

# Occupation Overview

Emsi Q3 2019 Data Set

October 2019

## Contra Costa Community College District



# Parameters

## Occupations

## Regions

## Timeframe

2019 - 2024

## Datarun

2019.3 – QCEW Employees, Non-QCEW Employees, and Self-Employed

# 5 Occupations in 3 California Counties

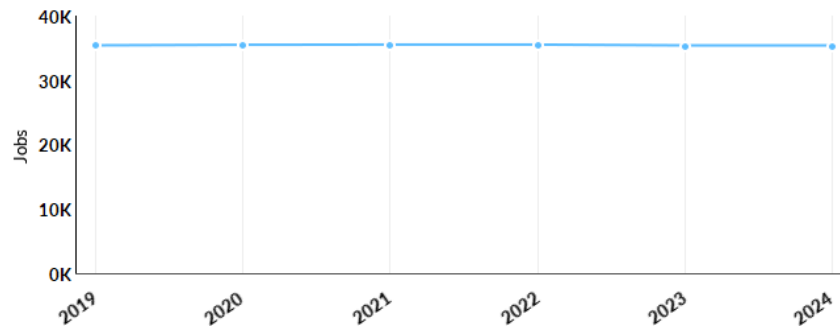
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# Occupation Summary for 5 Occupations

<b>35,385</b> Jobs (2019) 5% below National average	<b>0.0%</b> % Change (2019-2024) Nation: 1.0%	<b>\$26.86/hr</b> Median Hourly Earnings Nation: \$23.11/hr
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## Growth

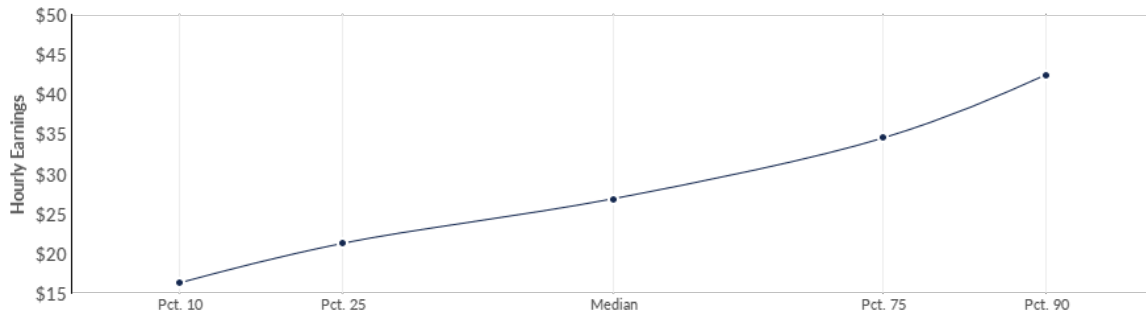
<b>35,385</b> 2019 Jobs	<b>35,373</b> 2024 Jobs	<b>-12</b> Change (2019-2024)	<b>0.0%</b> % Change (2019-2024)
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Occupation	2019 Jobs	2024 Jobs	Change	% Change
Tax Preparers (13-2082)	991	1,067	76	8%
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	12,341	12,626	285	2%
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	14,073	14,182	109	1%
Payroll and Timekeeping Clerks (43-3051)	1,567	1,583	16	1%
Executive Secretaries and Executive Administrative Assistants (43-6011)	6,414	5,915	-499	-8%

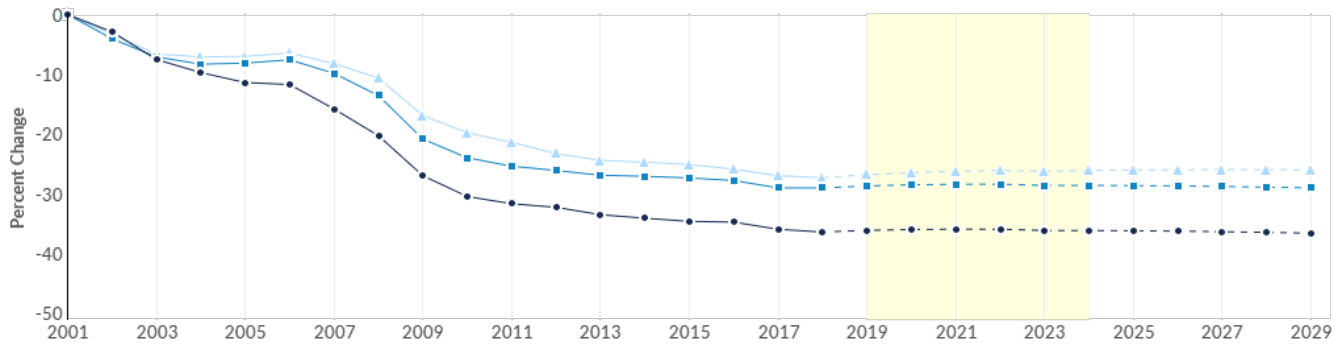
## Percentile Earnings

<b>\$21.26/hr</b> 25th Percentile Earnings	<b>\$26.86/hr</b> Median Earnings	<b>\$34.51/hr</b> 75th Percentile Earnings
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Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Tax Preparers (13-2082)	\$15.86	\$25.73	\$43.02
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	\$22.73	\$28.46	\$36.48
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	\$18.32	\$23.49	\$28.08
Payroll and Timekeeping Clerks (43-3051)	\$22.50	\$26.35	\$31.82
Executive Secretaries and Executive Administrative Assistants (43-6011)	\$28.21	\$34.11	\$41.13

