

Office and Administrative Support Occupations in San Diego-Chula Vista-Carlsbad, CA

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What is Emsi Data?

Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Emsi data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



Report Parameters

1 Occupation

43-0000 Office and Administrative Support Occupations

1 MSA

41740 San Diego-Chula Vista-Carlsbad, CA

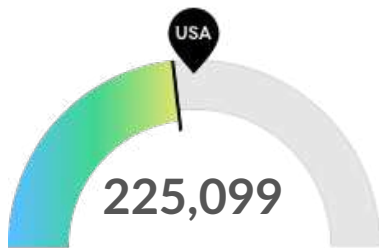
Class of Worker

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

The information in this report pertains to the chosen occupation and geographical area.

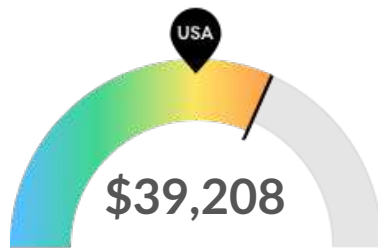
Executive Summary

Average Job Posting Demand Over a Thin Supply of Regional Jobs



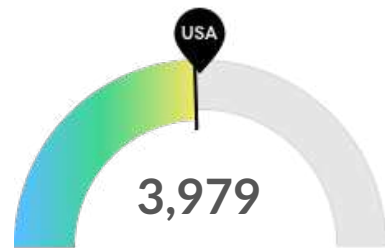
Jobs (2018)

San Diego-Chula Vista-Carlsbad, CA is not a hotspot for this kind of job. The national average for an area this size is 250,999* employees, while there are 225,099 here.



Compensation

Earnings are high in San Diego-Chula Vista-Carlsbad, CA. The national median salary for Office and Administrative Support Occupations is \$35,663, compared to \$39,208 here.



Job Posting Demand

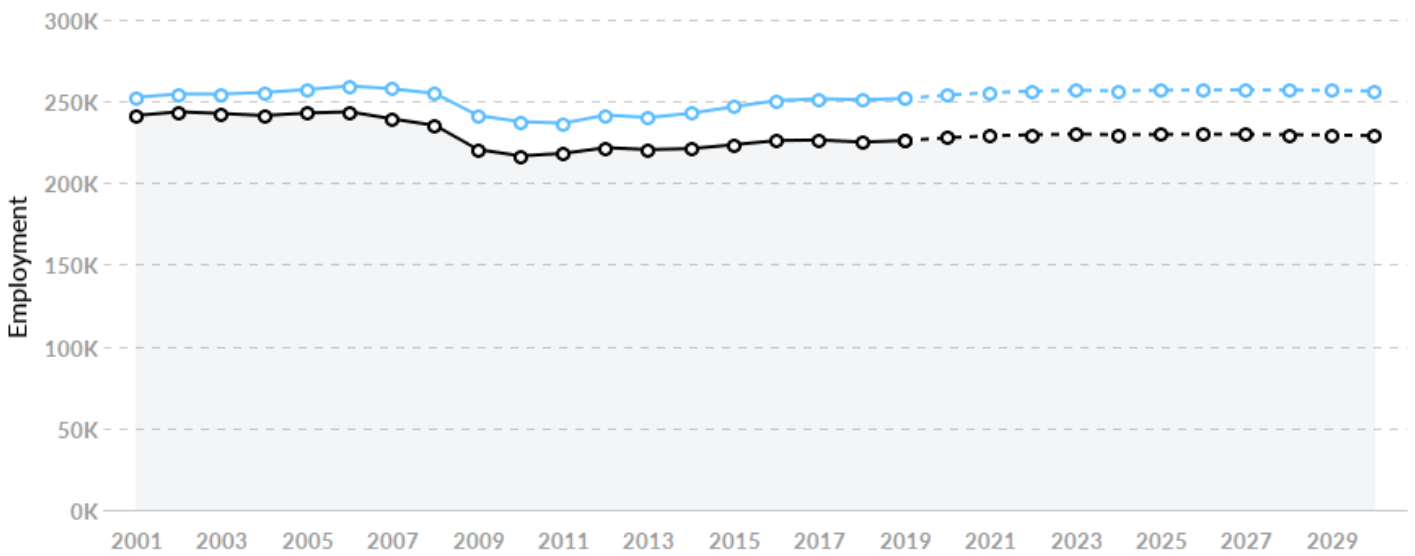
Job posting activity is about average in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 4,089* job postings/mo, while there are 3,979 here.

