

Career Clusters

Business Management & Administration is one of the 16 Career Clusters identified by the U.S. Department of Education and adopted by the State of Alabama. These Career Clusters represent more than 79 career pathways with the purpose of assisting students in navigating their way successfully in college and careers.

The Alabama Department of Labor further defines these career pathways by selecting common occupations with related education requirements, work experience, wages and typical training needed, as defined by the U.S. Bureau of Labor Statistics. Included in this pamphlet are the high skilled, high demand, and high wage occupations associated with Business Management & Administration.



Careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.

Earnings

Occupation	SALARY		
	Entry	Average	Experienced
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	\$24,313	\$32,839	\$37,103
Receptionists and Information Clerks	\$17,609	\$23,519	\$26,474
Bookkeeping, Accounting, and Auditing Clerks	\$24,658	\$34,345	\$39,189
Payroll and Timekeeping Clerks	\$25,195	\$36,663	\$42,398
Executive Secretaries and Executive Administrative Assistants	\$39,446	\$52,534	\$59,078
New Accounts Clerks	\$25,182	\$30,330	\$32,905
Human Resources Managers	\$61,491	\$93,634	\$109,705
General and Operations Managers	\$64,837	\$119,850	\$147,357
Accountants and Auditors	\$40,978	\$63,908	\$75,373
Administrative Services Managers	\$56,903	\$94,449	\$113,222
Budget Analysts	\$49,204	\$73,647	\$85,868
Purchasing Managers	\$68,804	\$104,298	\$122,045
Management Analysts	\$53,862	\$90,315	\$108,542
Human Resources Specialists	\$37,453	\$58,165	\$68,521

Employment

Occupation	TOTAL EMPLOYMENT		Average Annual Openings
	2012	2022	
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	42,330	48,550	1,130
Receptionists and Information Clerks	11,640	13,320	480
Bookkeeping, Accounting, and Auditing Clerks	24,120	26,900	500
Payroll and Timekeeping Clerks	2,770	3,080	90
Executive Secretaries and Administrative Assistants	4,310	4,250	50
New Accounts Clerks	610	580	15
Human Resources Managers	1,010	1,140	40
General and Operations Managers	27,430	30,970	865
Accountants and Auditors	15,970	17,730	650
Administrative Services Managers	880	970	25
Budget Analysts	1,160	1,230	55
Purchasing Managers	960	1,000	25
Management Analysts	5,880	7,120	215
Human Resources Specialists	4,210	4,370	95

Education

HIGH SCHOOL OR LESS

Occupation	Work Experience	Job Training
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	■	○
Receptionists and Information Clerks	■	○
Bookkeeping, Accounting, and Auditing Clerks	■	●
Payroll and Timekeeping Clerks	■	●
Executive Secretaries and Executive Administrative Assistants	▲	○
New Accounts Clerks	■	●

BACHELOR'S DEGREE AND ABOVE

Human Resources Managers	▲	○
General and Operations Managers	▲	○
Accountants and Auditors	■	○
Administrative Services Managers	▲	○
Budget Analysts	■	○
Purchasing Managers	▲	○
Management Analysts	▲	○
Human Resources Specialists	■	○

Typical On-the-Job Training Needed to Attain Competency	Work Experience in a Related Occupation
None	○ More than 5 years ▲
Short-term On-the-Job Training	● 1 to 5 years ▲
Moderate-term On-the-Job Training	● Less than 1 year ▲
Long-term On-the-Job Training	● None ▲
Apprenticeship	◆
Internship/Residency	▲

Career Snapshot

The occupations reporting the highest average salaries require a Bachelor's degree or higher and no on-the-job training. These occupations include General & Operations Managers, Purchasing Managers, and Administrative Services Managers. General & Operations Managers and Administrative Services Managers require 1 to 5 years of prior work experience in a related occupation. Purchasing Managers require more than 5 years of prior work experience to enter the occupation.

The occupations reporting the highest average annual openings include Secretaries & Administrative Assistants, Except Legal, Medical, & Executive; General & Operations Managers; and Accountants and Auditors. Secretaries & Administrative Assistants require a high school education, or less, and short-term on-the-job training. Accountants & Auditors both require an education consisting of a Bachelor's degree or higher.

Occupation(s) also noted as High Demand: General & Operations Managers and Management Analysts

Career Clusters

Agriculture, Food & Natural Resources

Architecture & Construction

Arts, A/V Technology & Communications

Business Management & Administration

Education & Training

Finance

Government & Public Administration

Health Science

Hospitality & Tourism

Human Services

Information Technology

Law, Public Safety, Corrections & Security

Manufacturing

Marketing, Sales & Service

Science, Technology, Engineering & Mathematics

Transportation, Distribution & Logistics

For more information regarding
Career Clusters, visit:
www.careertech.org/career-clusters
www.altechprep.org/clusters.html

For Occupational Videos, visit:
www2.labor.alabama.gov/videos



Alabama Department of Labor
Labor Market Information Division
649 Monroe Street
Montgomery, AL 36131
www.labor.alabama.gov/lmi

*Average Annual Salary Source:
Wage data based on the May 2014 OES Employment & Wage File,
In partnership with the Alabama Department of Education
Career and Technical Education Section.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

A glance into the world of...



*Business Management
& Administration*

Alabama Department of Labor
Labor Market Information Division

