Oklahoma Department of Career and Technology Education

Information Commons / Research January 2013

State of Oklahoma

Business, Management & Administration Career Cluster Report

Region Info - Oklahoma

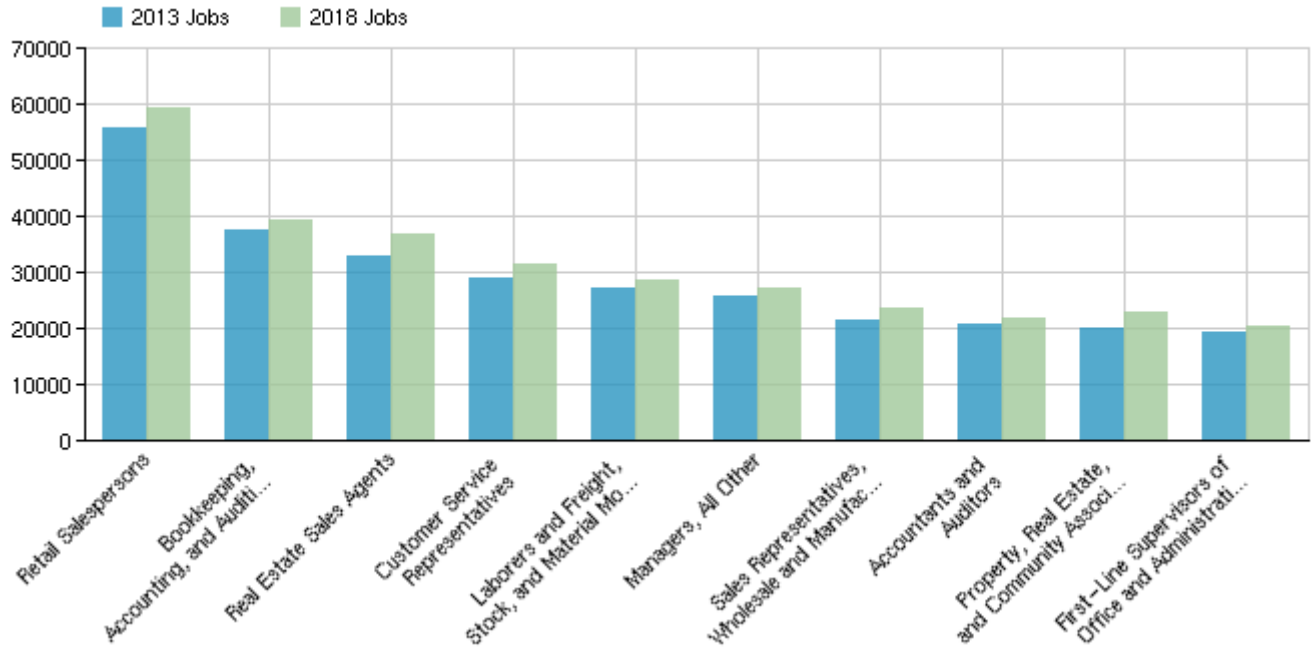
State Areas	Oklahoma (OK)

Executive Summary for Business, Management & Administration Career Cluster (Bachelor_degree and below)

Education	2013 Jobs	2018 Jobs	Change	Annual Openings	2012 Hourly Earnings
Short-term on-the-job training	186,803	196,889	10,086	7,627	$11.13
Moderate-term on-the-job training	88,931	95,478	6,547	2,845	$16.90
Long-term on-the-job training	6,473	6,581	108	203	$22.55
Work experience in a related occupation	89,865	97,700	7,835	3,477	$21.02
Postsecondary non-degree award	38,098	42,125	4,027	1,609	$13.49
Associate's degree	2,930	3,142	212	91	$18.90
Bachelor's degree	52,331	56,745	4,414	2,081	$24.34
Total	465,431	498,660	33,229	17,934	$16.00

