

A woman with long brown hair, wearing a purple long-sleeved shirt, is sitting at a desk in an office. She is looking at a computer monitor (not fully visible) and has her hands on a black keyboard. The background is a blurred office environment with a window showing a cityscape.

BOT 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

2 Occupations

43-6011 Executive Secretaries and Executive
Administrative Assistants

43-9022 Word Processors and Typists

1 MSA

41740 San Diego-Chula Vista-Carlsbad, CA

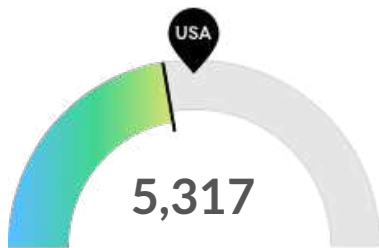
Class of Worker

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

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

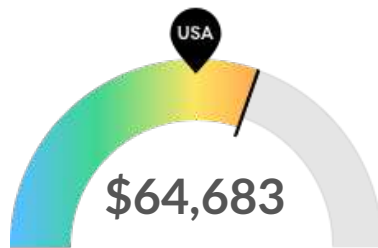
Executive Summary

Average Job Posting Demand Over a Thin Supply of Regional Jobs



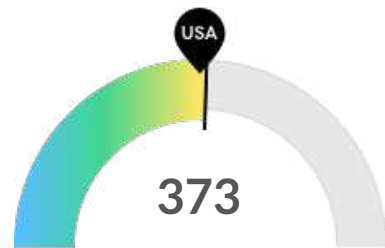
Jobs (2020)

San Diego-Chula Vista-Carlsbad, CA is not a hotspot for this kind of job. The national average for an area this size is 6,241* employees, while there are 5,317 here.



Compensation

Earnings are high in San Diego-Chula Vista-Carlsbad, CA. The national median salary for your occupations is \$60,919, compared to \$64,683 here.



Job Posting Demand

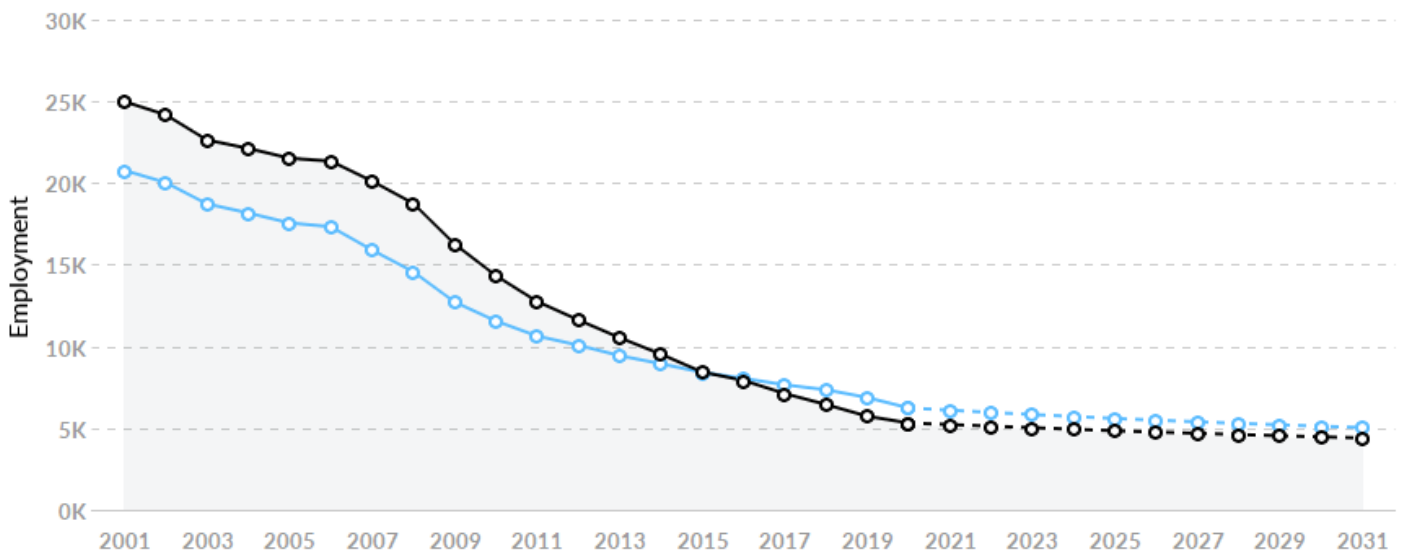
Job posting activity is about average in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 361* job postings/mo, while there are 373 here.