*National average values are derived by taking the national value for Office and Administrative Support Occupations and scaling it down to account for the difference in overall workforce size between the nation and San Diego-Chula Vista-Carlsbad, CA. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Lower Than the National Average

An average area of this size typically has 250,999* jobs, while there are 225,099 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



Region	2018 Jobs	2028 Jobs	Change	% Change
● San Diego-Chula Vista-Carlsbad, CA	225,099	229,648	4,549	2.0%
● National Average	250,999	256,918	5,919	2.4%

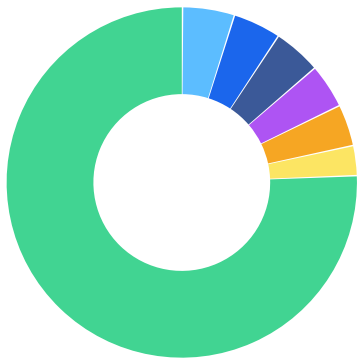
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Regional Breakdown



County	2018 Jobs
San Diego County, CA	225,099

Most Jobs are Found in the Local Government, Excluding Education and Hospitals Industry Sector

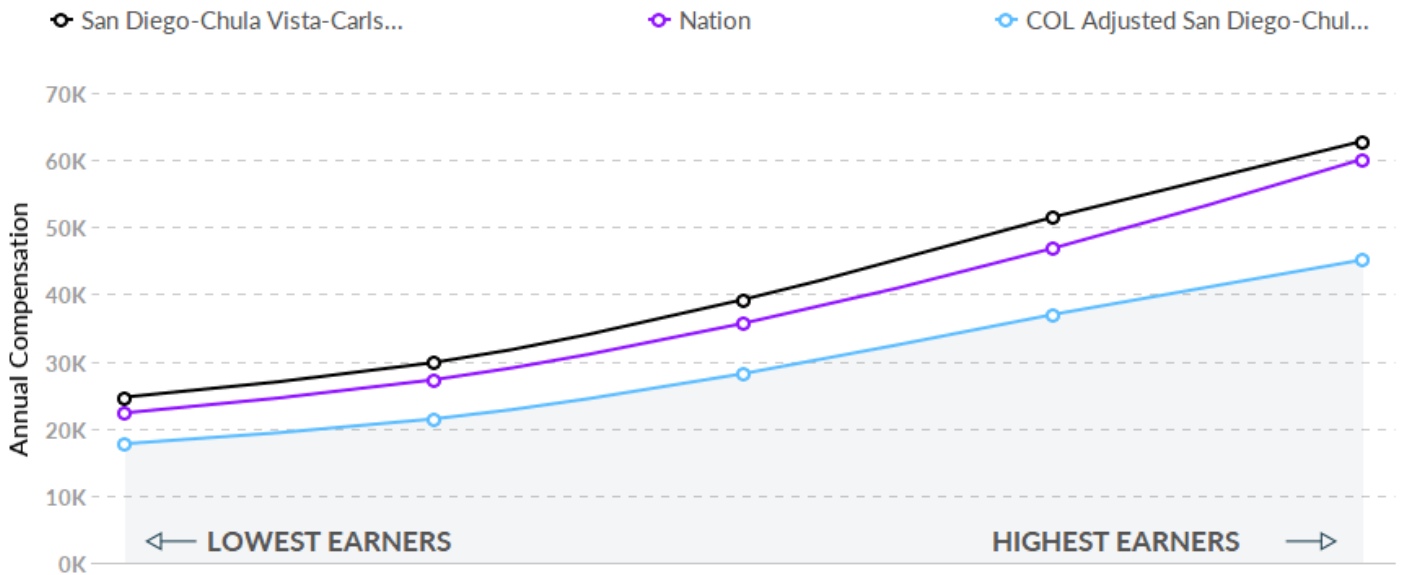


Industry	% of Occupation in Industry (2018)
Local Government, Excluding Education and Hospitals	4.8%
Offices of Physicians	4.4%
Education and Hospitals (Local Government)	4.4%
Education and Hospitals (State Government)	4.1%
Federal Government, Civilian	3.8%
Grocery Stores	2.8%
Other	75.7%

Compensation

Regional Compensation Is 10% Higher Than National Compensation

For Office and Administrative Support Occupations, the 2018 median wage in San Diego-Chula Vista-Carlsbad, CA is \$39,208, while the national median wage is \$35,663.



Job Posting Activity



115,377 Unique Job Postings

The number of unique postings for this job from Jan 2018 to May 2020.



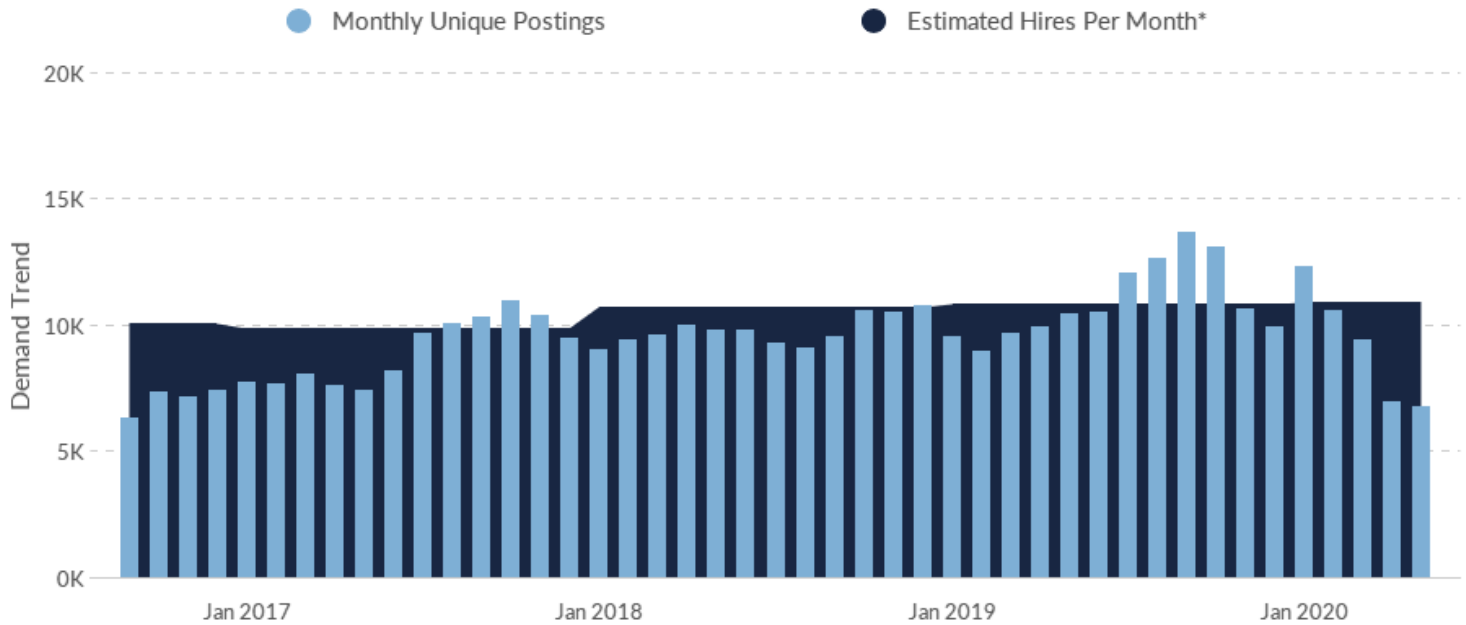
13,037 Employers Competing

All employers in the region who posted for this job from Jan 2018 to May 2020.



