

Careers in Management¹

Employment of administrative services managers is projected to **grow about as fast as the average** for all occupations through 2014. Like persons seeking other managerial positions, applicants will face keen competition because there will be more competent, experienced workers seeking jobs than there will be positions available. Administrative services managers employed in management services and management consulting should be in demand, as public and private organizations continue to streamline and, in some cases, contract out administrative services functions in an effort to cut costs.

Overall employment of human resources, training, and labor relations managers and specialists is expected to **grow faster than the average** for all occupations through 2014. In addition to openings due to growth, many job openings will arise from the need to replace workers who transfer to other occupations or leave the labor force.

The median annual earnings of administrative services managers in May 2006 were \$67,690; compensation and benefits managers were \$74,750; training and development managers were \$80,250; and human resources managers were \$88,510; . Median annual earnings in the industries employing the largest numbers of these managers in May 2006 were:

Management of companies and enterprises	\$77,040
General medical and surgical hospitals	72,210
State government	68,410
Local government	67,050
Colleges, universities, and professional schools	64,810

Management careers are found in all varieties of industries. The work of a business manager involves planning, directing, and coordinating the activities of a company. Often individuals are trained or specialize in a functional area such as accounting, marketing, finance, or human resources. Managers oversee the work of others by building cooperation and performance among workers. Their work may involve analyzing problems, making decisions, delegating assignments, training and supervising staff, budgeting and coordinating activities.

Managers can be employed in various sectors (government, the not-for-profit sector, education, or private industry). Within any large organization, managers with direct authority for a functional area (sales, finance, accounting) have line management positions. People employed in activities that support these functions (human resources) hold staff management positions.

Job Titles in Management²

¹ Adapted from Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*, Administrative Services and Human Resource Managers, on the Internet at <http://www.bls.gov/oco/ocos002.htm> and <http://www.bls.gov/oco/ocos021.htm> (visited August 21, 2008)

Administrative services managers who work as contract administrators oversee the preparation, analysis, negotiation, and review of contracts related to the purchase or sale of equipment, materials, supplies, products, or services. Administrative services managers who work as facility managers plan, design, and manage buildings and grounds in addition to people.

Employment and placement managers supervise the hiring and separation of employees and supervise various workers, including equal employment opportunity specialists and recruitment specialists.

Employment, recruitment, and placement specialists recruit and place workers.

Compensation, benefits, and job analysis specialists conduct programs for employers and may specialize in specific areas such as position classifications or pensions. *Job analysts*, occasionally called *position classifiers*, collect and examine detailed information about job duties in order to prepare job descriptions. These descriptions explain the duties, training, and skills that each job requires. Whenever a large organization introduces a new job or reviews existing jobs, it calls upon the expert knowledge of the job analyst.

Training managers provide worker training either in the classroom or onsite. This includes setting up teaching materials prior to the class, involving the class, and issuing completion certificates at the end of the class. They have the responsibility for the entire learning process, and its environment, to ensure that the course meets its objectives and is measured and evaluated to understand how learning impacts business results.

² Adapted from Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*, Administrative Services and Human Resource Managers, on the Internet at <http://www.bls.gov/oco/ocos002.htm> and <http://www.bls.gov/oco/ocos021.htm> (visited August 21, 2008)