

Upper Arkansas Region

Job Vacancy Survey

August 2002

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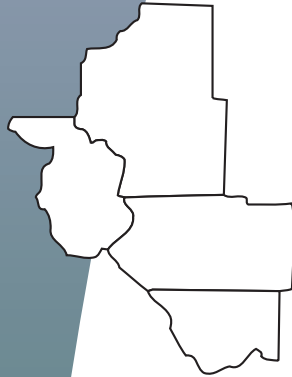


Workforce Research & Analysis

Labor Market Information

Colorado Department of Labor and Employment





Upper Arkansas Region Job Vacancy Survey

*Conducted
July 1 - 9, 2002*

State of Colorado

Bill Owens, *Governor*

Colorado Department of Labor & Employment

Vickie Armstrong, *Executive Director*

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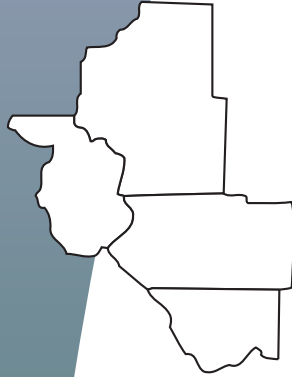
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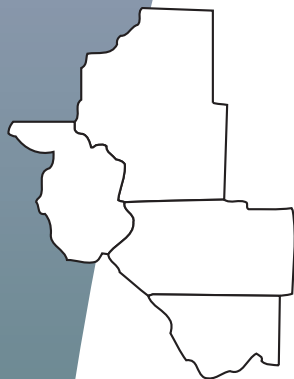
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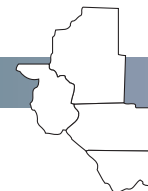


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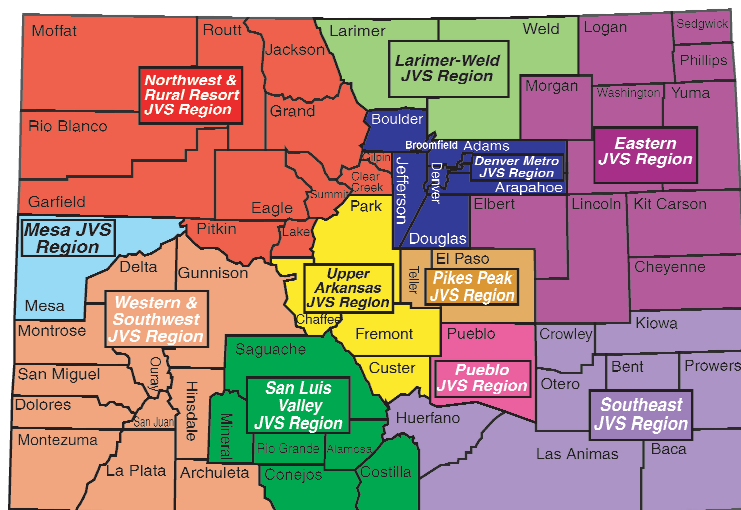
Introduction

The unemployment rate, along with the level and growth rate of employment, has been used as an indicator of labor market conditions for decades. While this indicator provides information about changes in the supply and demand for labor, it reveals 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

Colorado Job Vacancy Survey Regions



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 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.

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

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How to Use This Report

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

- ◆ Is there a labor shortage in the region?
- ◆ If so, what types of labor are in short supply?
- ◆ Is there a shortage of skills?
- ◆ What skills are necessary to fill current vacancies?

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 show that employers have had positions open for a significant period of time, and compensation is sufficient, it might indicate 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.

◆ *Employee Training*—

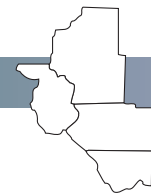
A firm may also choose to increase investment in training for their current employees instead of expanding recruitment efforts.

◆ *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 industry 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.

Public officials, educational institutions, and government agencies can use this survey information

to effectively apply resources to education, training, and job placement programs.

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 (www.coworkforce.com/lmi/oeo/oeo.htm). The projections highlight growing as well as declining occupations. 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 economic growth and development potential. 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 current labor demand stands today, as identified by the survey, and where the local market is trending using Labor Market Information's employment projections.

