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

Contents

What is Lightcast Data?

Lightcast 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.

Lightcast 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*.

The Atlantic   **Forbes**   **Harvard Business Review**   The New York Times   WSJ   USA TODAY

Report Parameters

4 Occupations

43-6011   Executive Secretaries and Executive
Administrative Assistants

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

43-9061   Office Clerks, General

43-4171   Receptionists and Information Clerks
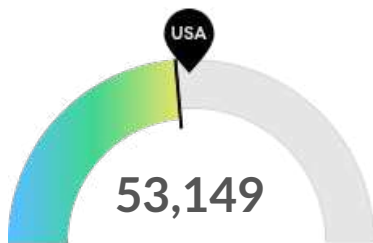
1 MSA

41740   San Diego-Chula Vista-Carlsbad, CA

Class of Worker

QCEW Employees

The information in this report pertains to the chosen occupations and geographical area.
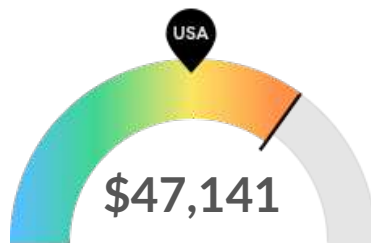
Executive Summary

## Aggressive Job Posting Demand Over an Average Supply of Regional Jobs

53,149
Jobs (2023)

San Diego-Chula Vista-Carlsbad, CA is about average for this kind of job. The national average for an area this size is 57,620* employees, while there are 53,149 here.

$47,141
Compensation

Earnings are high in San Diego-Chula Vista-Carlsbad, CA. The national median salary for your occupations is $41,624, compared to $47,141 here.
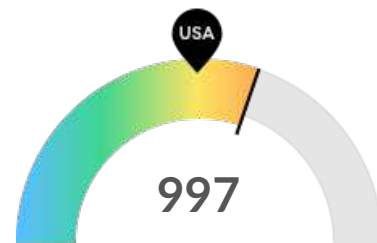
997
Job Posting Demand

Job posting activity is high in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 742* job postings/mo, while there are 997 here.

*National average values are derived by taking the national value for your 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 About Equal to the National Average

