



South Dakota
High Demand
&
High Wage
Career

**Career Cluster: Business Management
and Administration**



Business Operations Specialists, All Other

Standard Occupational Code 13-1199

What They Do

May play one of for a variety of roles within an organization to help a business operate efficiently and avoid situations that would be detrimental to the organization. For example, they may develop and implement continuity and disaster recovery strategies and solutions, conduct risk assessments, conduct waste stream management, implement green building practices, or design security systems and processes.

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.

Achievement — Allow employees to provide service to others and work with co-workers in a friendly, non-competitive environment.

Independence — Allow employees to work on their own and make decisions.

Working Conditions — Offer job security and good working conditions.

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

- Problem Sensitivity
- Inductive Reasoning
- Oral Comprehension
- Oral Expression

Basic Skills You Need

- Complex Problem Solving
- Judgment and Decision Making
- Speaking
- Critical Thinking
- Reading Comprehension

Education & Training

Although educational requirements vary some depending on the specific role of the business specialist, most employers prefer applicants with at least some postsecondary education in business or a field directly related to the area of responsibility. In many cases, especially in larger organizations, employers prefer a bachelor's degree or more advanced degree.

A registered apprenticeship is another option for preparing for this occupation. To learn more, visit StartTodaySD.com or contact your local Job Service office to get started.

Recommended Levels* for the National Career Readiness Certificate

Applied Math	3
Workplace Documents	4
Graphic Literacy	4

*Using the median skill level.

Where They Work

A wide range of South Dakota industries employ these business operations specialists, but a few examples of the supersectors where those industries are found are:

- Government
- Self Employment
- Retail Trade
- Manufacturing
- Finance and Insurance
- Information

South Dakota Employment & Wages

2022 Employment	2032 Employment	Numeric Change	Percent Change	Average Annual Openings	Annual Median Wage	Annual Average Wage
1,493	1,546	53	3.6%	135	\$82,900	\$89,020

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/>

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.

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

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