Caveats

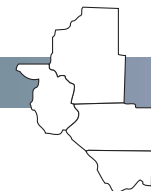
The Job Vacancy Survey statistics are indicators of the demand for workers in the region and should not be interpreted as actual values. We rely on information from surveyed companies to obtain a representative sample of institutions and the occupations that fuel them. Not all surveyed firms participate; however, the employers who do participate enable the production of statistically reliable results.

The study provides estimates of job openings for a point-in-time; they do not necessarily portray the distribution of job vacancies in the region. This report does not attempt to explain the cause of vacancies—whether these current vacancies are due to actual growth or to job turnover in an occupation. Readers should also keep in mind that the authors are not attempting to project the level of vacancies into the future. 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 roles are being phased-out.

Occupational demand is subject to seasonal changes and 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, we may be able to identify patterns that more accurately reflect changing labor market conditions. 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.



Executive Summary

The Summer 2002 Upper Arkansas Job Vacancy Survey was conducted from July 1st through 9th, 2002. Over the survey period, randomly selected employers with at least five employees were contacted in the region. Employers were asked if they were actively hiring at the time of the survey, and a variety of questions about positions they were seeking to fill.

A total of 463 employers representing over 54% of the region's total employment responded to the survey. Out of these, 23 were large employers, 399 were from the small to mid-size category, and 41 were government employers. The survey had an 82% effective response rate. The major findings of the survey are as follows:

- ◆ It is estimated that a total of 310 jobs were open for hire in the Upper Arkansas Region during the survey period.
- ◆ Fifteen percent of the employers responding to the survey reported having at least one vacancy.
- ◆ The overall average wage for all vacancies is \$13.30 per hour.
- ◆ About 80% of the estimated job openings are in the Service Producing Industries.
- ◆ Nearly two-thirds of the estimated vacancies are offered by small to mid-size employers.
- ◆ Ninety-seven percent of reported job openings are for permanent positions.
- ◆ Seventy-six percent of the reported vacancies are for full-time positions.
- ◆ According to employers' responses, three-fourths of the job openings are difficult to fill.
- ◆ Seventy percent of the vacancies reported by employers include some form of medical insurance.

Upper Arkansas Region

According to the US Census Bureau, July 2001 population estimates, the Upper Arkansas Region (UAR), including Chaffee, Custer, Fremont and Park counties, is home to over 83,000 people. Fremont County accounts for 57% of the population in the region. Park county has 19% of the population, while Chaffee county has 20% of the population. Custer county only accounts for 4% of the population in the region. Since July 2000, each county grew in population while maintaining the same proportion of population in the region.

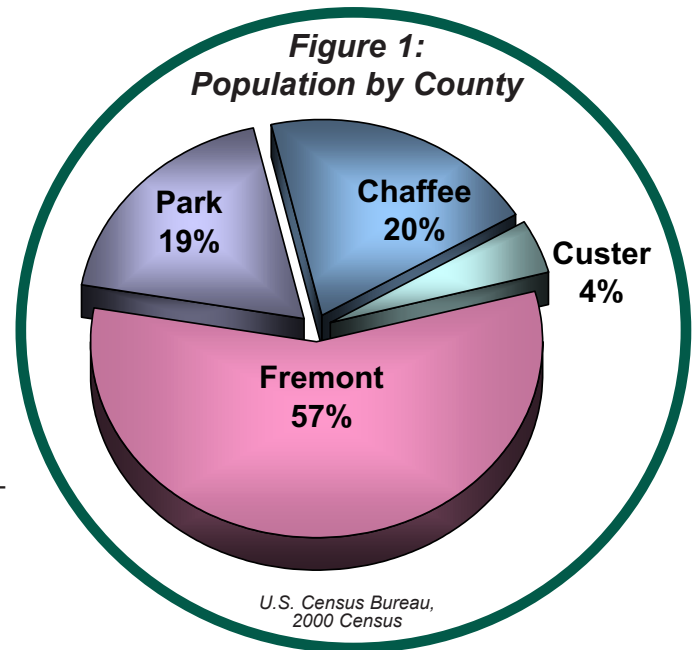
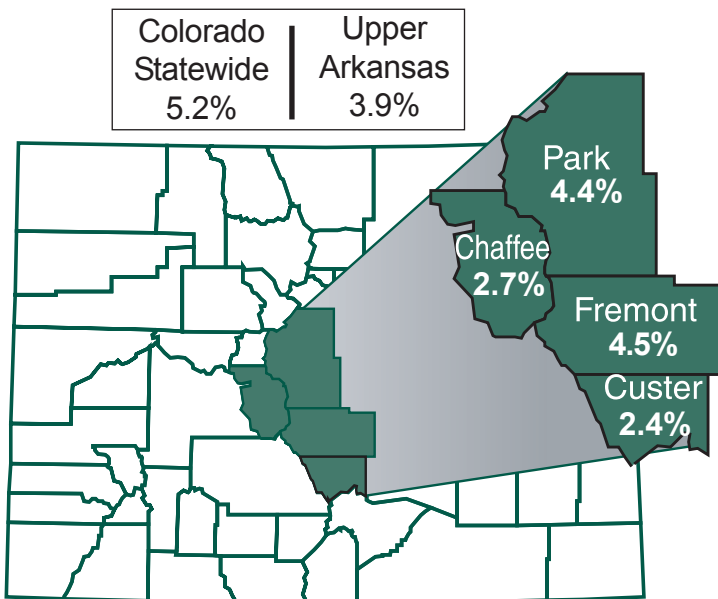