An average area of this size typically has 57,620* jobs, while there are 53,149 here.
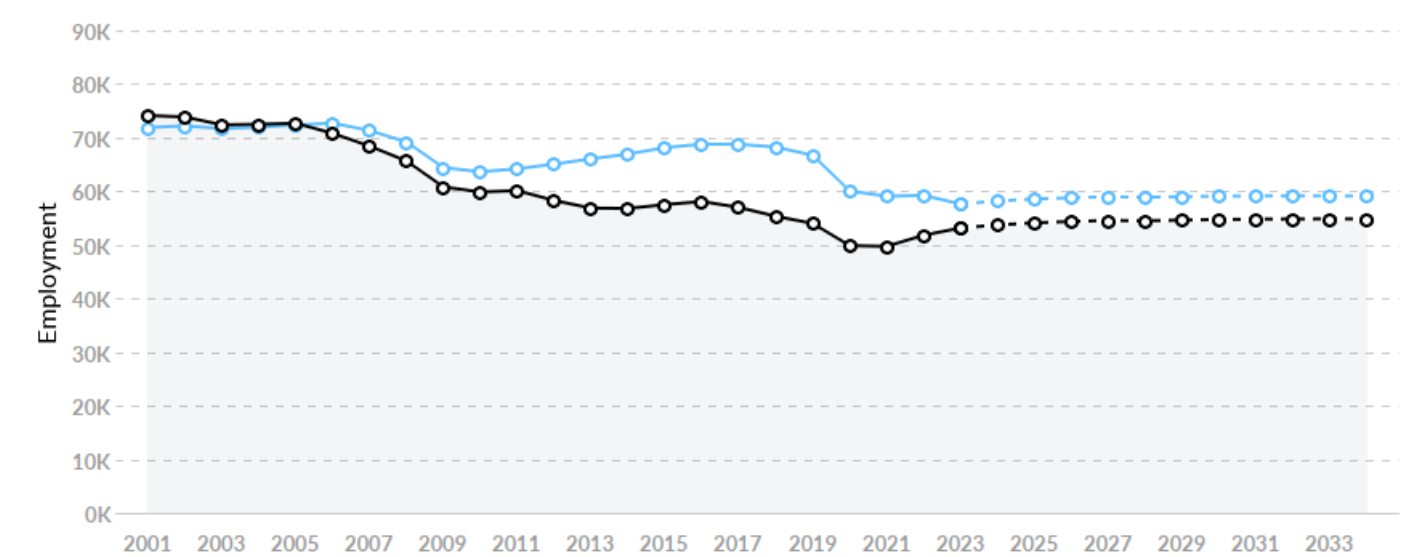
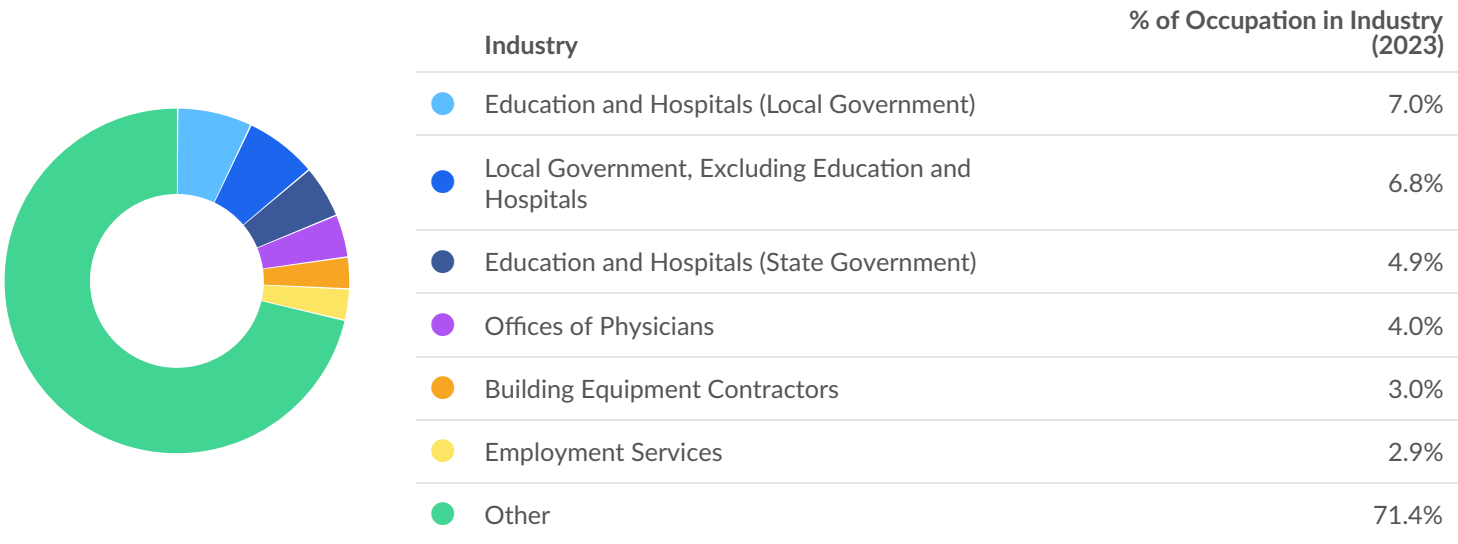|	Region	2023 Jobs	2024 Jobs	Change	% Change
●	San Diego-Chula Vista-Carlsbad, CA	53,149	53,712	563	1.1%
●	National Average	57,620	58,176	556	1.0%

*National average values are derived by taking the national value for your 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.

Regional Breakdown

County	2023 Jobs
San Diego County, CA	53,149

Most Jobs are Found in the Education and Hospitals (Local Government) Industry Sector

Industry	% of Occupation in Industry (2023)
● Education and Hospitals (Local Government)	7.0%
● Local Government, Excluding Education and Hospitals	6.8%
● Education and Hospitals (State Government)	4.9%
● Offices of Physicians	4.0%
● Building Equipment Contractors	3.0%
● Employment Services	2.9%
● Other	71.4%

