

Program Overview

2 Business, Management, Marketing, and Related Support Services

Lightcast Q3 2023 Data Set

August 2023

San Mateo County Community College District



Parameters

Completions Year: 2020

Jobs Timeframe: 2022 - 2029

Job Postings Timeframe: Jun 2021 - Jul 2023

Programs:

Code	Description
52.0204	Office Management and Supervision

Code	Description
52.0205	Operations Management and Supervision

Regions:

Code	Description
6001	Alameda County, CA
6013	Contra Costa County, CA
6075	San Francisco County, CA

Code	Description
6081	San Mateo County, CA
6085	Santa Clara County, CA

Education Level:

Description
Associate degree

Tuition Type: Tuition & Fees

Graduate Status: Undergraduate

Residency: In-State

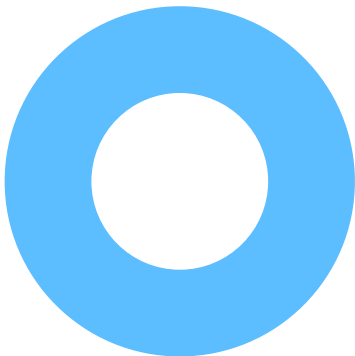
<p>4</p> <p>Institutions</p> <p>0% Growth (2016-2020)</p>	<p>9</p> <p>Completions</p> <p>-44% Growth (2016-2020)</p>	<h3>Completions Distribution</h3>
---	--	-----------------------------------

Program Overview



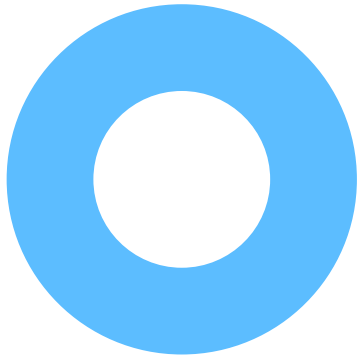
	Completions (2020)	% Completions	Institutions (2020)	% Institutions
● All Programs	9	100%	4	100%
● Distance Offered Programs	0	0%	0	0%
● Non-Distance Offered Programs	9	100%	4	100%

Market Share by Institution Type



Institution Type	Completions (2020)	Market Share
● Public, 2-year	9	100.0%

Market Share by Program

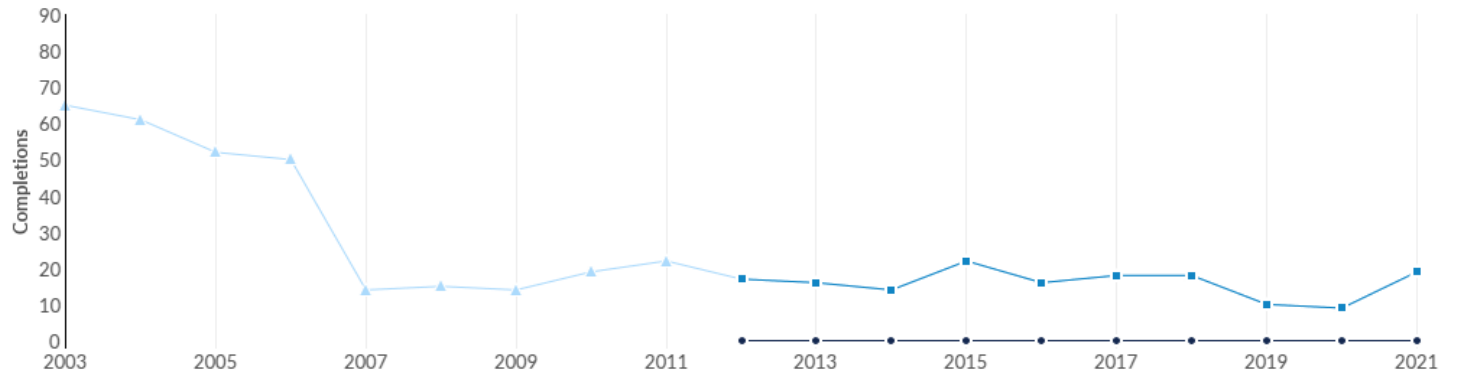


Program	Completions (2020)	Market Share
Office Management and Supervision (52.0204)	9	100.0%

Completions by Institution

Institution	Associate's Degree Completions (2020)	Growth % YOY (2020)	Market Share (2020)	IPEDS Tuition & Fees (2020)	Completions Trend (2016-2020)
Los Medanos College	5	150.0%	55.6%	\$1,312	
Ohlone College	2	-33.3%	22.2%	\$1,196	
City College of San Francisco	1	Insf. Data	11.1%	\$1,165	
Las Positas College	1	Insf. Data	11.1%	\$1,168	

