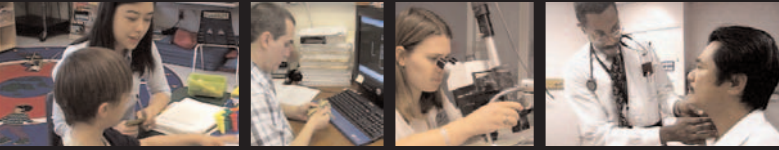


Colorado Western & Southwest Region

Job Vacancy Survey Winter 2005



Mesa Verde National Park, Montezuma County

National Park Service photo

Survey Conducted January 13–27, 2005
Released Spring 2005



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This publication is a product of the Colorado Department of Labor and Employment's Labor Market Information Section and was prepared by members of the Workforce Research and Analysis unit.

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The unemployment rate and the level and growth rate of employment have been used as indicators of labor market conditions for decades. While these indicators provide information about changes in the supply and demand for labor, they reveal nothing about the skills most sought after by employers. As such, individuals preparing themselves for the job market have done so with limited knowledge of what skills are necessary to successfully compete in the contemporary labor market. Employers have had an equally difficult time determining appropriate compensation levels due to a limited knowledge of what similar firms in their region are currently offering.

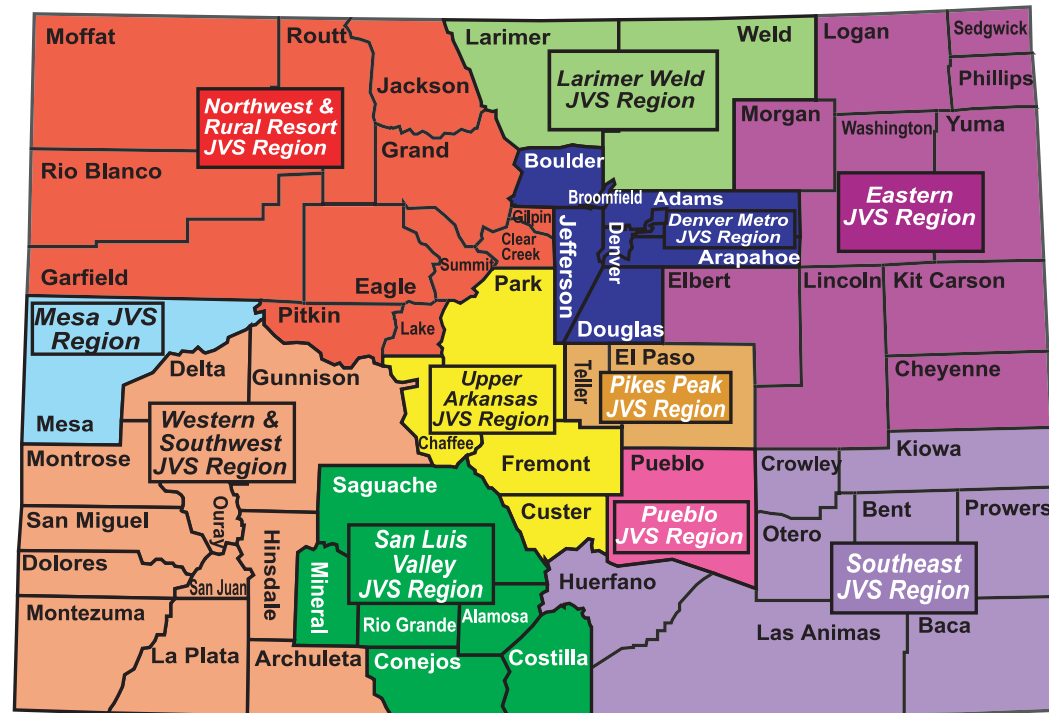
Job seekers and employers, as well as Workforce Centers and economic developers, need more than a measure of demand for workers at a specific point in time. They also need a measure of where in the economy that demand is located and what education and experience levels are most preferred. The Colorado Department of Labor and Employment (CDLE) developed the Job Vacancy Survey (JVS) to meet this need. The JVS is designed to provide a snapshot estimate of job vacancies along with detailed information and analysis on accompanying wages, skill requirements, and work experience.

The CDLE's survey unit collects original data by conducting phone interviews with a representative sample of employers in a given region. The department's economists analyze the raw data, estimate the number of vacancies in the area and publish the report within weeks of the original data collection, providing a timely portrait of the employment situation.

The Workforce Research and Analysis staff would like to extend sincerest gratitude to all employers who participated. The analysis in this document would not be possible without their help.

The survey is funded by a grant from the U.S. Department of Labor's Employment and Training Administration. The survey is produced for each region in Colorado by Labor Market Information's office of Workforce Research and Analysis.

Figure 1: Colorado Job Vacancy Survey Regions



The 2005 Winter Western & Southwest Job Vacancy Survey was conducted from January 13th through January 27, 2005. The goal of the survey is to provide current information on the demand for workers so that employers, job seekers, economic developers, educators and workforce centers can make more informed decisions in the Western & Southwest Region.

A random sample of small to mid-size private employers with at least five employees was contacted over the survey period. Additionally, the Colorado Department of Labor and Employment (CDLE) survey unit attempted to interview all large employers and Government entities. Employers were asked if they were actively hiring at the time of the survey along with a variety of questions about the positions they were seeking to fill.

A total of 1,211 employers, representing approximately 43% of the region's total employment, responded to the survey. Out of these, 187 were government agencies, 59 were large employers and 965 were small to mid-sized entities. The survey had an 87% response rate and a 98% cooperation rate. The margin of sampling error for the overall result is plus or minus 46 vacancies.

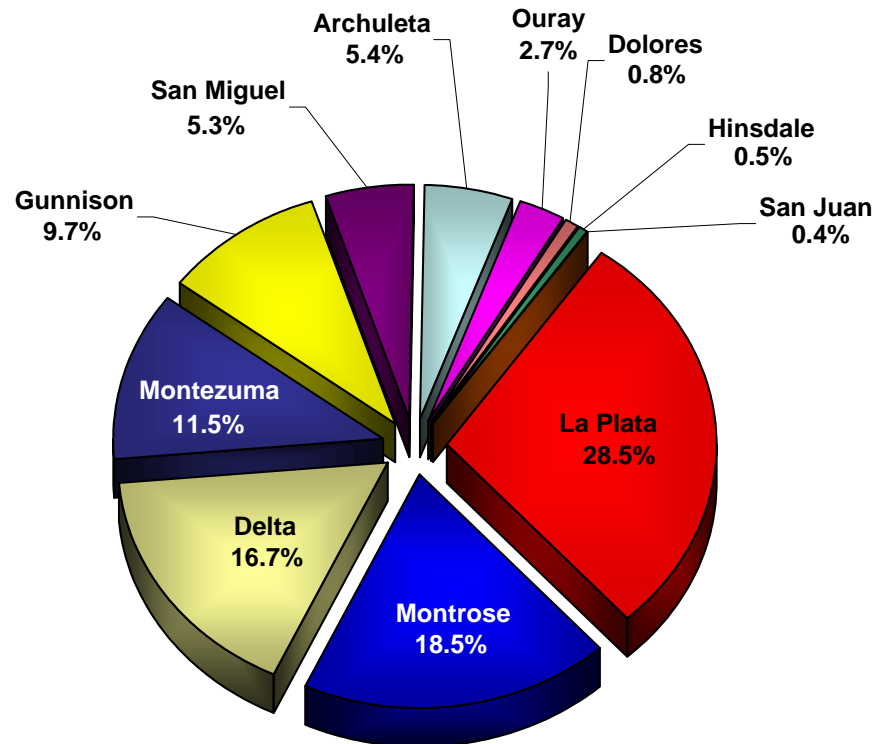
Major Findings of the Survey:

- ◆ An estimated 764 jobs were open for immediate hire in the region during the survey period, up from 627 a year ago.Page 2
- ◆ The Leisure & Hospitality JVS sector reported the most estimated vacancies with 317, and it offers the survey's lowest average wages at \$7.60 per hour.Page 8
- ◆ Employers offer an overall average wage of \$11.50 per hour for vacancies in this survey.Page 9
- ◆ Sixty-seven percent of vacancies require at least a high school diploma or GED.Page 12
- ◆ A smaller percentage of vacancies require related or occupation-specific experience this year compared to last.Page 14
- ◆ Employers find open positions less difficult to fill than in last year's survey.Page 15
- ◆ Sixty-one percent of vacancies offer medical insurance with most of them offering to pay a portion of the policy premium.Page 17
- ◆ The highest average wages in the survey are offered to Management, Architecture & Engineering and Healthcare Practitioner & Technical occupations.Page 19
- ◆ Combined Food Preparation & Serving Workers, Including Fast Food replaces Cashiers as the most in-demand occupation this survey.Page 21

The Western & Southwest Region consists of Archuleta, Delta, Dolores, Gunnison, Hinsdale, La Plata, Montezuma, Montrose, Ouray, San Juan and San Miguel counties. It contains diverse geographic and economic areas that contribute to its beauty and appeal. From world-class ski resorts to ancient cliff dwellings to breathtaking National Forests, visitors come to the region seeking the extraordinary. Residents call a variety of settings home; ranging from abandoned mining towns, prosperous farmland and growing metropolitan areas. They all co-exist in the southwestern corner of Colorado.

The Demography Section of the Colorado Department of Local Affairs estimated the region's population at 176,734 as of July 2003. The region's population increased by 2,334, or 1.3%, from 2002 to 2003, a slower rate than in previous years. The region employed 95,586 in January 2005 out of a labor force of 99,936. La Plata and Montrose counties make up just under half of the employment and contain the two largest cities in the region, Durango and Montrose.

Figure 2: Employment by County, January 2005



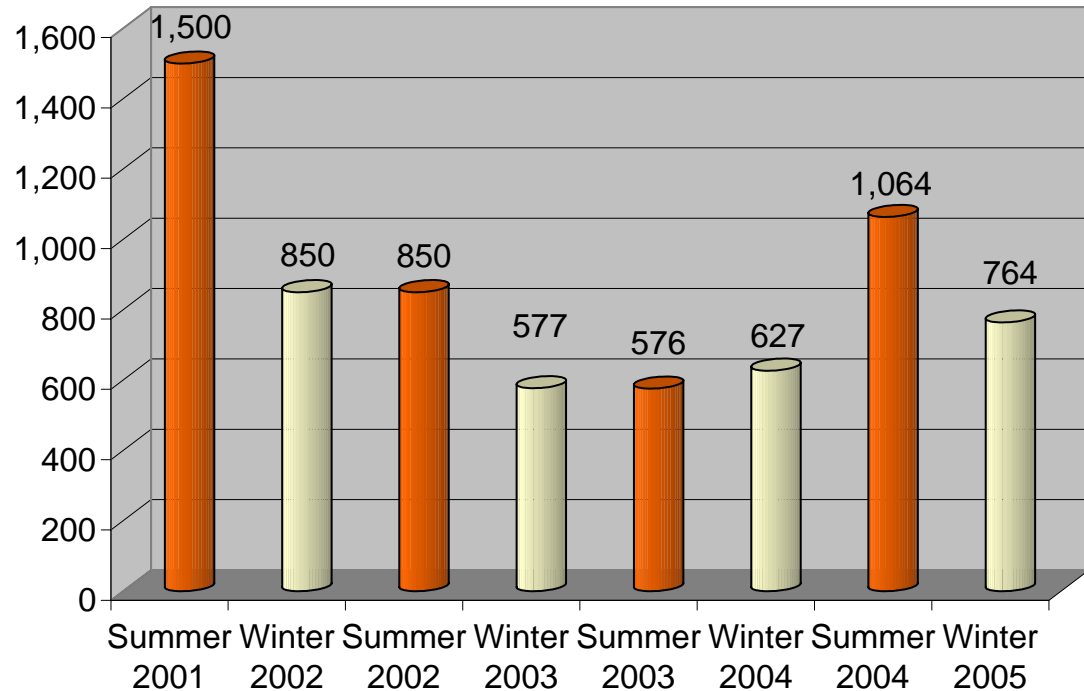
Source: CDLE, Local Area Unemployment Statistics, Released March 2005

continued

For the last four years the Western & Southwest Job Vacancy Survey has attempted to measure the demand for workers in the region. From the summer of 2001 to the summer of 2003, the estimated number of vacancies in the region gradually dropped. This drop was consistent with the loss of jobs and rising unemployment in both the state and nation. The economy has been improving, however, and this is helping to ameliorate conditions for job seekers in the Western & Southwest Region as well. The number of estimated vacancies increased 22% from 627 in the winter 2004 survey to 764 in the winter 2005 survey. The unemployment rate dropped from 5.7% to 4.4% for the same period.

Tourism and agriculture are among the most important drivers of the local economy in the Western & Southwest Region. Both were adversely affected by one of the worst droughts in Colorado history, which may partially account for the declining number of vacancies over the past few years. This year, however, the region has received plenty of snow, creating great conditions on the slopes and providing moisture for the crops. Durango Mountain Resort, for example, reported a 10 percent increase in skier visits¹. The number of fires in the region should decrease as a result of the precipitation, and the length and quality of the rafting season should improve, both of which will help tourism related businesses.

Figure 3: Historical Vacancies – Western & Southwest Region



	Summer 2001	Winter 2002	Summer 2002	Winter 2003	Summer 2003	Winter 2004	Summer 2004	Winter 2005
Vacancies	1,500	850	850	577	576	627	1,064	764
Employment	86,044	80,630	87,680	83,712	89,293	86,100	92,618	95,586
Unemployed	3,288	5,439	4,217	5,754	5,100	5,221	4,115	4,350
Unemployment Rate	3.7%	6.3%	4.6%	6.4%	5.4%	5.7%	4.3%	4.4%

Source: CDLE, Local Area Unemployment Statistics, January 2005

1. From The Durango Herald. "Skier visits up locally and statewide." January 19, 2005.

Figure 4 shows a 6-year history of both the region's labor force and employment levels from January 1999 to January 2005. Several conclusions may be drawn from this graph:

◆ **Both labor force and employment levels in the region have grown since 1999.**

The labor force of the Western & Southwest Region has grown from 82,310 in January 1999 to 99,936 in January 2005, a 3.3% annual growth rate. A person is in the labor force if he/she is either currently working or looking for work. Employment increased from 77,513 to 95,586 during the same period, a 3.5% growth rate.

