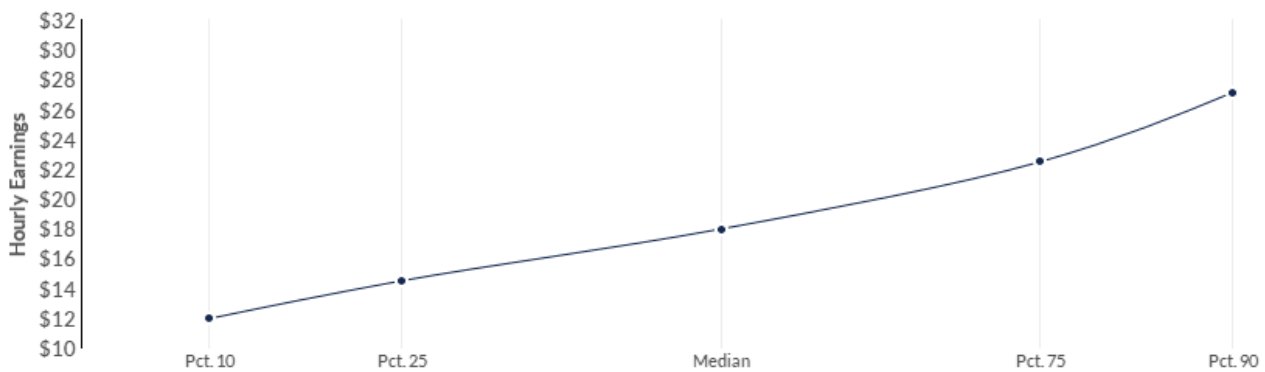
25th Percentile Earnings

\$17.96/hr

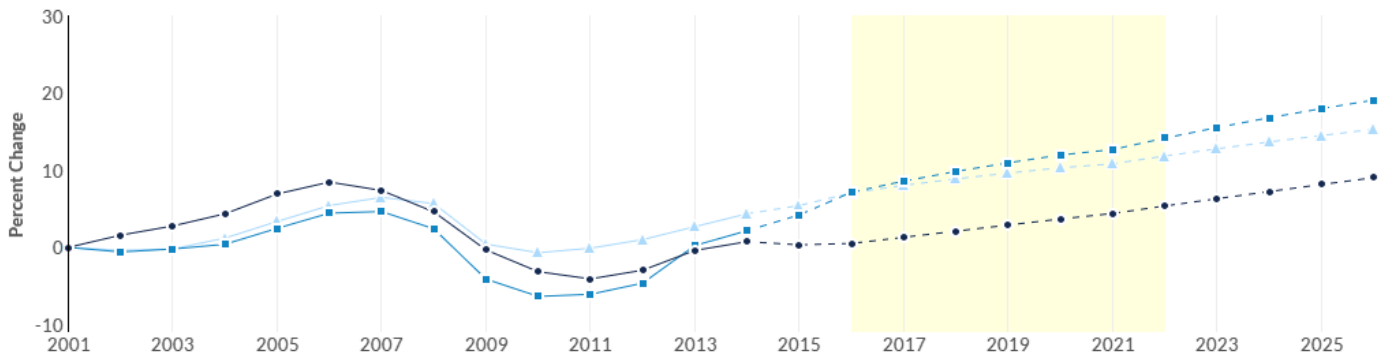
Median Earnings

\$22.47/hr

75th Percentile Earnings



Regional Trends



Region	2016 Jobs	2022 Jobs	Change	% Change
● Region	4,416	4,629	213	4.8%
■ State	227,274	242,142	14,868	6.5%
▲ Nation	2,275,269	2,376,736	101,467	4.5%

Regional Breakdown



* Highlighted areas show counties that contain the selected zip codes

ZIP	2022 Jobs
Ventura, CA 93003 (in Ventura county)	526
Oxnard, CA 93030 (in Ventura county)	418
Simi Valley, CA 93065 (in Ventura county)	416
Thousand Oaks, CA 91362 (in Ventura county)	408
Thousand Oaks, CA 91360 (in Ventura county)	303

Job Postings Summary

6,725

Unique Postings (Apr 2011 - May 2016)
21,079 Total Postings

3 : 1

Posting Intensity (Apr 2011 - May 2016)



There were 21,079 total job postings for *Secretaries and Administrative Assistants, Except Legal, Medical, and Executive* from April 2011 to May 2016, of which 6,725 were unique. These numbers give us a Posting Intensity of 3-to-1, meaning that for every 3 postings there is 1 unique job posting.

This is lower than the Posting Intensity for all other occupations and companies in the region (6-to-1), indicating that companies may not be trying as hard to hire this position.

Occupation Gender Breakdown



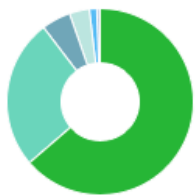
Gender	2016 Jobs	2016 Percent
● Males	161	3.6%
● Females	4,255	96.4%

Occupation Age Breakdown



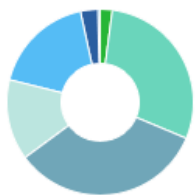
Age	2016 Jobs	2016 Percent
14-18	28	0.6%
19-24	314	7.1%
25-34	732	16.6%
35-44	864	19.6%
45-54	1,094	24.8%
55-64	971	22.0%
65+	412	9.3%

Occupation Race/Ethnicity Breakdown



Race/Ethnicity	2016 Jobs	2016 Percent
White	2,811	63.7%
Hispanic or Latino	1,147	26.0%
Asian	222	5.0%
Black or African American	153	3.5%
Two or More Races	57	1.3%
American Indian or Alaska Native	17	0.4%
Native Hawaiian or Other Pacific Islander	9	0.2%

National Educational Attainment



Education Level	2016 Percent
Less than high school diploma	2.1%
High school diploma or equivalent	29.2%
Some college, no degree	33.5%
Associate's degree	14.0%
Bachelor's degree	17.7%
Master's degree	3.0%
Doctoral or professional degree	0.4%

Occupational Programs

<p>1 Programs (2014)</p>	<p>27 Completions (2014)</p>	<p>46 Openings (2014)</p>
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CIP Code	Program	Completions (2014)
52.0401	Administrative Assistant and Secretarial Science, General	27

Industries Employing Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Industry	Occupation Jobs in Industry (2016)	% of Occupation in Industry (2016)	% of Total Jobs in Industry (2016)
Elementary and Secondary Schools (Local Government)	472	10.7%	2.7%
Local Government, Excluding Education and Hospitals	252	5.7%	2.0%
Insurance Agencies and Brokerages	145	3.3%	5.4%
Temporary Help Services	121	2.7%	2.2%
Crop Production	118	2.7%	0.6%

Appendix A - 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.

CareerBuilder/Emsi Job Postings

Job postings are collected from various sources and processed/enriched by Careerbuilder to provide information such as standardized company name, occupation, skills, and geography. Emsi performs additional filtering and processing to improve compatibility with Emsi data.

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.

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: California Labor Market Information Department