# Regional Trends



	Region	2019 Jobs	2024 Jobs	Change	% Change
●	Region	35,385	35,373	-12	0.0%
●	California	502,947	503,567	620	0.1%
●	United States	4,113,070	4,153,128	40,058	1.0%

# Regional Breakdown

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County	2024 Jobs
Alameda County, CA	21,329
Contra Costa County, CA	10,450
Solano County, CA	3,594

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## Job Postings Summary

<b>13,518</b> Unique Postings  61,752 Total Postings	<b>5 : 1</b> Posting Intensity Regional Average: 4 : 1 	<b>31 days</b> Median Posting Duration  Regional Average: 33 days
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There were **61,752** total job postings for your selection from January 2019 to September 2019, of which **13,518** 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 close to the Posting Intensity for all other occupations and companies in the region (4-to-1), indicating that they are putting average effort toward hiring for this position.

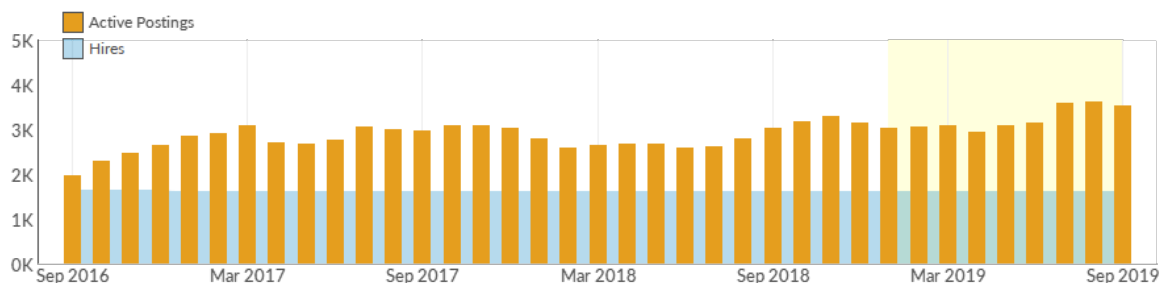
## Job Postings vs. Hires

**3,233**

Avg. Monthly Postings (Jan 2019 - Sep 2019)

**1,629**

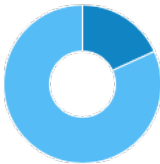
Avg. Monthly Hires (Jan 2019 - Sep 2019)




Occupation	Avg Monthly Postings (Jan 2019 - Sep 2019)	Avg Monthly Hires (Jan 2019 - Sep 2019)
First-Line Supervisors of Office and Administrative Support Workers	1,695	547
Bookkeeping, Accounting, and Auditing Clerks	877	681
Executive Secretaries and Executive Administrative Assistants	479	279
Payroll and Timekeeping Clerks	140	85
Tax Preparers	42	38

# Occupation Gender Breakdown

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	Gender	2018 Jobs	2018 Percent
•	Males	6,423	18.2% 
•	Females	28,813	81.8% 

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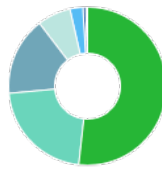
## Occupation Age Breakdown

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	Age	2018 Jobs	2018 Percent
●	14-18	85	0.2%
●	19-24	1,387	3.9% ■
●	25-34	5,471	15.5% ■■
●	35-44	7,567	21.5% ■■■
●	45-54	8,845	25.1% ■■■■
●	55-64	8,198	23.3% ■■■■
●	65+	3,682	10.4% ■■

## Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2018 Jobs	2018 Percent	
●	White	18,244	51.8%	<div style="width: 51.8%;"></div>
●	Hispanic or Latino	7,669	21.8%	<div style="width: 21.8%;"></div>
●	Asian	5,645	16.0%	<div style="width: 16.0%;"></div>
●	Black or African American	2,409	6.8%	<div style="width: 6.8%;"></div>
●	Two or More Races	934	2.7%	<div style="width: 2.7%;"></div>
●	Native Hawaiian or Other Pacific Islander	219	0.6%	<div style="width: 0.6%;"></div>
●	American Indian or Alaska Native	116	0.3%	<div style="width: 0.3%;"></div>

## Occupational Programs

<b>7</b> Programs (2017)		<b>376</b> Completions (2017)	<b>3,950</b> Openings (2017)
<b>CIP Code</b>	<b>Program</b>	<b>Completions (2017)</b>	
52.0302	Accounting Technology/Technician and Bookkeeping	210	
51.0716	Medical Administrative/Executive Assistant and Medical Secretary	63	
52.0401	Administrative Assistant and Secretarial Science, General	56	
52.0204	Office Management and Supervision	46	
52.1601	Taxation	1	

## Industries Employing 5 Occupations

Industry	Occupation Group Jobs in Industry (2018)	% of Occupation Group in Industry (2018)	% of Total Jobs in Industry (2018)
Local Government, Excluding Education and Hospitals	1,900	5.4%	3.5%
Corporate, Subsidiary, and Regional Managing Offices	1,767	5.0%	6.8%
Other Accounting Services	1,065	3.0%	30.2%
Colleges, Universities, and Professional Schools (State Government)	868	2.5%	3.5%
State Government, Excluding Education and Hospitals	688	2.0%	4.7%

# 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.

## 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: California Labor Market Information Department