31 Day Median Duration











Posting duration is 2 days shorter than what's typical in the region.



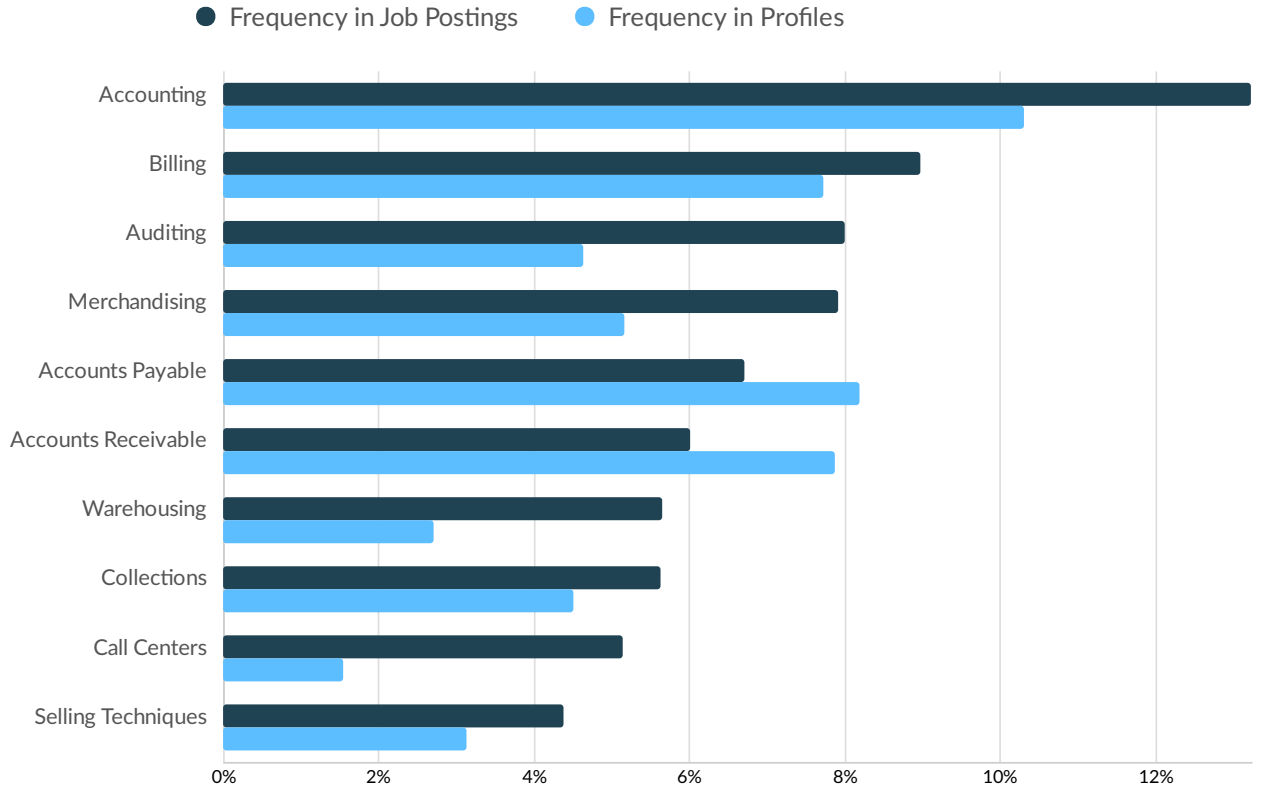
Occupation	Avg Monthly Postings (Jan 2018 - May 2020)	Avg Monthly Hires (Jan 2018 - May 2020)
Office and Administrative Support Occupations	10,164	10,797

