Management Analyst

WORKFORCE SOLUTIONS Capital Area
Connecting People to Jobs

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

	2019 Entry Level Hourly Wage	2018 Employment	Projected 2028 Employment
Capital Area	**$28.40**	**4,094**	**4,889**
Texas	$29.10	44,819	56,771
United States	$23.90	876,300*	970,200*

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.

For Staff Use
SOC: 13-1111
CIP: 52.0211

MANAGEMENT ANALYST

OCCUPATIONAL PROFILE

CAPITAL AREA CAREER LADDER

* Also Included on Targeted Occupation List (PY 2021)

Administrative Services Manager

Hourly Wages
- Entry Level: $36.03
- Median Level: $51.43

Typical Education & Experience
- Bachelor's Degree
- Less than 5 years experience

365 new & replacement positions between 2018-2028

*Management Analyst

Hourly Wages
- Entry Level: $28.40
- Median Level: $41.11

Typical Education & Experience
- Associate's or Bachelor's Degree
- Less than 5 years experience

795 new & replacement positions between 2018-2028

Executive Secretary & Administrative Assistant

Hourly Wages
- Entry Level: $21.67
- Median Level: $28.22

Typical Education & Experience
- High School Diploma or Equivalent
- Less than 5 years experience

*Secretaries and Administrative Assistants

Hourly Wages
- Entry Level: $12.54
- Median Level: $17.64

Typical Education & Experience
- High School Diploma or Equivalent
- Short-term on-the-job training

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

A proud partner of the americanjobcenter®network