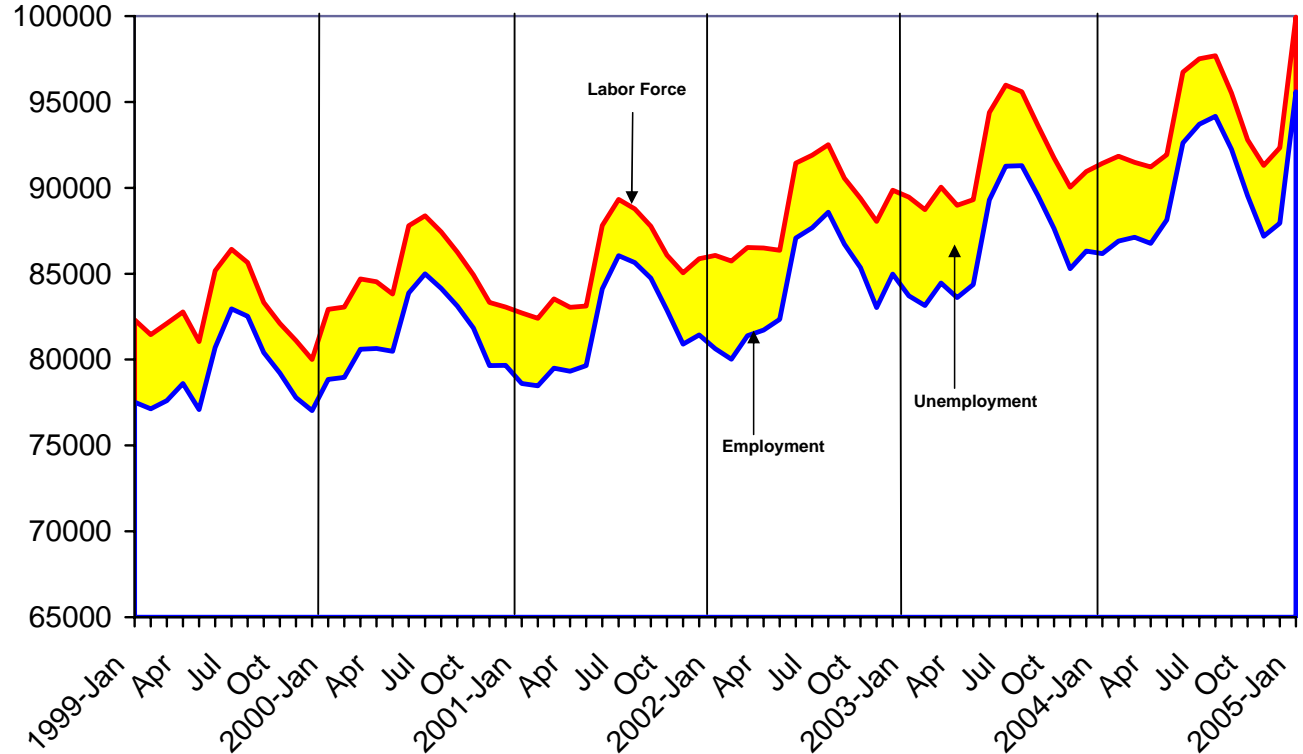
◆ **Unemployment declined while the labor force increased.**

Unemployment is the difference between the number of people in the labor force and the number employed. A wider gap between the two lines indicates more people are unemployed. In January 2004 there were 5,254 people unemployed compared to 4,350 in January 2005, a 904-person decline. During the same period the unemployment rate dropped from 5.7% to 4.4%. The number of people in the Western & Southwest labor force increased, but employment in the region grew even faster.

◆ **In addition, Figure 4 demonstrates the region's labor demand is near its seasonal trough.**

Both employment levels and the labor force peak in the middle of the summer and bottom out in early winter. This survey is aberrational as the January employment and labor force numbers are higher than at any other period in the Job Vacancy Survey's history. The Job Vacancy Survey is

Figure 4: Employment and Labor Force Trends for the Western & Southwest Region
(Not Seasonally Adjusted)



Source: CDLE, Local Area Unemployment Statistics, March 2005

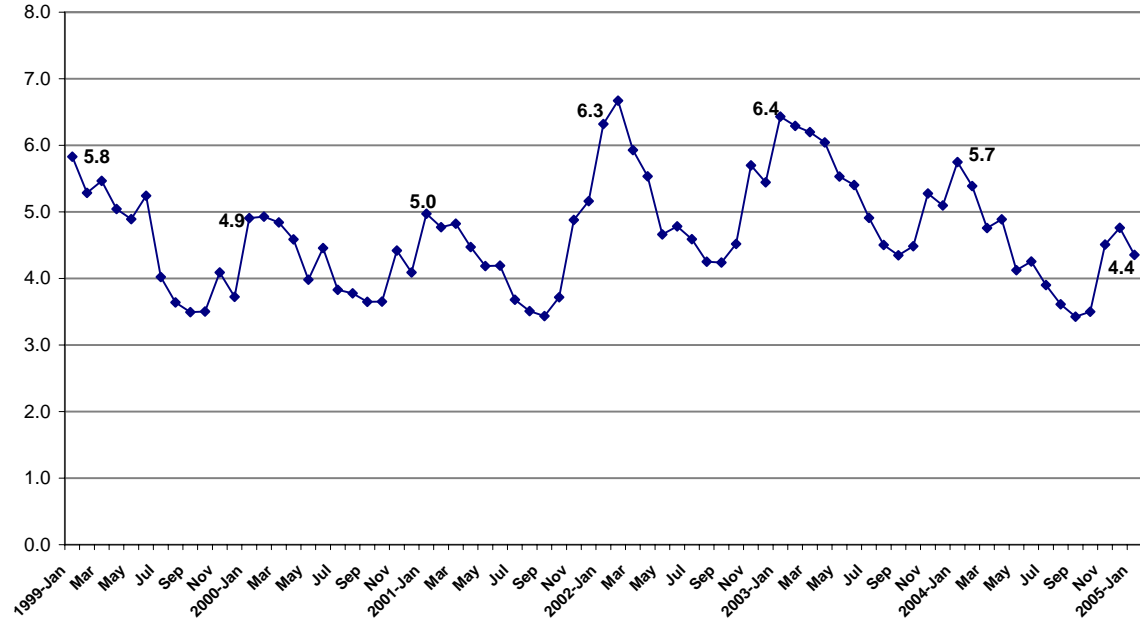
conducted semi-annually in winter and summer in order to measure the demand for labor at both high and low employment periods.

Surveys conducted in summer represent the demand for labor at a time when employers are nearing peak employment, yet are still in the process of actively recruiting. Vacancies found in winter typically represent the demand for labor at a time of year when employment is at its seasonal low. A study at this time indicates the type of occupations for which a labor shortage exists even when the labor supply is least constrained.

Over the last year the unemployment rate decreased from 5.7% to 4.4%. Over the past six years the rate peaked at 6.7% in February of 2002 and bottomed in September of 2001 and 2004 at 3.4%. The current 4.4% rate is lower than the previous six Januarys.

The month-to-month changes of the unemployment rate are less accurate and important than the overall pattern of the unemployment rate over several years. Within a six month period or even a year the unemployment rate moves somewhat erratically. Over several years, however, clear trends in the unemployment rate emerge. It is the general employment and unemployment trends that the unemployment rate accurately measures. After increased unemployment in 2002 and most of 2003, it appears that the Western & Southwest Region's unemployment rate has been declining over the past year.

Figure 5: Western & Southwest Region Unemployment Rate Trend
(Not Seasonally Adjusted)

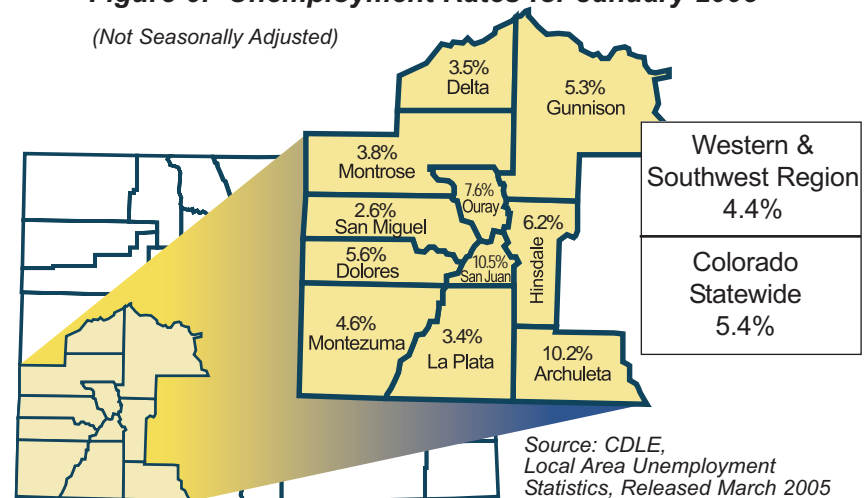


Source: CDLE, Local Area Unemployment Statistics, Released March 2005

The overall unemployment rate in the Western & Southwest Region is lower than the statewide rate of 5.4%. The lowest rate of unemployment occurs in San Miguel County at 2.6% while the highest rate is in San Juan at 10.5%. Because both counties have small labor forces, a small change in the number of unemployed has a large effect on the unemployment rate. Of the larger counties in the region, Montezuma has the highest rate and La Plata has the lowest.

Figure 6: Unemployment Rates for January 2005

(Not Seasonally Adjusted)



Source: CDLE, Local Area Unemployment Statistics, Released March 2005

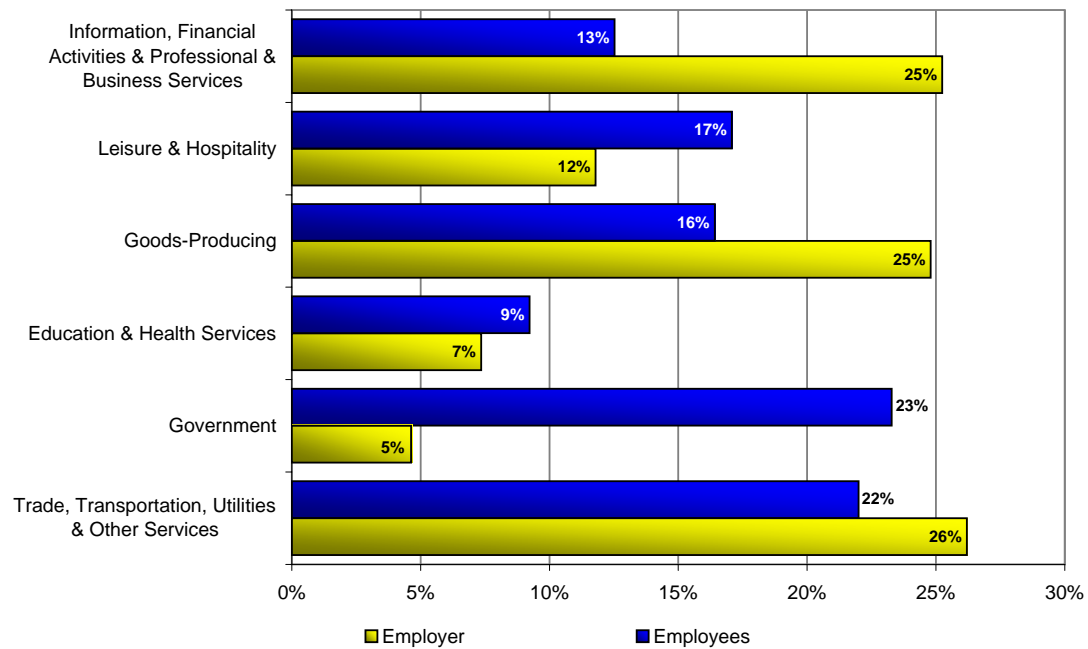
Figure 7 illustrates the distribution of employer and employee data for the Western and Southwest Region. For rural regions, establishments are broken down into six JVS sectors derived from the North American Industry Classification System (NAICS).²

Data are gathered under the Quarterly Census of Employment and Wages program and include employers required to pay Unemployment Insurance Tax. Despite the fact that 98% of the nation's jobs are covered under the Unemployment Insurance program, many agricultural employers are exempt from paying unemployment insurance tax, and therefore are not represented in

QCEW numbers.³ Since agriculture - a significant component of this region's economy - is part of the Goods-Producing category, then that JVS sector most likely represents more than the 16% of the labor market shown in figure 7.

Government employs more people in the Western & Southwest Region than any other JVS sector. Trade, Transportation, Utilities & Other Services is the second largest employer, and has the highest number of firms. Leisure & Hospitality, which is closely linked to tourism, is the third largest JVS sector in the region in terms of employment. This JVS sector includes jobs found in historical sites, casinos, hotels and restaurants.

Figure 7: Western & Southwest Region Employers and Employees, 1st Quarter, 2004



Source: CDLE, Quarterly Census of Employment and Wages (QCEW), 1st Quarter, 2004

2. For more information on the industry changes, please see North American Industry Classification System, Page 31.

3. U.S. Department of Labor, Bureau of Labor Statistics. <http://www.bls.gov/cew/home.htm>

During the survey period an estimated 764 vacancies were open for immediate hire in the Western & Southwest Region. The total number of estimated vacancies is up from the 627 found in the winter of 2004. Both surveys were conducted during the same two weeks in January using similar methods. The increase in vacancies from a year ago is a positive sign for job seekers in the Western & Southwest Region.

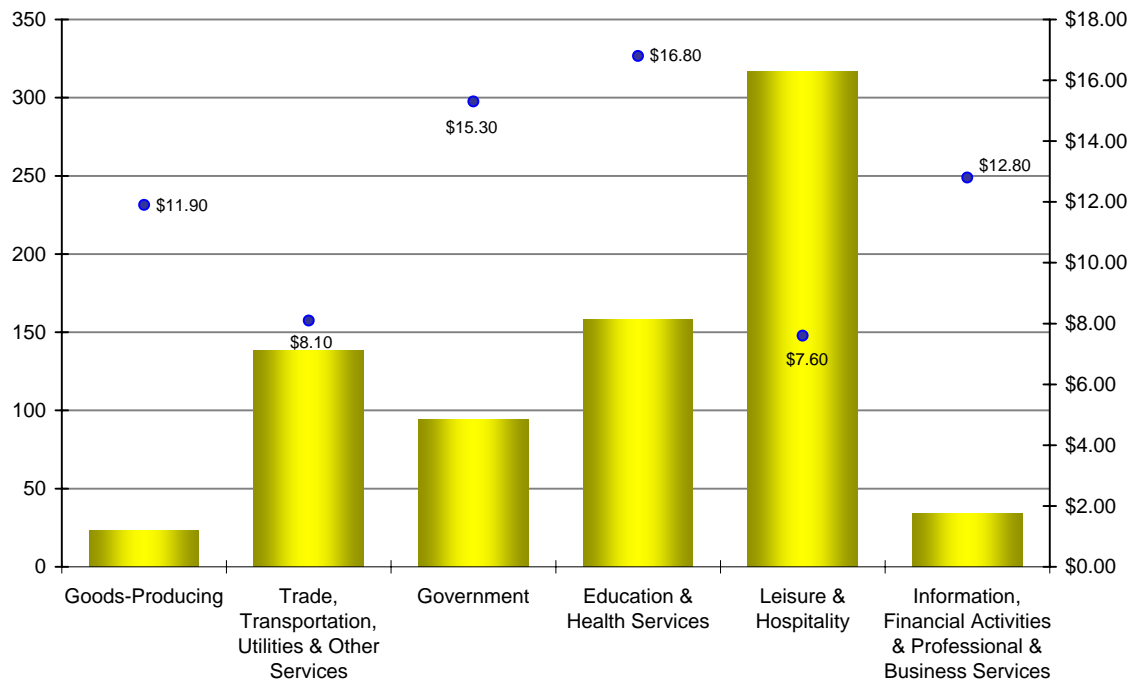
The region's estimated vacancy rate is 1.2%, meaning that there are approximately 12 vacancies in the survey for every 1,000 positions. This vacancy rate is slightly higher than last year's rate of 1%. The overall vacancy rate is calculated by dividing the estimated number of vacancies by the sum of the estimated number of vacancies and total employment.

The demand for labor is composed of people currently employed plus all of the open positions that employers want to fill. The results of this survey as well as current employment numbers suggest that the demand for workers has

increased from January 2004 to January 2005. There are approximately 9,421 more people employed in the region than a year ago and the number of current job vacancies has increased as well. Job seekers have benefited from the increased labor demand, as there are 904 fewer people unemployed despite 8,517 more people now in the labor force.

