



BUSINESS MANAGEMENT & ADMINISTRATION CAREER CLUSTER

DEGREE/TRAINING REQUIRED Standard Occupational System (SOC) Code	OCCUPATION	KANSAS AVERAGE SALARY ⁱ	% CHANGE / EMPLOYMENT PROSPECTS	
			KANSAS 2010-2020 ⁱⁱ	USA 2010-2020 ⁱⁱⁱ
-Associate Degree -Certifications -On the Job Training -2 Yr. Community/Technical Colleges -Registered Apprenticeship				
13-1041	Compliance Officers: Equal Opportunity Specialists/OSDA/ADA Compliance Officers	\$27.08/hr.	+20%	+15%
23-2091	Court Reporters	\$27.13/hr.	+17%	+14%
27-3091	Interpreters and Translators	\$19.65 /hr.	+43%	+42%
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers: Office Managers/ Administrative Support	\$22.38/hr.	+12%	+14%
43-4051	Customer Service Representatives: Customer Service Assistants	\$14.81/hr.	+16%	+15%
43-4121	Library Assistants, Clerical	\$10.24/hr.	+12%	+10%
43-4151	Order Clerks	\$13.65/hr.	+2%	+7%
43-4161	Human Resources Assistants, Except Payroll and Timekeeping: Assignment Clerks/Identification Clerks/Human Resources Clerks	\$17.00/hr.	+8%	+11%
43-4171	Receptionists and Information Clerks	\$11.65/hr.	+20%	+24%
43-5032	Dispatchers, Except Police, Fire, and	\$17.84/hr.	+14%	+19%

ⁱ 2010-2020 Kansas Occupational Outlook Study, <http://www.dol.ks.gov>

ⁱⁱ 2010-2020 Kansas Occupational Outlook Study, <http://www.dol.ks.gov>

ⁱⁱⁱ 2012-2013 National Employment Occupational Outlook Handbook, <http://www.bls.gov/ooh>

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	Ambulance			
43-5071	Shipping, Receiving, and Traffic Clerks	\$14.14/hr.	+2%	0%
43-6011	Executive Secretaries and Administrative Assistants: Executive Assistants / Information Assistants	\$20.05/hr.	+9%	+13%
43-6014	Secretaries, Except Legal, Medical, and Executive	\$13.36/hr.	+4%	+6%
43-9011	Computer Operators	\$16.96/hr.	-12%	-9%
43-9021	Data Entry Keyers: Data Entry Specialists	\$14.11/hr.	-11%	-7%
43-9022	Word Processors and Typists: Stenographers / Records Processing Occupations	\$13.98/hr.	-13%	-11%
43-9031	Desktop Publishers	\$16.31/hr.	-24%	-15%
Bachelor's Degrees Colleges / Universities				
11-1011	Chief Executives: Entrepreneurs/ Government Management	\$76.61/hr.	+3%	+4%
11-1021	General and Operations Managers: Human Resources Managers/ International Human Resources Managers/ Human Resources Generalists	\$47.03/hr.	+1%	+5%
11-2031	Public Relations Managers: Association Managers/ Public Organization Managers	\$43.59/hr.	+11%	+16%
11-3011	Administrative Services Managers	\$36.63/hr.	+14%	+15%
11-3031	Financial Managers: Accounting Managers/ Accounts Payable Managers/ Assistant Credit Managers/ Billing Managers/ Credit and Collection Managers/ Risk	\$50.63/hr.	+8%	+9%

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	Managers			
11-3121	Human Resources Managers, All Other: Industrial Relations Directors/ Employment and Placement Managers/ Employee Assistance Plan Managers/ Compensation and Benefits Managers/ Training and Development Managers	\$41.90/hr.	+15%	+13%
11-3051	Industrial Production Managers: Manufacturing Management	\$37.61/hr.	+14%	+9%
11-3061	Purchasing Managers	\$45.55/hr.	+10%	+7%
11-9111	Medical and Health Services Managers: Hospital Management	\$39.75/hr.	+22%	+22%
13-1078	Human Resources, Training, and Labor Relations Specialists: Human Resources Coordinators/ Human Resources Consultant/ Employer Relations Representatives/ Conciliators/ Mediators/ Arbitrators/ Labor and Personnel Relations Specialists/ Affirmative Action Coordinators	\$26.65/hr.	+17%	+21%
13-1111	Management Analysts	\$37.90/hr.	+15%	+22%
13-1121	Meeting and Convention Planners	\$19.77/hr.	+40%	+44%
15-1121	Computer Systems Analysts: Human Resources Information System Specialists	\$36.72/hr.	+18%	+22%
27-3031	Public Relations Specialists	\$25.51/hr.	+17%	+23%
Graduate Degrees Colleges/Universities				
19-3032	Industrial-Organizational Psychologists	N/A	N/A	+35%

N/A = Data Not Available

Employment is projected to:	Growth compared to average:
increase 21 percent or more	Grow much faster than average
increase 14 to 20 percent	Grow faster than average
increase 7 to 13 percent	Grow about as fast as average
increase 3 to 6 percent	Grow more slowly than average
decrease 2 percent to increase 2 percent	Little or no change
decrease 3 to 9 percent	Decline slowly or moderately
decrease 10 percent or more	Decline rapidly