



South Dakota High Demand & High Wage Career

Career Cluster:
Management & Entrepreneurship



Business Operations Specialists, All Other

Standard Occupational Code 13-1199

What They Do

May play one or a variety of roles within an organization to improve efficiency and prevent detrimental situations. For example, they may develop and implement continuity and disaster recovery strategies and solutions, conduct risk assessments, 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 Styles (personality tendencies) of people who perform well in this occupation have:

Initiative — A tendency to be proactive and take on extra responsibilities and tasks that may fall outside of one's required work role.

Leadership Orientation — A tendency to lead, take charge, offer opinions, and provide direction at work.

Adaptability — A tendency to be open to and comfortable with change, new experiences, or ideas at work.

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
- Deductive Reasoning
- Information Ordering
- Oral Comprehension
- Oral Expression

Work Activities

- Communicating with Supervisors, Peers, or Subordinates
- Getting Information
- Working with Computers

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.

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

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:

- Federal Government
- State Government, Excluding Education and Hospitals
- Credit Intermediation and Related Activities

South Dakota Employment & Wages

2024 Employment	2034 Employment	Numeric Change	Percent Change	Average Annual Openings	Annual Median Wage	Annual Average Wage
1,604	1,651	47	2.9%	145	\$85,340	\$91,300

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/>

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

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SOUTH DAKOTA
DEPT. OF **LABOR**
& **REGULATION**

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