Figure 2: Unemployment Rates for July 2002

(Rates Not Seasonally Adjusted)



Source: CDLE, Colorado Local Area Unemployment Statistics

Employment and unemployment numbers are a good indicator of the health of an area's economy. The region employed 36,466 individuals from a labor force of 37,957 in July of 2002 according to Colorado's Labor Market Information Local Area Unemployment Statistics. The region saw a slight increase in unemployment from December 2000 through March of 2001. Unemployment also increased from August 2001 through January 2002. Although slightly higher than a year ago, the current unemployment rate in the region at 3.9% is still significantly lower than the 5.2% rate for all of Colorado. Currently, the overall region's unemployment rate ranges from 2.7% and 2.4% in Chaffee and Custer Counties to 4.4% and 4.5% in Park and Fremont counties as of July 2002 (Figure 2).

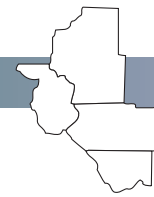
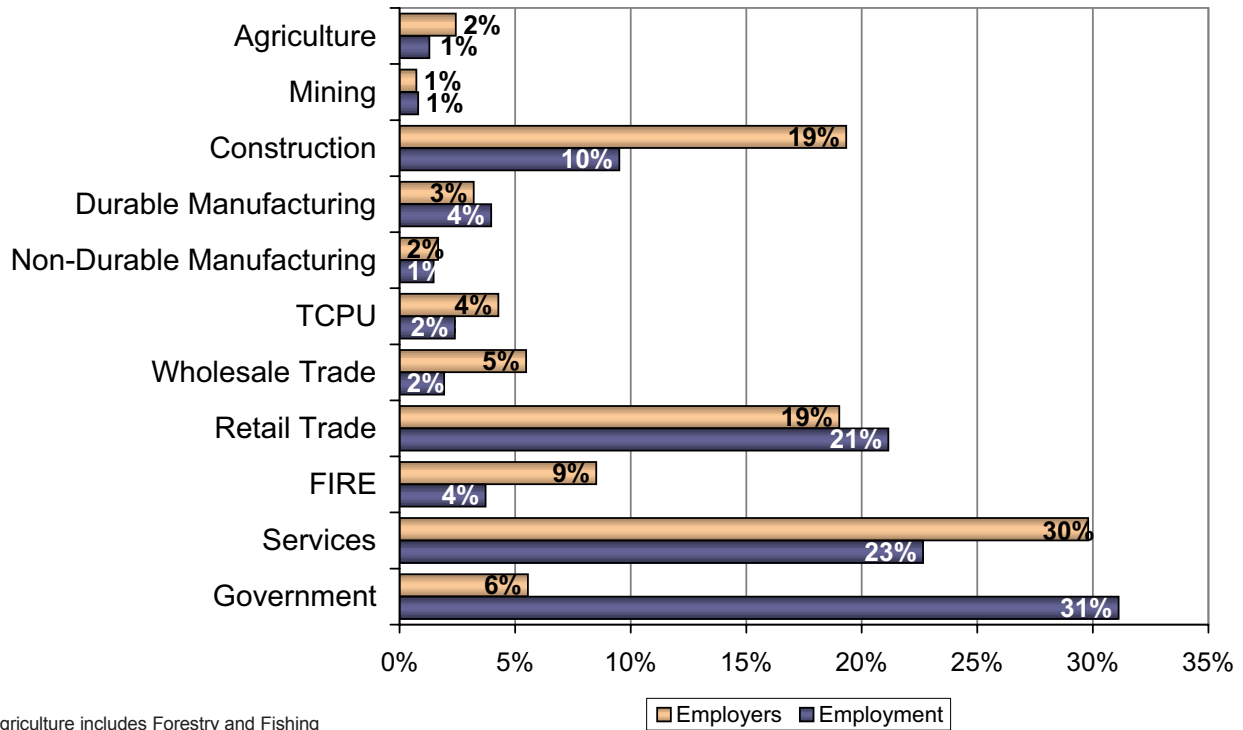