Regional Trends



	2012 Completions	2020 Completions	% Change
Distance Offered Programs	0	0	0.0%
Non-Distance Offered Programs	17	9	-47.1%
All Programs	17	9	-47.1%

Regional Completions by Award Level

Award Level	Completions (2020)	Percent
Associate's Degree	9	100.0%



Similar Programs

97
Programs (2020)

14,004
Completions (2020)

CIP Code	Program	Associate's Degree Completions (2020)
24.0101	Liberal Arts and Sciences/Liberal Studies	2,419
52.0201	Business Administration and Management, General	2,329
30.0101	Biological and Physical Sciences	1,682
42.0101	Psychology, General	1,513
45.0101	Social Sciences, General	1,399
27.0101	Mathematics, General	689
43.0103	Criminal Justice/Law Enforcement Administration	678
45.1101	Sociology, General	664
45.0601	Economics, General	607
45.1001	Political Science and Government, General	283

Target Occupations


*Filtered by the proportion of the national workforce in these occupations with an Associate's degree

<p>44,541</p> <p>Jobs (2022)*</p> <p>6% <i>above</i> National average*</p>	<p>+6.8%</p> <p>% Change (2022-2029)*</p> <p>Nation: +6.2%*</p>	<p>\$49.85/hr</p> <p>\$103.7K/yr</p> <p>Median Earnings</p> <p>Nation: \$31.48/hr;</p> <p>\$65.5K/yr</p>	<p>4,994</p> <p>Annual Openings*</p>
--	---	--	--------------------------------------

Occupation	2022 Jobs*	Annual Openings*	Median Earnings	Growth (2022 - 2029)*	Employment Concentration (2022)*
General and Operations Managers	5,910	652	\$68.55/hr	+12.42%	0.78
Office Clerks, General	5,909	794	\$23.34/hr	+3.69%	0.75
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	5,593	670	\$27.55/hr	-0.45%	0.83
Business Operations Specialists, All Other	4,198	458	\$43.18/hr	+8.50%	1.76
First-Line Supervisors of Office and Administrative Support Workers	3,611	420	\$37.26/hr	+3.99%	0.82
Managers, All Other	3,541	320	\$84.21/hr	+6.72%	1.95
Computer and Information Systems Managers	3,500	347	\$104.74/hr	+14.60%	3.74
Executive Secretaries and Executive Administrative Assistants	2,613	290	\$45.93/hr	-8.76%	1.62
Project Management Specialists	2,018	206	\$62.61/hr	+12.04%	1.60
Management Analysts	1,759	191	\$53.37/hr	+9.27%	1.61
First-Line Supervisors of Mechanics, Installers, and Repairers	1,151	123	\$45.42/hr	+7.30%	0.69
Construction Managers	1,017	96	\$54.12/hr	+9.73%	0.97
Logisticians	879	114	\$47.46/hr	+23.09%	1.28
First-Line Supervisors of Production and Operating Workers	850	104	\$38.33/hr	+9.41%	0.63
Industrial Production Managers	548	48	\$75.69/hr	+9.12%	1.30
Transportation, Storage, and Distribution Managers	547	50	\$59.33/hr	+4.75%	1.37

Life, Physical, and Social Science Technicians, All Other	358	55	\$33.22/hr	+15.36%	1.52
Operations Research Analysts	196	22	\$49.72/hr	+24.49%	1.22
Purchasing Managers	192	18	\$79.46/hr	+7.29%	1.34
Labor Relations Specialists	149	16	\$49.80/hr	+4.70%	1.30











Job Postings Summary

<p>18,012</p> <p>Unique Postings</p> <p>68,363 Total Postings</p>	<p>4 : 1</p> <p>Posting Intensity</p>  <p>Regional Average: 4 : 1</p>	<p>4,376</p> <p>Employers Competing</p> <p>86,762 Total Employers</p>	<p>31 days</p> <p>Median Posting Duration</p> <p>Regional Average: 30 days</p>
---	--	---	--











There were 68,363 total job postings for your selection from June 2021 to July 2023, of which 18,012 were unique. These numbers give us a Posting Intensity of 4-to-1, meaning that for every 4 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.