Of employers contacted by the survey, nine percent reported having at least one vacant position at the time. The Job Vacancy Survey breaks that number down further by illustrating where those jobs are most likely to be found. *Figure 8* shows estimated vacancies and the overall average wage offered by each JVS sector. In this survey, as in last year's as well, the most openings occur in Leisure & Hospitality. Education & Health Services and Trade, Transportation, Utilities, & Other Services also have more than 100 vacancies. Education & Health Services and Government offer the survey's highest wages; Leisure & Hospitality offers the lowest. Compared to a year ago the vacancy rates by JVS sector are:

Figure 8: Estimated Vacancies and Average Wages by JVS Sectors



- Education and Health Services:** 2.3% up from 1.7% in 2004
- Leisure & Hospitality:** 2.3% up from 1.6% in 2004
- Goods-Producing:** 0.3% down from 0.7% in 2004
- Trade, Transportation, Utilities & Other Services:** 0.9% up from 0.7% in 2004
- Government:** 0.7% up from 0.6% in 2004
- Information, Financial Activities & Professional & Business Services:** 0.5% down from 0.6% in 2004.

The increase in job vacancies has occurred throughout much of the region's economy, as a majority of the industry groups have contributed to the growth. Only the Goods-Producing and Information, Financial Activities & Professional & Business Services JVS sectors have fewer job openings this winter than last year.

Why is the average wage so much higher in some JVS sectors and lower in others? While increasing or decreasing demand for labor will put pressure on the average wage offered, the mix of vacancies employers are looking to fill during the survey period probably has the greatest impact on wages.⁴

Employers are asked to provide both a minimum and maximum wage for each open position they report. The average wage is then calculated based on the mid-point of that range. Typically, employers are willing to offer a candidate more or less money depending on a candidate's prior experience and education if it will allow the employee to be more productive. In this survey, wages are reported for 86% of all vacancies. The overall average wage offered for all vacancies in the region is \$11.50 per hour, very similar to the \$11.70 average wage last year.

Most of the JVS sectors offer wage ranges similar to those offered in last year's survey. The vacancies in the Information, Financial Activities & Professional & Business Services JVS sector, however, pay more this year, with a range between \$12.20 and \$13.50 an hour compared to \$8.70 to \$9.60 last year. The vacancies in the Goods-Producing JVS sector offer slightly lower wages this year.

Occupations with the most vacancies by JVS sectors are as follows:

Goods-Producing: Carpenters

Trade, Transportation, Utilities & Other Services: Cashiers

Government: Education Administrators, Elementary & Secondary School and Secretaries, Except Legal, Medical & Executive

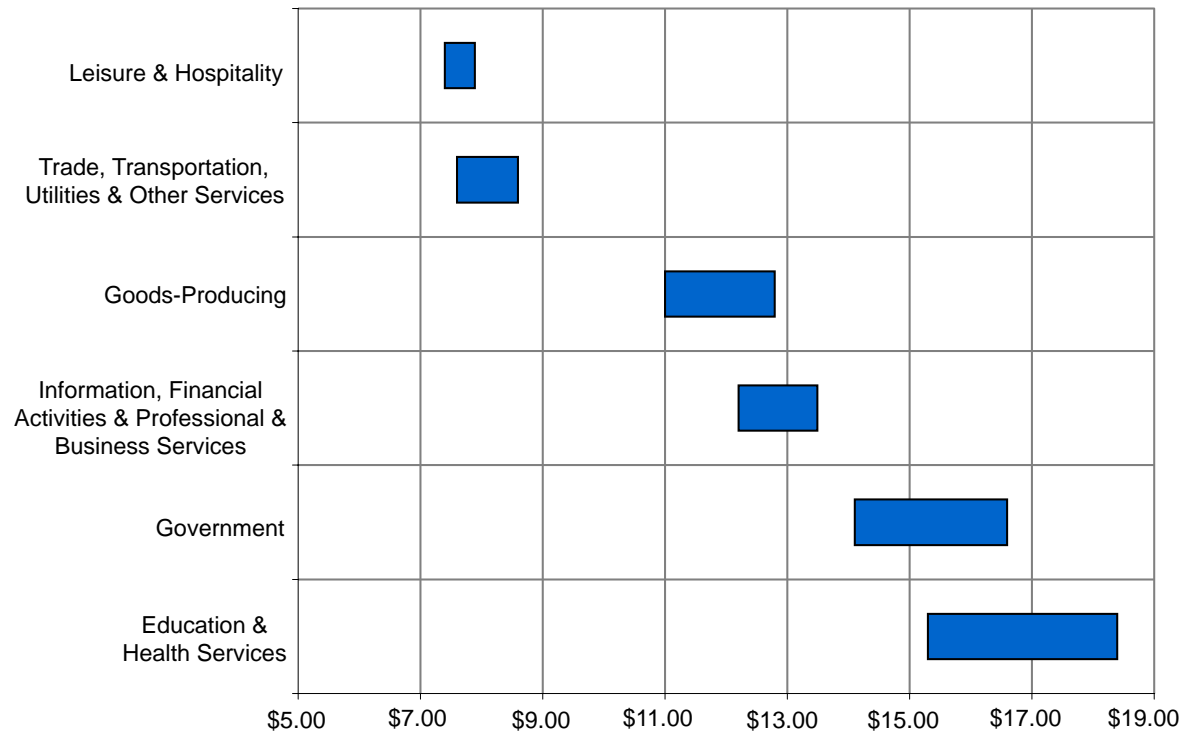
Education & Health Services: Registered Nurses

Leisure & Hospitality: Combined Food Preparation and Serving Workers, Including Fast Food

Information, Financial Activities & Professional & Business Services: not enough vacancies reported.

Top occupations demanded in each JVS sector illustrate why the average wages are so different across industry groups. Government and Education & Health Services demand skilled, higher paying occupations, such as managers or Registered Nurses, while Trade, Transportation, Utilities & Other Services tends to demand lower paying occupations.

Figure 9: Reported Average Wage Ranges by JVS Sectors



4. The Colorado Department of Labor and Employment's Occupational Employment Statistics (OES) survey is an excellent source for accurate and detailed wages by occupation.

Most vacancies are found in the small to mid-size (5 to 99 employees) category. Large employers and Government agencies combined make up 46% of the vacancies. Does this imply that job seekers should target small to mid-size firms? Not necessarily. It is important to consider that while large firms (private firms with 100 or more employees) make up less than 1% of all firms in the region, they have a large number of vacancies per employer. Overall, there are more vacancies in small to mid-size firms, but because there are more small to mid-size firms, there are actually fewer vacancies per employer than with Government or large employers. There are 4.2 vacancies per large private employer, 0.4 vacancies per Government entity and 0.1 vacancies per small to mid-size employer.

The estimated vacancies by size class compared to a year ago:

Small to mid-size: 412 up from 325 in 2004.

Large: 258 up from 222 in 2004.

Government: 94 up from 80 in 2004.

Government agencies offer the survey's highest wages, which are slightly higher than the wages paid by that category's vacancies last year. Like all the categories discussed in this report, occupations found in a size class play a major role in determining the average wage in that category. Many of the vacancies in Government are Management occupations, which explains why their wages are higher than last year's, when most of the openings were in Education, Training & Library occupations. The vast majority of healthcare related occupations are found in the large size category. These relatively high paying positions push up the average wage. The most prominent occupational group in the small to mid-size category is Food Preparation & Serving Related Occupations.

Figure 10: Estimated Vacancies and Average Wages by Employer Size

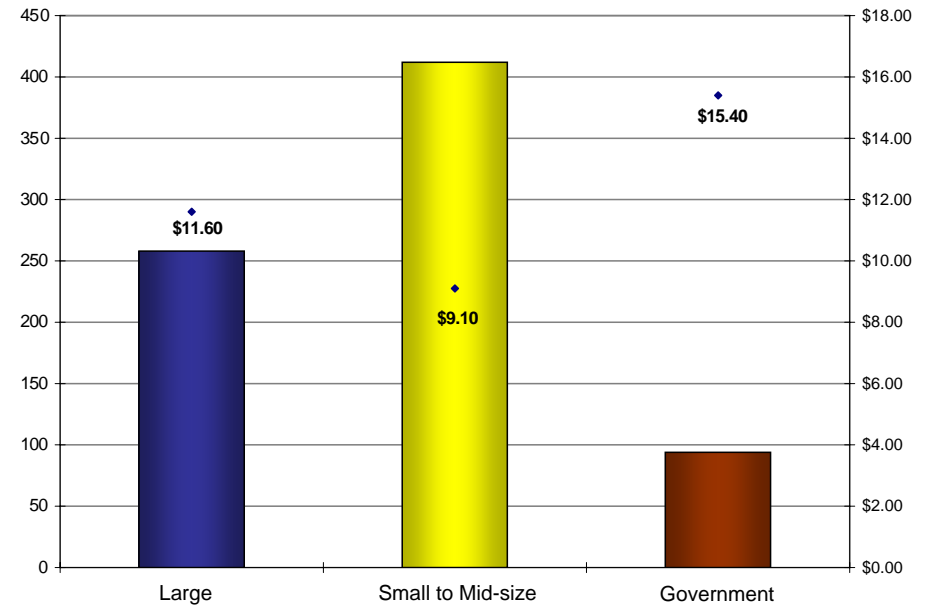
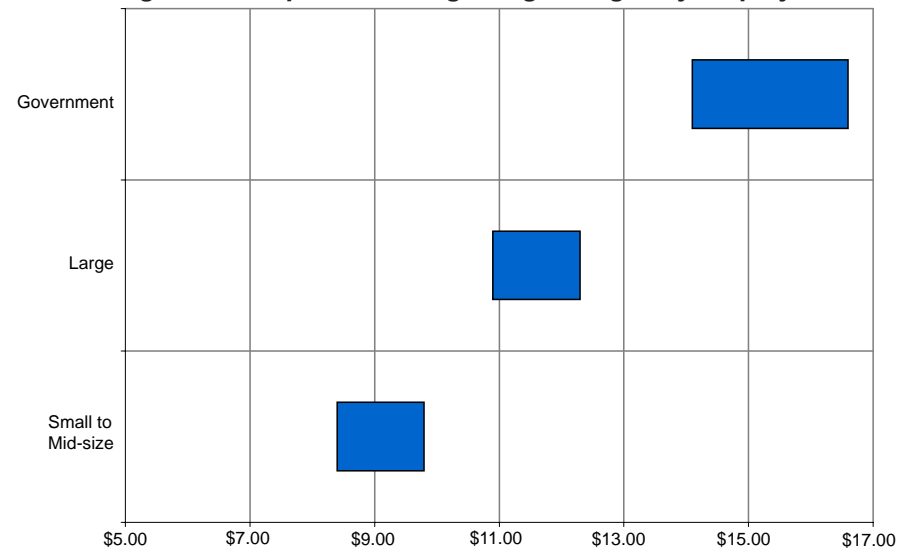


Figure 11: Reported Average Wage Ranges by Employer Size



The remainder of this report provides descriptive statistics of the vacancies reported in and unique to this survey; this is supplemental data of interest to the reader. The survey design does not allow for application of this detail to the region as a whole, but it can be used to understand characteristics of those job vacancies and occupations reported.

Of all vacancies, 85% are permanent employment opportunities. Fifty-three percent are full-time/permanent positions, compared to 77% last year, and 32% are part-time/permanent positions, compared to 16% a year ago. Fifteen percent of the positions are temporary, up from 7% last winter.

Many economists believe that changes in temporary employment are an excellent predictor of future economic trends. Before employers begin to increase their permanent payrolls, it is thought that they first look to increase their workforce by hiring temporary workers. If business conditions do not continue to improve, it is quicker and easier for employers to let temporary workers go than permanent employees. Accordingly, the increase in temporary vacancies this survey indicates that the demand for labor in the Western & Southwest Region will likely continue to rise.

In this survey, full-time/permanent positions offer the highest average wages. There are several reasons for this. Employers probably value full-time/permanent positions more than other status types. A worker who will remain with a company for years is generally more productive than a worker who stays only a few months. Theoretically, wages are determined by the productivity or value of an employee. The types of positions that are hired full-time/permanent are also generally in occupations that require higher levels of skill, education and experience. The higher the worker's skill, education and experience, the higher the employee's value. This view is supported by the fact that certain occupational groups figure predominantly in certain status categories. Education Administrators and Registered Nurses are among the higher paid occupations in the full-time/permanent category.

The most frequently demanded occupations by status category are:

Full-time/Permanent: Healthcare Practitioner & Technical and Food Preparation & Serving Related

Part-time/Permanent: Food Preparation & Serving Related

Full-time/temporary: Building & Grounds Cleaning & Maintenance

Part-time/temporary: Food Preparation & Serving Related

Figure 12: Vacancies by Employment Status

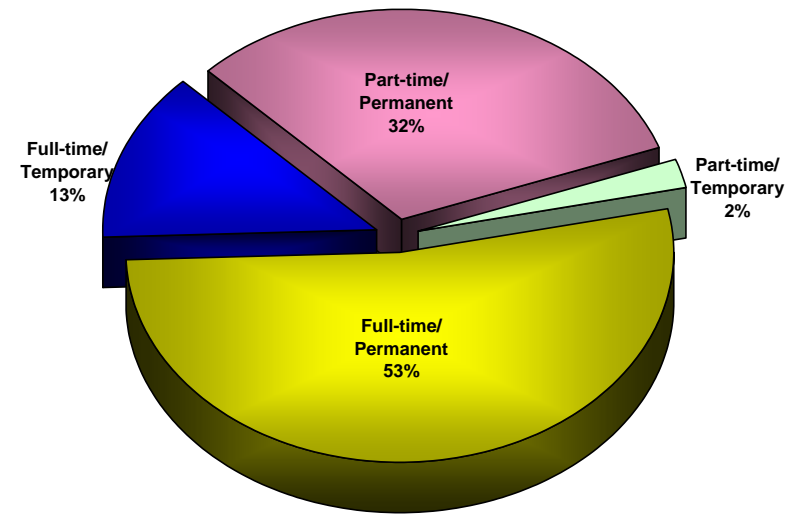
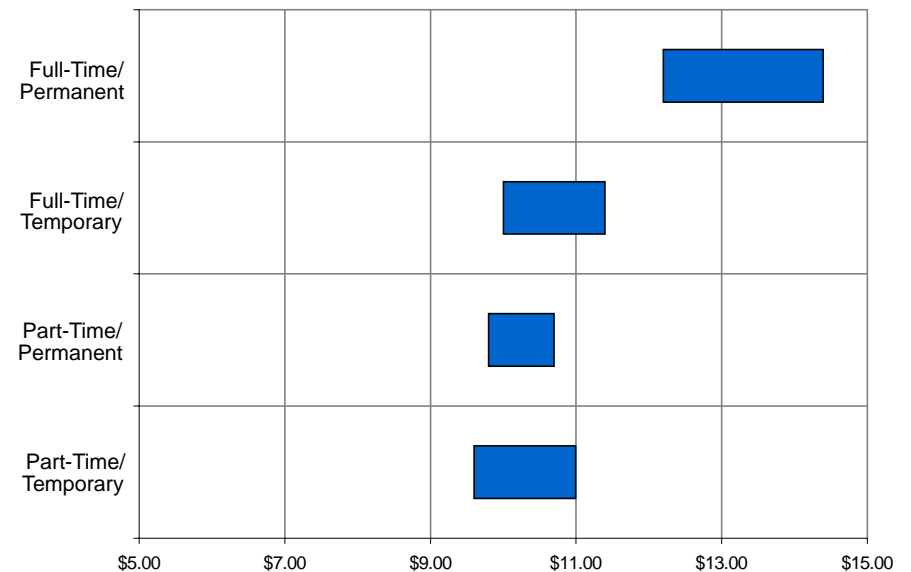


