



Occupational Employment Statistics

Occupational Employment and Wages, May 2013

43-4161 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.

[National estimates for this occupation](#)

[Industry profile for this occupation](#)

[Geographic profile for this occupation](#)

National estimates for this occupation: [Top](#)

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
136,960	0.6 %	\$18.52	\$38,520	0.2 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$11.96	\$14.76	\$18.12	\$21.92	\$26.08
Annual Wage (2)	\$24,870	\$30,700	\$37,680	\$45,590	\$54,240

Industry profile for this occupation: [Top](#)

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Federal Executive Branch (OES Designation)	11,090	0.55	\$20.63	\$42,910
Management of Companies and Enterprises	10,510	0.49	\$18.78	\$39,050

Employment Services	6,940	0.21	\$16.88	\$35,100
Other General Merchandise Stores	6,720	0.38	\$16.34	\$33,990
Local Government (OES Designation)	6,560	0.12	\$19.60	\$40,770

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Federal Executive Branch (OES Designation)	11,090	0.55	\$20.63	\$42,910
Management of Companies and Enterprises	10,510	0.49	\$18.78	\$39,050
Department Stores	5,980	0.43	\$14.51	\$30,170
Other General Merchandise Stores	6,720	0.38	\$16.34	\$33,990
Office Administrative Services	1,510	0.35	\$17.56	\$36,520

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Metal Ore Mining	60	0.14	\$25.86	\$53,780
Computer and Peripheral Equipment Manufacturing	130	0.09	\$24.27	\$50,490
Wired Telecommunications Carriers	850	0.14	\$24.25	\$50,450
Offices of Dentists	180	0.02	\$23.97	\$49,850
Motor Vehicle Manufacturing	70	0.04	\$22.87	\$47,560

Geographic profile for this occupation: [Top](#)

States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.



States with the highest employment level in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	15,950	1.08	1.05	\$20.77	\$43,210
Texas	10,580	0.97	0.94	\$17.84	\$37,110
New York	8,340	0.97	0.94	\$19.10	\$39,720
Florida	7,200	0.97	0.94	\$16.57	\$34,460
Pennsylvania	7,160	1.27	1.23	\$17.68	\$36,770



States with the highest concentration of jobs and location quotients in this occupation:

State	Employment <u>(1)</u>	Employment per thousand jobs	Location quotient <u>(9)</u>	Hourly mean wage	Annual mean wage <u>(2)</u>
District of Columbia	1,120	1.68	1.63	\$21.93	\$45,620
Maryland	4,040	1.60	1.54	\$20.53	\$42,700
Hawaii	970	1.60	1.55	\$18.22	\$37,890
Alaska	510	1.57	1.52	\$20.92	\$43,520
North Carolina	5,260	1.33	1.29	\$16.94	\$35,230



Top paying States for this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Massachusetts	3,160	0.97	0.94	\$22.25	\$46,290
District of Columbia	1,120	1.68	1.63	\$21.93	\$45,620
Connecticut	1,350	0.82	0.80	\$21.33	\$44,360
Alaska	510	1.57	1.52	\$20.92	\$43,520
California	15,950	1.08	1.05	\$20.77	\$43,210



Metropolitan areas with the highest employment level in this occupation:

Metropolitan area	Employment <u>(1)</u>	Employment per thousand jobs	Location quotient <u>(9)</u>	Hourly mean wage	Annual mean wage <u>(2)</u>
<u>New York-White Plains- Wayne, NY-NJ Metropolitan Division</u>	4,670	0.89	0.86	\$19.56	\$40,690
<u>Los Angeles-Long Beach- Glendale, CA Metropolitan Division</u>	3,970	1.00	0.97	\$20.38	\$42,400
<u>Washington-Arlington- Alexandria, DC-VA-MD- WV Metropolitan Division</u>	3,100	1.31	1.27	\$21.03	\$43,750

Chicago-Joliet-Naperville, IL Metropolitan Division	2,990	0.81	0.78	\$20.34	\$42,310
Atlanta-Sandy Springs-Marietta, GA	2,600	1.13	1.09	\$18.87	\$39,260
Philadelphia, PA Metropolitan Division	2,600	1.41	1.37	\$18.67	\$38,830
Minneapolis-St. Paul-Bloomington, MN-WI	2,400	1.34	1.30	\$19.65	\$40,870
Houston-Sugar Land-Baytown, TX	2,360	0.86	0.83	\$18.58	\$38,650
Baltimore-Towson, MD	2,330	1.82	1.76	\$20.38	\$42,390
Dallas-Plano-Irving, TX Metropolitan Division	2,070	0.96	0.93	\$19.24	\$40,010



Metropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<u>Elizabethtown, KY</u>	500	10.78	10.44	\$20.17	\$41,950
<u>Manhattan, KS</u>	150	2.94	2.85	\$16.90	\$35,160
<u>Lawton, OK</u>	120	2.88	2.79	\$17.25	\$35,870
<u>Columbus, GA-AL</u>	300	2.65	2.57	\$17.19	\$35,750
<u>Fayetteville, NC</u>	330	2.60	2.52	\$16.05	\$33,390
<u>Jacksonville, NC</u>	110	2.55	2.47	\$16.02	\$33,310
<u>Hinesville-Fort Stewart, GA</u>	40	2.49	2.41	\$18.31	\$38,080
<u>Montgomery, AL</u>	380	2.41	2.33	\$16.83	\$35,000
<u>Hanford-Corcoran, CA</u>	90	2.28	2.21	\$19.32	\$40,180
<u>Mankato-North Mankato, MN</u>	100	2.09	2.03	\$16.00	\$33,280



Top paying metropolitan areas for this occupation:

Metropolitan area	Employment <u>(1)</u>	Employment per thousand jobs	Location quotient <u>(9)</u>	Hourly mean wage	Annual mean wage <u>(2)</u>
<u>San Jose-Sunnyvale-Santa Clara, CA</u>	1,090	1.17	1.13	\$24.24	\$50,410
<u>Boston-Cambridge-Quincy, MA NECTA Division</u>	1,860	1.06	1.03	\$23.58	\$49,040
<u>San Francisco-San Mateo-Redwood City, CA Metropolitan Division</u>	880	0.84	0.81	\$23.20	\$48,250
<u>New Haven, CT</u>	230	0.86	0.83	\$23.18	\$48,210

Lowell-Billerica-Chelmsford, MA-NH NECTA Division	120	1.05	1.02	\$22.65	\$47,120
Kankakee-Bradley, IL	30	0.76	0.73	\$22.10	\$45,970
Hartford-West Hartford-East Hartford, CT	400	0.72	0.69	\$22.08	\$45,920
Bethesda-Rockville-Frederick, MD Metropolitan Division	740	1.32	1.28	\$21.99	\$45,750
Peabody, MA NECTA Division	80	0.77	0.74	\$21.98	\$45,720
Waterbury, CT	50	0.78	0.76	\$21.85	\$45,450

Nonmetropolitan areas with the highest employment in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Other North Carolina nonmetropolitan area	420	1.41	1.37	\$15.43	\$32,080
Western Central North Carolina nonmetropolitan area	320	1.28	1.23	\$17.07	\$35,500
East Central Pennsylvania nonmetropolitan area	320	1.35	1.31	\$17.02	\$35,400
Kansas nonmetropolitan area	300	0.77	0.75	\$16.25	\$33,800
Eastern Texas nonmetropolitan area	250	0.88	0.85	\$16.21	\$33,720

Nonmetropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Southeast Alaska nonmetropolitan area	120	3.52	3.40	\$23.00	\$47,830
Southeast Arizona nonmetropolitan area	110	1.93	1.87	\$17.82	\$37,070
Southwestern Wisconsin nonmetropolitan area	120	1.79	1.73	\$19.36	\$40,270
Southeast Alabama nonmetropolitan area	140	1.68	1.62	\$16.61	\$34,550

Southwestern New Hampshire nonmetropolitan area	70	1.66	1.61	\$18.41	\$38,290
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Top paying nonmetropolitan areas for this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Other Nevada nonmetropolitan area	60	1.04	1.00	\$25.68	\$53,400
North Central Massachusetts nonmetropolitan area	30	1.32	1.28	\$24.49	\$50,940
Southeast Alaska nonmetropolitan area	120	3.52	3.40	\$23.00	\$47,830
Northeastern Virginia nonmetropolitan area	60	1.30	1.26	\$22.08	\$45,920
Mother Lode Region of California nonmetropolitan area	50	1.41	1.36	\$21.84	\$45,420

[About May 2013 National, State, Metropolitan, and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

These estimates are calculated with data collected from employers in all industry sectors, all metropolitan and nonmetropolitan areas, and all states and the District of Columbia. The top employment and wage figures are provided above. The complete list is available in the [downloadable XLS files](#).

The percentile wage estimate is the value of a wage below which a certain percent of workers fall. The median wage is the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more than the median. [More about percentile wages](#).

(1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

(2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly mean wage published, the annual wage has been directly calculated from the reported survey data.

(3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.

(9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

Other OES estimates and related information:

[May 2013 National Occupational Employment and Wage Estimates](#)

[May 2013 State Occupational Employment and Wage Estimates](#)

[May 2013 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

[May 2013 National Industry-Specific Occupational Employment and Wage Estimates](#)

[May 2013 Occupation Profiles](#)

[Technical Notes](#)

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U.S. Bureau of Labor Statistics | Division of Occupational Employment Statistics, PSB Suite 2135, 2 Massachusetts Avenue, NE
Washington, DC 20212-0001

www.bls.gov/OES | Telephone: 1-202-691-6569 | [Contact OES](#)