Business Operations Specialists

What They Do
May be responsible for any of a number of tasks to assist management in operating more efficiently and effectively. For example, they may analyze and coordinate a whole project, from scheduling and procuring needed equipment and supplies to staffing and preparing budgets.

Is This For You?
Work Interests are described in the following categories (compatible with Holland’s Model). People who tend to succeed in this career are:

Enterprising (Persuaders) - Like to influence, persuade or lead people and manage others. They enjoy working on a team toward goals, competition and business-like activities.

Conventional (Organizers) - Detail oriented and organized. They like to analyze data, keep financial records and do research. They can be counted on to be accurate and enjoy structure and closure.

Work Values are aspects of work that are satisfying to you. The following work values are generally associated with this career.

Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions.

Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment.

Recognition — Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious.

Abilities reflect a person’s aptitude to acquire skills and knowledge. The following abilities are important for success in the career:

- Inductive Reasoning
- Information Ordering
- Oral Comprehension
- Oral Expression
Basic Skills You Need

• Critical Thinking
• Active Listening
• Coordination
• Monitoring
• Reading Comprehension
• Speaking
• Complex Problem Solving
• Judgment and Decision Making

Education & Training

Some postsecondary education in business administration or a related field is recommended. Some employers may prefer a bachelor’s degree in the appropriate business field.

Recommended Levels* for the National Career Readiness Certificate

<table>
<thead>
<tr>
<th>Skill</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Math</td>
<td>4</td>
</tr>
<tr>
<td>Workplace Documents</td>
<td>5</td>
</tr>
<tr>
<td>Graphic Literacy</td>
<td>4</td>
</tr>
</tbody>
</table>

*Using the median skill level.

Where They Work

The South Dakota industries which employ the largest number of business operations specialists are:

• Local Government, Excluding Education and Hospitals
• Federal Government

South Dakota Employment & Wages

<table>
<thead>
<tr>
<th>2018 Workers</th>
<th>2028 Workers</th>
<th>Numeric Change</th>
<th>Percent Change</th>
<th>Average Demand for Workers</th>
<th>Annual Median Wage</th>
<th>Annual Average Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,446</td>
<td>1,507</td>
<td>61</td>
<td>4.2%</td>
<td>148</td>
<td>$65,706</td>
<td>$69,398</td>
</tr>
</tbody>
</table>

Additional References

Labor Market Information Center
www.dlr.sd.gov/lmic

Career OneStop
www.careeronestop.org

O*Net Online
www.onetonline.org

mySkills myFuture
https://www.myskillsmyfuture.org/

Provided By

Labor Market Information Center
South Dakota Dept. of Labor and Regulation
605.626.2314

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