Figure 3: Upper Arkansas Region Employers and Employees (3rd Quarter 2001)



Agriculture includes Forestry and Fishing
 FIRE—Finance, Insurance, and Real Estate
 TCPU—Transportation, Communication and Public Utilities

Source: Colorado Employment and Wages (ES-202)

Figure 3 shows the employment breakdown for each major industry group according to Colorado Employment and Wages (ES-202) during the third quarter of 2001. Employment information serves as a useful reference for the time period in which the Upper Arkansas Job Vacancy Survey was conducted. Like the rest of the state, the economy of the Upper Arkansas Region is largely comprised of Services and Retail Trade businesses. The Services division has the highest proportion of firms in the area, accounting for nearly one-quarter of the region’s total employment. Although Government agencies represent only 6% of the total employers, they account for the highest proportion of employees, or 31%, in the Upper Arkansas Region. The Retail Trade and Construction divisions follow, each recording 19% of the area’s employers

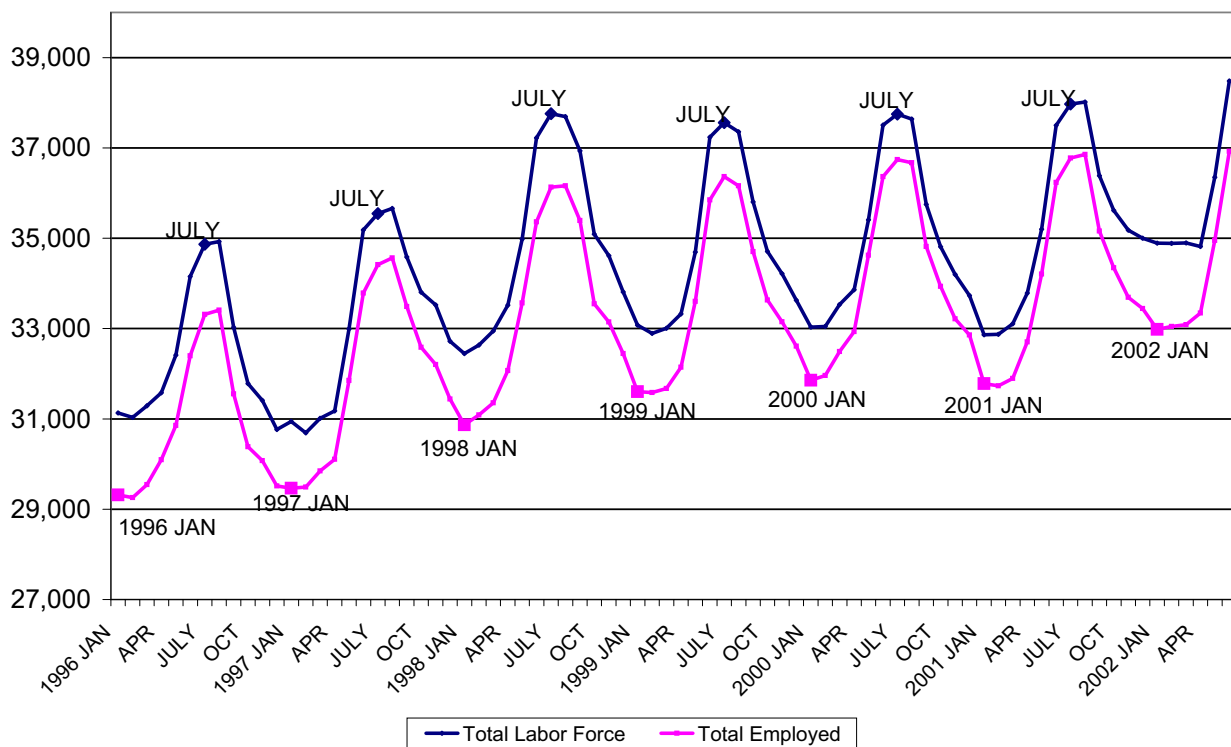
yet Retail Trade offers about twice as many jobs. Agriculture and Mining continue to be the smallest industries in both employment size and number of employers.