*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 Lower Than the National Average

An average area of this size typically has 6,241* jobs, while there are 5,317 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	2020 Jobs	2026 Jobs	Change	% Change
● San Diego-Chula Vista-Carlsbad, CA	5,317	4,761	-557	-10.5%
● National Average	6,241	5,489	-751	-12.0%

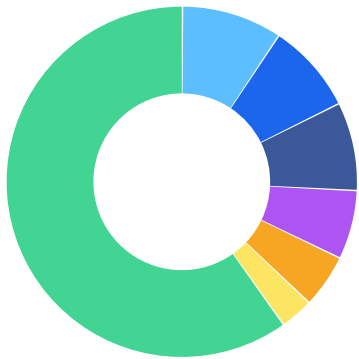
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Regional Breakdown



County	2020 Jobs
San Diego County, CA	5,317

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

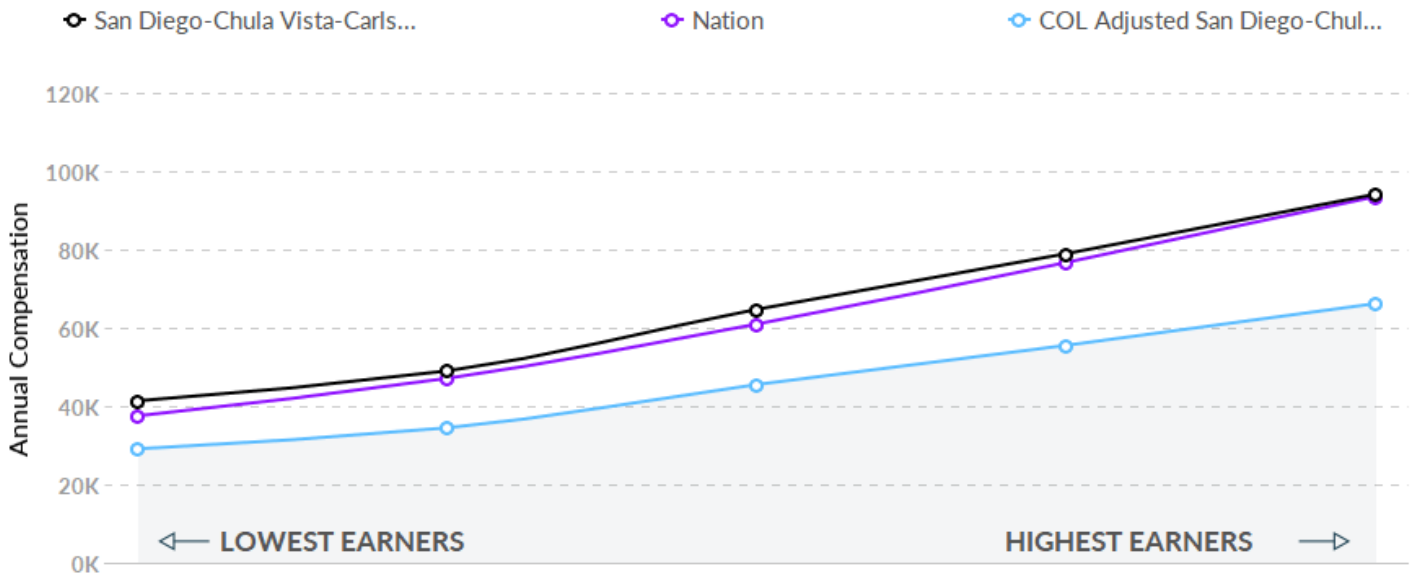


Industry	% of Occupation in Industry (2020)
Local Government, Excluding Education and Hospitals	9.3%