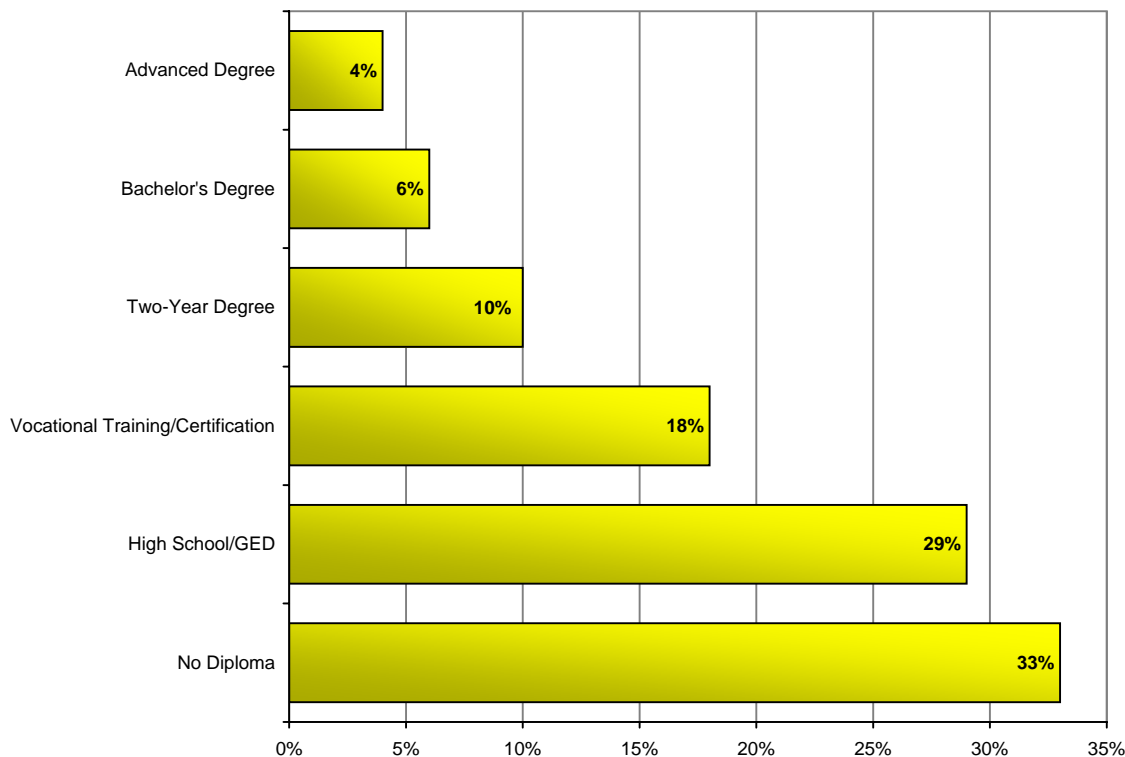
Figure 13: Reported Average Wage Ranges by Employment Status



During periods of high unemployment, it might be assumed that there are too many qualified candidates and too few job openings. The reality is that even in recessions there are many employers who cannot find qualified candidates to fill their open positions. It is important, therefore, that job seekers have information regarding what education and experience levels are in highest demand.

Vacancies by education are very similar to last year. Thirty-eight percent of the vacancies require educational attainment past the high school level, compared to 40% a year ago. A slightly higher proportion of openings do not require a high school diploma or GED, at 33% compared to 31%.

Figure 14: Vacancies by Education



The following are the occupations most in demand in this survey grouped by education required:

Advanced Degree: Healthcare Practitioner & Technical occupations offer 40% of this category's vacancies, mostly Speech-Language Pathologists. Multiple Counselor positions also require advanced degrees.

Bachelor's Degree: Healthcare Practitioner & Technical occupations also dominate the Bachelor's degree category. These positions include Occupational Therapists and Registered Nurses. Last year's leader in this group, Management occupations, offers the second most vacancies this year.

Two-Year Degree: Registered Nurses account for 84% of openings; they also made up the majority last year.

Vocational Training/Certification: Healthcare Support occupations are the most demanded in this category. Many of these are Massage Therapists and Nursing Aides, Orderlies, & Attendants. Healthcare Practitioner & Technical occupations are also highly represented in this education category, with Licensed Practical and Licensed Vocational Nurses comprising several vacancies.

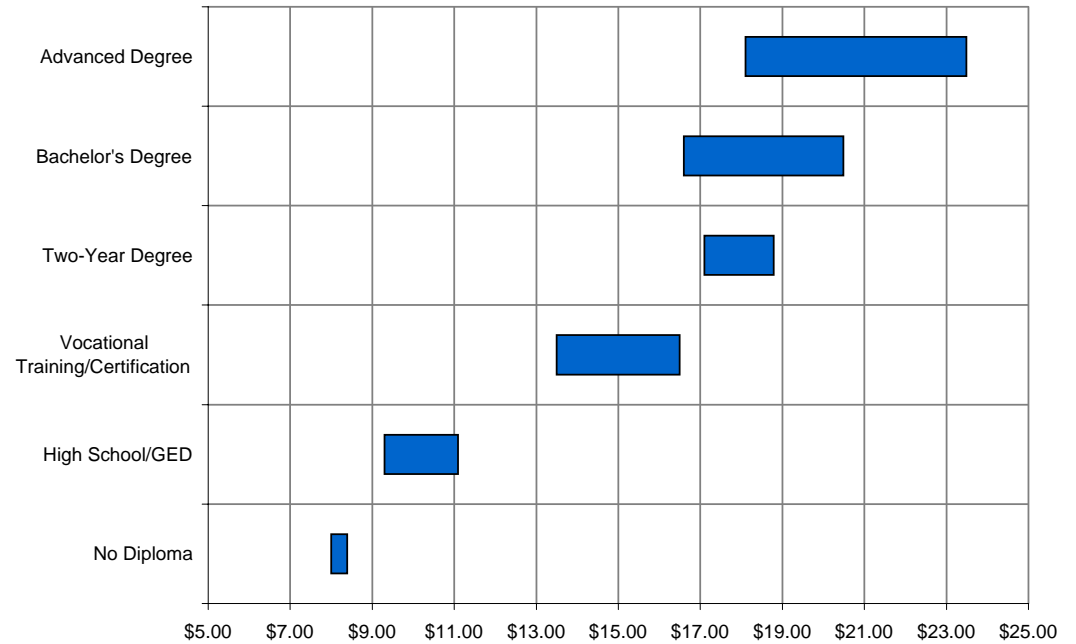
High-School/GED: The single most in-demand occupation for applicants with a high school education is Combined Food Preparation and Serving Workers, including Fast Food. Employers also want Cashiers, Highway Maintenance Workers and Hand Packers & Packagers with this level of education.

No Diploma: Food Preparation & Serving Related occupations are the most frequently demanded among vacancies with no educational requirement. There are also many vacancies in the Personal Care & Service occupations as well as in Building & Grounds Cleaning & Maintenance occupations.

Generally, the greater the education required for a position, the higher the wage offered. This survey illustrates that idea perfectly. It is important for people considering whether or not to continue their education to have an idea of how it will affect their potential earnings. Advanced degrees commanded on average between \$18.10 and \$23.50 an hour in this survey, while a high school diploma or GED commanded on average between \$9.30 and \$11.00 an hour. While obtaining higher levels of education is expensive and difficult, the difference in pay offers a powerful incentive. As vacancies require higher levels of education, wage ranges widen. This is most likely due to the wider range of experience requirements for these occupations.

Average wages are lower this survey for vacancies requiring Bachelor's degrees compared to last year. This may be attributed to the prevalence of Management occupations in last year's survey, including CEOs and Education Administrators. Wages for openings mandating Two-Year degrees and High School/GED completion are also slightly lower than last survey. Offered wages increased for the Advanced degree category, mainly due to high paying Management occupations.

Figure 15: Reported Average Wage Ranges by Education



Employers demand lower levels of experience in this survey than in last year's but higher levels than in 2002 and 2003. Fifty-nine percent of the vacancies require at least experience in a related occupation, compared to 74% in winter 2004. It makes sense that as the economy improves and unemployment levels decrease, as it has over last year, that employers may relax experience requirements. With more unemployed people looking for jobs, employers have the upper-hand and can be more selective in the hiring process.

The occupations most in-demand by experience category are as follows:

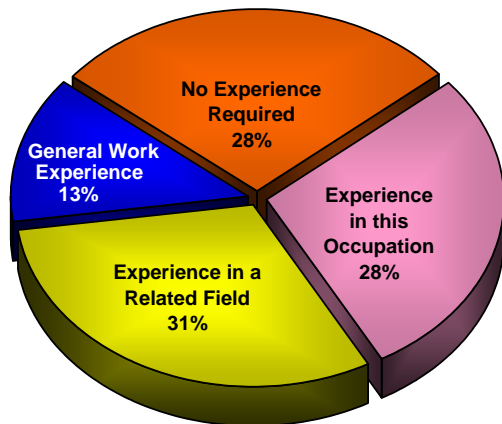
Experience in this Occupation: Forty percent of vacancies requiring the highest experience level are Healthcare Practitioner & Technical occupations, with the majority being Registered Nurses.

Experience in a Related Field: Twenty-two percent of openings are in Food Preparation & Serving Related occupations, 18% are in Healthcare Practitioner & Technical occupations and 14% are in Office and Administrative Support occupations.

General Work Experience: Sales & Related occupations make up 20% of openings, mostly for Cashier positions. Other prevalent occupations in this category are Maids & Housekeeping Cleaners and Highway Maintenance Workers.

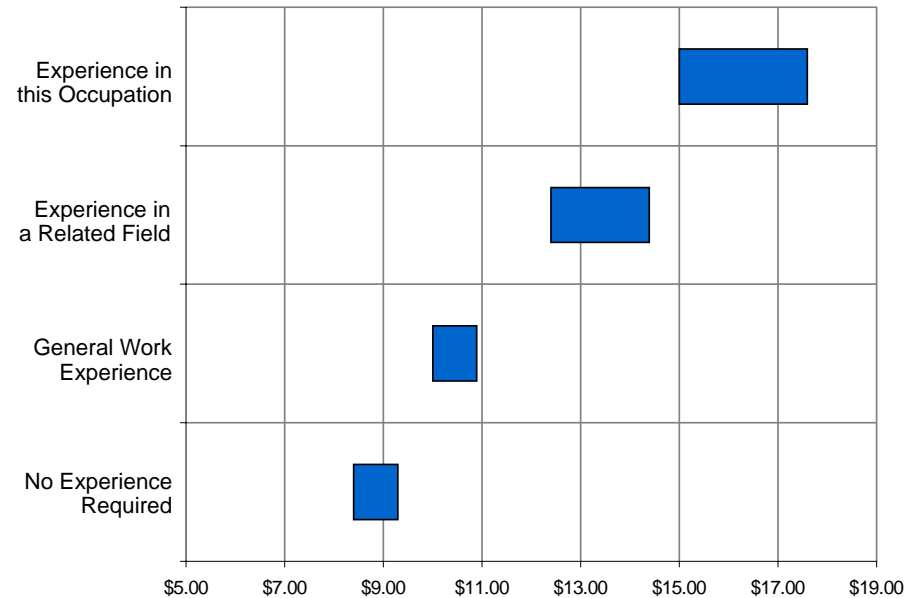
No Experience Required: Nearly half of the positions not requiring experience are in Food Preparation & Serving Related occupations. Most of these are for Combined Food Preparation & Serving Workers, including Fast Food.

Figure 16: Vacancies by Experience



Positions requiring higher levels of experience generally pay higher wages. The primary reason for this is that workers with higher levels of experience are often more productive. Also, higher-level positions such as management require related experience to be effective.

Figure 17: Reported Average Wage Ranges by Experience



Positions requiring experience in this occupation offer wages nearly twice that of vacancies not requiring applicants to have any prior experience.

In most of the surveys conducted in the Western & Southwest region, the wage ranges are larger for positions requiring more work experience. The skills in occupations requiring higher levels of experience vary to a greater degree than entry-level jobs requiring no experience. For example, Registered Nurses, Massage Therapists, Medical & Health Services Managers and Education Administrators for Elementary and Secondary School all require experience in the occupation. Almost all of the vacancies not requiring work experience are entry-level jobs requiring lower skill levels. Examples would be Combined Food Preparation & Serving Workers, including Fast Food and Maids & Housekeeping Cleaners.

The level of difficulty an employer experiences when filling a vacancy can vary dramatically depending on the nature of the individual vacancy as well as the prevailing labor market conditions. For example, finding a high level executive with the right qualifications is usually more difficult than hiring a waiter or waitress. In tight labor markets, such as the one in Colorado during the late 1990s, it may be difficult to fill vacancies no matter what the position. The pool of candidates available to fill vacancies affects the difficulty employers face in hiring new workers. The availability of candidates suited to fill a vacancy requiring a specific skill set is not always sufficient to meet all of the region's demand. If employers are finding the same positions difficult to fill one survey after another, then local education and training institutions may want to design programs to train candidates to meet that demand.

In addition to asking employers about their perceived difficulty in filling vacant positions, the Job Vacancy Survey also measures the amount of time that employers have been actively recruiting. Factors influencing the length of time a vacancy is open include the availability of qualified candidates, competition among employers for similar candidates and the willingness of candidates to accept job duties in light of wages and benefits offered. Also, employers may allow more time to fill a vacancy in order to ensure the fit of the candidate with the organization.

Employers are finding it easier to hire qualified workers in this survey than in the winter of 2004. A comparison of the two surveys reveals:

- The proportion of vacancies reported as very difficult to fill decreased from 15% to 11%.
- Openings reported as somewhat difficult to fill decreased from 33% to 32%.
- Vacancies reported as not difficult to fill increased from 52% a year ago to 57%.

Vacancies termed most difficult to fill by employers tend to be for positions requiring higher levels of experience and education. Workers with greater experience and education have more options in the workforce due to their increased productivity, and competition for them can be fiercer than for lower skilled workers. The most prevalent occupations by Difficulty to Fill category are identical to those found in last year's survey.

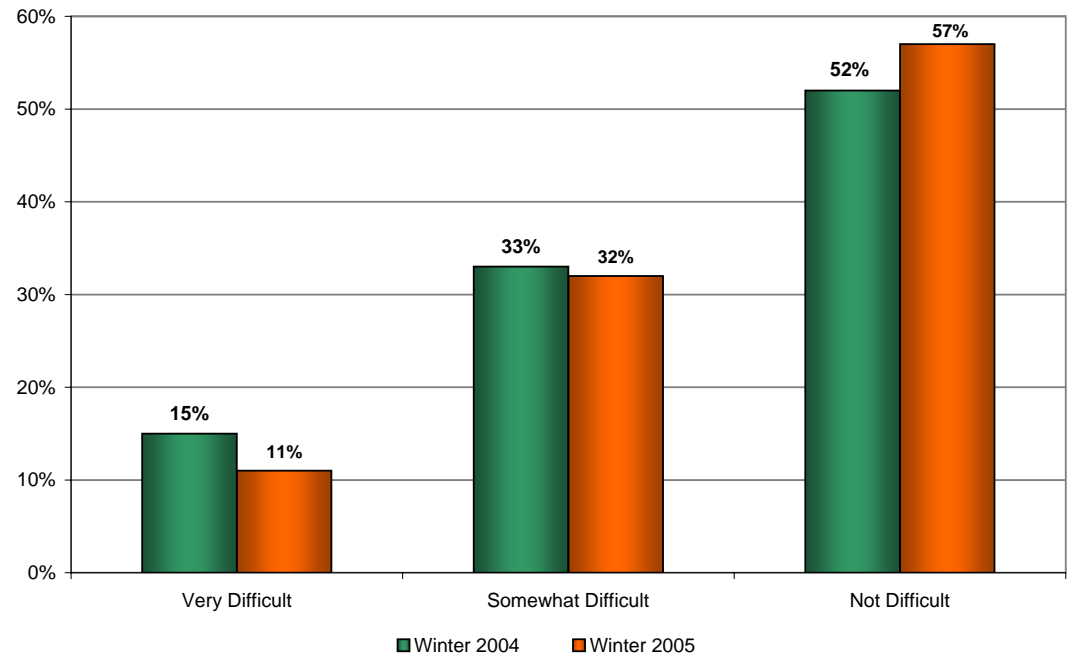
The following are the most frequently found occupations by Difficulty to Fill category:

Very Difficult: Healthcare Practitioner & Technical

Somewhat Difficult: Healthcare Practitioner & Technical

Not Difficult: Food Preparation & Serving Related

Figure 18: Vacancies by Difficulty to Fill



Although employers consider vacancies less difficult to fill than a year ago, employers have been actively recruiting for more days on average. At the same time, a higher percentage of employers say they are always hiring for openings.