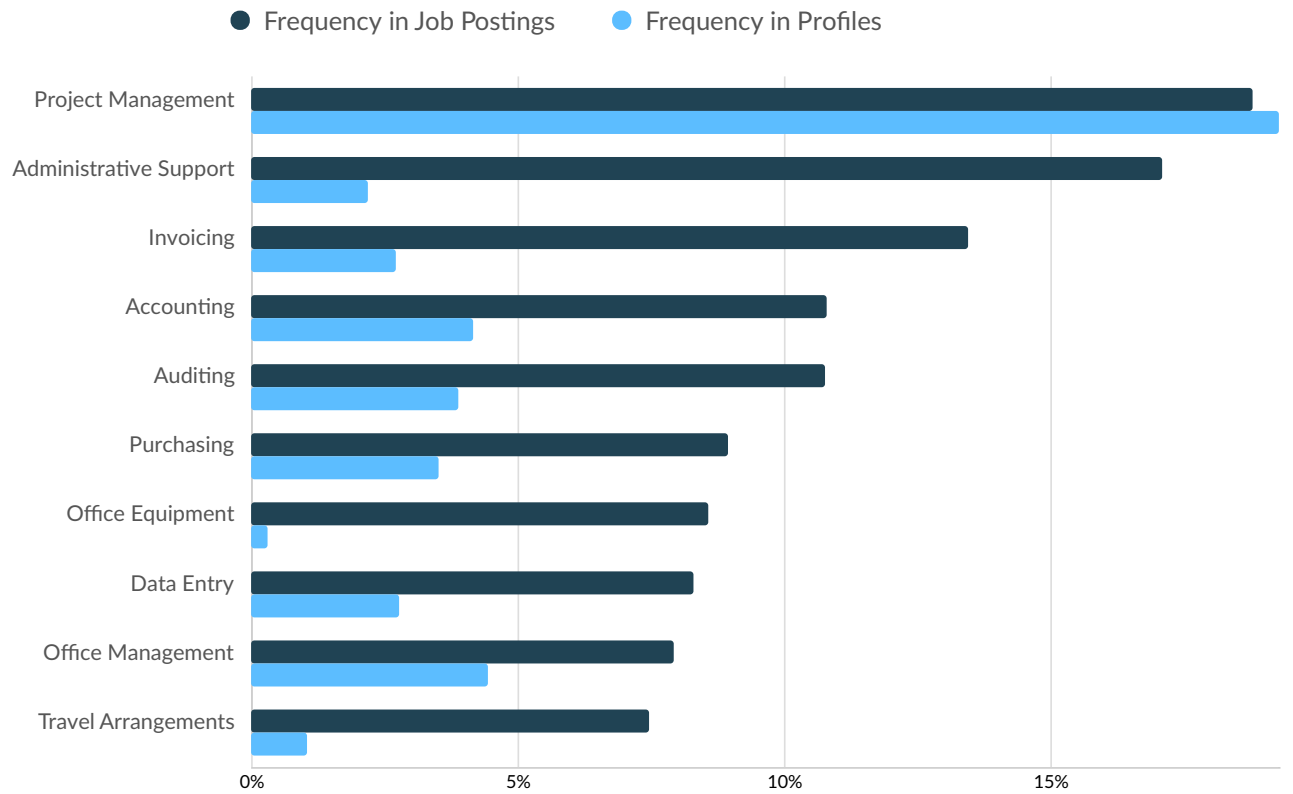
Top Companies Posting

Company	Total/Unique (Jun 2021 - Jul 2023)	Posting Intensity	Median Posting Duration
Accenture	907 / 447	2 : 1 	32 days
Stanford University	1,732 / 402	4 : 1 	26 days
Randstad	470 / 257	2 : 1 	27 days
Marriott International	983 / 151	7 : 1 	40 days
Walmart	314 / 134	2 : 1 	34 days
Alameda Health System	512 / 116	4 : 1 	27 days
Lawrence Livermore National Laboratory	297 / 113	3 : 1 	27 days
Allied Universal	480 / 100	5 : 1 	33 days
CBRE	486 / 99	5 : 1 	30 days
Security Industry Specialists	244 / 99	2 : 1 	30 days

