

Middle-Wage Jobs Industry Data Series: PROFESSIONAL & BUSINESS SERVICES



MIDDLE-WAGE JOB: Occupations requiring some training or education beyond high school, but not necessarily a 4-year degree, and paying a living wage.ⁱ

PROFESSIONAL & BUSINESS SERVICES SECTORⁱⁱ: The Professional and Business Services cluster consists of a wide range of technical and professional services sold mainly to other businesses. The Professional and Business Services supersector consists of these sectors:

Professional, Scientific, and Technical Services comprises establishments that specialize in performing professional, scientific, and technical activities for others. Activities performed include: legal advice and representation; accounting, bookkeeping, and payroll services; architectural, engineering, and specialized design services; computer services; consulting services; research services; advertising services; photographic services; translation and interpretation services; veterinary services; and other professional, scientific, and technical services.ⁱⁱⁱ

Management of Companies and Enterprises comprises (1) establishments that hold the securities of (or other equity interests in) companies and enterprises for the purpose of owning a controlling interest or influencing management decisions or (2) establishments (except government establishments) that administer, oversee, and manage establishments of the company or enterprise and that normally undertake the strategic or organizational planning and decision making role of the company or enterprise. Establishments that administer, oversee, and manage may hold the securities of the company or enterprise.^{iv}

Administrative and Support and Waste Management and Remediation Services comprises establishments performing routine support activities for the day-to-day operations of other organizations. Activities performed include: office administration, hiring and placing of personnel, document preparation and similar clerical services, solicitation, collection, security and surveillance services, cleaning, and waste disposal services.^v

PROFESSIONAL & BUSINESS SERVICES OCCUPATIONS: The diversity of industries included in this cluster makes for a complex group of occupations. Occupations in the Professional & Business Services sector are relatively diverse, including those office-related occupations relying on computer skills as well as managerial and supervisory roles. Unlike other industry sectors, such as Health Care and Construction, where many of the jobs in occupations most associated with that cluster are also located in the cluster, thousands of business and professional jobs exist in other industry clusters, greatly expanding the job base of these occupations.

2010 MIDDLE-WAGE PROFESSIONAL & BUSINESS SERVICES JOBS BY EARNINGS AND EDUCATION

The following occupations are identified as Professional & Business Services Jobs in Demand for Seattle-King County.[†]

Occupation	2010 Jobs	Current Median Hourly Earnings	Education Level
Managers, all other	8,488	\$24.89	Work experience in a related field
First-line supervisors/managers of office and administrative support workers	6,764	\$25.62	Work experience in a related field
Payroll and timekeeping clerks	814	\$21.01	Moderate-term on-the-job training
Executive secretaries and administrative assistants	5,441	\$22.64	Moderate-term on-the-job training
Legal secretaries	2,013	\$23.51	Postsecondary vocational awards
Computer operators	395	\$21.50	Moderate-term on-th-job training

Source: Economic Modeling Specialists Inc. (EMSI)

[†] Demand occupations are defined by the Demand/Decline list for Seattle-King County Workforce Development Area.

MIDDLE-WAGE PROFESSIONAL & BUSINESS SERVICES OCCUPATIONAL PROJECTIONS – Seattle-King County

Middle-wage Health Care Occupations are slated for long-term growth for the region.

Occupation	Avg. Annual Growth Rate 2008-2013	Avg. Annual Growth Rate 2013-2018
Managers, all other	0.2%	1.1%
First-line supervisors/managers of office and administrative support workers	-0.3%	1.0%
Payroll and timekeeping clerks	0.0%	1.9%
Executive secretaries and administrative assistants	0.3%	1.1%
Legal secretaries	1.1%	0.6%
Computer operators	2.1%	2.1%

Source: Washington State Employment Security Department Workforce Explorer – www.workforceexplorer.com

MAJOR PROFESSIONAL & BUSINESS SERVICES EMPLOYERS LOCALLY

Major Professional & Business Services Employers in the King County area include ER Solutions, Russell Investments, Stewart Title Co., Perkins Coie LLP, Harris Group Inc, Boeing Corporation, and Puget Energy Inc., to name a few.

Industry Title	Number of Individuals Employed in Industry by Occupation 2007 Seattle-King County WDA						
	Number of Employers in King County	Executive Secretaries and Admin. Assistants	Managers, all other	First-Line Supervisors/ Managers of Office and Admin. Support Workers	Payroll and Timekeeping Clerks	Legal Secretaries	Computer Operators
Legal Services	3,292	226	93			1,760	
Depository Credit Intermediation	827	379	203	1,040		2	28
Management of Companies and Enterprises	69	539	47	504	197	12	110
Employment Services	443	400	79	330	181	7	101
Architectural and Engineering Services	2,020	915	131		28		
Aerospace Product and Parts Manufacturing	47	556	331				21
Insurance Agencies, Brokerages and Support	1,497	365	291				
Software Publishers	36		544			9	40
Management and Technical Consulting Services	2,215	278	284			7	

Source: Washington State Employment Security Department Workforce Explorer – www.workforceexplorer.com

- i. Accessible middle-wage jobs are identified as those paying at least \$21 an hour in 2008 and requiring some education beyond high school but not necessarily a 4-yr degree. \$21/hr, assuming 2 full-time earners, is equivalent to annual earnings of \$43,680 per person, \$87,903 for two earners, which is roughly the median family income for King County for 2008 (American Community Survey).
- ii. Paul Sommers, Ph.D, Mark Gardner, and Juliet Scarpa. March 2008. "Skills Required: Preparing Puget Sound for Tomorrow's Middle Wage Jobs" Seattle Jobs Initiative.
- iii. <http://www.bls.gov/iag/tgs/iag54.htm>
- iv. <http://www.bls.gov/iag/tgs/iag55.htm>
- v. <http://www.bls.gov/iag/tgs/iag56.htm>