Education and Hospitals (State Government)	8.3%
Education and Hospitals (Local Government)	8.1%
Scientific Research and Development Services	6.4%
Management of Companies and Enterprises	4.9%
State Government, Excluding Education and Hospitals	3.1%
Other	59.9%

Compensation

Regional Compensation Is 6% Higher Than National Compensation

For your occupations, the 2020 median wage in San Diego-Chula Vista-Carlsbad, CA is \$64,683, while the national median wage is \$60,919.



Job Posting Activity



3,442 Unique Job Postings

The number of unique postings for this job from Jan 2020 to Oct 2021.



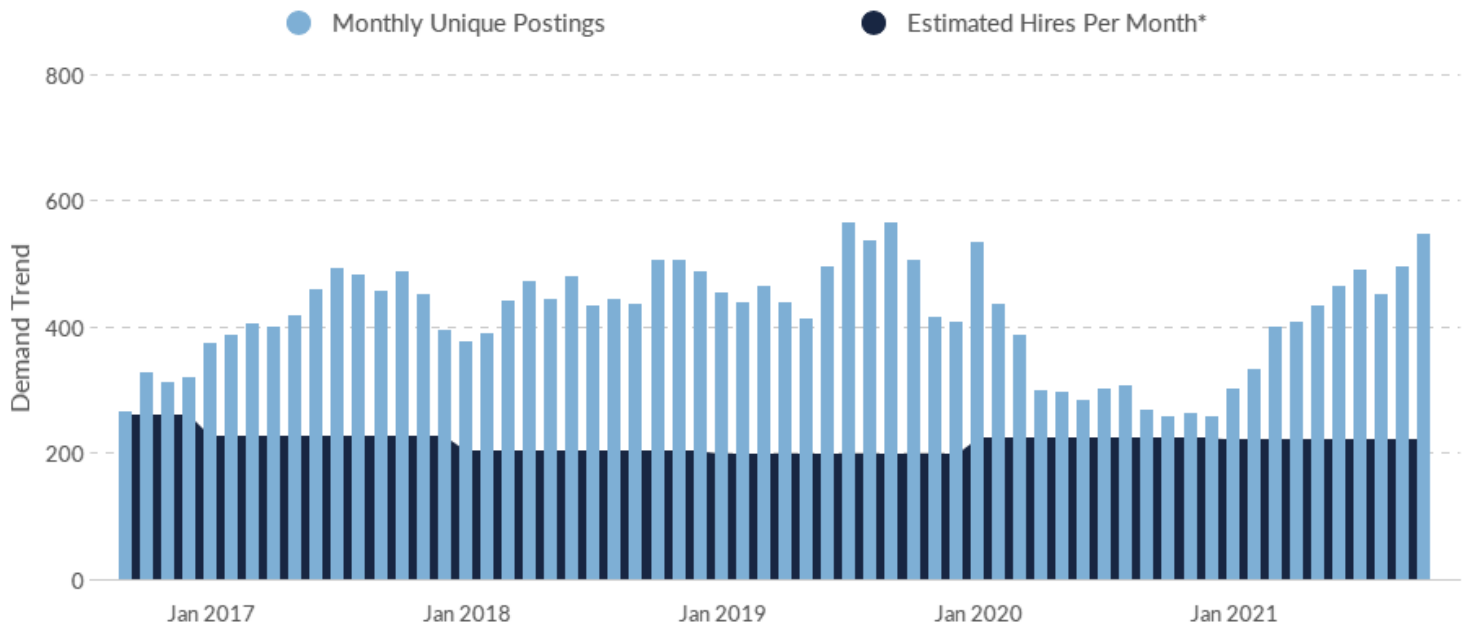
1,148 Employers Competing

All employers in the region who posted for this job from Jan 2020 to Oct 2021.










