



valley vision



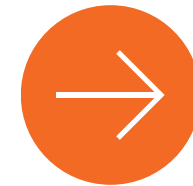
LOS RIOS  
COMMUNITY  
COLLEGE DISTRICT

**Regional Industry Advisory:  
Administrative  
Healthcare Careers**

**04.17.2026 | Workforce Development**

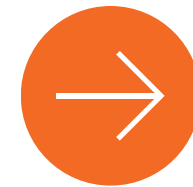
ADMINISTRATIVE HEALTHCARE CAREERS

# Housekeeping



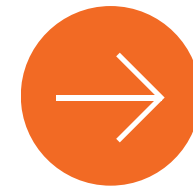
Enable your video camera  
(optional)

---



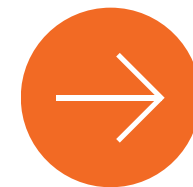
Please stay on  unless you are  
called on to ask a question

---



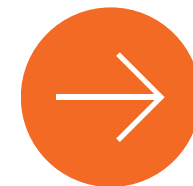
Submit all questions and  
commentary using the chat  
function

---



This meeting will be recorded  
and will be provided as part of  
the post-meeting materials

---



Bathroom is located just outside  
the event space doors



ADMINISTRATIVE HEALTHCARE CAREERS

# Welcome and Introduction



**Caitlin Blockus**

Valley Vision

*21st Century Workforce Senior Project Manager*



**Liz Klilkenny**

Valley Vision

*21st Century Workforce Project Coordinator*

ADMINISTRATIVE HEALTHCARE CAREERS

# Welcome and Introduction

## **Alena Anberg**

Los Rios Community College District

*Director of Employer Partnerships*



valley vision

# Agenda

- 1:00** Welcome and Introduction
- 1:10** Program Highlight
- 1:15** Labor Market and Trend Analysis
- 2:00** Panel Discussion
- 2:50** Conclusion and Next Steps

ADMINISTRATIVE HEALTHCARE CAREERS

# Thank You To Our Sponsors



ADMINISTRATIVE HEALTHCARE CAREERS

# Labor Market & Trend Analysis

## **Anna Hoehenrieder**

Centers of Excellence for Labor Market  
Research

*Research Analyst*



valley vision

# Administrative Healthcare

Anna Hoehenrieder, Research Analyst

North (Greater Sacramento)  
Center of Excellence for Labor Market Research

Friday, April 17, 2026



CENTER OF EXCELLENCE  
FOR LABOR MARKET RESEARCH



# Presentation Overview

- About COE
- Sector Highlights
- Top Occupations
- Job Postings
- Postsecondary Educational Training
- Conclusion

# The Centers of Excellence for Labor Market Research



Region	Regional Director
North Far North	Ebony J. Benzing (North)
	Sara Phillips (Far North)
Bay Area	Marcela Reyes
Central Valley/Motherlode	Patricia Salinas
South Central Coast	Jacob Poore
Los Angeles	Luke Meyers
Orange County	Jesse Crete
Inland Empire/Desert	Shannon Moran
San Diego/Imperial	Tina Ngo Bartel
Statewide	Laura Coleman

# Our Research Focus

## We Use Data From...

Industries &  
Businesses

Occupations &  
Jobs

Wages &  
Earnings

Education &  
Training  
Requirements

Credentials

Skills

Emerging  
Trends

## To Answer Questions Like...

What is the job outlook for students?

Which jobs pay a living wage?

What skills and credentials are needed?

Where are there opportunities for career mobility?

And others.