- Vacancies open for less than 30 days decreased from 64% to 39%. These vacancies tend to be in Food Preparation & Serving Related occupations—the same jobs that employers term not difficult to fill.
- Positions open between 30 and 59 days increased from 12% to 23%. These openings are considered not or somewhat difficult to fill and include Healthcare Practitioner & Technical and Building & Grounds Cleaning & Maintenance occupations
- Vacancies open for 60 days or more increased from 9% to 10%. These are mostly Healthcare Practitioner & Technical occupations that employers report being very difficult to fill.
- Positions for which employers are always hiring increased from 15% to 28% of the vacancies found. Most of these are in Food Preparation & Serving Related occupations, and employers find them easiest to fill.

Average wages typically reflect the idea that a correlation exists between how much employers are willing to pay for qualified candidates and how hard they will look to find the right person. This survey supports that position as vacancies open for longer periods of time have higher associated wages. As higher wages usually accompany occupations that require more specialized skills, it may take an employer longer to recruit and hire a candidate with the desired background.

Figure 19: Vacancies by Time Open for Hire

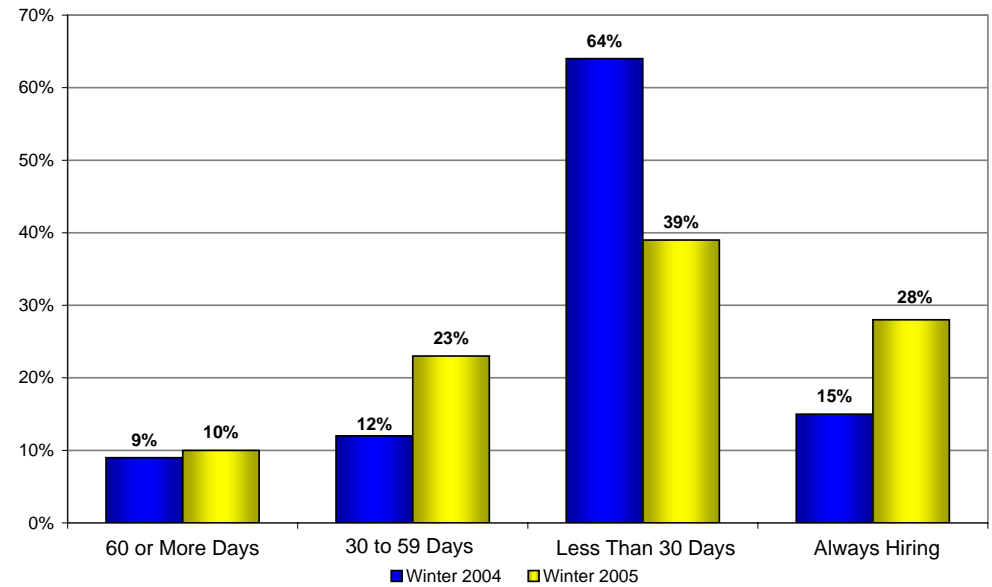
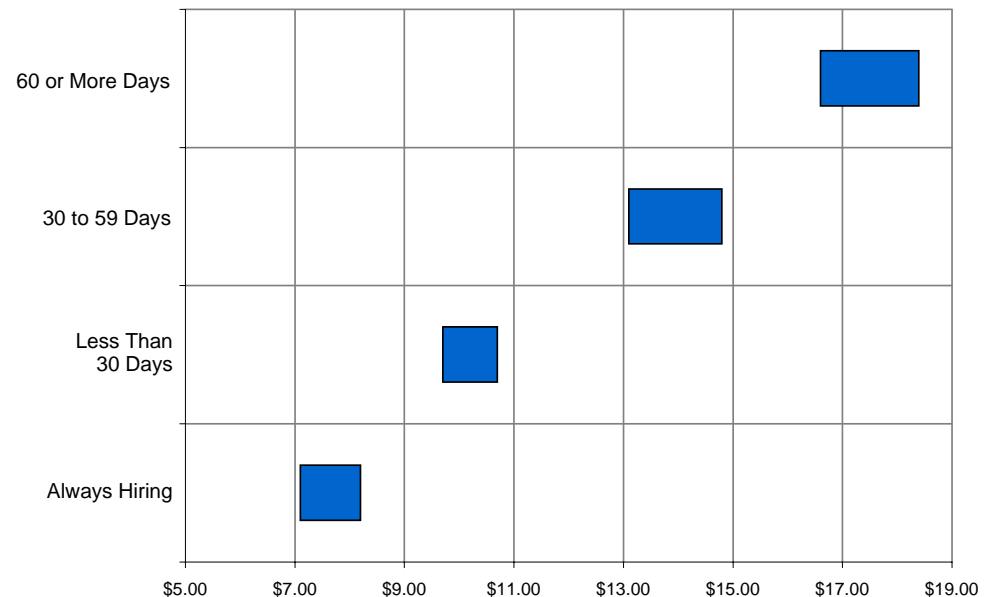


Figure 20: Reported Average Wage Ranges by Time Open for Hire



Medical Insurance

Employers frequently offer compensation related benefits to recruit qualified candidates. Some of these perks include paid time off, transportation or parking vouchers and subsidized childcare. One of the most important benefits offered to employees is medical insurance via an employer group plan. Employers may pay all, part of or none of the monthly insurance premium. How can an employer offer medical insurance and not pay for it? While this scenario is uncommon, employers can and do offer employees the opportunity to participate in their group medical insurance plans even though they do not contribute to the premium.

For 61% of the vacancies, employers offer medical insurance. This is lower than last year's level of 71%, but still in line with previous surveys, where between 60-71% of vacancies offered medical insurance. When medical insurance is offered, employers contribute a partial cost of the premium most of the time. In this survey employers paid a partial cost of the premium for 54% of the vacancies and paid the entire insurance premium for 5% of openings. Vacancies where employers pay the total cost of the premium receive the highest average wages, followed by employers paying a partial cost of the premium.

The following are the most frequently found occupations by employers' contribution to medical insurance category:

Total Cost of Premium: Healthcare Practitioner & Technical

Partial Cost of Premium: Healthcare Practitioner & Technical

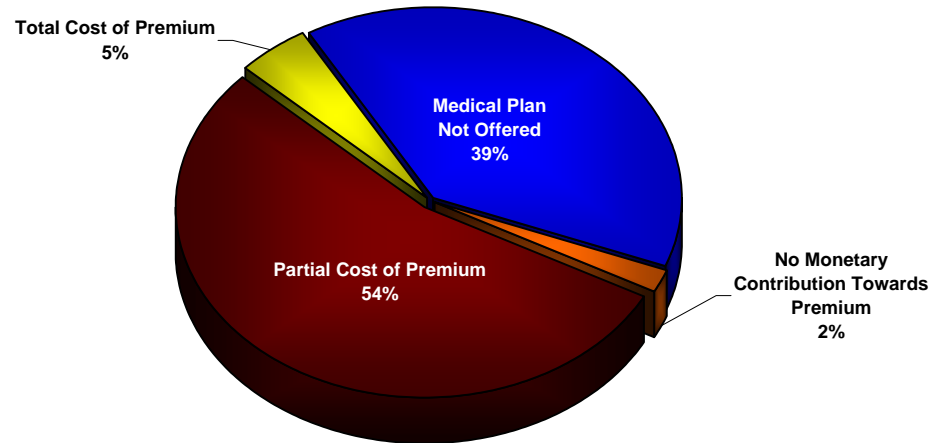
No Monetary Contribution Towards Premium: Food Preparation & Serving Related

Medical Plan Not Offered: Food Preparation & Serving Related

Sign-On Bonus

Only 1% of job vacancies in this survey include a sign-on bonus and those are for Truck Drivers, Heavy and Tractor-Trailer. Last year no sign-on bonuses were offered. As the demand for labor increases and unemployment levels decline, it can be expected that the Western & Southwest Region will see more sign-on bonuses offered.

Figure 21: Employers' Contribution to Medical Insurance



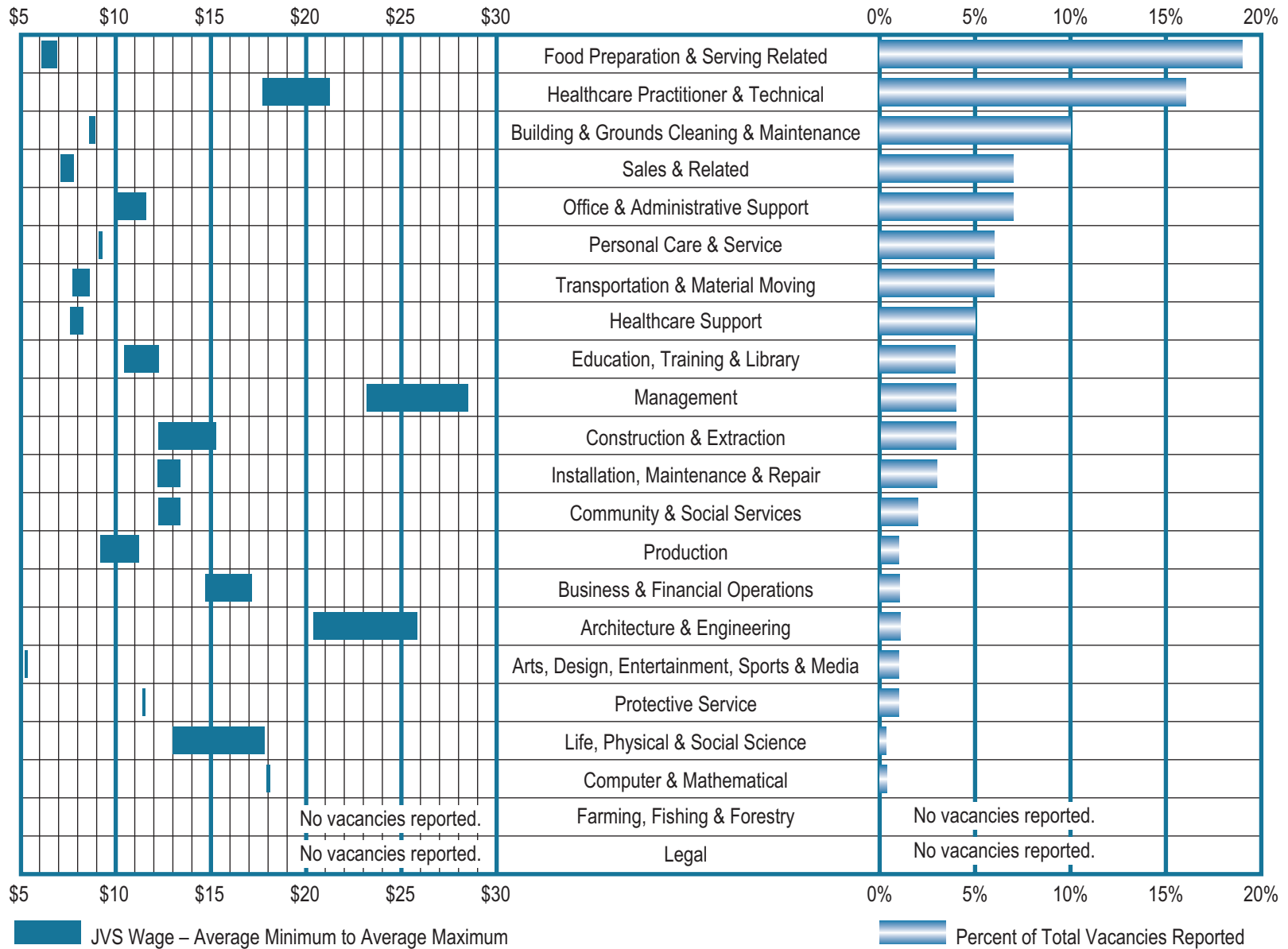
The information reported in the Job Vacancy Survey is partly intended to provide job seekers and employers with useful and current information to help them make informed decisions about job hunting and hiring. Estimating the number of overall vacancies in a region and breaking those numbers down by categories such as JVS sector and employer size provides a useful overview of the job market, but when it comes down to filling a particular opening, the more detailed the information the better. Reporting vacancies at the individual occupation level is the most detailed information the survey can provide without breaking confidentiality with participating employers.

To facilitate comparisons between the results of this survey and other sources of employment statistics, all jobs reported are assigned a Standard Occupational Classification (SOC) code from the *2000 Standard Occupational Classification Manual*. The SOC system contains 801 detailed occupation titles that fall into 22 major occupational groups. Vacancies found in this survey are coded into 20 of the 22 major occupational groups.

Most vacancies are found in the Food Preparation & Serving Related occupation group followed by the Healthcare Practitioner & Technical category. Together these two occupational groups make up approximately 35% of all vacancies. For almost every survey in the Western & Southwest Region, the most vacancies have been found in these two occupational groups.

The average wages offered for open positions in these occupations differ greatly. Food Preparation & Serving Related occupations offer an average wage of \$6.50 an hour, while Healthcare Practitioner & Technical occupations offer an average wage of \$19.50 an hour. Management occupations and Architecture & Engineering occupations offer the survey's highest wages, but they also require higher levels of education and experience. Overall, 10 of the 20 major occupational groups for which we have wage data offer an average wage above the survey average of \$11.50. These 10 major occupational groups account for 33% of reported vacancies.

Figure 22: Vacancies and Reported Average Wage Ranges by Major Occupational Groups



Occupational Estimates

Tables 1 and 2 contain a list of all the detailed SOC job titles assigned to vacancies reported in this survey. As a census of large employers and Government agencies is conducted, the list contains titles for nearly all of the vacancies available at the time of the survey for those employers. Nearly 30% of small to mid-size employers were contacted for the random sample, and likewise the occupations associated with these vacancies are listed.

Vacancies estimated and reported along with wages offered are displayed in *Table 1* for those occupations where at least five vacancies are estimated.

Estimated Vacancies

Because nearly all large employers and Government agencies are contacted, the number of vacancies by occupation for these groups is not estimated; it is an actual count of the vacancies. However, in addition to the number found, vacancies are estimated for occupations reported by small to mid-size private firms. The additional estimated occupational vacancies are calculated per the current mix of occupations found in the region, but restricted to the occupational titles reported in the survey.

Vacancies Found

The number of vacancies by occupation found in the survey.

Average JVS Wage

The average of any and all wages reported in the survey is given for each occupation. The average wage is based solely on information provided by employers responding to this survey, and does not reflect information from other sources or wages paid for currently filled positions.

Average OES Wage

Occupational Employment Statistics (OES) wage data are provided for each occupation. OES data are based on a national survey of employers and refer to filled positions, not vacancies. The data provided here are reported for the Western & Southwest Region when available and statewide otherwise. A complete description of the OES survey is available on the Internet at: <http://www.bls.gov/>.

While the Job Vacancy Survey average wages reflect what is being offered to fill vacancies at the time of the survey, OES wage data reflect what is being paid for already filled positions. Together, these data provide employers and job seekers with a good indication of the compensation available in the current job market.