Top Posted Job Titles

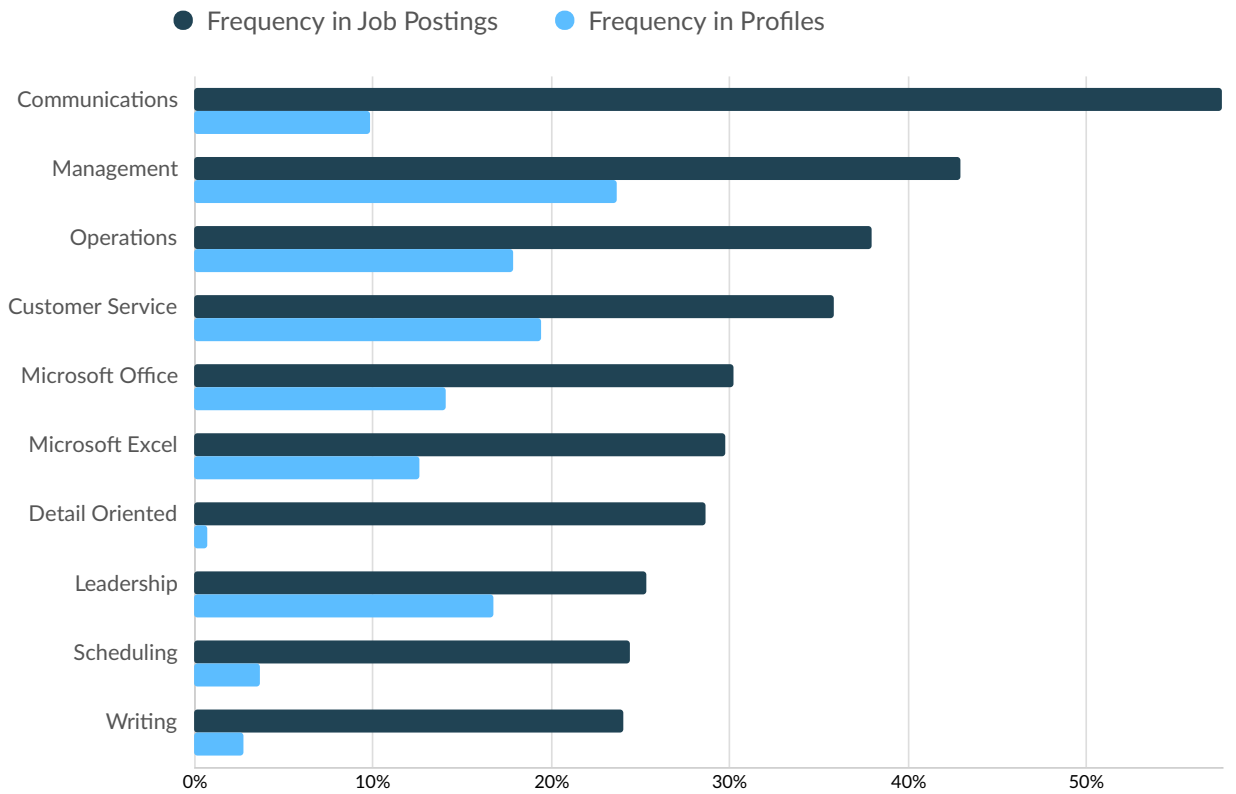
Job Title	Total/Unique (Jun 2021 - Jul 2023)	Posting Intensity	Median Posting Duration
Administrative Assistants	5,983 / 1,652	4 : 1 	31 days
Executive Assistants	2,249 / 539	4 : 1 	29 days
Project Coordinators	1,815 / 429	4 : 1 	29 days
Office Managers	1,762 / 333	5 : 1 	31 days
Office Administrators	857 / 261	3 : 1 	32 days
Project Managers	953 / 228	4 : 1 	26 days
Operations Managers	971 / 197	5 : 1 	35 days
Office Assistants	750 / 190	4 : 1 	32 days
Administrative Coordinators	601 / 159	4 : 1 	33 days
Warehouse Supervisors	641 / 137	5 : 1 	39 days