Most of the industries in the Upper Arkansas Region follow a seasonal trend in employment, with the third quarter consistently offering the highest employment levels and the first quarter having lower employment. Although the seasonal changes are a factor in most industries in the region, the affect is most notable in Services and Retail Trade. The Construction division also shows peak employment over the summer months and, like the Services and Retail Trade industries, also shows an increasing trend in addition to the fluctuating seasonal activity.

Upper Arkansas Region Job Vacancy Surveys are conducted semi-annually in the winter and summer months. *Figure 4* shows a 6-year history of both the region's labor force and employment levels between January 1996 and June 2002. Historically, the level of employment in the Upper Arkansas Region peaks mid-summer. The labor force follows a similar pattern, with the total number of available workers consistently outnumbering those with jobs over time. In addition to this seasonal characteristic, both the labor force and employment show an overall increasing trend. In general, the region has experienced declining unemployment through the better part of the last decade.

The space between the labor force and employment series on the graph represents the unemployment level. The widening gap between the lines around January of each year indicate the region's seasonal trend. The increase in this gap over January 2002 reflects the rise in unemployment due, in part, to the recent economic slowdown. The number of unemployed reached as high as 1,900 people in January 2002, with an unemployment rate of 5.5% for the region; however, by July 2002 the number of unemployed decreased to just under 1,500, lowering the unemployment rate to 3.9%.

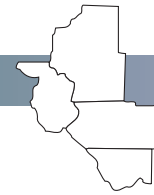
Figure 4: Employment and Labor Force Trends in the Upper Arkansas Region



Source: CDLE, Local Area Unemployment Statistics

By conducting the Job Vacancy Survey during the summer, results represent demand for labor at a time when employers are nearing peak employment, yet are still in the process of actively recruiting. During the height of the season, employers are competing for job seekers available in the labor market at a time when there are too few applicants available for the open

positions. Vacancies found in the winter represent demand for labor at a time of year when employment is at its yearly low. A study at this time indicates the types of occupations for which vacancies exist even when there is an adequate number of job seekers available and willing to work.



The Job Vacancy Survey Sample

The Summer 2002 Upper Arkansas Region JVS was conducted from July 1st through 9th, 2002. For the purpose of this report, all known private and public employers with at least five employees are referred to as the *sample universe*. The survey separates employers into either government or private industry groups. Private firms are grouped by employment level into either large or small to mid-size categories. Attempts are made to contact every large employer and government agency in the region.

Government makes up 39% of the employment in the sample universe. Private employers comprise 61%. Private employers with at least 75 employees

are referred to as large employers. They account for about 26% of the sample universe. Private firms employing five to 74 employees are considered small to mid-size employers and account for 35% of sample universe employment.

Small to mid-size employers are categorized by Goods and Service Producing Industries (Table 1). To achieve a solid representation of employment, 360 completed responses are required from each industry group. For industry groups containing less than 360 employers, a response rate of at least 50% is required.