## And Support...



Invest in new and relevant programs



Review and modify existing programs



Assessing regional labor market needs



Support applications for grants and other funds

# Health Sector Overview

# Greater Sacramento's Health Sector

139,493

2024 Jobs

155,091

2029 Jobs

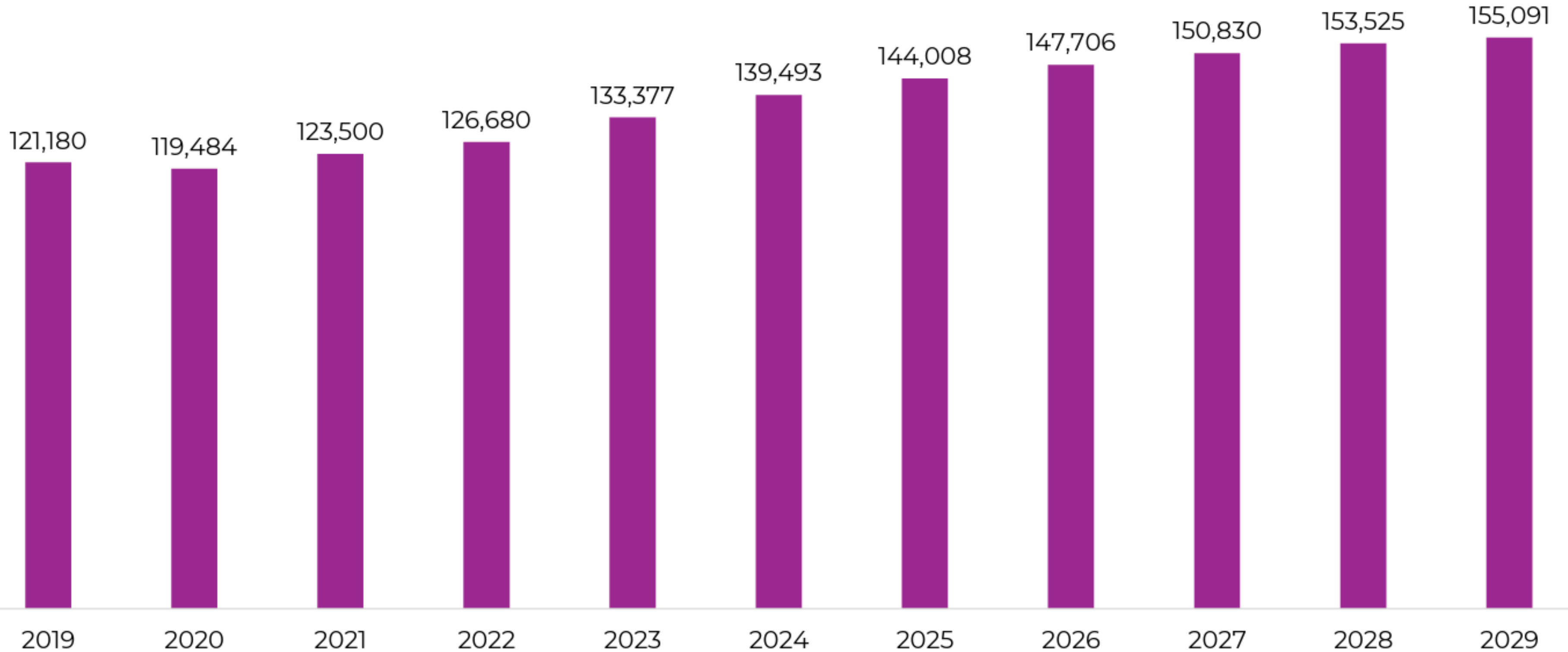
11%

Greater Sac Jobs

6,136

Establishments

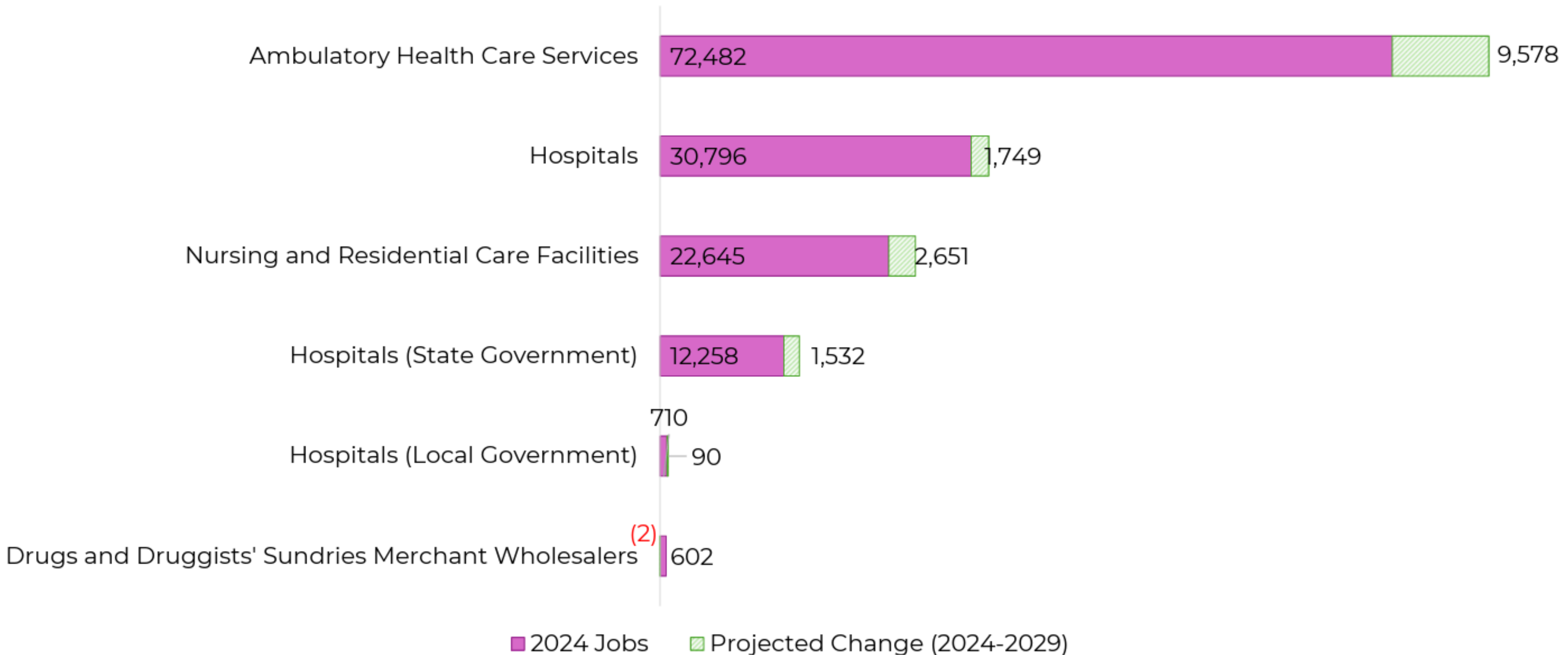
# Health Sector Employment Trend Greater Sacramento



