

Career Pathways
Business Operations Sector
Business Operations Specialists

All industries are made up of three groups of people:

- The **core business group**, which produce the goods or provide the services
- The **business operations group**, which is charged with advertising, marketing, budgeting and sales
- The **administration & support** group, which performs tasks that support the core and business operations groups

Both the **business operations** and **administration & support** groups can perform the same basic functions across all industry groups or ‘sectors.’ For this reason, these occupations groups are ‘sectors’ in their own right. For instance, there are accountants in hospitals and in construction companies because the accounting function is necessary for all business. The **business operations** group of occupations make up about 8.7% of employment in greater metro Denver, Boulder and Larimer counties, and includes several occupational groupings:

- Advertising, marketing, promotion and sales managers
- Operations specialties managers
- **Business operations specialists**
- Financial specialists

This table shows the number of jobs in each section of the **business operations** group.

Employment by Occupational Grouping, Colorado Central Planning Region					
SOC	Description	2015 Jobs	2020 Jobs	Change	Percent Change
11-1000	Top Executives	30,583	33,678	3,095	10.1%
11-2000	Advertising, Marketing, Promotions, Public Relations, and Sales Managers	7,528	8,476	948	12.6%
11-3000	Operations Specialties Managers	16,782	18,996	2,214	13.2%
11-9000	Other Management Occupations	37,864	41,298	3,434	9.1%
13-1000	Business Operations Specialists	87,663	96,831	9,168	10.5%
13-2000	Financial Specialists	49,364	54,267	4,903	9.9%

Source: EMSI 2015.3 QCEW, Non-QCEW & Self-Employed Class of Worker

There are 19 different occupations in the business operations specialist group. This table shows employment in each of the occupations, as well as the usual entry level education required.

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Centennial Workforce Center**
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Centennial, Colorado 80112
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Aurora, Colorado 80011
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Business Operations Specialist Occupations, Greater Metro Denver, Boulder & Larimer Counties					
SOC	Description	2015 Jobs	2020 Jobs	2015 - 2020 Change	Typical Entry Level Education
13-1011	Agents and Business Managers of Artists, Performers, and Athletes	168	173	5	Bachelor's degree
13-1021	Buyers and Purchasing Agents, Farm Products	76	85	9	High school diploma or equivalent
13-1022	Wholesale and Retail Buyers, Except Farm Products	1,256	1,395	139	High school diploma or equivalent
13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products	4,632	4,902	270	High school diploma or equivalent
13-1031	Claims Adjusters, Examiners, and Investigators	3,079	3,176	97	High school diploma or equivalent
13-1032	Insurance Appraisers, Auto Damage	68	68	0	Postsecondary non-degree award
13-1041	Compliance Officers	3,649	3,975	326	Bachelor's degree
13-1051	Cost Estimators	3,799	4,103	304	Bachelor's degree
13-1071	Human Resources Specialists	7,474	8,191	717	Bachelor's degree
13-1074	Farm Labor Contractors	<10	<10	Insf. Data	Less than high school
13-1075	Labor Relations Specialists	470	478	8	Bachelor's degree
13-1081	Logisticians	2,133	2,488	355	Bachelor's degree
13-1111	Management Analysts	10,060	12,140	2,080	Bachelor's degree
13-1121	Meeting, Convention, and Event Planners	1,841	2,160	319	Bachelor's degree
13-1131	Fundraisers	1,183	1,338	155	Bachelor's degree
13-1141	Compensation, Benefits, and Job Analysis Specialists	854	965	111	Bachelor's degree
13-1151	Training and Development Specialists	3,825	4,320	495	Bachelor's degree
13-1161	Market Research Analysts and Marketing Specialists	10,451	12,336	1,885	Bachelor's degree
13-1199	Business Operations Specialists, All Other	32,438	34,377	1,939	High school diploma or equivalent
		87,458	96,672	9,214	

Source: EMSI 2016.1 QCEW, Non-QCEW & Self-Employed Class of Worker

How can I learn more about business operations specialty career pathways?

Use the table below to access information on job descriptions, local wage information, training programs, credentials and apprenticeship opportunities. Simply click on each link for the information you need.

Occupation Information	Local Wage Information	Job Postings	Training Opportunities	Credentials	Apprenticeship Opportunities
Agents & Business Managers	Local Wage	Jobs	Training	Credential	Apprenticeship
Buyers & Purchasing Agents, Farm Products	Local Wage	Jobs	Training	Credential	Apprenticeship
Claims Adjusters, Examiners & Investigators	Local Wage	Jobs	Training	Credential	Apprenticeship
Insurance Appraisers, Auto Damage	Local Wage	Jobs	Training	Credential	Apprenticeship
Compliance Officers	Local Wage	Jobs	Training	Credential	Apprenticeship
Cost Estimators	Local Wage	Jobs	Training	Credential	Apprenticeship
Human Resources Specialists	Local Wage	Jobs	Training	Credential	Apprenticeship
Labor Relations Specialists	Local Wage	Jobs	Training	Credential	Apprenticeship
Logisticians	Local Wage	Jobs	Training	Credential	Apprenticeship
Management Analysts	Local Wage	Jobs	Training	Credential	Apprenticeship
Meeting, Convention & Event Planners	Local Wage	Jobs	Training	Credential	Apprenticeship
Fundraisers	Local Wage	Jobs	Training	Credential	Apprenticeship
Compensation, Benefits, & Job Analysis Specialists	Local Wage	Jobs	Training	Credential	Apprenticeship
Training & Development Specialists	Local Wage	Jobs	Training	Credential	Apprenticeship
Market Research Analysts & Marketing Specialists	Local Wage	Jobs	Training	Credential	Apprenticeship
Business Operations Specialists, All Other	Local Wage	Jobs	Training	Credential	Apprenticeship