Top Specialized Skills



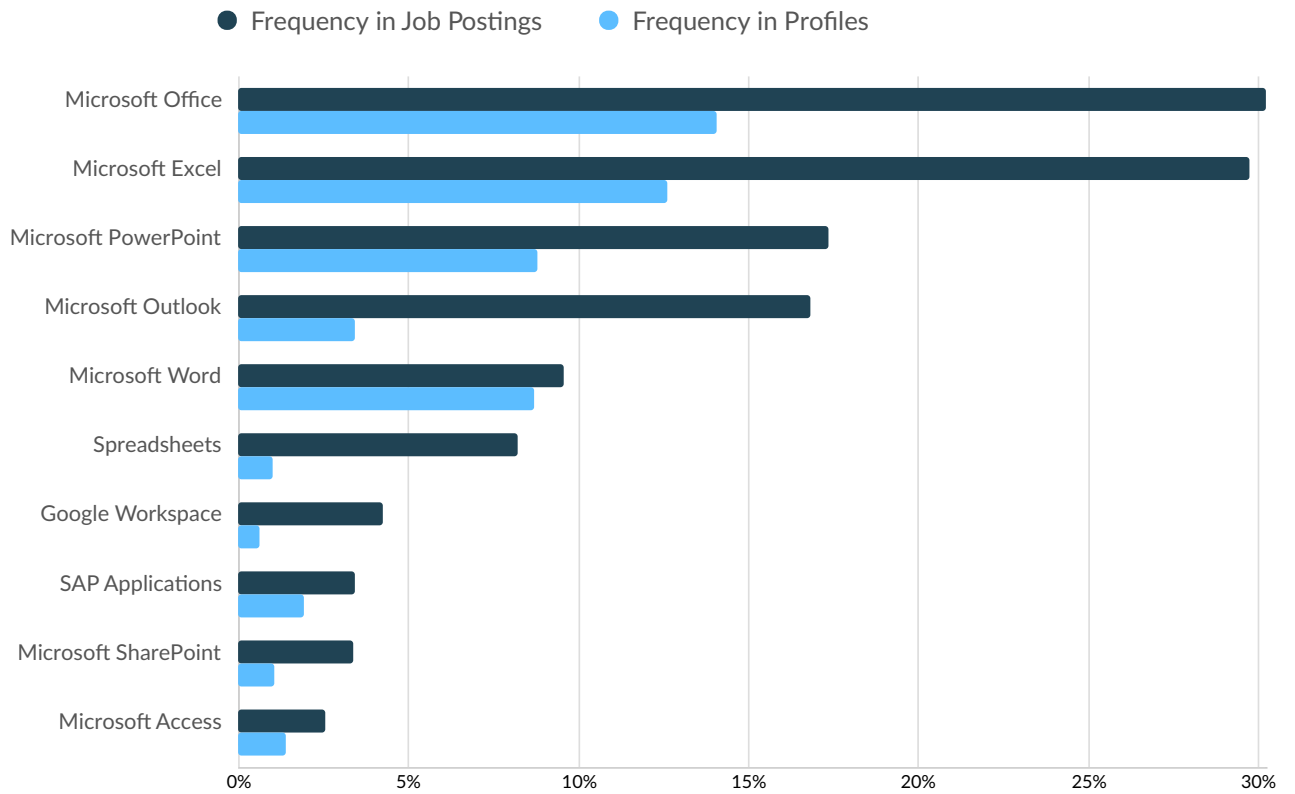
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Project Management	3,380	19%	128,442	19%
Administrative Support	3,079	17%	14,533	2%
Invoicing	2,423	13%	18,014	3%
Accounting	1,945	11%	27,743	4%
Auditing	1,941	11%	25,979	4%
Purchasing	1,613	9%	23,444	4%
Office Equipment	1,542	9%	2,140	0%
Data Entry	1,492	8%	18,553	3%
Office Management	1,426	8%	29,636	4%
Travel Arrangements	1,344	7%	7,004	1%

Top Common Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Communications	10,385	58%	65,610	10%
Management	7,743	43%	158,034	24%
Operations	6,841	38%	119,289	18%
Customer Service	6,465	36%	129,940	19%
Microsoft Office	5,447	30%	93,781	14%
Microsoft Excel	5,361	30%	84,143	13%
Detail Oriented	5,165	29%	4,884	1%
Leadership	4,564	25%	111,794	17%
Scheduling	4,411	24%	24,727	4%
Writing	4,332	24%	18,602	3%

Top Software Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Microsoft Office	5,447	30%	93,781	14%
Microsoft Excel	5,361	30%	84,143	13%
Microsoft PowerPoint	3,125	17%	58,620	9%
Microsoft Outlook	3,029	17%	22,976	3%
Microsoft Word	1,722	10%	58,014	9%
Spreadsheets	1,485	8%	6,856	1%
Google Workspace	765	4%	4,180	1%
SAP Applications	622	3%	12,865	2%
Microsoft SharePoint	613	3%	6,994	1%
Microsoft Access	464	3%	9,483	1%

Top Qualifications

Qualification	Postings with Qualification
Valid Driver's License	2,126
Project Management Professional Certification	356
Cardiopulmonary Resuscitation (CPR) Certification	354
First Aid Certification	305
Registered Nurse (RN)	242
Security Clearance	212
Master Of Business Administration (MBA)	136
Licensed Practical Nurse (LPN)	114
ServSafe Certification	107
Basic Life Support (BLS) Certification	95

Appendix A

Program Selection Details

CIP Code	Program Name
52.0204	Office Management and Supervision
52.0205	Operations Management and Supervision

Appendix B - Data Sources and Calculations

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.

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 are also affected by county-level Emsi earnings by industry.

Lightcast Job Postings

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

State Data Sources

This report uses state data from the following agencies: California Employment Development Department