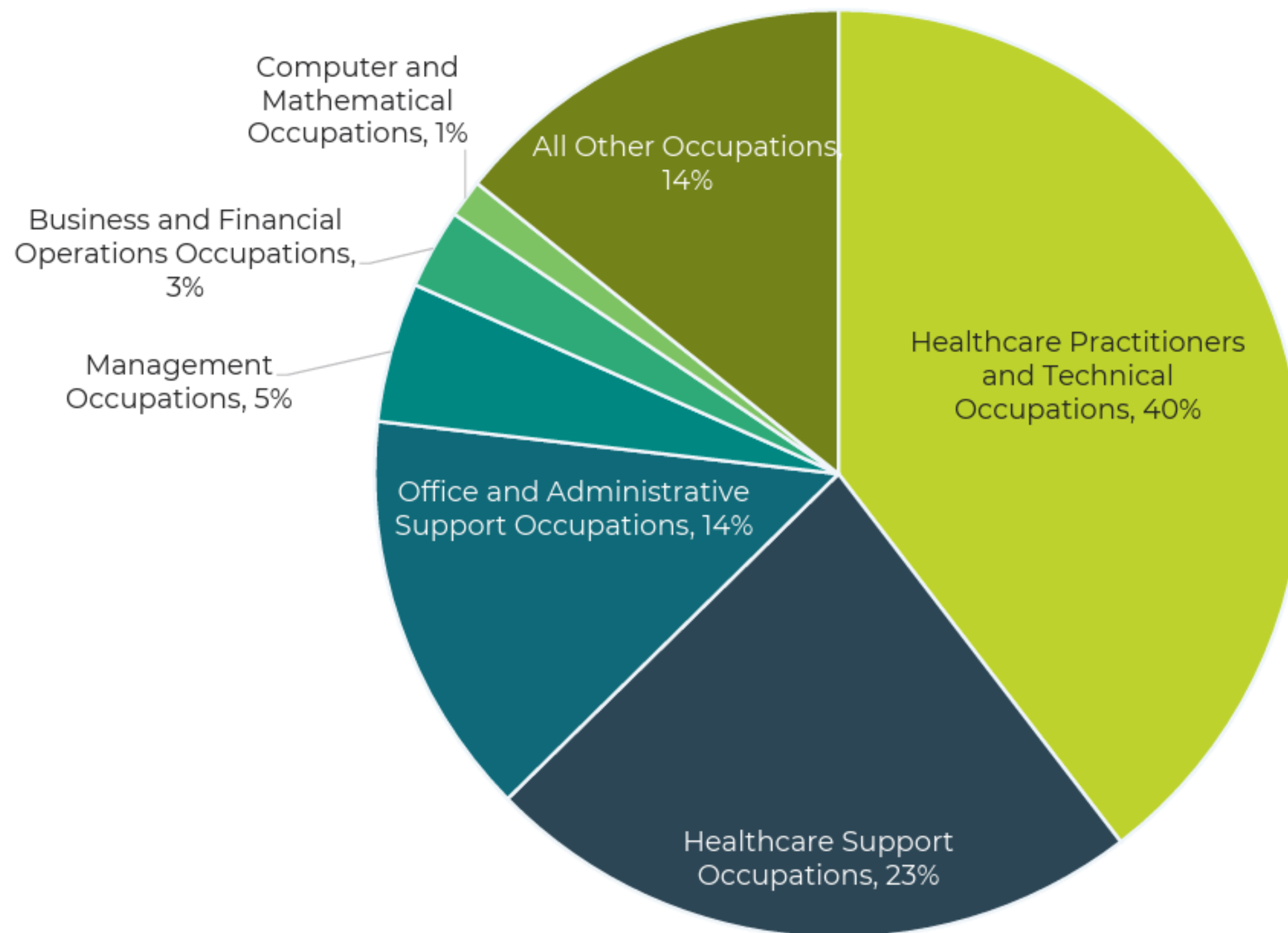
Source: Lightcast 2025.4, QCEW, Non-QCEW, and Self-employed.



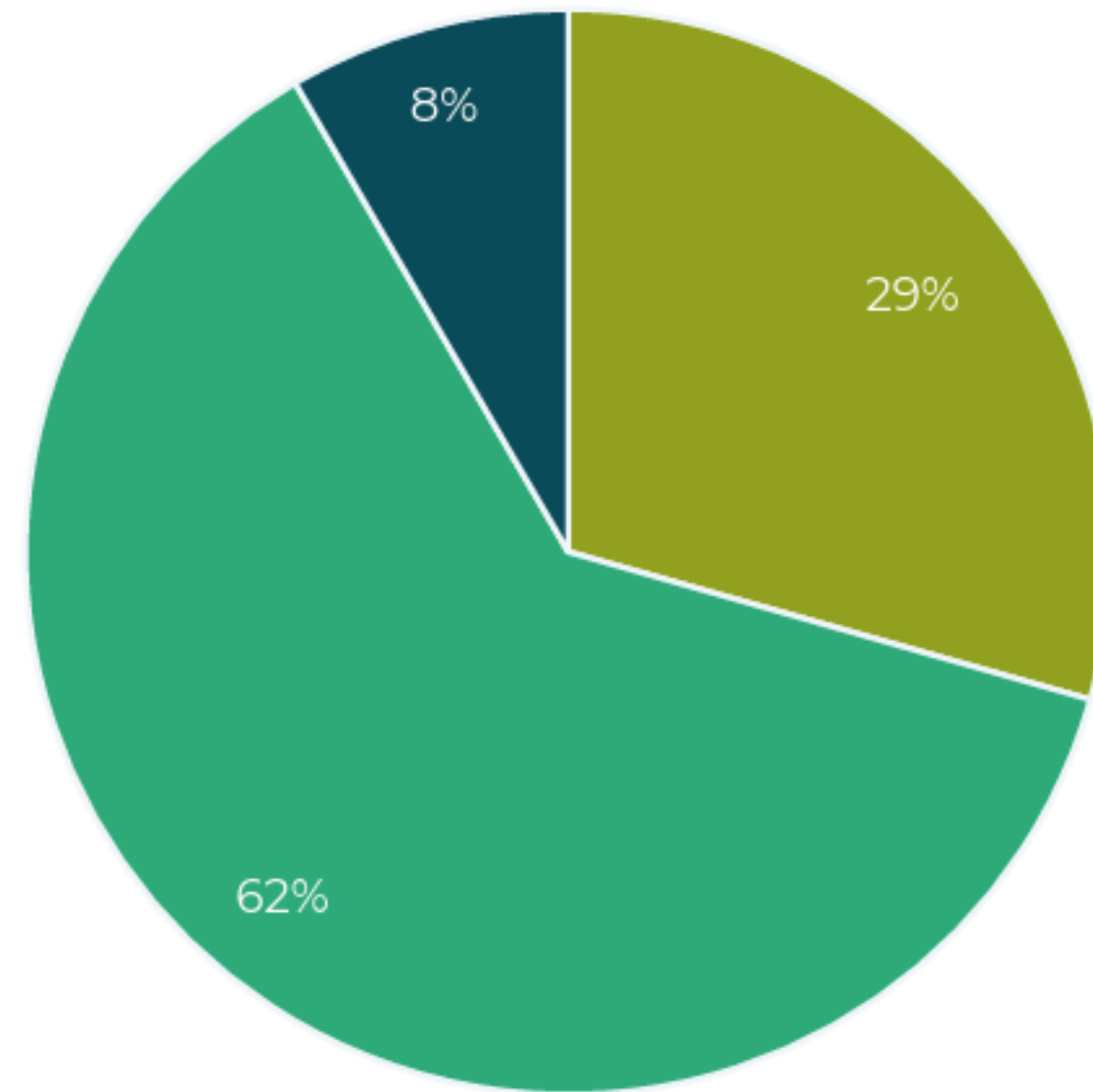
# Health Subsector Employment Greater Sacramento