Source: EMSI Complete Employment - 2012.4

Largest Occupations

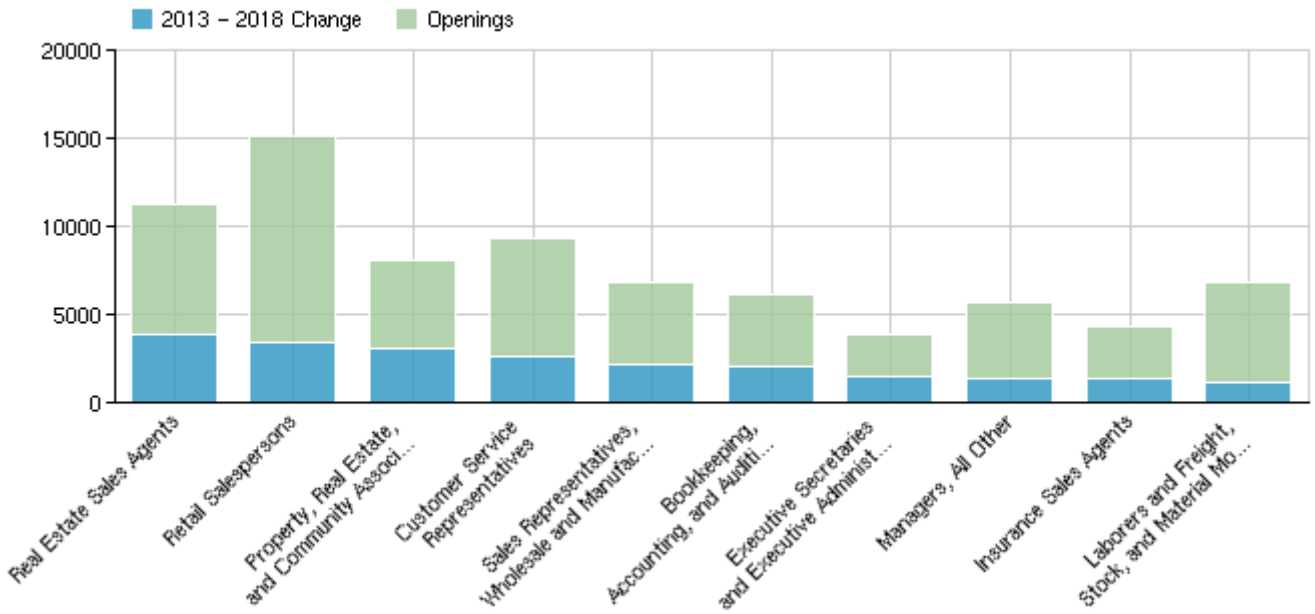


SOC Code	Description	2013 Jobs	2018 Jobs	Change	2012 Hourly Earnings	Education
41-2031	Retail Salespersons	55,753	59,206	3,453	$9.96	Short-term on-the-job training
43-3031	Bookkeeping, Accounting, and Auditing Clerks	37,369	39,441	2,072	$14.37	Moderate-term on-the-job training
41-9022	Real Estate Sales Agents	32,765	36,638	3,873	$13.31	Postsecondary non-degree award
43-4051	Customer Service Representatives	28,832	31,447	2,615	$13.22	Short-term on-the-job training
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	27,293	28,447	1,154	$11.12	Short-term on-the-job training
11-9199	Managers, All Other	25,672	27,085	1,413	$22.34	Work experience in a related occupation
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	21,287	23,463	2,176	$22.00	Moderate-term on-the-job training
13-2011	Accountants and Auditors	20,829	21,805	976	$24.69	Bachelor's degree
11-9141	Property, Real Estate, and Community Association Managers	19,860	22,906	3,046	$20.84	Work experience in a related occupation
43-1011	First-Line Supervisors of Office and Administrative Support Workers	19,237	20,249	1,012	$20.44	Work experience in a related occupation
43-5081	Stock Clerks and Order Fillers	18,916	19,285	369	$9.99	Short-term on-the-job training
43-6011	Executive Secretaries and Executive Administrative Assistants	14,879	16,325	1,446	$18.58	Work experience in a related occupation
41-3021	Insurance Sales Agents	13,628	15,006	1,378	$18.96	Moderate-term on-the-job training
43-4171	Receptionists and Information Clerks	11,311	12,225	914	$11.40	Short-term on-the-job training
43-5071	Shipping, Receiving, and Traffic Clerks	7,431	7,408	-23	$13.35	Short-term on-the-job training
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	7,199	7,978	779	$27.95	Bachelor's degree
41-9021	Real Estate Brokers	6,829	7,538	709	$20.64	Work experience in a related occupation
43-3021	Billing and Posting Clerks	6,098	6,569	471	$14.08	Short-term on-the-job training
53-3031	Driver/Sales Workers	6,063	6,317	254	$10.41	Short-term on-the-job training
31-9092	Medical Assistants	6,059	6,509	450	$11.96	Moderate-term on-the-job training
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	5,435	5,837	402	$8.41	Short-term on-the-job training
41-2021	Counter and Rental Clerks	5,165	5,394	229	$10.30	Short-term on-the-job training
41-9041	Telemarketers	4,933	5,076	143	$10.71	Short-term on-the-job training
13-1031	Claims Adjusters, Examiners, and Investigators	4,786	4,814	28	$23.74	Long-term on-the-job training
11-9111	Medical and Health Services Managers	4,753	5,240	487	$33.67	Bachelor's degree

