

Leadership/Management Occupations

Riverside-San Bernardino-Ontario MSA

Please see page 6 of this document for Leadership/Management occupation definitions and alternative job titles.

Job Opportunities

In the Riverside-San Bernardino-Ontario MSA, Leadership/Management occupations are projected to increase employment by seven percent between 2015 and 2020. By 2020, more than 7,400 job opportunities will be available due to new job growth in this occupation group and replacement need (e.g. retirements); nearly 1,500 job openings each year during the five-year time frame. As shown in the table below, General and Operations Managers is the occupation with the most annual job openings. Leadership/ management occupations that will experience the highest rate of growth are general and operations managers, and administrative services managers.

Table 1. Five-year projections for Leadership/Management occupations

Occupation	2015 Jobs	2020 Jobs	Five-yr Growth	Five-yr % Growth	Five-yr Openings	Annual Openings
General and Operations Managers	20,801	22,517	1,716	8%	4,505	901
Sales Managers	4,864	5,174	310	6%	910	182
Administrative Services Managers	3,330	3,594	264	8%	595	119
Industrial Production Managers	1,474	1,461	(13)	(1%)	235	47
Managers, All Other	7,275	7,602	327	4%	1,185	237
Total	37,744	40,348	2,604	7%	7,430	1,486

Source: EMSI 2016.4 Class of Worker

As a supplement to Table 1, ten-year projections for Leadership/Management occupations are shown in Table 2. As a group, these occupations are projected to increase employment by 13 percent between 2015 and 2025. By 2025, more than 14,800 job opportunities will be available due to new job growth in this occupation group and replacement need; nearly 1,500 job openings each year during the ten-year time frame. Based on the ten year projections below,

the occupations that will experience the highest rate of growth are general and operations managers, and administrative services managers.

Table 2. Ten-year projections for Leadership/Management occupations

Occupation	2015 Jobs	2025 Jobs	Ten-yr Growth	Ten-yr % Growth	10-yr Openings	Annual Openings
General and Operations Managers	20,801	24,000	3,199	15%	8,947	895
Sales Managers	4,864	5,486	622	13%	1,857	186
Administrative Services Managers	3,330	3,791	461	14%	1,136	114
Industrial Production Managers	1,474	1,506	32	2%	493	49
Managers, All Other	7,275	7,944	669	9%	2,389	239
Total	37,744	42,727	4,983	13%	14,822	1,482

Source: EMSI 2016.4 Class of Worker

Earnings

In the Riverside-San Bernardino-Ontario MSA, the median level wage for leadership/management occupations is \$38.79 per hour, well above the MIT Living Wage estimate of \$11.75 per hour for a single adult living in the Riverside-San Bernardino-Ontario MSA. The average annual earnings for these occupations are \$94,245 per year, assuming full-time employment.

Exhibit 3: Earnings for Leadership/Management occupations

Occupation	Entry Hourly Earnings	Median Hourly Earnings	Experienced Hourly Earnings	Average Annual Earnings
General and Operations Managers	\$21.24	\$42.22	\$89.08	\$106,579
Sales Managers	\$19.23	\$42.06	\$87.03	\$106,059
Administrative Services Managers	\$23.87	\$40.97	\$64.16	\$90,709
Industrial Production Managers	\$27.03	\$43.84	\$68.46	\$95,222
Managers, All Other	\$17.20	\$24.80	\$34.23	\$52,541
Averages	\$20.66	\$38.79	\$75.24	\$94,245

Source: EMSI 2016.4 Class of Worker. Entry hourly earnings is 10th percentile, experienced hourly earnings is 90th percentile.

Education Requirements

Table 4 shows the typical entry level education required to enter each leadership/ management occupation. The education requirements from employers in online job postings for each of the occupations in the Leadership/Management group is also displaced in this table. The distribution of education requirements tends to favor Bachelor’s degrees – at least 50 percent of employer postings indicated such education level as a minimum requirement.

Table 4. 2015 Online Job Postings Minimum Advertised Education Requirements for Leadership/Management occupations

Occupation	Typical Entry Level Education	Typical On-The-Job Training	Educational Requirement from Online Job Postings			
			High school or Vocational Training	Associate’s degree	Bachelor’s degree	Graduate or professional degree
General and Operations Managers	Bachelor’s degree	None	40%	5%	50%	5%
Sales Managers	Bachelor’s degree	None	27%	4%	67%	1%
Administrative Services Managers	Bachelor’s degree	None	27%	5%	67%	1%
Industrial Production Managers	Bachelor’s degree	None	12%	6%	78%	5%
Managers, All Other	Bachelor’s degree	None	33%	5%	57%	5%

Source: Bureau of Labor Statistics and Burning Glass

Advertised Skills

Table 5 lists the top skills requested by employers in online job postings for each occupation in the Leadership/Management cluster.

