



## 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 <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
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 <a href="#">(2)</a>	\$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 <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Federal Executive Branch (OES Designation)</a>	11,090	0.55	\$20.63	\$42,910
<a href="#">Management of Companies and Enterprises</a>	10,510	0.49	\$18.78	\$39,050

<a href="#">Employment Services</a>	6,940	0.21	\$16.88	\$35,100
<a href="#">Other General Merchandise Stores</a>	6,720	0.38	\$16.34	\$33,990
<a href="#">Local Government (OES Designation)</a>	6,560	0.12	\$19.60	\$40,770

Industries with the highest concentration of employment in this occupation:

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

Top paying industries for this occupation:

<b>Industry</b>	<b>Employment (1)</b>	<b>Percent of industry employment</b>	<b>Hourly mean wage</b>	<b>Annual mean wage (2)</b>
<a href="#">Metal Ore Mining</a>	60	0.14	\$25.86	\$53,780
<a href="#">Computer and Peripheral Equipment Manufacturing</a>	130	0.09	\$24.27	\$50,490
<a href="#">Wired Telecommunications Carriers</a>	850	0.14	\$24.25	\$50,450
<a href="#">Offices of Dentists</a>	180	0.02	\$23.97	\$49,850
<a href="#">Motor Vehicle Manufacturing</a>	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:

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



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

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



Top paying States for this occupation:

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



Metropolitan areas with the highest employment level in this occupation:

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

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



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

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





Top paying metropolitan areas for this occupation:

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

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

Nonmetropolitan areas with the highest employment in this occupation:

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

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

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

<a href="#">Southwestern New Hampshire nonmetropolitan area</a>	70	1.66	1.61	\$18.41	\$38,290
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Top paying nonmetropolitan areas for this occupation:

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

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#### [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.

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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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