28 Day Median Duration


Posting duration is 3 days shorter than what's typical in the region.



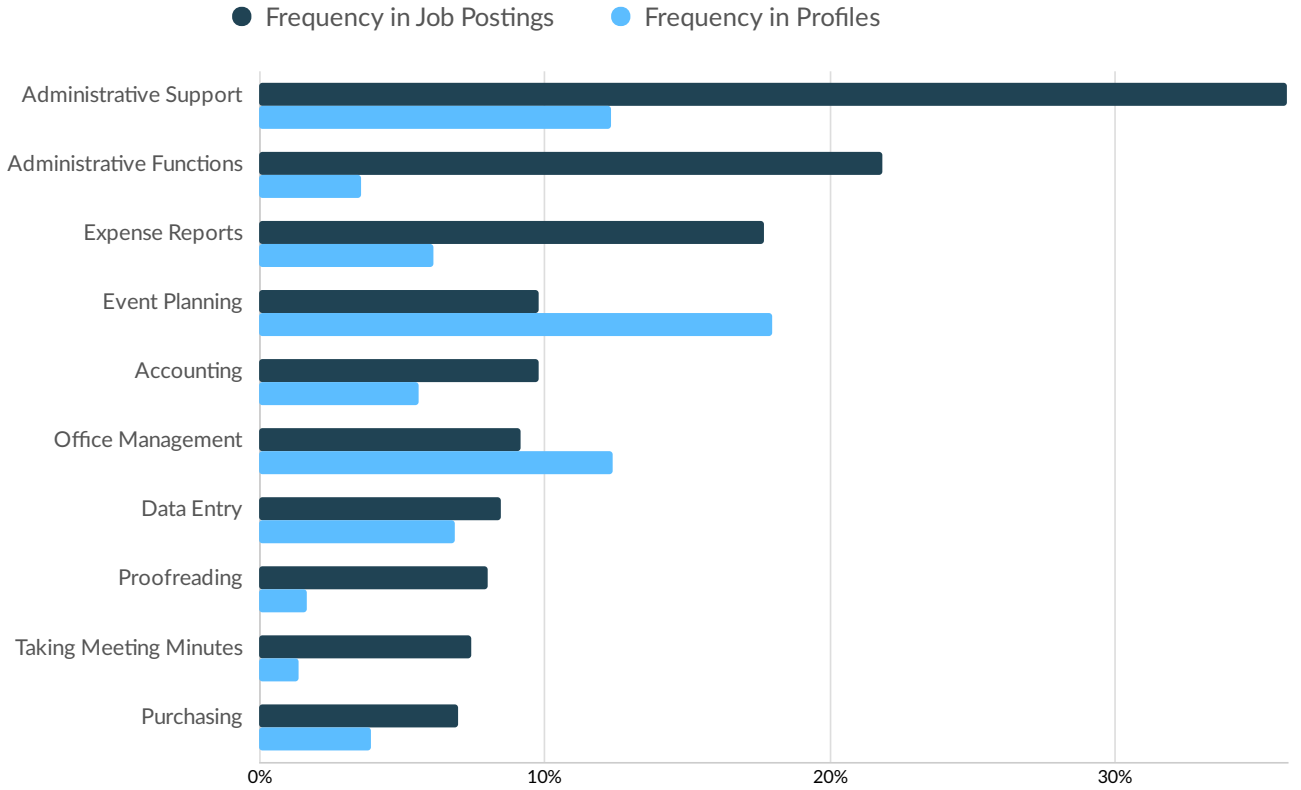
Occupation	Avg Monthly Postings (Jan 2020 - Oct 2021)	Avg Monthly Hires (Jan 2020 - Oct 2021)
Executive Secretaries and Executive Administrative Assistants	369	205
Word Processors and Typists	5	18