Compensation

Regional Compensation Is 13% Higher Than National Compensation

For your occupations, the 2023 median wage in San Diego-Chula Vista-Carlsbad, CA is $47,141, while the national median wage is $41,624.
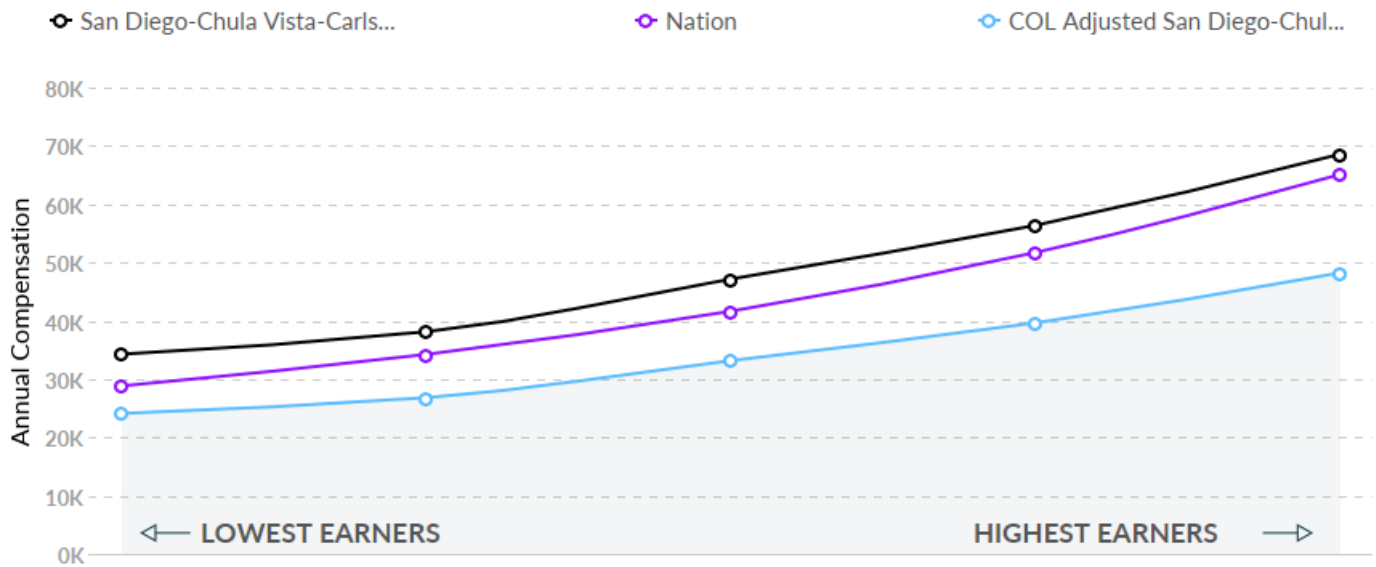
Job Posting Activity

16,947 Unique Job Postings

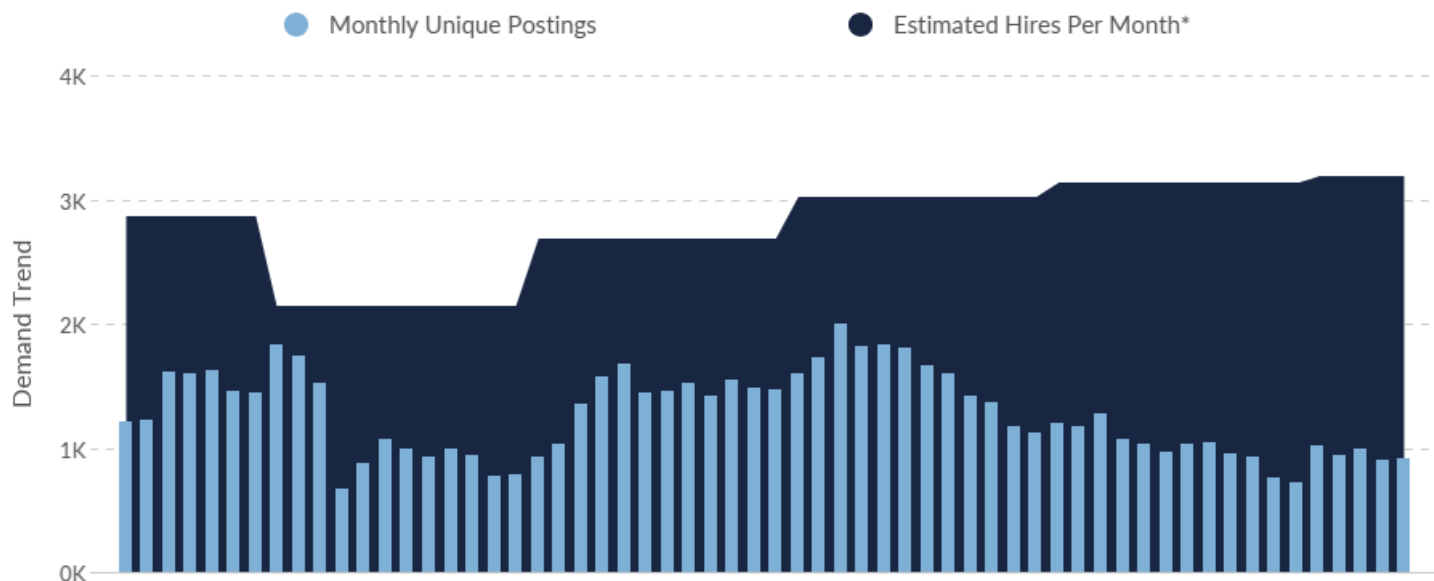The number of unique postings for this job from Jan 2023 to May 2024.