# Sector Employment by Occupational Group



# Skill Level of Health Admin Jobs



■ Above Middle-Skill   ■ Middle-Skill   ■ Below Middle-Skill

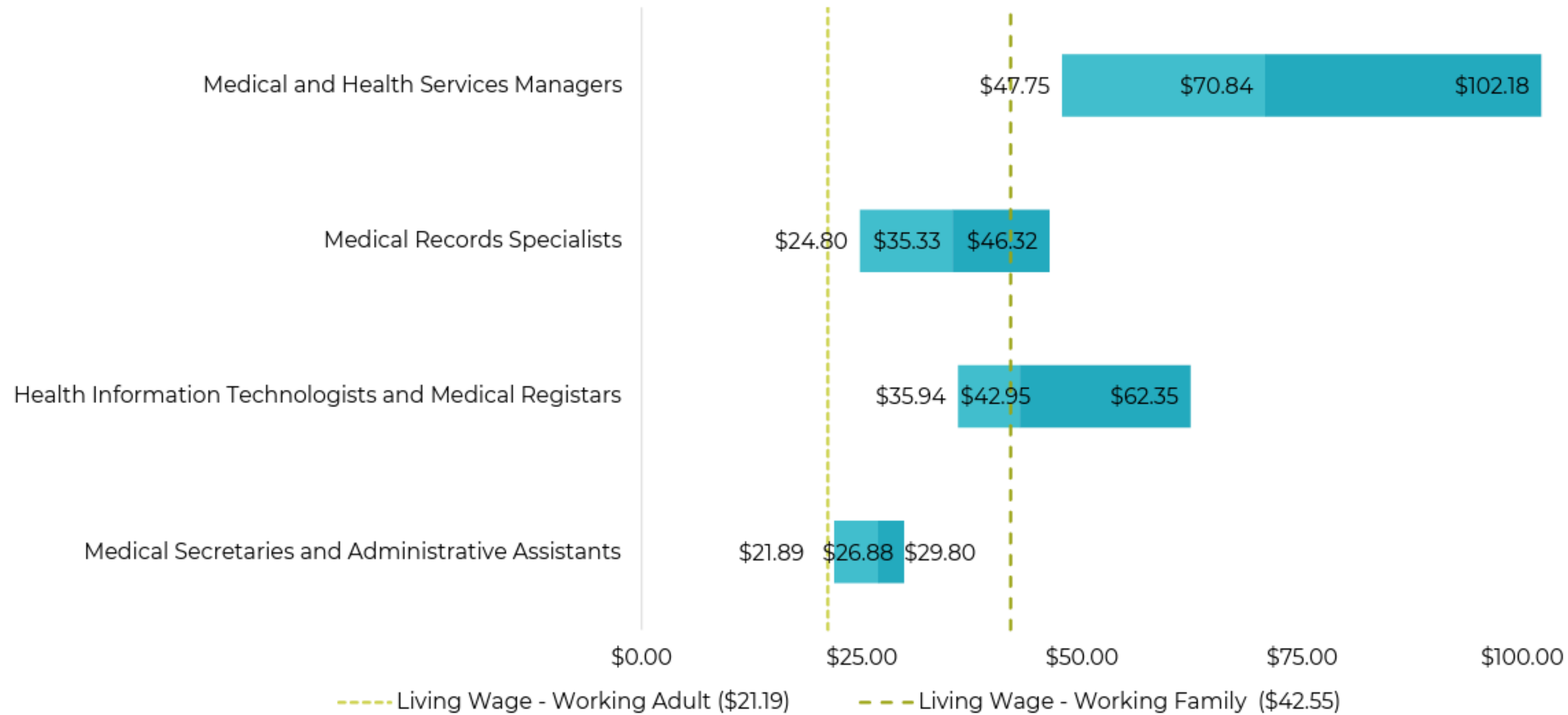
# Top Administrative Occupations

# Top Occupations

Occupation	2024 Jobs	5-Yr Projected Job Growth	5-Yr Annual Openings	Typical Entry-Level Education
Medical and Health Services Managers	4,855	19%	530	Bachelor's degree
Medical Records Specialists	1,580	8%	128	Postsecondary nondegree award
Health Information Technologists and Medical Registrars	252	13%	22	Postsecondary nondegree award
Medical Secretaries and Administrative Assistants	8,380	7%	927	High school diploma or equivalent



# Wages for Top Occupations



# Job Postings Analysis

- Online advertisements, April 2025-March 2026
- Excludes staffing companies and internships

# Overview of Job Postings

**29,900 Job Postings in Health**



**6,800 Administrative Postings**



**2,369 Middle-Skill Administrative Postings**

Occupation	Number of Postings
Receptionists and Information Clerks	259
Medical Secretaries and Administrative Assistants	255
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	212
Medical Records Specialists	212
First-Line Supervisors of Office and Administrative Support Workers	193
Production, Planning, and Expediting Clerks	190
General and Operations Managers	88
Customer Service Representatives	77
Bookkeeping, Accounting, and Auditing Clerks	52
Buyers and Purchasing Agents	47