Table 1: Occupations with Five or More Estimated Vacancies

SOC Code	SOC Occupational Title	Vacancies Estimated	Vacancies Found	Average JVS Wage	Occupational Employment Statistics Wage Data (2003)							
					Average Wages			Percentile Distribution				
					Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	65	38	\$6.10	\$6.09	\$7.35	\$7.98	\$5.77	\$6.34	\$7.22	\$8.31	\$9.51
41-2011	Cashiers	57	26	\$6.20	\$6.22	\$8.86	\$10.18	\$5.94	\$6.65	\$7.91	\$10.13	\$14.92
29-1111	Registered Nurses	42	39	\$15.60	\$15.61	\$21.16	\$23.94	\$14.57	\$17.26	\$21.15	\$25.06	\$28.40
37-2012	Maids and Housekeeping Cleaners	37	22	\$6.60	\$6.59	\$8.66	\$9.70	\$6.09	\$7.09	\$8.41	\$10.05	\$11.67
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	23	23	\$7.10	\$7.11	\$9.57	\$10.80	\$6.52	\$7.74	\$9.38	\$11.07	\$13.12
53-3032	Truck Drivers, Heavy and Tractor-Trailer	22	7	\$9.60	\$9.64	\$13.13	\$14.87	\$9.43	\$10.71	\$13.01	\$15.37	\$17.25
47-4051	Highway Maintenance Workers	21	10	\$13.50	\$13.54	\$17.23	\$19.08	\$12.53	\$15.20	\$18.15	\$20.01	\$21.13
25-2011	Preschool Teachers, Except Special Education	21	2	\$9.20	\$9.20	\$12.26	\$13.79	\$8.72	\$9.90	\$11.41	\$13.73	\$17.33
31-1012	Nursing Aides, Orderlies, and Attendants	20	13	\$7.70	\$7.74	\$9.73	\$10.72	\$7.33	\$8.42	\$9.67	\$10.96	\$12.66
39-9011	Child Care Workers	17	9	\$5.90	\$5.94	\$8.37	\$9.58	\$5.73	\$6.40	\$7.89	\$10.17	\$12.53
35-3041	Food Servers, Nonrestaurant	16	16	\$6.20	\$6.19	\$8.81	\$10.12	\$5.96	\$6.74	\$8.98	\$10.47	\$11.42
41-2031	Retail Salespersons	16	3	\$7.00	\$6.96	\$9.93	\$11.41	\$6.35	\$7.46	\$8.65	\$10.60	\$14.34
11-2021	Marketing Managers	14	1	\$15.70	\$15.67	\$28.23	\$34.50	\$14.18	\$17.34	\$25.66	\$34.37	\$50.93
35-3031	Waiters and Waitresses	13	9	\$6.00	\$6.01	\$6.90	\$7.34	\$5.55	\$5.86	\$6.38	\$6.93	\$10.02
29-2061	Licensed Practical and Licensed Vocational Nurses	13	9	\$12.70	\$12.72	\$15.75	\$17.26	\$11.93	\$13.82	\$15.79	\$17.98	\$20.25
43-4081	Hotel, Motel, and Resort Desk Clerks	12	4	\$7.90	\$7.92	\$9.49	\$10.27	\$6.71	\$9.01	\$9.83	\$10.66	\$11.16
43-9061	Office Clerks, General	12	4	\$6.90	\$6.94	\$11.23	\$13.38	\$6.32	\$7.79	\$10.76	\$14.11	\$17.11
43-6013	Medical Secretaries	11	3	\$8.90	\$8.85	\$10.41	\$11.19	\$8.17	\$9.24	\$10.31	\$11.38	\$12.71
31-9011	Massage Therapists	10	10	\$7.50	\$7.52	\$19.29	\$25.18	\$7.01	\$8.44	\$13.12	\$30.94	\$34.71
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	10	4	\$12.80	\$12.77	\$16.89	\$18.95	\$11.72	\$14.14	\$16.92	\$19.71	\$21.64
43-3071	Tellers	9	1	\$7.90	\$7.91	\$9.92	\$10.92	\$7.49	\$8.59	\$9.89	\$11.06	\$12.97

* OES wages reported for Colorado statewide

† insufficient wage data available

‡ annual wage data

Table 1: Occupations with Five or More Estimated Vacancies — Page 2

					Occupational Employment Statistics Wage Data (2003)							
					Average Wages			Percentile Distribution				
SOC Code	SOC Occupational Title	Vacancies Estimated	Vacancies Found	Average JVS Wage	Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
43-4071	File Clerks	9	1	\$8.20	\$8.17	\$11.08	\$12.53	\$7.33	\$9.29	\$11.88	\$13.03	\$13.74
43-9021	Data Entry Keyers	9	1	\$7.00	\$6.95	\$10.51	\$12.30	\$6.28	\$7.85	\$10.56	\$13.08	\$14.43
53-7064	Packers and Packagers, Hand	9	9	\$6.80	\$6.79	\$7.96	\$8.54	\$6.29	\$7.22	\$7.94	\$8.62	\$9.16
51-7011	Cabinetmakers and Bench Carpenters	8	2	\$9.40	\$9.38	\$12.52	\$14.10	\$8.49	\$10.82	\$12.36	\$15.06	\$16.90
‡ 25-9041	Teacher Assistants	8	8	†	\$16,106	\$20,234	\$22,297	\$14,967	\$17,672	\$20,181	\$22,466	\$25,717
13-2072	Loan Officers	8	1	\$16.40	\$16.39	\$29.60	\$36.20	\$15.17	\$18.19	\$26.82	\$39.32	\$46.31
47-2031	Carpenters	7	2	\$11.10	\$11.10	\$16.66	\$19.44	\$10.15	\$12.28	\$17.30	\$20.40	\$22.18
47-2111	Electricians	7	2	\$15.80	\$15.80	\$20.72	\$23.18	\$14.75	\$17.42	\$20.48	\$24.23	\$28.15
19-3031	Clinical, Counseling, and School Psychologists	6	2	\$16.30	\$16.27	\$22.95	\$26.28	\$15.53	\$17.29	\$23.25	\$26.89	\$32.04
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	6	4	\$7.10	\$7.09	\$9.82	\$11.18	\$6.54	\$7.57	\$8.82	\$11.47	\$15.06
‡ 11-9032	Education Administrators, Elementary and Secondary School	6	6	†	\$48,628	\$60,975	\$67,148	\$46,394	\$52,295	\$60,432	\$70,082	\$76,868
11-9111	Medical and Health Services Managers	6	6	\$21.80	\$21.77	\$28.91	\$32.48	\$19.28	\$24.15	\$28.39	\$33.26	\$39.71
39-9099	Personal Care and Service Workers, All Other	6	6	\$6.30	\$6.29	\$8.69	\$9.89	\$6.02	\$6.73	\$8.17	\$10.35	\$12.53
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	6	5	\$9.60	\$9.58	\$13.71	\$15.78	\$8.18	\$11.17	\$13.34	\$16.39	\$19.60
‡ 27-2022	Coaches and Scouts	6	4	†	\$12,079	\$22,154	\$27,192	\$11,700	\$13,153	\$20,657	\$29,372	\$35,013
35-2021	Food Preparation Workers	5	3	\$6.60	\$6.64	\$8.70	\$9.72	\$6.17	\$7.08	\$8.15	\$10.50	\$12.51
35-2014	Cooks, Restaurant	5	5	\$7.40	\$7.42	\$9.72	\$10.87	\$7.10	\$8.02	\$9.36	\$10.93	\$13.10
43-6014	Secretaries, Except Legal, Medical, and Executive	5	5	\$8.30	\$8.28	\$11.42	\$12.99	\$7.60	\$9.10	\$11.17	\$13.81	\$15.99
* 53-6021	Parking Lot Attendants	5	5	\$6.20	\$6.23	\$7.97	\$8.84	\$5.88	\$6.42	\$7.27	\$9.10	\$11.09
29-1127	Speech-Language Pathologists	5	4	\$17.00	\$17.03	\$23.82	\$27.22	\$15.90	\$17.96	\$22.90	\$27.78	\$34.98

* OES wages reported for Colorado statewide

† insufficient wage data available

‡ annual wage data

Table 2: Occupations with Fewer than Five Estimated Vacancies

		Occupational Employment Statistics Wage Data (2003)							
		Average Wages			Percentile Distribution				
SOC Code	SOC Occupational Title	Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
13-2011	Accountants and Auditors	\$14.85	\$23.01	\$27.08	\$14.18	\$16.99	\$20.92	\$26.79	\$38.11
*‡ 25-1061	Anthropology and Archeology Teachers, Postsecondary	\$41,560	\$60,930	\$70,610	\$37,900	\$46,150	\$56,390	\$73,800	\$92,650
39-6011	Baggage Porters and Bellhops	\$6.27	\$9.45	\$11.04	\$6.04	\$6.79	\$9.79	\$10.92	\$12.18
51-3011	Bakers	\$8.47	\$10.94	\$12.18	\$7.91	\$8.95	\$10.87	\$12.87	\$14.23
35-3011	Bartenders	\$5.90	\$6.61	\$6.97	\$5.45	\$5.78	\$6.32	\$6.93	\$8.38
43-3021	Billing and Posting Clerks and Machine Operators	\$8.53	\$11.72	\$13.32	\$7.99	\$9.01	\$11.74	\$13.80	\$16.24
43-3031	Bookkeeping, Accounting, and Auditing Clerks	\$8.29	\$12.50	\$14.61	\$7.18	\$9.68	\$12.32	\$14.73	\$18.09
53-3021	Bus Drivers, Transit and Intercity	\$6.40	\$10.96	\$13.24	\$5.99	\$6.89	\$11.55	\$13.50	\$16.47
17-2051	Civil Engineers	\$23.98	\$32.88	\$37.32	\$22.58	\$26.87	\$32.58	\$39.22	\$45.51
* 21-2011	Clergy	\$7.95	\$17.91	\$22.88	\$6.33	\$9.95	\$16.44	\$20.47	\$26.08
* 11-3041	Compensation and Benefits Managers	†	†	†	†	†	†	†	†
13-1041	Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	\$16.29	\$23.14	\$26.57	\$15.13	\$18.09	\$21.86	\$26.75	\$35.11
47-4011	Construction and Building Inspectors	\$14.20	\$19.70	\$22.46	\$12.88	\$15.81	\$20.02	\$22.68	\$27.03
* 49-9012	Control and Valve Installers and Repairers, Except Mechanical Door	\$6.57	\$15.03	\$19.26	\$5.94	\$6.80	\$12.93	\$21.02	\$28.05
35-2012	Cooks, Institution and Cafeteria	\$7.94	\$9.91	\$10.89	\$7.55	\$8.27	\$9.35	\$11.02	\$13.53
* 21-1019	Counselors, All Other	†	†	†	†	†	†	†	†
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	\$6.07	\$6.29	\$6.40	\$5.55	\$5.83	\$6.30	\$6.76	\$7.20
43-4031	Court, Municipal, and License Clerks	\$12.11	\$15.19	\$16.72	\$11.62	\$13.04	\$15.06	\$17.06	\$19.88
43-4051	Customer Service Representatives	\$9.36	\$12.30	\$13.76	\$8.86	\$10.08	\$11.92	\$13.94	\$16.76
* 29-2032	Diagnostic Medical Sonographers	\$17.25	\$26.80	\$31.58	\$13.19	\$21.63	\$25.69	\$32.45	\$41.12
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	\$6.12	\$7.98	\$8.91	\$5.70	\$6.13	\$6.85	\$9.76	\$12.77
35-9021	Dishwashers	\$6.05	\$6.60	\$6.87	\$5.60	\$5.94	\$6.52	\$7.15	\$8.17

* OES wages reported for Colorado statewide

† insufficient wage data available

‡ annual wage data

Table 2: Occupations with Fewer than Five Estimated Vacancies — Page 2

		Occupational Employment Statistics Wage Data (2003)							
		Average Wages			Percentile Distribution				
SOC Code	SOC Occupational Title	Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
*‡ 25-1081	Education Teachers, Postsecondary	\$30,900	\$49,770	\$59,210	\$28,260	\$36,400	\$46,990	\$60,140	\$78,920
17-3023	Electrical and Electronic Engineering Technicians	\$10.19	\$12.02	\$12.93	\$9.68	\$10.63	\$12.02	\$13.46	\$14.38
* 49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	\$15.97	\$22.25	\$25.39	\$14.38	\$18.23	\$22.82	\$26.40	\$30.36
‡ 25-2021	Elementary School Teachers, Except Special Education	\$28,955	\$37,595	\$41,916	\$26,718	\$31,080	\$36,776	\$43,906	\$51,901
29-2041	Emergency Medical Technicians and Paramedics	\$7.21	\$13.15	\$16.12	\$6.07	\$8.92	\$12.62	\$18.05	\$21.13
11-9041	Engineering Managers	\$30.39	\$44.65	\$51.78	\$28.33	\$33.37	\$41.31	\$51.83	\$63.44
* 29-1062	Family and General Practitioners	\$39.50	\$63.46	†	\$36.50	\$44.68	\$56.47	†	†
11-3031	Financial Managers	\$20.43	\$32.17	\$38.04	\$17.70	\$23.32	\$30.65	\$37.07	\$47.79
* 33-1021	First-Line Supervisors/Managers of Fire Fighting and Prevention Workers	\$22.86	\$30.10	\$33.72	\$20.88	\$25.75	\$30.45	\$34.09	\$39.91
37-1011	First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	\$8.52	\$13.63	\$16.19	\$7.68	\$9.75	\$13.42	\$16.78	\$20.25
39-1021	First-Line Supervisors/Managers of Personal Service Workers	\$9.86	\$13.66	\$15.55	\$9.51	\$10.46	\$12.03	\$14.46	\$22.44
35-9099	Food Preparation and Serving Related Workers, All Other	\$7.75	\$9.43	\$10.26	\$7.41	\$8.23	\$9.31	\$10.45	\$11.53
* 39-3012	Gaming and Sports Book Writers and Runners	\$6.87	\$7.98	\$8.53	\$6.30	\$7.19	\$7.90	\$8.61	\$10.10
* 39-3011	Gaming Dealers	†	†	†	†	†	†	†	†
* 49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$11.94	\$16.93	\$19.43	\$10.85	\$13.41	\$16.40	\$20.44	\$24.31
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	\$6.00	\$7.00	\$7.50	\$5.64	\$6.09	\$6.84	\$7.90	\$8.76
* 11-3049	Human Resources Managers, All Other	†	†	†	†	†	†	†	†
49-9099	Installation, Maintenance, and Repair Workers, All Other	\$7.92	\$14.67	\$18.05	\$6.60	\$9.28	\$12.84	\$18.97	\$25.80
* 47-2131	Insulation Workers, Floor, Ceiling, and Wall	†	†	†	†	†	†	†	†
51-6011	Laundry and Dry-Cleaning Workers	\$6.90	\$8.00	\$8.54	\$6.46	\$7.17	\$7.91	\$8.73	\$10.19
25-4021	Librarians	\$14.23	\$20.06	\$22.97	\$12.97	\$15.79	\$20.05	\$24.31	\$26.97