*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.	145 
University of California	133 
AppleOne	51 
University of San Diego	44 
General Atomics	30 
University of Alabama	28 
Ajilon Finance	24 
Boston Market Corporation	22 
Randstad N.V.	22 
San Diego State University	21 

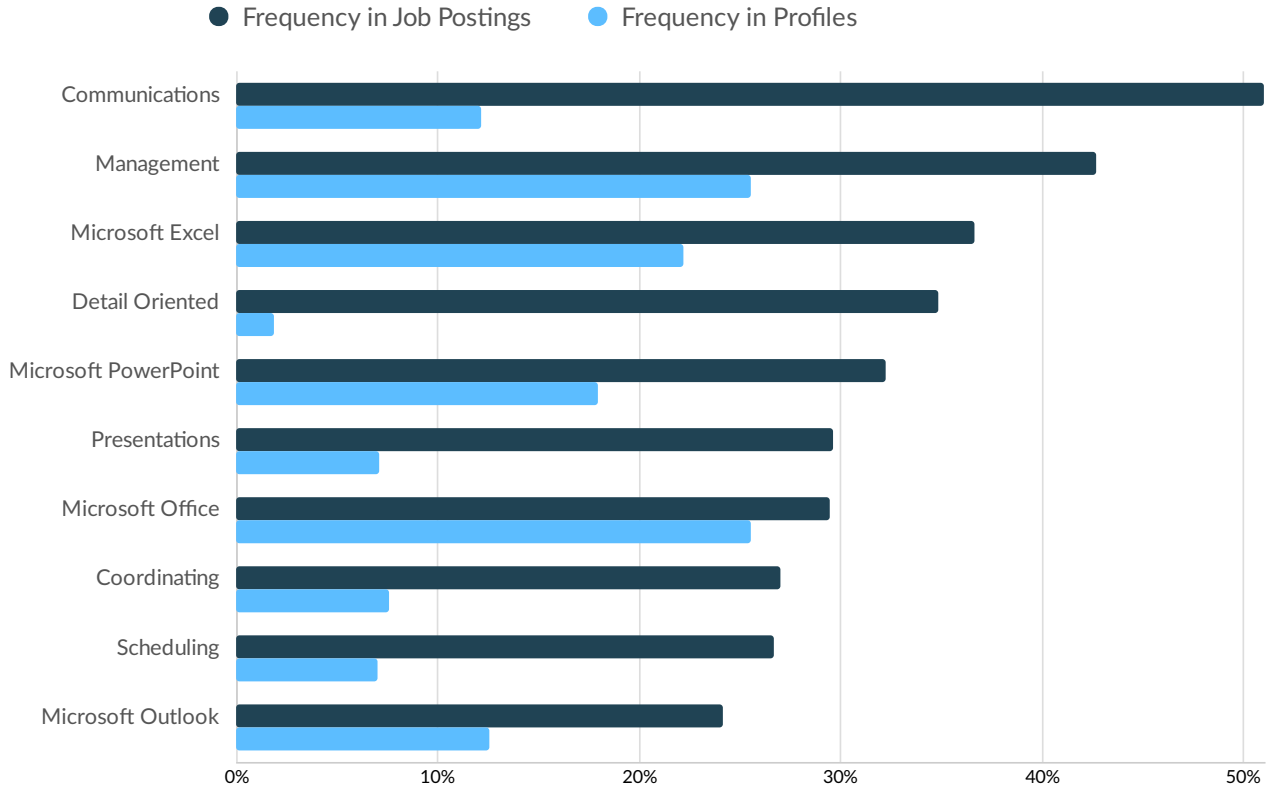
Top Job Titles	Unique Postings
Executive Assistants	822 
Administrative Assistants	336 
Executive Administrative Assist...	134 
Administrative Specialists	111 
Marketing Assistants	46 
Human Resources Executive As...	38 
Executive and Personal Assistan...	37 
Executive Office Assistants	27 
Personal Assistants	27 
Administrative Coordinators	26 