Table 1: Industry Categories

Government	
Public Administration	
Private Industry	
Goods Producing Industries	Service Producing Industries
Agriculture, Forestry, and Fishing (except Agricultural Services)	Transportation, Communications, and Public Utilities
Mining	Wholesale Trade
Construction	Retail Trade
Manufacturing	Finance, Insurance, and Real Estate Services (including Agricultural Services)

Over the survey period, a total of 463 employers, approximately 54% of the Upper Arkansas Region employers in the sample universe, responded to the survey. Out of these, 23 were large employers, 399 were small to mid-size employers, and 41 were

government establishments. Fifteen percent were from the Goods Producing Industries, 76% were from the Service Producing Industries, and 9% were from Government agencies.

Data Collection

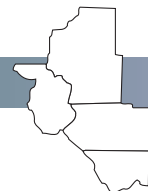
Data for the Job Vacancy Survey are collected using a Computer Assisted Telephone Interview (CATI) process. While this system of data collection has been in use in the public sector for several years, Colorado is the first state in the nation to pioneer the use of CATI data collection for the Job Vacancy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

Professional interviewers, trained in economic data collection processes, gather 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.

The survey is conducted so as to ensure the statistical integrity of this report. When necessary, employers are contacted a second time to clarify responses.

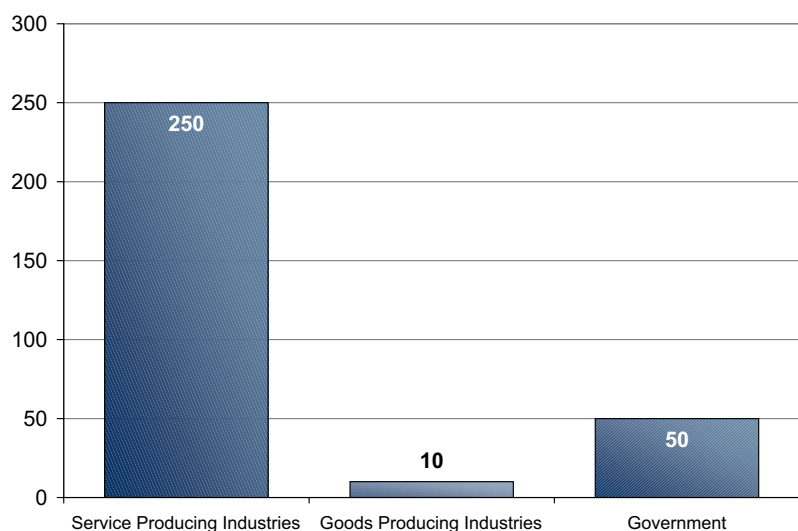


Vacancies: Industry, Size and Status

During the survey period, an estimated 310 vacancies were open for immediate hire in firms with at least five employees in the

Upper Arkansas Region. The overall sample universe employment is estimated at 20,269 resulting in an estimated vacancy rate of 1.5%.

Figure 5: Estimated Vacancies by Industry Group

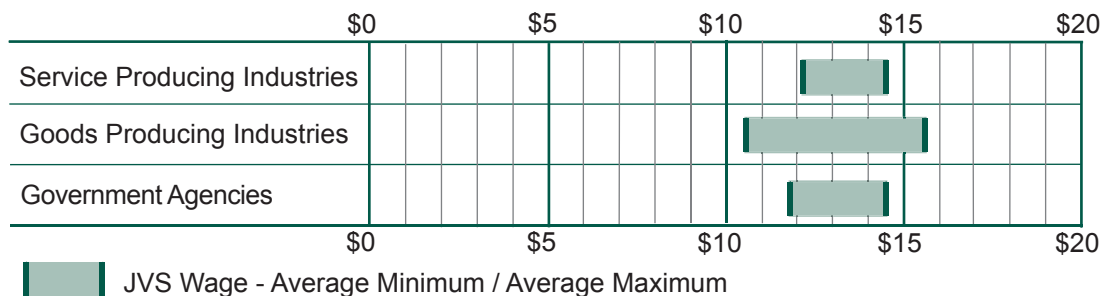


For this survey there are 105 fewer vacancies than last summer’s survey. The majority of openings occur in Service Producing Industries. Over half of all openings are in the health-care arena, with most of these being nursing positions. Another one third of vacancies in these industries are in the retail division. Such openings are for cooks, food servers, drivers, and mechanics, for the most part. Almost all openings in the Goods Producing Industries are in Construction for carpenters and framers. While most vacancies in Government are for teaching positions, other opportunities are available in a wide variety of occupations such as planning directors, systems administrators, security officers, and custodians (Figure 5).