4,434 Employers Competing

All employers in the region who posted for this job from Jan 2023 to May 2024.

27 Day Median Duration

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

Legend: ● Monthly Unique Postings   ● Estimated Hires Per Month*

Occupation	Avg Monthly Postings (Jan 2023 - May 2024)	Avg Monthly Hires (Jan 2023 - May 2024)
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	600	760
Receptionists and Information Clerks	249	493
Executive Secretaries and Executive Administrative Assistants	79	247
Office Clerks, General	69	1,653

*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. Lightcast hires are calculated using a combination of Lightcast 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		Top Job Titles	Unique Postings	
Robert Half	933	▬	Administrative Assistants	2,558	▬
University of California	375	▬	Receptionists	1,336	▬
California State University	239	▪	Executive Assistants	711	▪
San Diego State University	206	▪	Office Assistants	513	▪
Rady Children's Hospital	121	▪	Front Desk Receptionists	478	▪
Kaiser Permanente	111	▪	Front Desk Coordinators	215	▪
Aston Carter	105	▪	Veterinary Receptionists	195	▪
Scripps Health	80	▪	Administrative Coordinators	175	▪
AppleOne	72	▪	Front Desk Supervisors	164	▪
Sharp Healthcare	70	▪	Service Coordinators	141	▪

Top Distinguishing Skills by Demand

Not enough data to display Distinguishing Skills for this occupation.

Top Defining Skills by Demand

Not enough data to display Defining Skills for this occupation.
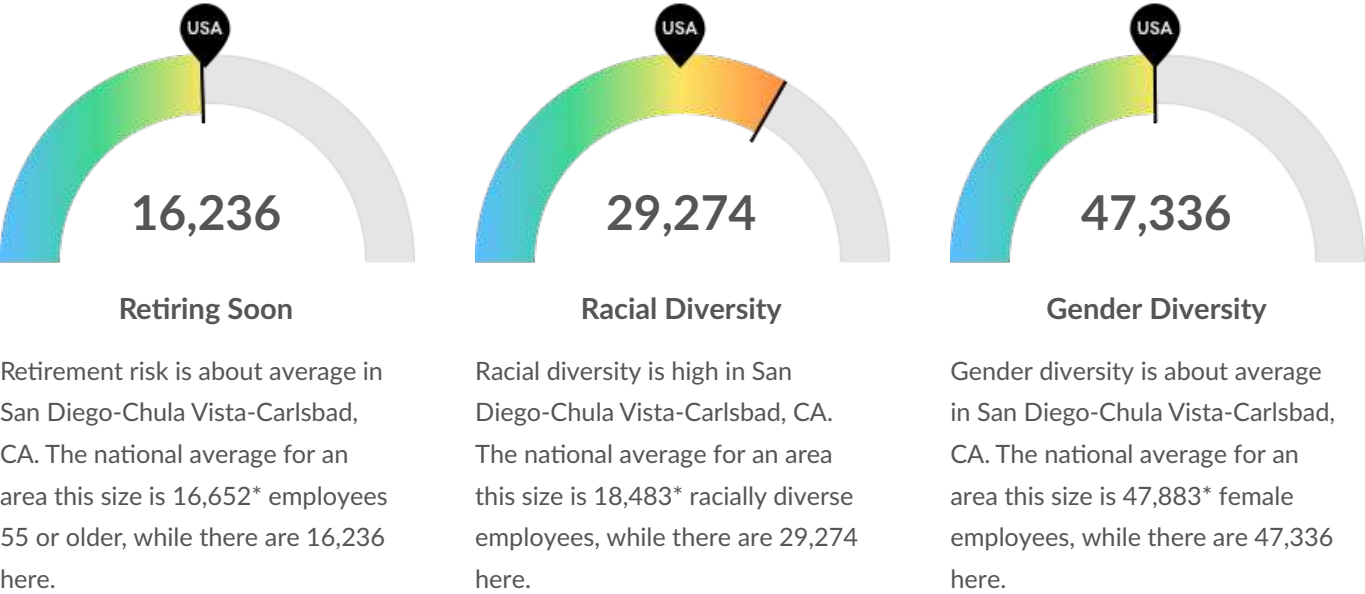
Top Necessary Skills by Demand