Top Hard Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Administrative Support	1,240	36%	877	12%
Administrative Functions	752	22%	255	4%
Expense Reports	610	18%	436	6%
Event Planning	338	10%	1,282	18%
Accounting	337	10%	398	6%
Office Management	315	9%	884	12%
Data Entry	291	8%	489	7%
Proofreading	276	8%	121	2%
Taking Meeting Minutes	255	7%	100	1%
Purchasing	240	7%	279	4%

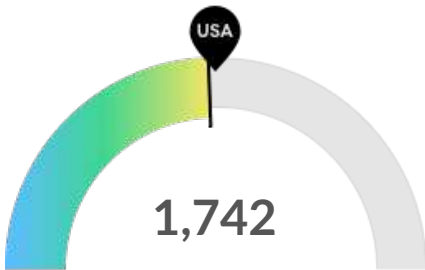
Top Common Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Communications	1,757	51%	866	12%
Management	1,470	43%	1,819	26%
Microsoft Excel	1,261	37%	1,579	22%
Detail Oriented	1,200	35%	134	2%
Microsoft PowerPoint	1,111	32%	1,279	18%
Presentations	1,021	30%	508	7%
Microsoft Office	1,016	30%	1,820	26%
Coordinating	931	27%	539	8%
Scheduling	920	27%	499	7%
Microsoft Outlook	831	24%	898	13%

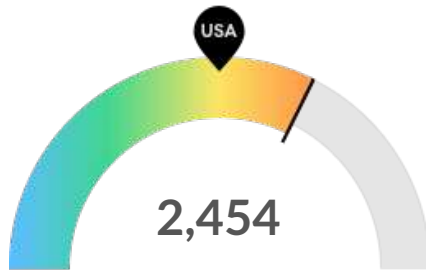
Demographics

Retirement Risk Is About Average, While Overall Diversity Is High



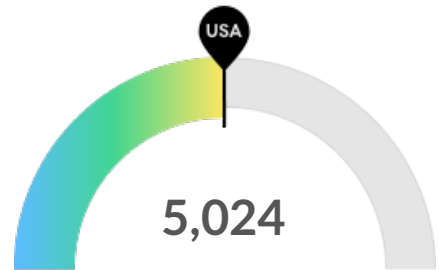
Retiring Soon

Retirement risk is about average in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 1,799* employees 55 or older, while there are 1,742 here.



Racial Diversity

Racial diversity is high in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 1,632* racially diverse employees, while there are 2,454 here.