Since wages offered vary according to the individual applicant’s qualifications, employers were asked to provide the range of pay offered for the vacancies (Figure 6). Wages reported for this study represent those offered by employers for current vacancies available over the survey period. Wages remained

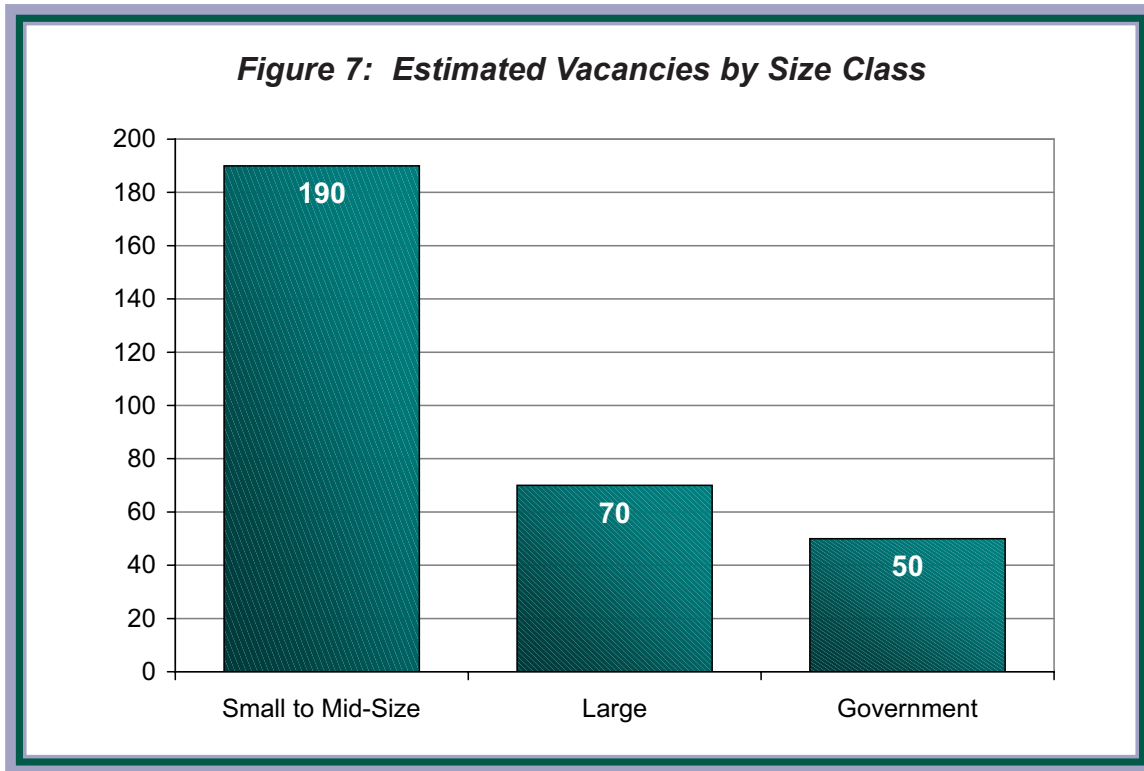
similar in all industry divisions, with those in the Service Producing Industries fluctuating closest around the overall average of \$13.30. Wages in the Goods Producing Industries account for the widest gap of \$5.00 between the high and the low offered for a position.