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Emsi hires are calculated using a combination of Emsi jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

Top Companies	Unique Postings
Robert Half International Inc.	6,410 
AppleOne	2,077 
Accountemps	1,711 
University of California	1,621 
Aerotek, Inc.	1,255 
Marriott International, Inc.	1,190 
Randstad N.V.	1,175 
Wells Fargo & Company	959 
Sprouts Farmers Market, Inc.	842 
Sharp Healthcare	781 

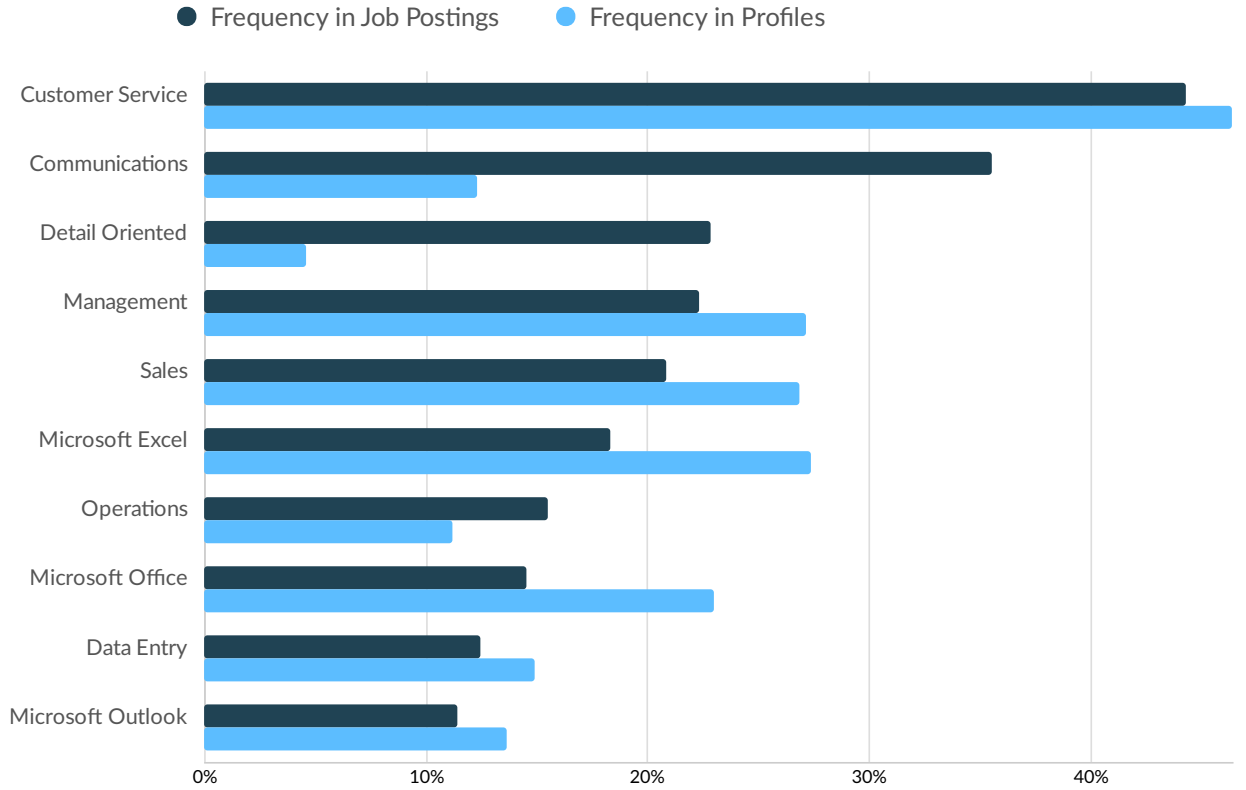
Top Job Titles	Unique Postings
Customer Service Representativ...	14,201 
Administrative Assistants	8,320 
Receptionists	3,184 
Data Entry Clerks	2,435 
Office Managers (Office and Ad...	2,043 
Executive Assistants	2,001 
Warehouse Workers (Office and...	1,923 
Office Assistants	1,868 
Bookkeepers	1,749 
Accounts Payable Clerks	1,671 

