



BUSINESS MANAGEMENT & ADMINISTRATION CAREER CLUSTER

DEGREE/TRAINING REQUIRED Standard Occupational System (SOC) Code	OCCUPATION	KANSAS MEDIAN ANNUAL WAGE ⁱ	NATIONAL MEDIAN ANNUAL WAGE ⁱⁱⁱ	% CHANGE / EMPLOYMENT PROSPECTS	
				KANSAS 2012-2022 ⁱⁱ	USA 2014-2024 ⁱⁱⁱ
-Associate Degree -Certifications -On the Job Training -2 Yr. Community/Technical Colleges -Registered Apprenticeship					
23-2091	Court Reporters	\$54,360	\$49,500	+1.2%	+1.5%
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers: Office Managers/ Administrative Support	\$45,450	\$52,630	+1.2%	+8.3%
43-4051	Customer Service Representatives: Customer Service Assistants	\$30,190	\$31,720	+1.6%	+9.8%
43-4121	Library Assistants, Clerical	\$21,540	\$24,480	+1.4%	+5.4%
43-4151	Order Clerks	\$30,270	\$32,330	-0.4%	-0.8%
43-4161	Human Resources Assistants, Except Payroll and Timekeeping: Assignment Clerks/Identification Clerks/Human Resources Clerks	\$36,090	\$38,100	0.0%	-4.1%
43-4171	Receptionists and Information Clerks	\$24,230	\$27,300	+1%	+9.5%

ⁱ 2012-2022 Kansas Occupational Outlook Study, <http://www.dol.ks.gov>

ⁱⁱ 2012-2022 Kansas Occupational Outlook Study, <http://www.dol.ks.gov>

ⁱⁱⁱ 2015-2016 National Employment Occupational Outlook Handbook, <http://www.bls.gov/ooh>

43-5032	Dispatchers, Except Police, Fire, and Ambulance	\$34,990	\$37,150	+1%	+4.4%
43-5071	Shipping, Receiving, and Traffic Clerks	\$28,990	\$30,450	+0.7%	-2.2%
43-6011	Executive Secretaries and Administrative Assistants: Executive Assistants / Information Assistants	\$42,740	\$53,370	-0.2%	-5.7%
43-6014	Secretaries, Except Legal, Medical, and Executive	\$28,780	\$33,910	+1.3%	+2.6%
43-9011	Computer Operators	\$37,390	\$40,420	-1.6%	-19%
43-9021	Data Entry Keyers: Data Entry Specialists	\$29,150	\$29,460	-2.6%	-3.7%
43-9022	Word Processors and Typists: Stenographers / Records Processing Occupations	\$30,190	\$37,610	-2.6%	-15.7%
43-9031	Desktop Publishers	\$31,610	\$39,840	-1.7%	-21%
Bachelor's Degrees Colleges / Universities					
11-1011	Chief Executives: Entrepreneurs/ Government Management	\$142,710	\$175,110	+0.7%	-1.2%
11-1021	General and Operations Managers: Human Resources Managers/ International Human Resources Managers/ Human Resources Generalists	\$87,290	\$97,730	+1.2%	+7.1%
11-2031	Public Relations Managers: Association Managers/ Public Organization Managers	\$81,880	\$104,140	+1%	+7.1%
11-3011	Administrative Services Managers	\$72,860	\$86,110	+1.3%	+8.2%
11-3031	Financial Managers: Accounting Managers/ Accounts Payable Managers/ Assistant Credit Managers/ Billing Managers/	\$92,900	\$117,990	+1.3%	+6.8%

	Credit and Collection Managers/ Risk 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	\$88,360	\$104,440	+1.7%	+8.8%
11-3051	Industrial Production Managers: Manufacturing Management	\$77,160	\$93,940	+0.6%	-3.7%
11-3061	Purchasing Managers	\$88,370	\$108,120	+0.5%	+1%
11-9111	Medical and Health Services Managers: Hospital Management	\$75,110	\$94,500	+1.9%	+16.9%
13-1041	Compliance Officers: Equal Opportunity Specialists/OSDA/ADA Compliance Officers	\$57,120	\$65,640	+1%	+3.3%
13-1075	Labor Relations Specialists: Employee Relations Specialist/Industrial Relations Analyst/Industrial Relations Specialist/Labor Relations	\$58,060	\$58,820	-0.6%	-7.8%
13-1111	Management Analysts	\$73,470	\$81,320	+1.9%	+13.6%
13-1121	Meeting and Convention Planners	\$40,980	\$46,840	+2.7%	+9.9%
15-1121	Computer Systems Analysts: Human Resources Information System Specialists	\$74,450	\$85,800	+2.5%	+20.9%
27-3031	Public Relations Specialists	\$50,500	\$56,770	+1.1%	+6.2%
27-3091	Interpreters and Translators	\$27,210	\$44,190	+4%	+28.7%
Graduate Degrees Colleges/Universities					
19-3032	Industrial-Organizational Psychologists	N/A	\$77,350	N/A	+19.1%

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