# Top 10 Companies and Industries

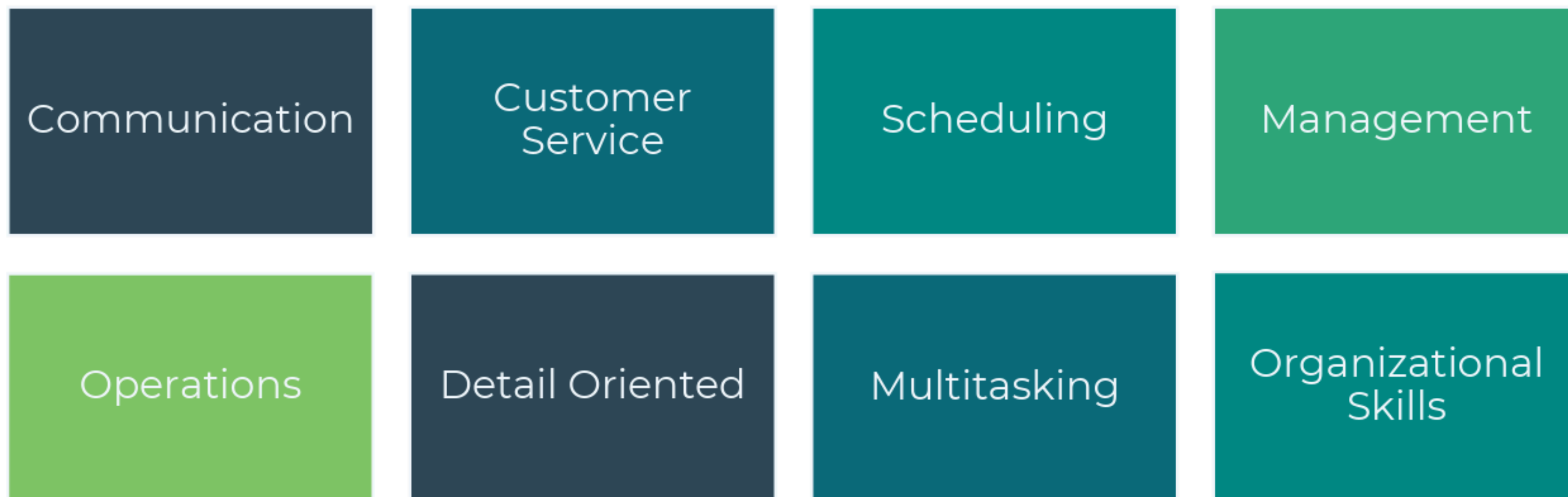
Company	Number of Postings
UC Davis Health	231
Sutter Health	169
CommonSpirit Health	104
Adventist Health	79
Kaiser Permanente	46
Tahoe Forest Health System	40
Centene	38
Marshall Medical Center	34
Elica Health Centers	33
Eskaton Properties	24

Industries	Number of Postings
General Medical and Surgical Hospitals	664
Office of Physicians (except Mental Health Specialists)	305
Offices of Dentists	247
All Other Miscellaneous Ambulatory Health Care Services	188
Assisted Living Facilities for the Elderly	132
Nursing Care Facilities (Skilled Nursing)	122
Home Health Care Services	119
All Other Outpatient Care Centers	104
Offices of Physical, Occupational and Speech Therapists, and Audiologists	72
Offices of All Other Miscellaneous Health Practitioners	54

# Top 10 Specialized Skills

Business and Financial Operations Occupations	Computer and Mathematical Occupations	Office and Administrative Support Occupations	Technical Records Occupations	Management Occupations
<ul style="list-style-type: none"><li>• Project Management</li><li>• <b>Supply Chain Auditing</b></li><li>• Finance</li><li>• Procurement</li><li>• Purchasing</li><li>• Data Analysis</li><li>• Contract Management</li><li>• Managed Care</li><li>• Process Improvement</li><li>• Accounting</li></ul>	<ul style="list-style-type: none"><li>• Customer Support</li><li>• Emerging Technologies</li><li>• Broadband</li><li>• Patient Onboarding</li><li>• Medicare</li><li>• Operating Systems</li><li>• Medicaid</li><li>• <b>Workflow Management</b></li><li>• Healthcare Industry Knowledge</li><li>• Technical Support</li></ul>	<ul style="list-style-type: none"><li>• Data Entry</li><li>• Medical Records</li><li>• <b>Billing</b></li><li>• Front Office</li><li>• Administrative Support</li><li>• Setting Appointments</li><li>• <b>Workflow Management</b></li><li>• Medical Terminology</li><li>• Office Management</li><li>• <b>Auditing</b></li></ul>	<ul style="list-style-type: none"><li>• Medical Records</li><li>• <b>Billing</b></li><li>• CPT Coding</li><li>• ICD Coding (ICD-9/ICD-10)</li><li>• Anatomy</li><li>• Physiology</li><li>• <b>Auditing</b></li><li>• Medicare</li><li>• Revenue Cycle Management</li><li>• Transcribing</li></ul>	<ul style="list-style-type: none"><li>• Operations Management</li><li>• Collections</li><li>• Performance Review</li><li>• <b>Auditing</b></li><li>• Accounting</li><li>• Finance</li><li>• <b>Workflow Management</b></li><li>• <b>Billing</b></li><li>• Office Management</li><li>• Marketing</li></ul>

# Most Desired Transferable Skills Across All Administrative Occupations



# Top 10 Software Skills/Certifications

## Business and Financial Operations Occupations

- Microsoft Office (Excel, PowerPoint, Outlook, Word)
- Tableau
- Alteryx
- Spreadsheets
- Inventory Management Systems
- Power BI
- SQL
- Accounting Software
- Productivity Software

## Computer and Mathematical Occupations

- Operating Systems
- Microsoft Office (Excel, PowerPoint)
- CompTIA A+
- CompTIA Network+
- Productivity Software
- Enterprise Application Software
- Google Workspace
- SQL
- Certified Information Systems Security Professional

## Office and Administrative Support Occupations

- Microsoft Office (Excel, Outlook, Word, PowerPoint)
- Basic Life Support (BLS) Certification
- Epic EMR
- Dentrix
- Productivity Software
- Google Workspace
- CPR Certification
- Accounting Software
- Project Management Software
- Payroll Systems