Top Hard Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Accounting	21,481	13%	15,233	10%
Billing	14,573	9%	11,440	8%
Auditing	13,002	8%	6,860	5%
Merchandising	12,857	8%	7,636	5%
Accounts Payable	10,891	7%	12,104	8%
Accounts Receivable	9,763	6%	11,662	8%
Warehousing	9,167	6%	4,009	3%
Collections	9,137	6%	6,665	5%
Call Centers	8,336	5%	2,288	2%
Selling Techniques	7,108	4%	4,646	3%

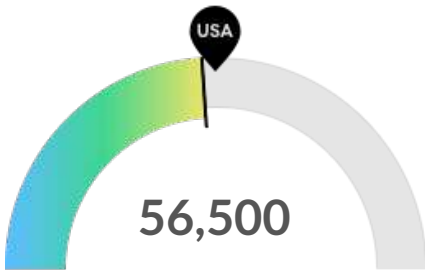
Top Common Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Customer Service	71,905	44%	68,616	46%
Communications	57,665	36%	18,234	12%
Detail Oriented	37,148	23%	6,847	5%
Management	36,294	22%	40,236	27%
Sales	33,863	21%	39,708	27%
Microsoft Excel	29,757	18%	40,550	27%
Operations	25,199	16%	16,577	11%
Microsoft Office	23,584	15%	34,027	23%
Data Entry	20,265	12%	22,027	15%
Microsoft Outlook	18,597	11%	20,224	14%

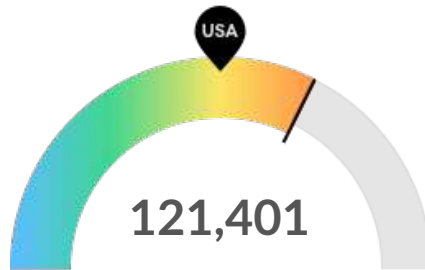
Demographics

Retirement Risk Is About Average, While Overall Diversity Is High



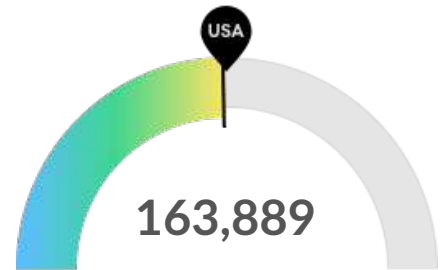
Retiring Soon

Retirement risk is about average in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 60,069* employees 55 or older, while there are 56,500 here.



Racial Diversity

Racial diversity is high in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 80,664* racially diverse employees, while there are 121,401 here.