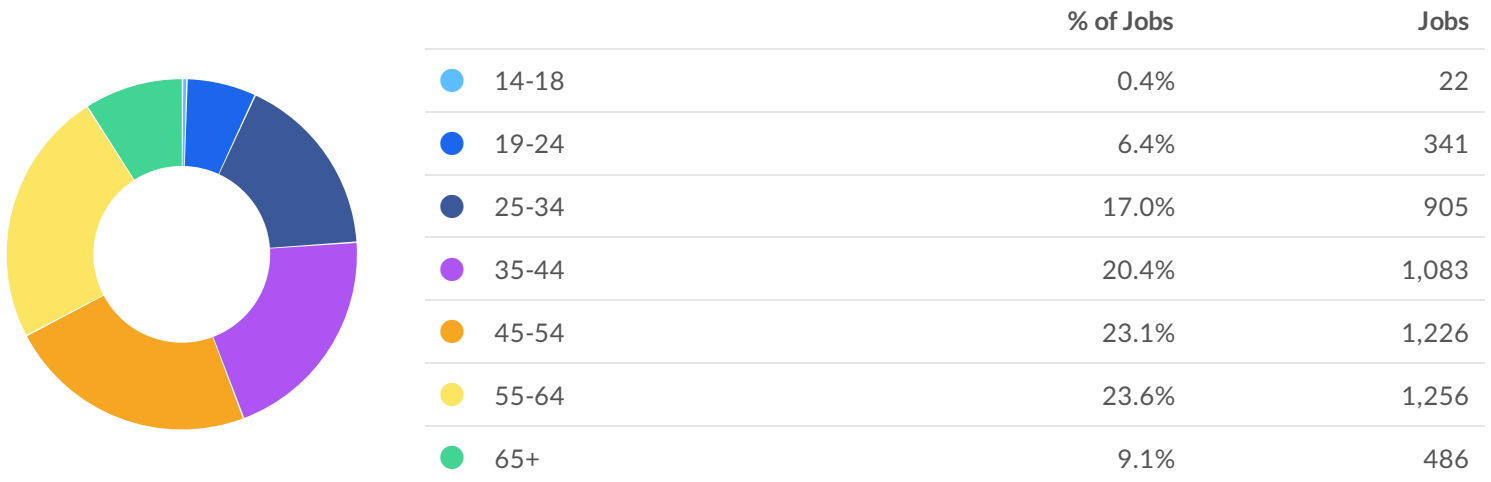


Gender Diversity

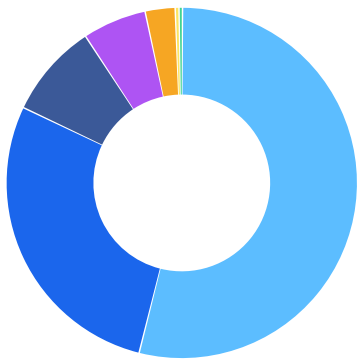
Gender diversity is about average in San Diego-Chula Vista-Carlsbad, CA. The national average for an area this size is 5,036* female employees, while there are 5,024 here.

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Occupation Age Breakdown

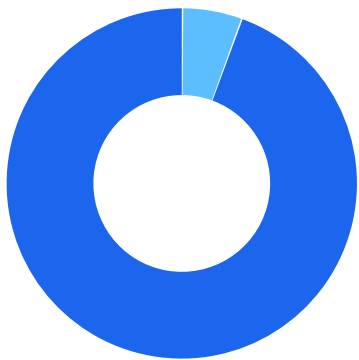


Occupation Race/Ethnicity Breakdown



	% of Jobs	Jobs
White	53.8%	2,863
Hispanic or Latino	28.1%	1,497
Asian	8.7%	462
Black or African American	5.9%	313
Two or More Races	2.8%	147
Native Hawaiian or Other Pacific Islander	0.4%	19
American Indian or Alaska Native	0.3%	17

Occupation Gender Breakdown



	% of Jobs	Jobs
Males	5.5%	293
Females	94.5%	5,024

Occupational Programs



16 Programs

Of the programs that can train for this job, 16 have produced completions in the last 5 years.



7,613 Completions (2020)

The completions from all regional institutions for all degree types.



572 Openings (2020)

The average number of openings for an occupation in the region is 263.

CIP Code	Top Programs	Completions (2020)
24.0101	Liberal Arts and Sciences/Liberal Studies	7,166
24.0102	General Studies	126
52.0401	Administrative Assistant and Secretarial Science, General	83
52.0408	General Office Occupations and Clerical Services	48
30.0000	Multi-/Interdisciplinary Studies, General	46
51.0716	Medical Administrative/Executive Assistant and Medical Se...	38
52.0204	Office Management and Supervision	30
52.0399	Accounting and Related Services, Other	16
52.9999	Business, Management, Marketing, and Related Support Se...	16
22.9999	Legal Professions and Studies, Other	12

Top Schools	Completions (2020)
MiraCosta College	1,836 
Grossmont College	1,780 
Palomar College	1,357 
Southwestern College	691 
Cuyamaca College	329 
San Diego Mesa College	288 
San Diego City College	282 
San Diego Miramar College	275 
San Diego State University	236 
California State University-San Marcos	185 

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

Emsi's cost of living data is based on the Cost of Living Index published 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.