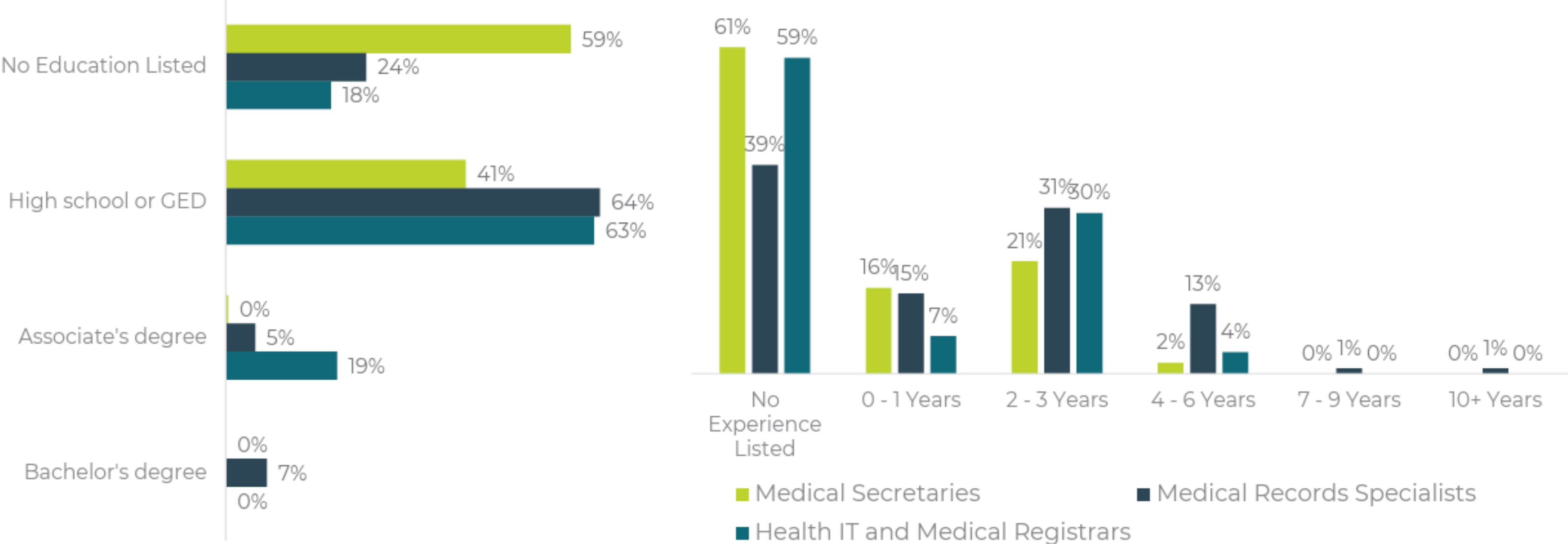
## Technical Records Occupations

- Certified Coding Specialist (CCS)
- Registered Health Information Technician (RHIT)
- Registered Health Information Administrator (RHIA)
- Certified Coding Specialist - Physician-Based (CCS-P)
- Microsoft Office (Excel, Outlook, Word, PowerPoint)
- Certified Professional Coder (CPC)
- Certified Outpatient Coder (COC)
- Epic EMR
- Certified Clinical Documentation Specialist (CCDS)

## Management Occupations

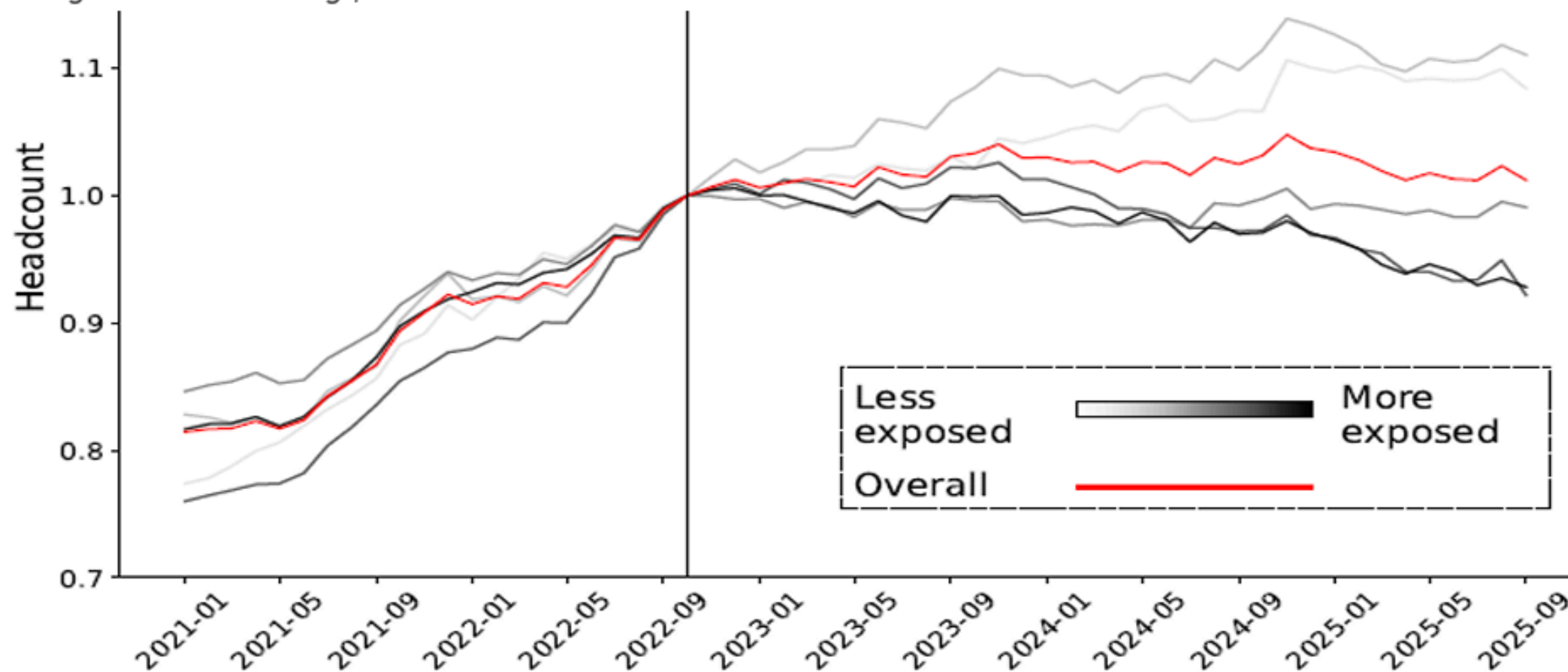
- Microsoft Office (Excel, PowerPoint, Outlook)
- CPR Certification
- First Aid
- Epic EMR
- Basic Life Support (BLS) Certification

# Employer Preferred Education and Experience



# AI and Administrative Healthcare

- AI is leading to the automation of many administrative tasks, especially those customarily in entry-level roles
  - Early-career professionals will be most impacted
- AI could lead to more demand for Health Information Technology workers, those in cybersecurity, and other technical roles



