

# More South Dakota Hot Careers

Beyond the  
Top **30**



## High Demand & High Wage Career

### Career Cluster: Business Management & Administration

## Project Management Specialists and Business Operations Specialists

*Standard Occupational Codes 13-1082, 13-1198*

### What They Do

Please note: this title represents a nationally combined group of occupations for which data collection is currently underway. Information is limited and tentative at this time. Project Management Specialists 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. Business Operations Specialists may analyze the operations of a business or a particular process in a business and makes suggestions for greater efficiency.

### 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

## Basic Skills You Need

- Critical Thinking
- Active Listening
- Coordination

## Education & Training

A bachelor’s degree in business administration or a related field is recommended. In some cases, a more advanced degree may be preferred.

## Recommended Levels\* for the National Career Readiness Certificate

Applied Math	4
Workplace Documents	5
Graphic Literacy	4

\*Using the median skill level.

## Where They Work

The South Dakota industries which employ the largest number of these workers are:

- Self Employment
- Credit Intermediation and Related Activities
- Management of Companies and Enterprises
- Educational Services

## South Dakota Employment & Wages

2020 Workers	2030 Workers	Numeric Change	Percent Change	Average Annual Demand for Workers	Annual Median Wage	Annual Average Wage
1,599	1,695	96	6.0%	129	\$72,820	\$76,200

## Additional References

### Labor Market Information Center

[www.dlr.sd.gov/lmic](http://www.dlr.sd.gov/lmic)

### Career OneStop

[www.careeronestop.org](http://www.careeronestop.org)

### O\*Net Online

[www.onetonline.org](http://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

Visit [dlr.sd.gov/hotcareers](http://dlr.sd.gov/hotcareers) to obtain the most recent workforce data and trends and more resources, including this document. Also available are explanations of the terms used in this occupational profile.

Auxiliary aids and services are available upon request to individuals with disabilities. U.S. DOL funded. For details, see [dlr.sd.gov/lmic/eta\\_grant.aspx](http://dlr.sd.gov/lmic/eta_grant.aspx).

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June  
2023