SOC Code	Description	2013 Jobs	2018 Jobs	Change	2012 Hourly Earnings	Education
27-3043	Writers and Authors	3,445	3,841	396	$14.96	Bachelor's degree
11-3011	Administrative Services Managers	3,387	3,596	209	$27.03	Work experience in a related occupation
27-1024	Graphic Designers	3,270	3,574	304	$15.78	Bachelor's degree
43-6012	Legal Secretaries	3,078	3,144	66	$14.73	Postsecondary non-degree award
43-9021	Data Entry Keyers	3,037	3,123	86	$15.63	Moderate-term on-the-job training
43-3051	Payroll and Timekeeping Clerks	2,868	3,034	166	$16.18	Moderate-term on-the-job training
13-1041	Compliance Officers	2,704	3,014	310	$20.87	Bachelor's degree
23-2011	Paralegals and Legal Assistants	2,654	2,881	227	$18.84	Associate's degree
27-3091	Interpreters and Translators	2,615	2,838	223	$14.53	Bachelor's degree
13-1081	Logisticians	2,294	2,568	274	$33.11	Bachelor's degree
27-3031	Public Relations Specialists	2,093	2,273	180	$20.55	Bachelor's degree
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	2,073	2,193	120	$15.66	Short-term on-the-job training
43-4151	Order Clerks	1,931	2,001	70	$12.59	Short-term on-the-job training
43-5032	Dispatchers, Except Police, Fire, and Ambulance	1,854	2,020	166	$14.44	Moderate-term on-the-job training
41-3011	Advertising Sales Agents	1,760	1,804	44	$16.73	Moderate-term on-the-job training
13-1022	Wholesale and Retail Buyers, Except Farm Products	1,687	1,767	80	$19.17	Long-term on-the-job training
43-2011	Switchboard Operators, Including Answering Service	1,658	1,475	-183	$10.78	Short-term on-the-job training
31-9094	Medical Transcriptionists	1,621	1,695	74	$12.58	Postsecondary non-degree award
13-1121	Meeting, Convention, and Event Planners	1,595	1,934	339	$20.62	Bachelor's degree
43-4121	Library Assistants, Clerical	1,515	1,634	119	$9.16	Short-term on-the-job training
43-9022	Word Processors and Typists	1,322	1,345	23	$13.61	Short-term on-the-job training
43-9011	Computer Operators	1,069	1,079	10	$16.99	Moderate-term on-the-job training
41-9011	Demonstrators and Product Promoters	961	916	-45	$13.43	Short-term on-the-job training
13-2031	Budget Analysts	679	734	55	$28.51	Bachelor's degree
23-2091	Court Reporters	634	648	14	$19.15	Postsecondary non-degree award
15-2031	Operations Research Analysts	456	505	49	$33.51	Bachelor's degree
41-9031	Sales Engineers	400	443	43	$33.93	Bachelor's degree
43-9031	Desktop Publishers	276	261	-15	$19.53	Associate's degree
43-2021	Telephone Operators	68	67	-1	$10.48	Short-term on-the-job training
43-2099	Communications Equipment Operators, All Other	46	46	0	$17.15	Short-term on-the-job training