* OES wages reported for Colorado statewide

† insufficient wage data available

‡ annual wage data

Table 2: Occupations with Fewer than Five Estimated Vacancies — Page 3

		Occupational Employment Statistics Wage Data (2003)							
		Average Wages			Percentile Distribution				
SOC Code	SOC Occupational Title	Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
25-4031	Library Technicians	\$7.69	\$11.48	\$13.38	\$6.75	\$8.76	\$11.53	\$14.04	\$16.72
* 39-3093	Locker Room, Coatroom, and Dressing Room Attendants	\$6.30	\$9.32	\$10.83	\$5.96	\$6.84	\$8.99	\$10.73	\$13.06
49-9042	Maintenance and Repair Workers, General	\$9.01	\$14.23	\$16.84	\$8.13	\$10.21	\$13.75	\$18.21	\$21.35
13-1111	Management Analysts	\$11.61	\$23.73	\$29.79	\$10.14	\$13.77	\$20.91	\$26.15	\$49.61
* 21-1013	Marriage and Family Therapists	†	†	†	†	†	†	†	†
29-2011	Medical and Clinical Laboratory Technologists	\$15.75	\$21.73	\$24.72	\$13.05	\$18.03	\$20.45	\$28.51	\$32.18
21-1022	Medical and Public Health Social Workers	\$11.69	\$15.70	\$17.70	\$11.09	\$12.87	\$15.10	\$17.24	\$20.78
* 49-9062	Medical Equipment Repairers	\$18.95	\$24.71	\$27.59	\$16.35	\$22.58	\$25.77	\$28.45	\$32.26
29-2071	Medical Records and Health Information Technicians	\$9.31	\$10.47	\$11.05	\$8.80	\$9.26	\$10.07	\$10.87	\$13.66
13-1121	Meeting and Convention Planners	\$12.60	\$18.42	\$21.33	\$12.02	\$13.23	\$15.77	\$22.80	\$27.39
21-1014	Mental Health Counselors	\$12.96	\$15.33	\$16.51	\$12.07	\$13.84	\$15.42	\$16.99	\$18.85
‡ 25-2022	Middle School Teachers, Except Special and Vocational Education	\$29,850	\$37,870	\$41,879	\$27,669	\$31,455	\$36,526	\$43,651	\$51,663
* 17-2151	Mining and Geological Engineers, Including Mining Safety Engineers	\$20.61	\$33.62	\$40.12	\$18.06	\$23.67	\$32.07	\$41.50	\$47.48
15-1071	Network and Computer Systems Administrators	\$16.12	\$23.00	\$26.44	\$14.26	\$18.33	\$21.53	\$28.60	\$34.15
43-4141	New Accounts Clerks	\$11.33	\$12.84	\$13.59	\$10.45	\$11.64	\$12.79	\$13.95	\$16.05
39-2021	Nonfarm Animal Caretakers	\$6.11	\$7.67	\$8.45	\$5.64	\$6.01	\$6.64	\$8.22	\$12.62
29-1122	Occupational Therapists	\$20.65	\$25.06	\$27.27	\$18.24	\$22.62	\$24.82	\$26.98	\$34.75
47-2073	Operating Engineers and Other Construction Equipment Operators	\$14.16	\$18.74	\$21.03	\$13.05	\$14.95	\$17.80	\$22.09	\$26.47
29-1051	Pharmacists	\$28.29	\$36.25	\$40.22	\$29.67	\$33.46	\$37.78	\$42.22	\$45.29
* 31-2022	Physical Therapist Aides	\$8.05	\$11.05	\$12.54	\$7.55	\$8.66	\$10.96	\$12.91	\$14.53
31-2021	Physical Therapist Assistants	\$8.19	\$9.87	\$10.71	\$7.52	\$7.89	\$8.50	\$9.11	\$15.90
29-1123	Physical Therapists	\$21.18	\$26.15	\$28.64	\$19.23	\$22.76	\$25.75	\$29.47	\$34.57

* OES wages reported for Colorado statewide

† insufficient wage data available

‡ annual wage data

Table 2: Occupations with Fewer than Five Estimated Vacancies — Page 4

		Occupational Employment Statistics Wage Data (2003)							
		Average Wages			Percentile Distribution				
SOC Code	SOC Occupational Title	Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
47-2152	Plumbers, Pipefitters, and Steamfitters	\$14.31	\$21.37	\$24.91	\$12.92	\$16.85	\$20.66	\$24.39	\$32.37
*‡ 25-1199	Postsecondary Teachers, All Other	\$26,720	\$54,700	\$68,690	\$24,470	\$29,210	\$51,710	\$70,490	\$90,940
* 43-3061	Procurement Clerks	\$10.82	\$15.39	\$17.68	\$9.90	\$12.25	\$15.34	\$18.40	\$21.08
33-9099	Protective Service Workers, All Other	\$8.25	\$12.11	\$14.04	\$7.17	\$9.22	\$12.05	\$13.58	\$17.12
*‡ 25-1066	Psychology Teachers, Postsecondary	\$33,120	\$56,430	\$68,080	\$30,140	\$38,400	\$51,700	\$69,120	\$91,910
29-2034	Radiologic Technologists and Technicians	\$20.78	\$23.48	\$24.82	\$19.28	\$21.88	\$23.85	\$25.88	\$27.09
41-9022	Real Estate Sales Agents	\$15.37	\$22.26	\$25.71	\$12.82	\$18.81	\$24.23	\$26.93	\$28.64
43-4171	Receptionists and Information Clerks	\$7.30	\$9.69	\$10.89	\$6.66	\$8.18	\$9.85	\$11.03	\$12.60
53-7081	Refuse and Recyclable Material Collectors	\$8.96	\$11.36	\$12.57	\$8.65	\$9.81	\$11.29	\$13.03	\$14.97
29-1126	Respiratory Therapists	\$15.51	\$19.36	\$21.28	\$14.48	\$17.13	\$19.59	\$22.00	\$24.97
11-2022	Sales Managers	\$23.25	\$44.99	\$55.87	\$20.94	\$26.54	\$33.97	\$66.31	†
* 41-3099	Sales Representatives, Services, All Other	†	†	†	†	†	†	†	†
‡ 25-2031	Secondary School Teachers, Except Special and Vocational Education	\$29,524	\$41,087	\$46,869	\$28,027	\$32,474	\$39,452	\$48,283	\$59,538
33-9032	Security Guards	\$8.40	\$10.91	\$12.17	\$7.68	\$9.09	\$10.53	\$12.72	\$14.62
43-5071	Shipping, Receiving, and Traffic Clerks	\$8.20	\$10.52	\$11.67	\$7.75	\$8.74	\$10.19	\$12.09	\$13.97
21-1093	Social and Human Service Assistants	\$9.18	\$13.15	\$15.14	\$8.72	\$10.32	\$12.34	\$15.07	\$20.15
21-1011	Substance Abuse and Behavioral Disorder Counselors	\$10.63	\$13.50	\$14.93	\$9.77	\$11.19	\$12.53	\$13.87	\$20.09
43-2011	Switchboard Operators, Including Answering Service	\$6.97	\$9.44	\$10.68	\$6.43	\$7.79	\$9.64	\$10.97	\$12.68
11-3071	Transportation, Storage, and Distribution Managers	\$19.50	\$30.66	\$36.24	\$16.33	\$23.40	\$31.75	\$35.54	\$46.35
53-3033	Truck Drivers, Light or Delivery Services	\$8.92	\$13.43	\$15.69	\$8.32	\$9.74	\$11.87	\$15.82	\$23.78
51-8031	Water and Liquid Waste Treatment Plant and System Operators	\$12.01	\$17.75	\$20.62	\$8.81	\$14.79	\$19.25	\$21.46	\$22.89

* OES wages reported for Colorado statewide

† insufficient wage data available

‡ annual wage data

With 22% of the employment in the Western & Southwest Region, Trade, Transportation, Utilities & Other Services is the second largest source of employment in the region and the largest employer. It accounts for the third most estimated vacancies this survey, with 138. This is up from 106 estimated vacancies in the last winter survey. Average wages are also up slightly from last year for the Trade, Transportation, Utilities & Other Services JVS sector at \$8.10 this year compared to \$7.80 last year. This JVS sector offers the survey's second lowest average wages.

The Trade, Transportation, Utilities & Other Services JVS sector is made up of the following NAICS sectors: Utilities, Wholesale Trade, Retail Trade, Transportation & Warehousing and Other Services, except Public Administration. The Retail Trade sector makes up 65% of this JVS sector's employment. As the economy continues to pick up, vacancies in this sector, especially positions in Retail Trade, can be expected to increase as demand for consumer goods tends to rise with a better performing economy.

Sixty percent of vacancies are found in Department Stores in the Retail Trade sector. Most of these are for Cashier positions. Cashiers do not require

high levels of experience or education, and they pay wages ranging from \$5.25 to \$9.00 per hour, bringing this JVS sector's average wages down.

The highest paid openings are for Bus & Truck Mechanics & Diesel Engine Specialists and Truck Drivers, Heavy & Tractor-Trailer. Both of these occupations require higher levels of experience and education.

Nineteen percent of vacancies in this JVS sector are for Packers & Packers, Hand, which includes courtesy clerks and baggers at supermarkets. These are low paying positions that are always hiring. The Utilities sector does not offer any vacancies this time, however, some Utilities vacancies fall under the Government JVS sector because they are not privately owned companies.

Trade, Transportation, Utilities and Other Services positions tend to require lower levels of education, a wide range of experience and are termed not difficult or somewhat difficult to fill. Sixty-three percent of these vacancies are always hiring and two-thirds of them offer their employees medical insurance.

With the analysis of labor market conditions, many questions regarding labor demand and supply, as well as labor skills requirements, often arise...

- ◆ How many job openings are there?
- ◆ What industries are hiring?
- ◆ What skills are employers seeking?
- ◆ Are employers having difficulty filling positions?

The answers to these and similar questions are important in the decision-making processes of employers, employees, job seekers, trainers, and planning officials. While Labor Market Information (LMI) provides data on the local labor force supply, the Job Vacancy Survey complements this by providing information about the demand for labor and offers a more complete picture of local labor markets.

Employers

The Job Vacancy Survey measures the area's current vacancies along with education and experience requirements. This report can serve as a strategic planning tool in the following areas:

Employee Recruitment—If findings indicate that employers have had positions open for a significant period of time, and compensation is sufficient, one might deduce a shortage of applicants in the area. Therefore, recruitment efforts could be focused outside of the region in areas where the necessary skills are more likely to be found.

Compensation and Benefits Planning—The Job Vacancy Survey provides wages offered for surveyed job openings. Tables in this report also detail current wages by occupation from Occupational Employment Statistics data. Together these pieces of information can be used to develop wage guidelines for compensation practices.

New Site Selection—Employers considering relocating or expanding to the area can study the survey and determine how easily the company's employment needs will be met by reviewing current vacancies. Companies need a sufficient, qualified labor pool to operate. High labor demand within a particular JVS sector segment along with indications of difficulty filling these positions should caution a firm requiring a similar labor profile.

Job Seekers

The Job Vacancy Survey provides job seekers with a broad view of which industries are hiring, which occupations are in demand along with currently offered salaries and

benefits, and what education and experience levels are required. This report is a roadmap that can be used to determine where the best paying jobs are given an individual's skills and level of education.

Job seekers can also use Labor Market Information's occupational projections, which provide a long-term outlook of occupational demand, along with the survey, which illustrates the current level of demand in the local job market to determine how current employment opportunities can contribute to their long-term career goals. Career minded individuals can tailor education, training, and work-experience to fit future high-demand positions.

Workforce Centers

The Job Vacancy Survey is designed to aid Colorado's Workforce Centers and other job placement organizations. As Workforce Centers serve job seekers and employers, the report acts as a handy reference for information on current vacancies, position requirements, wages and benefits offered, seasonal employment trends, and dominant regional industries. Workforce Center representatives can increase placement success by directing job seekers toward high demand occupations and industries. The Workforce Research and Analysis survey unit cooperates with regional Workforce Centers to list reported vacancies given the approval of the reporting businesses.

While this report is a picture of the area's current employment needs and historical seasonal patterns, other Labor Market Information products provide projections of occupational growth and anticipated openings. These can be accessed at www.coworkforce.com/lmi/oeo/oeo.htm. Projections highlight growing as well as declining occupations. Public officials, educational institutions, and Government agencies can use this survey information to effectively apply resources to education, training, and job placement programs. Investments in the workforce can be directed toward occupations or industries that continuously contribute to the local economy or to those where there is a constant need for workers.

Economic Developers

Economic development professionals can use the Job Vacancy Survey to track the labor situation in key industries and evaluate the area's labor needs. The survey results help determine where bottlenecks may occur should current vacancies persist. Economic developers can also generate a comprehensive picture of the region by determining where labor demand stands today, as identified by the survey, and where the local market is trending using Labor Market Information's employment projections.

Caveats

The Job Vacancy Survey uses sampling methods to estimate overall job vacancies for regions. As such, readers should be mindful of sampling issues.

Sampling error results from the Job Vacancy Survey producing estimates from one particular sample, rather than examining the entire population. Different samples will likely result in different estimates for the population, thus we report the overall estimate with a confidence interval; *i.e.*, the range of values within which the actual sample derived vacancy estimate is likely to fall 95% of the time.

Non-sampling error occurs primarily from reporting, translating data to standard terms, and incorrect information about firms in our sample frame. Some examples include placing reported vacancies in the wrong occupational codes, inadequate data collection in a JVS sector due to non-response, and estimating errors. The majority of non-sampling errors are corrected in the Job Vacancy Survey's extensive review and validation process that takes place before estimates are published.

The study provides estimates of job openings for a point-in-time and does not attempt to project the level of vacancies into the future. Readers should be aware that events having occurred since the time period analyzed such as plant closings or the migration of people in and out of the area might significantly affect the vacancy status of some occupations. Job openings are very dynamic—current openings are being filled, new positions are being created, and some positions are being phased-out.

Occupational demand is subject to seasonal changes and is affected by business cycles. For example, the reader would want to be aware that a decrease in vacancies for construction workers from April to November could represent seasonal variations, not necessarily a long-term decrease in the demand for such workers. When several years of survey data have been collected, patterns that more accurately reflect changing labor market conditions may be identified. Regional surveys are timed to make these comparisons possible.

Given the caveats, appropriate application by the user is a key element in this report being a useful tool for job vacancy analysis.

Methodology

The Job Vacancy Survey (JVS) conducted by the Colorado Department of Labor and Employment involves the collection, processing, and dissemination of regional job vacancies and their characteristics. The survey design allows for estimation

of a job vacancy rate and the total job vacancies within a region by industry and size of firm. Additional data related to these vacancies is informative of the occupations for which they are reported, but is not indicative of overall vacancy characteristics in the regional universe.

The number of vacancies—used to calculate the job vacancy rate—is an important measure of the unmet demand for labor. With this statistic, it is possible to paint a more complete picture of the regional labor market than by looking solely at the unemployment rate, a measure of the excess supply of labor.

Survey Design

The Job Vacancy Survey was designed to accurately estimate the number of job vacancies for firms employing five or more people. The secondary purpose of the survey is to obtain and report significant vacancy characteristics.

The survey estimates vacancies based on the ratio of vacancies to employment size in each stratification. It attempts to determine how many positions in a region are filled and unfilled. A filled position is an employee and an unfilled position is a job vacancy. Because positions are not independent of one another or evenly dispersed, we collect this information in naturally occurring clusters, *i.e.*, firms. Firms are asked how many employees they have and how many positions they are actively recruiting for. In each size and industry stratification a ratio of vacancies to employment is calculated based on the sampled firms. That ratio is then applied to the total number of employees in that stratification to obtain the estimated number of vacancies in that stratification. The total number of vacancies for a region is the sum of each stratification's estimated vacancies.

Stratifications containing small and medium sized private employers are randomly sampled. In order to report vacancy characteristics such as education and experience requirements demanded, the survey must contact more employers than would be necessary if the survey only estimated the total number of vacancies. For this reason all of the large employers and government agencies are contacted in the region. These employers provide the most cost effective means of obtaining large amounts of vacancy information. Approximately 31% of the employment in the region is found in large and government employers that make up less than 2% of the total number of firms. Conducting a census of these entities allows us to cover a large portion of the region's employment while contacting relatively few entities.

