

Occupation Title: Human Resources Assistants, Except Payroll and Timekeeping

Industry Sector: Finance and Business

EMSI Data As Of: September 2016

Standard Occupational Classification Code: 43-4161

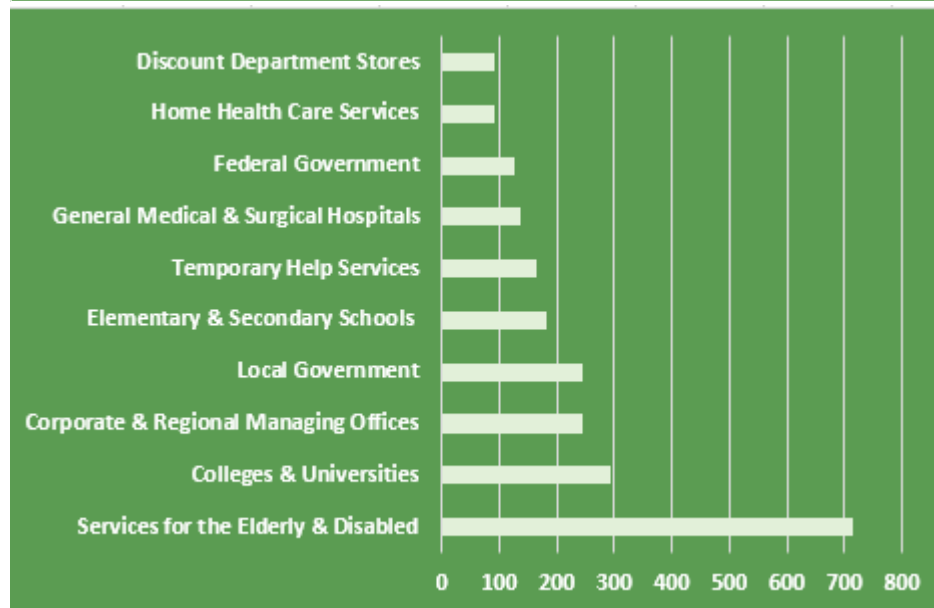
2015-2020 JOB OPENINGS AREA DISTRIBUTION					
Area	# of Jobs 2015	# of Jobs 2020	% Change 2015-20	Replacements 2015-20	Job Openings 2015-20
Los Angeles County	4,892	5,063	3%	284	455
Orange County	1,813	1,848	2%	105	140
Long Beach	230	231	0%	19	20

% Change represents employment growth projected in the next five years (new jobs created).
Replacements are the number of jobs that are projected to be open due to retirements and turnover.
Job Openings represent all job openings, whether the jobs are new or due to retirements /turnover.

EMPLOYMENT WAGE INFORMATION- LA COUNTY				
2015 Employment Wage Statistics	Rate type	Entry level	Median	Experienced
	Annual Wage or Salary	\$33,945.60	\$42,993.60	\$53,060.80
	Hourly Wage	\$16.32	\$20.67	\$25.51

Earnings exclude benefits. Median earnings represent the wage at which half of the workers in the occupation earned more than that amount

TOP 10 INDUSTRIES EMPLOYING THIS OCCUPATION—LA COUNTY



REAL-TIME EMPLOYERS WITH JOB OPENINGS- LA COUNTY

Employer	Title(s)
Officeteam	Human Resources Assistant
Robert Half International Inc.	Human Resources Assistant
Trade Press Publishing Corp	Human Resources Assistant
Appleone	Human Resources (HR) Coordinator
Ajilon Professional Staffing LLC	Human Resources Assistant
Act One Inc.	Human Resources (HR) Coordinator
Target Corporation	Human Resources (HR) Manager
Los Angeles County	Human Resources Assistant
Restaurant Depot Inc.	Human Resources Assistant
Aerotek	Human Resources Assistant

Human Resources Assistants, Except Payroll and Timekeeping: Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

Sample of Reported Job Titles: Administrative Assistant, Human Resources Administrative Assistant, Human Resources Assistant (HR Assistant), Human Resources Associate (HR Associate), Human Resources Consultant (HR Consultant), Human Resources Coordinator (HR Coordinator), Human Resources Representative (HR Representative), Human Resources Specialist (HR Specialist), Human Resources Technician (HR Technician), Personnel Assistant.