Source: EMSI Complete Employment - 2012.4

Largest Growth



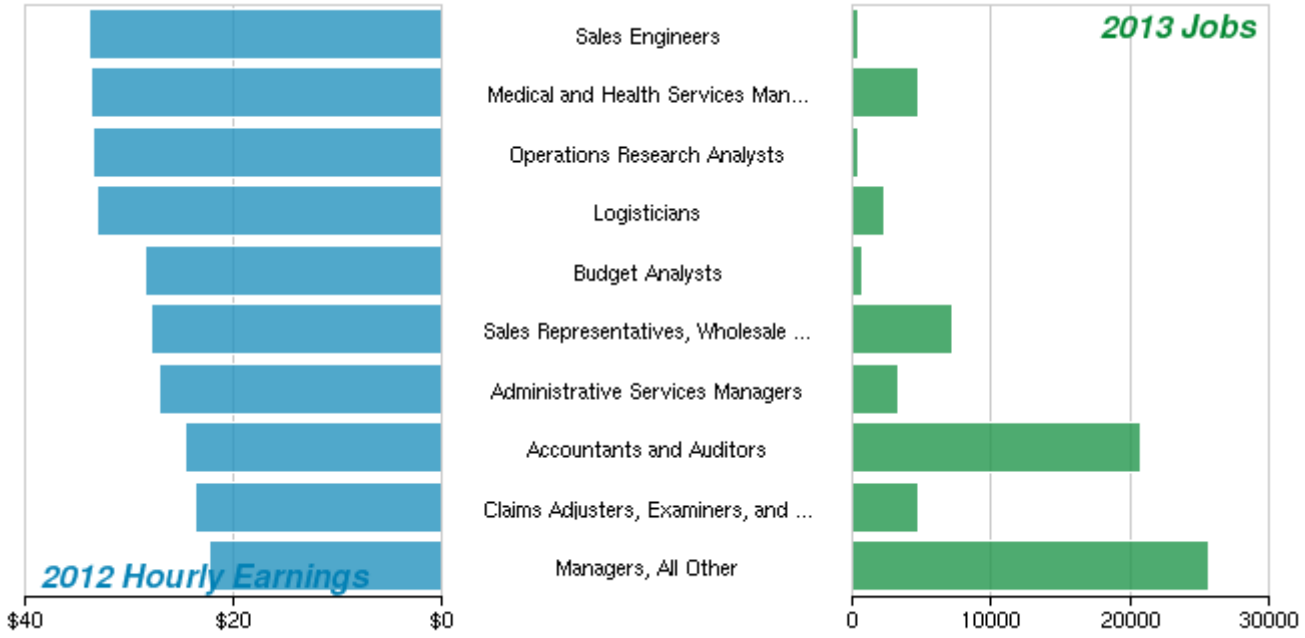
SOC Code	Description	2013 - 2018 Change	Openings	Annual Openings	2012 Hourly Earnings	Education
41-9022	Real Estate Sales Agents	3,873	7,427	1,485	$13.31	Postsecondary non-degree award
41-2031	Retail Salespersons	3,453	11,662	2,332	$9.96	Short-term on-the-job training
11-9141	Property, Real Estate, and Community Association Managers	3,046	5,029	1,006	$20.84	Work experience in a related occupation
43-4051	Customer Service Representatives	2,615	6,681	1,336	$13.22	Short-term on-the-job training
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	2,176	4,637	927	$22.00	Moderate-term on-the-job training
43-3031	Bookkeeping, Accounting, and Auditing Clerks	2,072	4,100	820	$14.37	Moderate-term on-the-job training
43-6011	Executive Secretaries and Executive Administrative Assistants	1,446	2,420	484	$18.58	Work experience in a related occupation
11-9199	Managers, All Other	1,413	4,300	860	$22.34	Work experience in a related occupation
41-3021	Insurance Sales Agents	1,378	2,955	591	$18.96	Moderate-term on-the-job training