An occupation's Necessary Skills are the specialized skills required for that job and relevant across other similar jobs. An employee needs these skills as building blocks to perform the more complex Defining Skills.

Distinguishing Skills

Defining Skills

Necessary Skills
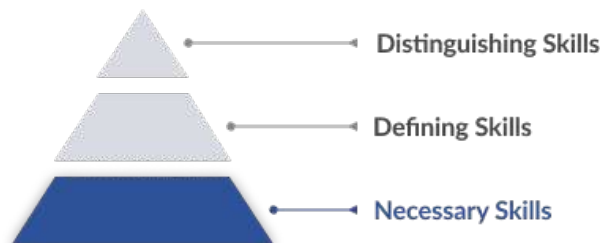
Skill	Salary Boosting	Job Postings Requesting	Projected Growth	Growth Relative to Market
Administrative Support	❌	3,828	+18.7%	Growing
Data Entry	❌	2,596	+2.6%	Lagging
Office Equipment	❌	1,923	+16.7%	Growing
Office Supply Management	✅	1,893	+12.6%	Growing
Invoicing	❌	1,631	+16.2%	Growing
Front Office	❌	1,490	+13.5%	Growing
Accounting	❌	1,347	+24.0%	Rapidly Growing
Setting Appointments	❌	1,243	+10.9%	Growing
Valid Driver's License	❌	1,228	+7.5%	Stable
Billing	❌	1,184	+20.0%	Rapidly Growing

Demographics

Retirement Risk Is About Average, While Overall Diversity Is High

16,236

Retiring Soon

Retirement risk is about average in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 16,652* employees 55 or older, while there are 16,236 here.

29,274

Racial Diversity

Racial diversity is high in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 18,483* racially diverse employees, while there are 29,274 here.

47,336

Gender Diversity

Gender diversity is about average in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 47,883* female employees, while there are 47,336 here.
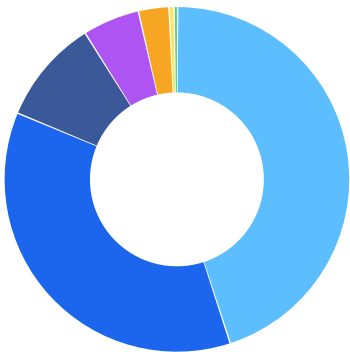
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## Occupation Age Breakdown