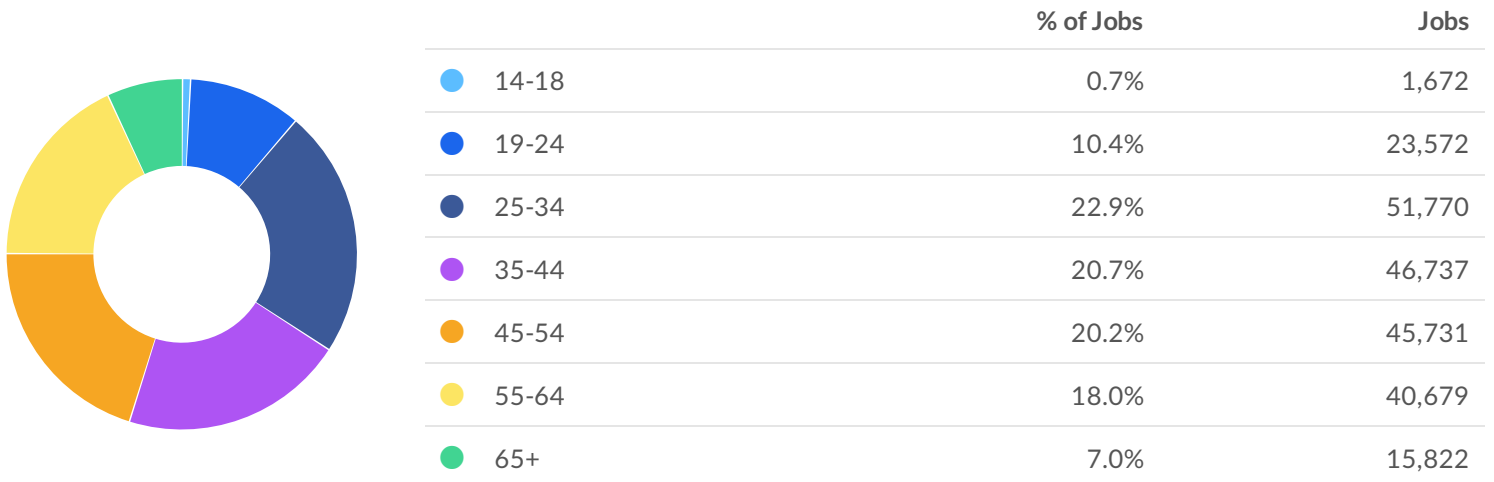


Gender Diversity

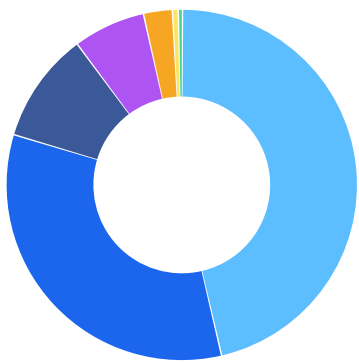
Gender diversity is about average in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 166,698* female employees, while there are 163,889 here.

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Occupation Age Breakdown



Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
● White	46.3%	104,581
● Hispanic or Latino	33.3%	75,212
● Asian	10.2%	23,060
● Black or African American	6.7%	15,028
● Two or More Races	2.7%	6,002
● Native Hawaiian or Other Pacific Islander	0.5%	1,231
● American Indian or Alaska Native	0.4%	868

Occupation Gender Breakdown



	% of Jobs	Jobs
● Males	27.5%	62,093
● Females	72.5%	163,889

Occupational Programs



22 Programs

Of the programs that can train for this job, 22 have produced completions in the last 5 years.



969 Completions (2018)

The completions from all regional institutions for all degree types.



27,647 Openings (2018)

The average number of openings for an occupation in the region is 288.

CIP Code	Top Programs	Completions (2018)
52.0302	Accounting Technology/Technician and Bookkeeping	315
51.0712	Medical Reception/Receptionist	104
52.0204	Office Management and Supervision	85
52.0401	Administrative Assistant and Secretarial Science, General	81
51.0710	Medical Office Assistant/Specialist	79
51.0716	Medical Administrative/Executive Assistant and Medical Se...	64
52.0408	General Office Occupations and Clerical Services	40
52.0207	Customer Service Management	33
10.0303	Prepress/Desktop Publishing and Digital Imaging Design	32
52.0208	E-Commerce/Electronic Commerce	29

Top Schools	Completions (2018)
Palomar College	160 
MiraCosta College	116 
Southwestern College	102 
Escondido Adult School	75 
United Education Institute-Chula Vista	60 
Ashford University	59 
Vista Adult School	57 
Point Loma Nazarene University	55 
San Diego City College	53 
Pima Medical Institute-Chula Vista	43 

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.

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.

Cost of Living Data

Emsi cost of living data is based on the Cost of Living Index published quarterly by the Council for Community and Economic Research (C2ER).

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.