SOC Code	Description	2013 - 2018 Change	Openings	Annual Openings	2012 Hourly Earnings	Education
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	1,154	5,693	1,139	$11.12	Short-term on-the-job training
43-1011	First-Line Supervisors of Office and Administrative Support Workers	1,012	3,557	711	$20.44	Work experience in a related occupation
13-2011	Accountants and Auditors	976	3,278	656	$24.69	Bachelor's degree
43-4171	Receptionists and Information Clerks	914	2,595	519	$11.40	Short-term on-the-job training
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	779	1,609	322	$27.95	Bachelor's degree
41-9021	Real Estate Brokers	709	1,456	291	$20.64	Work experience in a related occupation
11-9111	Medical and Health Services Managers	487	1,052	210	$33.67	Bachelor's degree
43-3021	Billing and Posting Clerks	471	994	199	$14.08	Short-term on-the-job training
31-9092	Medical Assistants	450	932	186	$11.96	Moderate-term on-the-job training
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	402	2,343	469	$8.41	Short-term on-the-job training
27-3043	Writers and Authors	396	830	166	$14.96	Bachelor's degree
43-5081	Stock Clerks and Order Fillers	369	2,893	579	$9.99	Short-term on-the-job training
13-1121	Meeting, Convention, and Event Planners	339	486	97	$20.62	Bachelor's degree
13-1041	Compliance Officers	310	468	94	$20.87	Bachelor's degree
27-1024	Graphic Designers	304	802	160	$15.78	Bachelor's degree
13-1081	Logisticians	274	488	98	$33.11	Bachelor's degree
53-3031	Driver/Sales Workers	254	867	173	$10.41	Short-term on-the-job training
41-2021	Counter and Rental Clerks	229	899	180	$10.30	Short-term on-the-job training
23-2011	Paralegals and Legal Assistants	227	426	85	$18.84	Associate's degree
27-3091	Interpreters and Translators	223	578	116	$14.53	Bachelor's degree
11-3011	Administrative Services Managers	209	622	124	$27.03	Work experience in a related occupation
27-3031	Public Relations Specialists	180	456	91	$20.55	Bachelor's degree
43-5032	Dispatchers, Except Police, Fire, and Ambulance	166	341	68	$14.44	Moderate-term on-the-job training
43-3051	Payroll and Timekeeping Clerks	166	458	92	$16.18	Moderate-term on-the-job training
41-9041	Telemarketers	143	787	157	$10.71	Short-term on-the-job training
43-4161	Human Resources Assistants, Except Payroll and	120	407	81	$15.66	Short-term on-the-job training