Table 5. Top Skills for Leadership/Management occupations

Occupation	Top Skills
General and Operations Managers	Supervisory Skills, Operations Management, Budgeting, Scheduling, Microsoft Excel, Microsoft Office
Sales Managers	Sales, Sales Management, Budgeting, Sales Goals, Microsoft Excel, Business Development, Microsoft Office
Administrative Services Managers	Budgeting, Supervisory Skills, Microsoft Excel, Staff Management, Repair, Project Management
Industrial Production Managers	Supervisory Skills, Budgeting, Scheduling, Microsoft Office, Microsoft Excel, Production Management
Managers, All Other	Supervisory Skills, Scheduling, Project Management, Budgeting, Microsoft Excel, Microsoft Office

Source: Burning Glass

Advertised Certifications

Table 6 lists the top certifications requested by employers in online job postings for each occupation in the Leadership/Management cluster. Project management was the most frequent certification for occupations in this cluster followed by driver's licenses.

Table 6. Job postings advertisements with top certifications in Riverside- San Bernardino MSA

Occupation	Top Certifications
General and Operations Managers	ServSafe, Casino Gaming License, First AID CPR AED, Commercial Driver's License, Veterinarian License
Sales Managers	Real Estate Certification, CDL Class C, Six Sigma Certification, Accident Health and Life (Insurance)
Administrative Services Managers	Registered Nurse, Wastewater Treatment Plant Operator, ServSafe, Registered Dietitian, Certified Dietary Manager
Industrial Production Managers	Six Sigma Certification, Quality Management, Six Sigma Belt, Certified Professional in Healthcare Quality
Managers, All Other	Project Management Certification, Registered Nurse, First AID CPR AED, Security Clearance, Six Sigma Certification

Source: Burning Glass

Student Completions

Table 8 shows the projected annual job openings for the occupation cluster in Table 1 with the associated TOP6 programs. Table 8 also shows the annual average regional community college awards. Please note, an award is not equivalent to a single person in search of a job opening since students may earn more than one award, such as a degree in addition to a certificate.

Exhibit 9 displays a training gap of 1,285 jobs for the leadership/management occupation in the two-county region.

Table 8: Student Completions and Annual Openings in the Riverside-San Bernardino-Ontario MSA

TOP06	TOP06 Title	Total Annual Openings from Table 1	Annual Avg Associate Degrees (2012-15)	Annual Avg Certificates or Other Credit Awards (2012-15)
050600	Business Management	1,486	89	92
050630	Management Development and Supervision		2	4
050640	Small Business and Entrepreneurship		2	3
050650	Retail Store Operations and Management		1	8
Total			201	

Source: MIS Datamart

Exhibit 9: Training Gap in the Riverside-San Bernardino-Ontario MSA for leadership/management occupations



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Occupation Definitions and Reported Job Titles

General and Operations Managers (SOC: 11-1021)

Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Sample of reported job titles: Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Manager, Plant Superintendent, Production Manager, Store Manager

Sales Managers (SOC: 11-2022)

Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.

Sample of reported job titles: District Sales Manager, National Sales Manager, Regional Sales Manager, Sales and Marketing Vice President, Sales Director, Sales Manager, Sales Representative, Sales Supervisor, Sales Vice President, Store Manager

Administrative Services Managers (SOC: 11-3011)

Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.

Sample of reported job titles: Administrative Assistant, Administrative Coordinator, Administrative Manager, Administrative Officer, Administrative Specialist, Administrator, Business Administrator, Business Manager, Director of Operations, Office Manager

Industrial Production Managers (SOC: 11-3051)

Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

Sample of reported job titles: Area Plant Manager, General Production Manager, Manufacturing Coordinator, Manufacturing Manager, Plant Manager, Plant Senior Manager, Product Line Manager, Production Control Manager, Production Manager, Sub Plant Manager

Managers, All Other (SOC: 11-9199)*

*All managers not listed separately.

Alternate occupation titles: Compliance Managers, Investment Fund Managers, Supply Chain Managers, Security Managers, Loss Prevention Managers, Wind Energy Operations Managers, Wind Energy Project Managers.