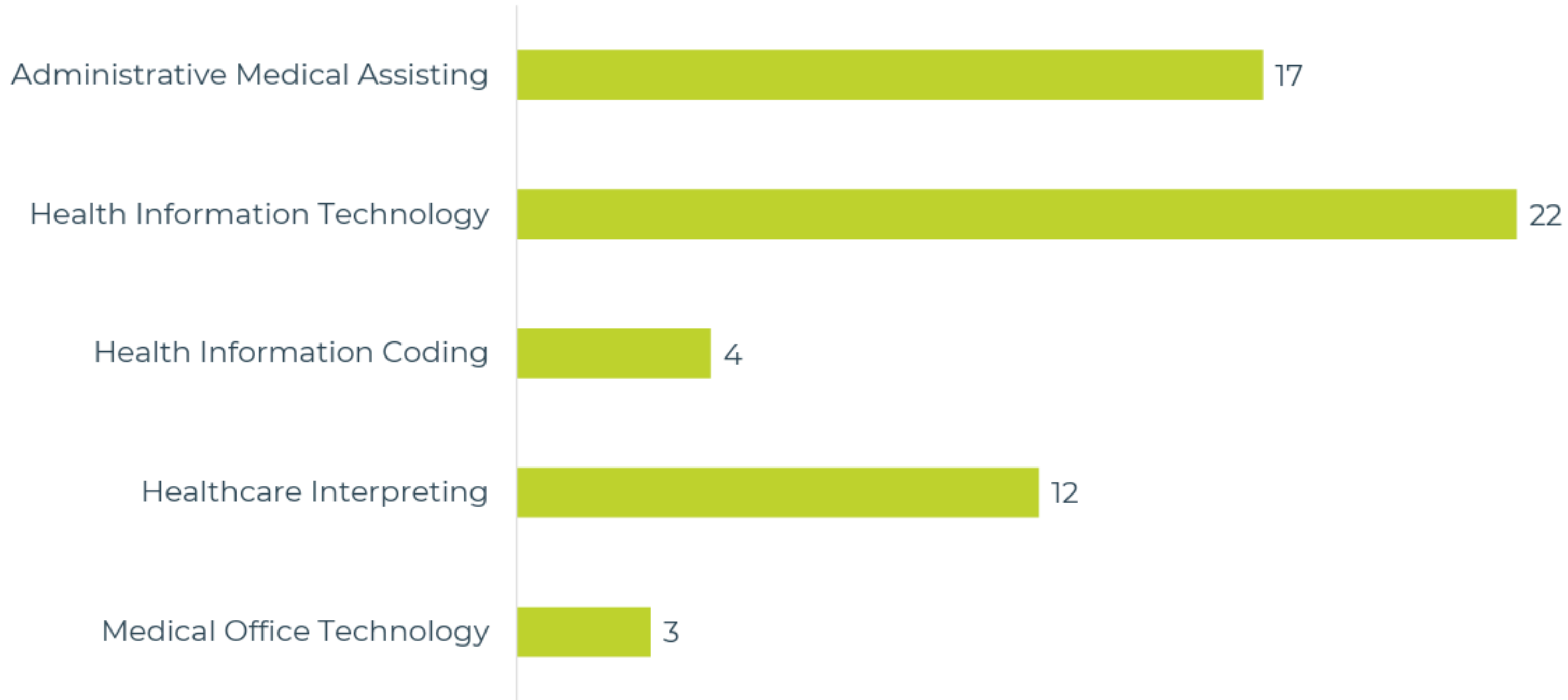
# Community College Programs & Supply

# Active Community College Programs

American River	Cosumnes River	Lake Tahoe	Sacramento City	Woodland
Healthcare Interpreting	Health Information Coding Specialist	Medical Office Assistant: Administrative	Healthcare Business	Medical Office Specialist
	Health Information Technology			
	Medical Assisting, Administrative			
	Medical Assisting, Medical Insurance Billing			



# Supply of Awards



# Conclusion

- The health sector hosts a significant number of administrative jobs, with strong growth potential
- Majority of new roles will be in ambulatory health care, followed by hospitals
- Most administrative roles are currently middle-skill, but AI will likely augment and automate some roles
- Instruction should include training for broad administrative skills
  - General understanding of the health field (medical terminology, regulations)
  - Microsoft Office
  - Productivity software and AI familiarity
  - Electronic health records systems (especially Epic EMR)
  - Communication and customer service
- Programs training for Medical Records Specialists or Health Information Technologists and Medical Registrars should prepare students for common certifications (CCS or RHIT)

# Thank You!

Anna Hoehenrieder, Research Analyst  
North (Greater Sacramento) Center of  
Excellence for Labor Market Research  
[Anna.Hoehenrieder@losrios.edu](mailto:Anna.Hoehenrieder@losrios.edu)

Visit Our Website:

[Home - Centers of Excellence for Labor Market  
Research](#)

Or <https://coeccc.net>

## Related Resources

### **Priority Jobs and Programs in Greater Sacramento**

<https://coeccc.net/greater-sacramento/2025/08/priority-jobs-and-programs-in-greater-sacramento/>

### **Health Sector Profile**

<https://coeccc.net/greater-sacramento/2026/03/health-career-training-pathways-profile/>



# Data Sources & Notes

- Traditional labor market information data is sourced from Lightcast, a labor market analytics firm. Lightcast's occupational employment data are based on final Lightcast industry data and final Lightcast staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and non-QCEW employee classes of worker) and the American Community Survey (self-employed and extended proprietors). For more information, see <https://lightcast.io/>.
- The Bureau of Labor Statistics (BLS) provides information about education and training requirements for hundreds of occupations. BLS uses a system to assign categories for entry-level education, work experience in a related occupation, and typical on-the-job training to each occupation for which BLS publishes projections data. For more information, visit <https://www.bls.gov/emp/documentation/education/tech.htm>.
- The CCCCO Management Information Systems (MIS) Data Mart provides information about students, courses, student services, outcomes, and faculty and staff. For more information, visit <https://datamart.cccco.edu>.
- The Chancellor's Office Curriculum Inventory System (COCI) collects data on courses and programs offered by the California Community Colleges. For more information, visit <https://coci2.ccctechcenter.org/>.
- The National Center for Education Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS) collects data from providers of postsecondary education, including the number of postsecondary awards earned (completions). For more information, visit <https://nces.ed.gov/ipeds/use-the-data/survey-components/7/completions>.
- The CCCCO Health sector consists of 33 distinct industry codes; for a full list of industry codes, please contact the COE.