SOC Code	Description	2013 - 2018 Change	Openings	Annual Openings	2012 Hourly Earnings	Education
	Timekeeping					
43-4121	Library Assistants, Clerical	119	453	91	$9.16	Short-term on-the-job training
43-9021	Data Entry Keyers	86	376	75	$15.63	Moderate-term on-the-job training
13-1022	Wholesale and Retail Buyers, Except Farm Products	80	295	59	$19.17	Long-term on-the-job training
31-9094	Medical Transcriptionists	74	210	42	$12.58	Postsecondary non-degree award
43-4151	Order Clerks	70	361	72	$12.59	Short-term on-the-job training
43-6012	Legal Secretaries	66	335	67	$14.73	Postsecondary non-degree award
13-2031	Budget Analysts	55	125	25	$28.51	Bachelor's degree
15-2031	Operations Research Analysts	49	120	24	$33.51	Bachelor's degree
41-3011	Advertising Sales Agents	44	352	70	$16.73	Moderate-term on-the-job training
41-9031	Sales Engineers	43	113	23	$33.93	Bachelor's degree
13-1031	Claims Adjusters, Examiners, and Investigators	28	720	144	$23.74	Long-term on-the-job training
43-9022	Word Processors and Typists	23	88	18	$13.61	Short-term on-the-job training
23-2091	Court Reporters	14	75	15	$19.15	Postsecondary non-degree award
43-9011	Computer Operators	10	77	15	$16.99	Moderate-term on-the-job training
43-2099	Communications Equipment Operators, All Other	0	7	1	$17.15	Short-term on-the-job training
43-2021	Telephone Operators	-1	13	3	$10.48	Short-term on-the-job training
43-9031	Desktop Publishers	-15	30	6	$19.53	Associate's degree
43-5071	Shipping, Receiving, and Traffic Clerks	-23	1,078	216	$13.35	Short-term on-the-job training
41-9011	Demonstrators and Product Promoters	-45	151	30	$13.43	Short-term on-the-job training
43-2011	Switchboard Operators, Including Answering Service	-183	164	33	$10.78	Short-term on-the-job training

Source: EMSI Complete Employment - 2012.4

Highest Earnings



SOC Code	Description	2012 Hourly Earnings	2013 Jobs	2013 - 2018 Change	Annual Openings	Education
41-9031	Sales Engineers	$33.93	400	43	23	Bachelor's degree
11-9111	Medical and Health Services Managers	$33.67	4,753	487	210	Bachelor's degree
15-2031	Operations Research Analysts	$33.51	456	49	24	Bachelor's degree
13-1081	Logisticians	$33.11	2,294	274	98	Bachelor's degree
13-2031	Budget Analysts	$28.51	679	55	25	Bachelor's degree
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	$27.95	7,199	779	322	Bachelor's degree
11-3011	Administrative Services Managers	$27.03	3,387	209	124	Work experience in a related occupation
13-2011	Accountants and Auditors	$24.69	20,829	976	656	Bachelor's degree
13-1031	Claims Adjusters, Examiners, and Investigators	$23.74	4,786	28	144	Long-term on-the-job training
11-9199	Managers, All Other	$22.34	25,672	1,413	860	Work experience in a related occupation
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	$22.00	21,287	2,176	927	Moderate-term on-the-job training
13-1041	Compliance Officers	$20.87	2,704	310	94	Bachelor's degree

SOC Code	Description	2012 Hourly Earnings	2013 Jobs	2013 - 2018 Change	Annual Openings	Education
11-9141	Property, Real Estate, and Community Association Managers	$20.84	19,860	3,046	1,006	Work experience in a related occupation
41-9021	Real Estate Brokers	$20.64	6,829	709	291	Work experience in a related occupation
13-1121	Meeting, Convention, and Event Planners	$20.62	1,595	339	97	Bachelor's degree
27-3031	Public Relations Specialists	$20.55	2,093	180	91	Bachelor's degree
43-1011	First-Line Supervisors of Office and Administrative Support Workers	$20.44	19,237	1,012	711	Work experience in a related occupation
43-9031	Desktop Publishers	$19.53	276	-15	6	Associate's degree
13-1022	Wholesale and Retail Buyers, Except Farm Products	$19.17	1,687	80	59	Long-term on-the-job training
23-2091	Court Reporters	$19.15	634	14	15	Postsecondary non-degree award
41-3021	Insurance Sales Agents	$18.96	13,628	1,378	591	Moderate-term on-the-job training
23-2011	Paralegals and Legal Assistants	$18.84	2,654	227	85	Associate's degree
43-6011	Executive Secretaries and Executive Administrative Assistants	$18.58	14,879	1,446	484	Work experience in a related occupation
43-2099	Communications Equipment Operators, All Other	$17.15	46	0	1	Short-term on-the-job training
43-9011	Computer Operators	$16.99	1,069	10	15	Moderate-term on-the-job training
41-3011	Advertising Sales Agents	$16.73	1,760	44	70	Moderate-term on-the-job training
43-3051	Payroll and Timekeeping Clerks	$16.18	2,868	166	92	Moderate-term on-the-job training
27-1024	Graphic Designers	$15.78	3,270	304	160	Bachelor's degree
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	$15.66	2,073	120	81	Short-term on-the-job training
43-9021	Data Entry Keyers	$15.63	3,037	86	75	Moderate-term on-the-job training
27-3043	Writers and Authors	$14.96	3,445	396	166	Bachelor's degree
43-6012	Legal Secretaries	$14.73	3,078	66	67	Postsecondary non-degree award
27-3091	Interpreters and Translators	$14.53	2,615	223	116	Bachelor's degree
43-5032	Dispatchers, Except Police, Fire, and Ambulance	$14.44	1,854	166	68	Moderate-term on-the-job training
43-3031	Bookkeeping, Accounting, and Auditing Clerks	$14.37	37,369	2,072	820	Moderate-term on-the-job training
43-3021	Billing and Posting Clerks	$14.08	6,098	471	199	Short-term on-the-job training
43-9022	Word Processors and Typists	$13.61	1,322	23	18	Short-term on-the-job training
41-9011	Demonstrators and Product Promoters	$13.43	961	-45	30	Short-term on-the-job training
43-5071	Shipping, Receiving, and Traffic	$13.35	7,431	-23	216	Short-term

