

MANAGEMENT ANALYST

WHAT WILL I BE DOING?

- Advise others on business or operational matters
- Prepare research reports
- Analyze jobs using observation, survey, or interview techniques
- Analyze business or financial data
- Confer with personnel to coordinate business operations

NATIONAL, STATE AND LOCAL WAGE INFORMATION

	2017 Entry Level Hourly Wage	2016 Employment	Projected 2026 Employment
Capital Area	\$26.47	3,479	4,148
Texas	\$28.00	41,007	49,704
United States	\$24.79	806,400	921,600

WHAT JOB TITLES SHOULD I SEARCH FOR?

- Administrative Analyst
- Business Analyst
- Program Management Analyst
- Quality Control Analyst

WHERE COULD I WORK?

- Professional, Scientific, and Technical Services
- Management of Companies and Enterprises
- Healthcare
- Government
- Self-Employed Workers

KNOWLEDGE AND SKILLS NEEDED

WHAT TYPE OF EDUCATION AND/OR TRAINING WILL I NEED?

Workers in occupations at this level can develop the skills needed for average job performance after completing formal training in a trade or technical school or in a community college that last between six months and two years. After receiving training, workers must become certified.

WILL I NEED A SPECIAL LICENSE OR CERTIFICATION?

Many occupations prefer or require at least one certification for entry or advancement.

Primary Data Sources: Texas Workforce Commission at texaslmi.com, JobsEQ at jobseq.egsuite.com, Bureau of Labor Statistics at bls.gov, and CareerOneStop at careerinfonet.org October 2018



OCCUPATIONAL PROFILE

For Staff Use
SOC: 13-1111
CIP: 52.0211

MANAGEMENT ANALYST

CAPITAL AREA CAREER LADDER

* Also Included on Targeted Occupation List (PY 2019)

Administrative Services Manager

Hourly Wages

- Entry Level: \$33.81
- Median Level: \$51.80

Typical Education & Experience

- Bachelor's Degree
- Less than 5 years experience

70 new & replacement positions between 2016-2026

*Management Analyst

Hourly Wages

- Entry Level: \$26.47
- Median Level: \$40.37

Typical Education & Experience

- Associate's or Bachelor's Degree
- Less than 5 years experience

146 new & replacement positions between 2016-2026

Executive Secretary & Administrative Assistant

Hourly Wages

- Entry Level: \$20.92
- Median Level: \$27.41

Typical Education & Experience

- High School Diploma or Equivalent
- Less than 5 years experience

250 new & replacement positions between 2016-2026

*Secretary & Administrative Assistant

Hourly Wages

- Entry Level: \$11.58
- Median Level: \$16.88

Typical Education & Experience

- High School Diploma or Equivalent
- Short-term on-the-job training

760 new & replacement positions between 2016-2026

This Career Ladder is for illustrative purposes and does not display all pathways for career advancement. For more information or feedback email: CareerLadder@wfscapitalarea.com

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Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice). www.wfscapitalarea.com

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