# Resources

- “AI-Driven Insurance Decisions Raise Concerns about Human Oversight.” 2026. Stanford University. <https://news.stanford.edu/stories/2026/01/ai-algorithms-health-insurance-care-risks-research>.
- Brynjolfsson, Erik, Bharat Chandar, and Ruyu Chen. 2025. "Canaries in the Coal Mine?: Six Facts about the Recent Employment Effects of Artificial Intelligence." November 13, 2025. Stanford Digital Economy Lab. <https://digitaleconomy.stanford.edu/publication/canaries-in-the-coal-mine-six-facts-about-the-recent-employment-effects-of-artificial-intelligence/>
- Health, UC Davis. 2025. “One of the Nation’s Largest Outpatient Surgery Centers Is Now Open at UC Davis Health.” UC Davis Health. November 25, 2025. <https://health.ucdavis.edu/health-magazine/fall-2025/features/one-of-the-nations-largest-outpatient-surgery-centers-now-open>
- Villegas, Alicia. 2025. “Demand for Outpatient, Social Care Puts Healthcare Real Estate on the Rise.” PERE. December 2025. <https://www.perenews.com/demand-for-outpatient-social-care-puts-healthcare-real-estate-on-the-rise/>
- Urwin, Matthew. 2025. “AI Taking over Jobs: What to Know about the Future of Jobs.” Built In. May 15, 2025. <https://builtin.com/artificial-intelligence/ai-replacing-jobs-creating-jobs>

ADMINISTRATIVE HEALTHCARE CAREERS

# Program Highlight

## **Rose M. Giordano**

*Interim Dean of Instruction, El Dorado and  
Rancho Cordova Centers*

Folsom Lake College



valley vision

# NEW INSTRUCTIONAL HEALTHCARE HUB

*Celebrating Learning Spaces for Future Professionals*

Wednesday, April 29

1:00 to 3:00 pm

Scan  
to  
RSVP!



FOLSOM LAKE COLLEGE

RANCHO CORDOVA CENTER

EMPOWERED BY



10259 FOLSOM BOULEVARD, RANCHO CORDOVA

RSVP

[FLC.LOSRIOS.EDU/RCC-SUTTER](https://flc.losrios.edu/rcc-sutter)

ADMINISTRATIVE HEALTHCARE CAREERS

# Industry Panel Discussion



**Syerra Logan**

UC Davis Health

*Talent Acquisition Manager*



**Shannon Yourkvitch**

Marshall Medical

*Director, People Experience*



**Elisa Gallagher**

Sutter Health

*Recruiter*



**Brandon Brockhouse**

California Correctional  
Health Care Services

*Community Outreach Manager*

ADMINISTRATIVE HEALTHCARE CAREERS

# Connecting to Handshake at Los Rios



valley vision

ADMINISTRATIVE HEALTHCARE CAREERS

# Introducing Handshake at Los Rios Community College District

Handshake is a modern platform designed to connect employers with student talent across the Los Rios Community College District, comprising American River, Cosumnes River, Folsom Lake, and Sacramento City Colleges. Handshake provides a pathway to a diverse, skilled, and eager workforce ready for internships, apprenticeships, part-time, and full-time roles.



# Unlock Opportunities with Handshake

## Post Jobs & Internships

Efficiently post jobs and internships with a seamless process. Schedule start and end dates, track applicants, and manage hiring all in one place. Reach over 70,000 students districtwide.

## Engage Directly with Students

Search for candidates by major, skills, and interests. Message students directly to promote opportunities and encourage them to apply. Connect with your future workforce.

## Attend Career Fairs

Meet students at in-person and virtual career fairs. Offer employer information sessions to highlight your organization and career pathways. Take part in on-campus hiring events and panels.

## Build Your Brand

Customize your Handshake profile with your logo, company description, and testimonials. Gain visibility as an employer of choice for early talent in the public sector and beyond.



ADMINISTRATIVE HEALTHCARE CAREERS

# Join a Thriving Network & Get Started

## Growing Network

Join 6,000+ employers and 34 California Department agencies already using Handshake, including the California Department of Justice and the California Department of Motor Vehicles. Be among the leading recruiters.

## Simple Steps

Visit [joinhandshake.com](https://joinhandshake.com) and select "Employers." Search for Los Rios Community College District and connect. Post your opportunities and start hiring! It's straightforward.

## Personalized Assistance

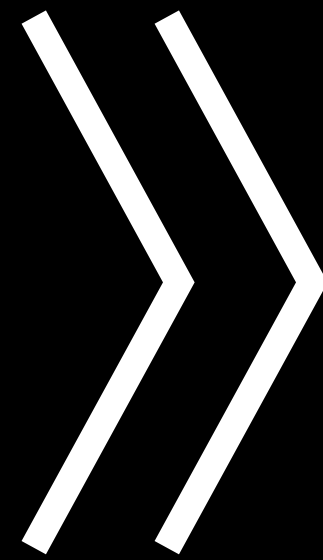
Need support? Contact the Career Center or Work Experience and Internship Program (WEXP) office at any Los Rios college for personalized assistance. Benefit from personalized guidance.



ADMINISTRATIVE HEALTHCARE CAREERS

# Let us Know What You Think!

**SCAN  
ME!**



valley vision

# Contact Us

For more information, please contact:

Liz Kilkenney, Project Coordinator, Valley Vision  
[liz.kilkenney@valleyvision.org](mailto:liz.kilkenney@valleyvision.org)

Caitlin Blockus, Senior Project Manager, Valley Vision  
[Caitlin.Blockus@valleyvision.org](mailto:Caitlin.Blockus@valleyvision.org)