SOC Code	Description	2012 Hourly Earnings	2013 Jobs	2013 - 2018 Change	Annual Openings	Education
	Clerks					on-the-job training
41-9022	Real Estate Sales Agents	$13.31	32,765	3,873	1,485	Postsecondary non-degree award
43-4051	Customer Service Representatives	$13.22	28,832	2,615	1,336	Short-term on-the-job training
43-4151	Order Clerks	$12.59	1,931	70	72	Short-term on-the-job training
31-9094	Medical Transcriptionists	$12.58	1,621	74	42	Postsecondary non-degree award
31-9092	Medical Assistants	$11.96	6,059	450	186	Moderate-term on-the-job training
43-4171	Receptionists and Information Clerks	$11.40	11,311	914	519	Short-term on-the-job training
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	$11.12	27,293	1,154	1,139	Short-term on-the-job training
43-2011	Switchboard Operators, Including Answering Service	$10.78	1,658	-183	33	Short-term on-the-job training
41-9041	Telemarketers	$10.71	4,933	143	157	Short-term on-the-job training
43-2021	Telephone Operators	$10.48	68	-1	3	Short-term on-the-job training
53-3031	Driver/Sales Workers	$10.41	6,063	254	173	Short-term on-the-job training
41-2021	Counter and Rental Clerks	$10.30	5,165	229	180	Short-term on-the-job training
43-5081	Stock Clerks and Order Fillers	$9.99	18,916	369	579	Short-term on-the-job training
41-2031	Retail Salespersons	$9.96	55,753	3,453	2,332	Short-term on-the-job training
43-4121	Library Assistants, Clerical	$9.16	1,515	119	91	Short-term on-the-job training
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	$8.41	5,435	402	469	Short-term on-the-job training

Source: EMSI Complete Employment - 2012.4

*Note: Occupations with fewer than 10 employees are not shown.

Career Cluster Data

Career clusters and pathways are collections of standard occupation (SOC) codes. They are defined by the States' Career Cluster Initiative.

Occupation Data

Organizing regional employment information by occupation provides a workforce-oriented view of the regional economy. EMSI's occupation data are based on EMSI's industry data and regional staffing patterns taken from the Occupational Employment Statistics program (U.S. Bureau of Labor Statistics). Wage information is partially derived from the American Community Survey. The occupation-to-program (SOC-to-CIP) crosswalk is based on one from the U.S. Department of Education, with customizations by EMSI.

State Data Sources

This report uses state data from the following agencies: Oklahoma Employment Security Commission.