	% of Jobs	Jobs
14-18	1.2%	651
19-24	10.0%	5,318
25-34	19.0%	10,100
35-44	19.0%	10,084
45-54	20.2%	10,760
55-64	19.4%	10,323
65+	11.1%	5,913
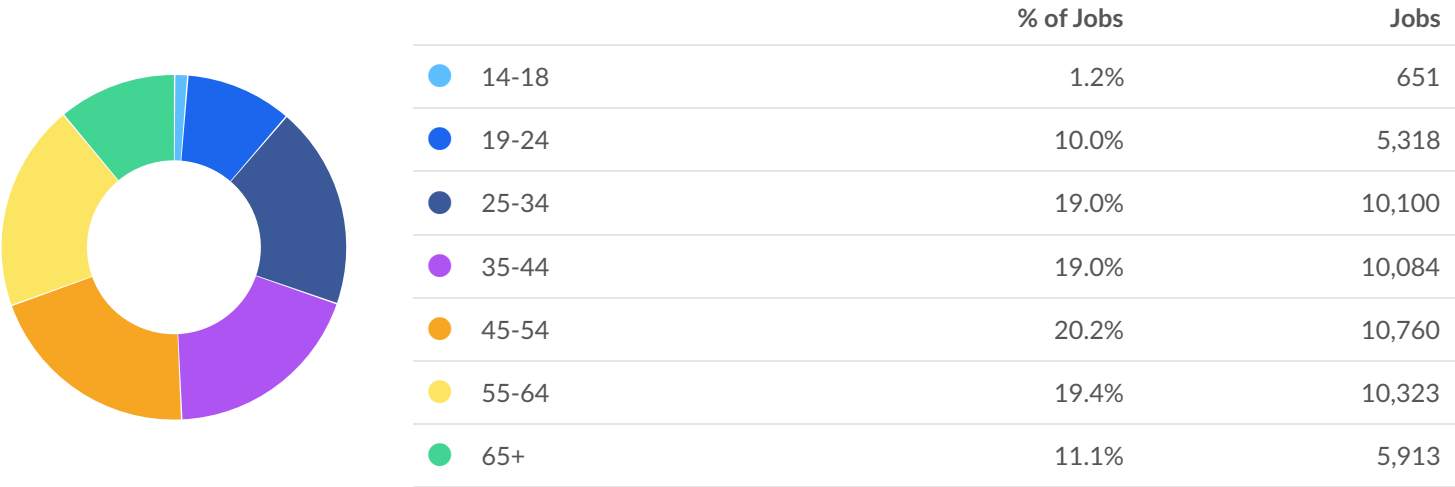
Occupation Race/Ethnicity Breakdown

		% of Jobs	Jobs
🔵	White	44.9%	23,876
🔵	Hispanic or Latino	36.3%	19,284
🔵	Asian	9.8%	5,212
🟣	Black or African American	5.3%	2,832
🟠	Two or More Races	2.9%	1,521
🟡	Native Hawaiian or Other Pacific Islander	0.5%	248
🟢	American Indian or Alaska Native	0.3%	177

Occupation Gender Breakdown
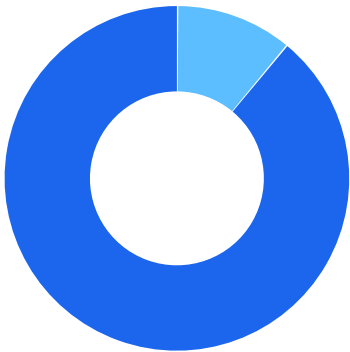
		% of Jobs	Jobs
🔵	Males	10.9%	5,813
🔵	Females	89.1%	47,336

Occupational Programs

26 Programs

Of the programs that can train for this job, 26 have produced completions in the last 5 years.

8,410 Completions (2023)

The completions from all regional institutions for all degree types.

6,824 Openings (2023)

The average number of openings for an occupation in the region is 256.

CIP Code	Top Programs	Completions (2023)	
24.0101	Liberal Arts and Sciences/Liberal Studies	5,733	
52.0299	Business Administration, Management and Operations, Oth…	922	
24.0102	General Studies	549	
30.9999	Multi-/Interdisciplinary Studies, Other	297	
44.0000	Human Services, General	242	
51.0710	Medical Office Assistant/Specialist	147	
52.0901	Hospitality Administration/Management, General	120	
51.0716	Medical Administrative/Executive Assistant and Medical Se…	91	
52.0408	General Office Occupations and Clerical Services	76	
52.0401	Administrative Assistant and Secretarial Science, General	49	

Top Schools	Completions (2023)	
Grossmont College	1,535	
MiraCosta College	1,388	
Palomar College	1,290	
Ashford University	1,015	
Southwestern College	679	
San Diego State University	573	
San Diego Miramar College	296	
Cuyamaca College	282	
San Diego City College	269	
San Diego Mesa College	265	

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 are 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

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

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.

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.