Survey Sample

The Western & Southwest Region survey was conducted from January 13th through January 27th, 2005. For the purpose of this report, private and government employers with five or more employees are referred to as the sample frame. Firms with fewer than five employees make up a very large portion of all employers in the region, but provide only a small proportion of the total employment. Employment in the sample frame accounts for 74% of the region's total employment.

The Job Vacancy Survey separates employers into either government or private industry. Private firms are then split into large and small to mid-size categories. Firms with at least 100 employees are considered large employers. Attempts are made to contact all government agencies and large firms in the sample frame. The remaining small to mid-size firms are split into JVS industry sectors.

The number of firms surveyed in each sector varies according to the number of employees and employers in the sector. In most JVS sectors half of all employers are contacted up to 200 employers. In JVS sectors with less than 1,000 employees, efforts are made to capture at least 500 employees in the sample. If less than 500 employees work in a sector then all employers are contacted. This sampling method insures that all the vacancy estimates are based on a sufficiently large sample size.

Government makes up 22% of the employment in the sample frame, while private industry employers make up the remaining 78%. Large firms account for 25% of private industry employment in the sample frame. Firms employing from five to 99 individuals are considered small to mid-size employers, and account for the remaining 75% of private industry employment.

The margin of error for the overall vacancy estimate is plus or minus 6% or about 46 vacancies at a .95 certainty level. In other words, in 95 out of 100 samples taken, the actual number of vacancies in the region will be between 718 and 810 in the survey period. Labor Market Information is confident that the estimates in this survey are accurate and that the survey was conducted according to recognized survey research standards.

The survey response rate is 87%. This measures the quality of the survey database, or the success experienced in contacting eligible employers. The cooperation rate is 98% and measures the success in obtaining data once an employer is contacted.

JVS Sectors

The new North American Industry Classification System increases the number of major groups to 20 from the Standard Industrial Classification System. The new coding system better reflects today's service based economy and allows comparison of industries in the United States, Mexico and Canada.

In the Western & Southwest Region, the 20 NAICS sectors have been combined into six JVS sectors. These groupings are based on the NAICS sectors, but are somewhat unique to the Job Vacancy Survey. The new groupings allow the Job Vacancy Survey to study local Colorado labor markets in a more relevant and meaningful way.

For more information on the North American Industry Classification System see page 31.

Western & Southwest Region JVS Sectors	include →	NAICS Sectors
Goods-Producing		Agriculture, Forestry, Fishing & Hunting Mining Construction Manufacturing
Trade, Transportation, Utilities & Other Services		Utilities Wholesale Trade Retail Trade Transportation & Warehousing Other Services (except Public Administration)
Information, Financial Activities & Professional & Business Services		Information Finance & Insurance Real Estate & Rental & Leasing Professional, Scientific & Technical Services Management of Companies & Enterprises Administrative & Support & Waste Management & Remediation Services
Education & Health Services		Educational Services Health Care & Social Assistance
Leisure & Hospitality		Accommodation & Food Services Arts, Entertainment & Recreation
Government		Public Administration

Data Collection

Data for the Job Vacancy Survey are collected using a Computer Assisted Telephone Interview (CATI) process. While this system of data collection has been in use in the private sector for several years, Colorado is the first state in the nation to pioneer the use of CATI data collection for the Job Vacancy Survey.

Professional interviewers, trained in economic data collection processes, gather the information from a call center located in the Colorado Department of Labor and Employment. This interview process results in increased control over the survey process, better accuracy, and dependable results.

Employers are asked if they have job vacancies or open positions which they are actively seeking to fill. Those that are actively hiring are then asked to provide more detail about each position—compensation offered, levels of education and experience required, and the employer's perceived difficulty in filling the vacancy along with the number of days the position has been open. Employers are also asked if sign-on bonuses and health insurance coverage are offered for these positions. These data are collected in addition to the minimum and maximum wages in order to describe more fully the compensation offered.

Occupational Coding

The job title, duties, education and experience requirements reported by employers are used to code vacancies in accordance with the latest release of the Standard Occupational Classification system.

Data Editing

Once data collection is complete, measures are taken to prepare the data for analysis. To ensure accuracy, follow-up phone calls are made when employer responses need clarification.

Wage Conversion

Standard conversions are used to translate salaries into hourly wages: 2,080 hours for annual, 173.3 hours for monthly.

All wages reported below the federal minimum are adjusted to that amount. Currently, the federal minimum wage is \$5.15 per hour. Where only a single wage figure is reported, that wage is used as both the minimum and maximum wage for that job vacancy.

North American Industry Classification System (NAICS)

The Office of Management and Budget (OMB) in cooperation with agencies from Mexico and Canada has developed an industry classification system called the North American Industry Classification System (NAICS pronounced *nakes*) that replaced the Standard Industrial Classification (SIC) system. While work has been underway since 1993, OMB formally adopted NAICS on January 16, 2001.

History of Process

The Office of Management and Budget established the Economic Classification Policy Committee in 1992 to pursue a fresh slate examination of economic classifications for statistical purposes¹. Since 1939 the U.S. has been using the Standard Industrial Classification (SIC) system. While SIC had undergone periodic revisions, the last one in 1987, rapid changes in the U.S. and world economies brought SIC under increased scrutiny. In response to the need for a classification system that better reflected the dynamic nature of economies, OMB established the Economic Classification Policy Committee². Government agencies from the United States, Mexico and Canada³ were tasked with the development of a system that accounted for rapid changes in the U.S and world economies.

Industrial Classification vs. Occupational Classification

NAICS is a system concerned with classifying organizations into different industries; as opposed to classification at the occupational level. The newly revised Standard Occupational Classification (SOC) system classifies occupations by job duties. Occupations specific to certain industries may be found in a different industry category because of the shift to NAICS, yet the Standard Occupational Classification Code remains the same. Systems like O*NET and other classification systems based on SOC are not subject to changes because of the shift to NAICS. Professionals who use information at the occupational level will not notice changes in job categories as a result of the shift to NAICS, unless they are looking at occupations by industry.

Benefits

Comparable—NAICS is organized in such a way so as to allow direct comparison of economic data with our NAFTA trading partners Canada and Mexico.

¹Executive Office of the President Office of Management and Budget. *North American Industry Classification System*. White Plains, MD: Berman and U.S. Department of Commerce, 2002

²ECPC is chaired by the Bureau of Economic Analysis, U.S. Department of Commerce, with representatives from the Bureau of the Census, U.S. Department of Commerce, and the Bureau of Labor Statistics, U.S. Department of Labor

³Specifically, Mexico's Instituto Nacional de Estadística, Geografía e Informática (INEGI) and Statistics Canada

Relevant— NAICS recognizes hundreds of new businesses in the economy with 20 broad industry sectors, up from SIC’s 10. Some new industry categories include an Information sector and a Health Care & Social Assistance sector formerly lumped into Services under SIC.

Consistent—NAICS classifies an organization based on how it produces something, not simply what it produces. Businesses that use identical or similar technologies and processes to produce something will be grouped together. For example, software creation falls under the new Information sector, while software duplication falls under Manufacturing. Under SIC both enterprises were grouped under the same major industry sector, because both were engaged in production of software.

Adaptable—Regular updates, which are scheduled in five-year intervals, account for emerging industries not currently known.

Things to Consider

The shift to NAICS means a break in historical time series. SIC and NAICS industry groupings are not directly comparable since the code changes for NAICS have split some SIC groups.

New Industries Reflected in NAICS

◆ NAICS heralds the creation of a new Information sector that pulls businesses from communications, publishing, motion picture and sound recording and online services to recognize an information-based economy.

◆ Formerly, under SIC, corporate headquarters were not distinguished from the industry category of the product or service they produced. Now corporate headquarters are recognized in the new Management sector.

◆ Manufacturing is restructured to account for high-tech industries.

◆ An increase in the amount of detail overall accompanies the shift to NAICS including a further breakdown of SIC’s Services sector into nine new sectors.

◆ Eating and drinking places move out of Retail Trade into a new category called Accommodation & Food Services.

◆ The difference between Retail and Wholesale is now based on how each store conducts business. For example, many computer stores are reclassified from Wholesale to Retail.

Comparison of NAICS and SIC Major Industry Groups	
SIC Standard Industrial Classification	NAICS North American Industry Classification System
Agriculture, Forestry & Fishing	Agriculture, Forestry, Fishing & Hunting
Mining	Mining
Construction	Construction
Manufacturing	Manufacturing
Transportation, Communications & Public Utilities	Utilities Transportation & Warehousing
Wholesale Trade	Wholesale Trade
Retail Trade	Retail Trade Accommodation & Food Services
Finance, Insurance & Real Estate	Finance & Insurance Real Estate & Rental & Leasing
Services	Information Professional, Scientific & Technical Services Administrative & Support & Waste Management & Remediation Services Educational Services Health Care & Social Assistance Arts, Entertainment, & Recreation Other Services (except Public Administration)
Public Administration	Public Administration
(parts of all divisions)	Management of Companies & Enterprises

These definitions are meant to clarify data gathered for the Job Vacancy Survey. For other data sources referenced in the document, please see that source for a complete definition.

Average Maximum Wage

An average maximum wage is calculated by summing the maximum wages offered for all vacancies in a given category and then dividing by the number of vacancies in that category.

Average Minimum Wage

An average minimum wage is calculated by summing the minimum wages offered for all vacancies in a given category and then dividing by the number of vacancies in that category.

Computer Assisted Telephone Interviewing (CATI)

A structured system of data collection by telephone that speeds up the collection and editing of such data.

Cooperation Rate

The number of completed interviews divided by the number of all units surveyed that are eligible. Measures the effectiveness of surveyors in gaining information once an eligible employer is contacted.

Educational Attainment

The highest diploma or degree, or level of work towards a diploma or degree, an individual has completed. In this survey, an individual recorded in the bachelor's degree category has completed the degree.

Effective Response Rate

The number of completed interviews divided by the sum of all units surveyed that are eligible as well as those with unknown eligibility. This is a measure of how well the survey obtains completed interviews from employers in the sample.

Employed Persons (Employment)

Persons 16 years and over in the civilian non-institutional population who, during the reference period

- a) did any work at all (at least one hour) as paid employees, worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family, and

- b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs.

Employer

A person or establishment that employs one or more people for wages or salary.

Full-time Employee

Employees who usually work 35 hours per week or more.

Goods Producing Industries (NAICS)

Includes manufacturing, construction, mining, and agriculture, forestry, fishing and hunting.

Industry

A group of establishments that use similar processes and technologies to produce goods and services. The North American Industry Classification System (NAICS) groups establishments using closely similar technologies into industries.

Job Seeker

A person actively looking for employment or researching career options.

Job Vacancy

A specific position of employment at an establishment with the condition that there is work available for the position and the employer is actively recruiting for the position.

Job Vacancy Rate

The estimated number of vacancies divided by the sum of current employment and estimated vacancies.

Labor Force

The labor force includes all persons classified as employed or unemployed in accordance with the definitions contained in this glossary.

Medical Insurance

Refers to any insurance plan that includes coverage for medical and related care.

Medical Insurance Premium

Payments that a holder of an insurance policy pays in order to keep his/her policy current.

North American Industry Classification System (NAICS)

The successor to the Standard Industrial Classification (SIC) system; this system of classifying business establishments is used by the United States, Canada and Mexico. See full description within *Appendix*.

Not Seasonally Adjusted

This term is used to describe data series not subject to the seasonal adjustment process. In other words, the effects of regular, or seasonal, patterns have not been removed from these series.

Occupation

Represents a set of activities and skills for which an employee is paid to perform. Employees that perform essentially the same tasks are grouped into the same occupation whether or not they are in the same industry. Some occupations are concentrated in a few particular industries, other occupations are found in most or all industries.

Part-time Employee

An employee who usually works between one and 34 hours per week.

Percentile Wage Estimate

Shows what percentage of workers in an occupation earn less than a given wage and what percentage earn more. For example, a 25th percentile wage of \$15.00 indicates that 25% of workers (in a given occupation in a given area) earn at or less than \$15.00; therefore 75% of workers earn at or more than \$15.00.

Permanent Employment

A vacancy is classified as a permanent position if the employee is hired to be employed for more than six months.

Sample

A subset of the population selected for interview as a representative subset of the sample frame.

Sample Frame

A listing of all units in a population. For this report the sample frame includes employers with five or more employees; government entities are drawn from the Quarterly Census of Employment and Wages while private companies come from the ALMIS (America's Labor Market Information System) database.

Seasonally Adjusted

Seasonal adjustment removes the effects of events that follow a more or less regular pattern each year. These adjustments make it easier to observe the cyclical and other non-seasonal movements in a data series.

Service Producing Industries (NAICS)

Includes utilities; wholesale trade; retail trade; transportation and warehousing; information; finance and insurance; real estate and rental and leasing; professional, scientific, and technical services; management of companies and enterprises; administrative and support and waste management and remediation services; educational services; health care and social assistance; arts, entertainment, and recreation; accommodation and food services; other services (except public administration); public administration.

Sign-on Bonus

An additional financial incentive offered by a firm to a potential new employee to influence his/her decision to agree to employment with that firm. The bonus, for purposes of this survey, is a monetary lump sum.

Standard Occupational Classification (SOC) System

This system is used by all Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of over 820 occupations according to their occupational definition. To facilitate classification, occupations are combined to form 23 major groups, 96 minor groups, and 449 broad occupations. Each broad occupation includes detailed occupations requiring similar job duties, skills, education, or experience.

Temporary Employment

A vacancy is classified as a temporary position if the employee is hired to be employed for six months or less.

Unemployed Persons

Persons 16 years of age and over who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the four-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

Unemployment Rate

The unemployment rate represents the number unemployed as a percent of the labor force.

Wages

Hourly straight-time wage rate or, for workers not paid on an hourly basis, straight-time earnings divided by the corresponding hours. Straight-time wage and salary rates are total earnings before payroll deductions, excluding premium pay for overtime and for work on weekends and holidays, shift differentials, and non-production bonuses such as lump-sum payments provided in lieu of wage increases.

Colorado

Workforce Centers in the Western & Southwest JVS Region



Delta Workforce Center

206 Ute Street
Delta, CO 81416
Phone: 970-874-5781
Fax: 970-874-0091
delta@cwfc.net

Dove Creek Satellite

Dolores County Court House
409 N. Main
Dove Creek, CO 81324
Phone: 970-677-2283

Gunnison Workforce Center

109 E. Georgia Avenue
Gunnison, CO 81230
Phone: 970-641-0031
Fax: 970-641-5258
gunnison@cwfc.net

Montrose Workforce Center

504 North 1st
Montrose, CO 81401
Phone: 970-249-7783
Fax: 970-249-0445
montrose@cwfc.net

Cortez Workforce Center

217 West Main Street
Cortez, CO 81321
Phone: 970-565-3759
Fax: 970-565-0916
cortez@cwfc.net

Durango Workforce Center

331 South Camino Del Rio #C
Durango, CO 81301
Phone: 970-247-0308
Fax: 970-247-0328
durango@cwfc.net

Pagosa Springs Workforce Center

449 San Juan Street
Pagosa Springs, CO 81147
Phone: 970-264-4133
Fax: 970-264-4134
pagosasprings@cwfc.net

Ridgway Satellite

112 Village Square West, #202
Ridgway, CO 81432
Phone: 970-626-2555

Silverton Satellite Office

Silverton Library
111 Reese Street
Silverton, CO 81433
Phone: 970-387-5779

Telluride Satellite Office

100 W. Colorado Ave., #213
Telluride, CO 81435
Phone: 970-728-5585
telluride@cwfc.net



For a listing of all Colorado Workforce Centers:

www.coworkforce.com/emp/wfcs.asp