Figure 6: Average Wages by Industry Group



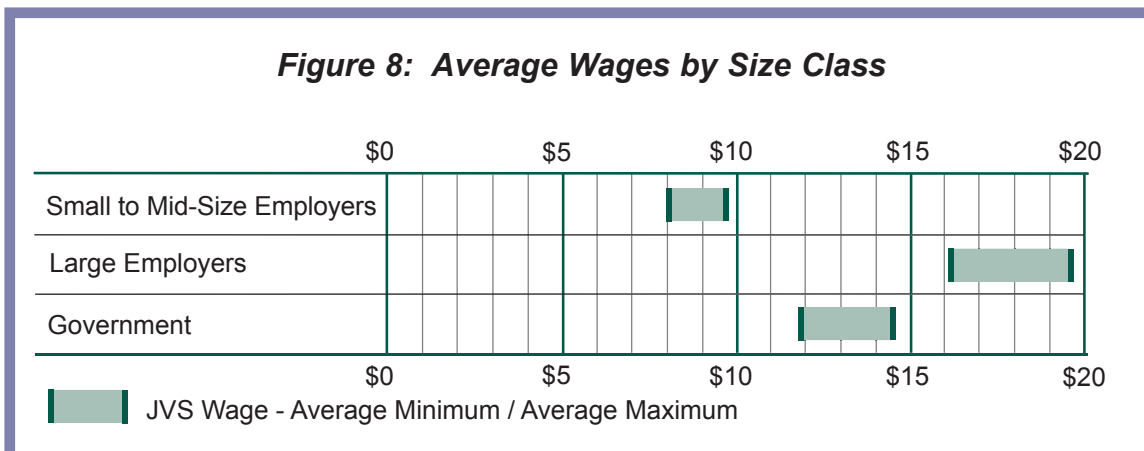
Small to mid-size firms report 61% of the total vacancies or an estimated 190 vacancies while large firms offered 70 of the area’s open jobs (Figure 7). Government agencies increased demand for workers, with most vacancies in primary and secondary teaching positions. The highest number of vacancies in the

Upper Arkansas Region are found among Healthcare Practitioners and Technical Occupations, followed by openings in lower paid Services occupations, such as cooks and wait staff in Food Preparation and Serving Related as well as clerks and receptionists in Office and Administrative Support occupations.



According to the survey, large firms offer higher wages than small to mid-size firms with a difference of approximately \$3.40 per hour across the minimum and maximum ranges (Figure 8). However, openings with large employers are far outnumbered by those in

small to mid-size firms. Occupations with the highest wages offered for this survey are carpenters, registered nurses, physical and respiratory therapists, and radiologic technologists and technicians. These positions were found in both large and small to mid-size firms.



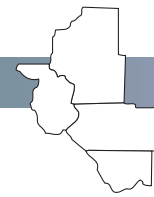
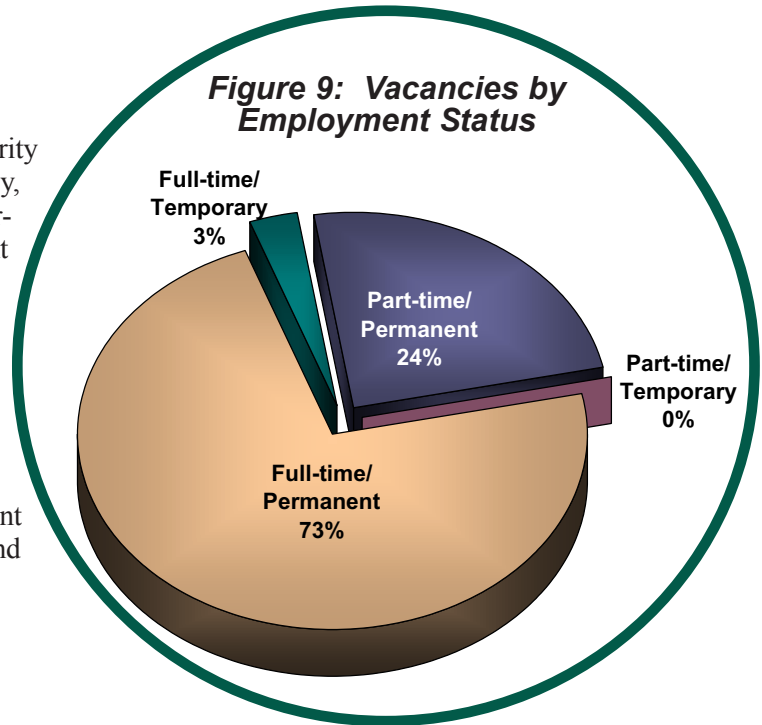
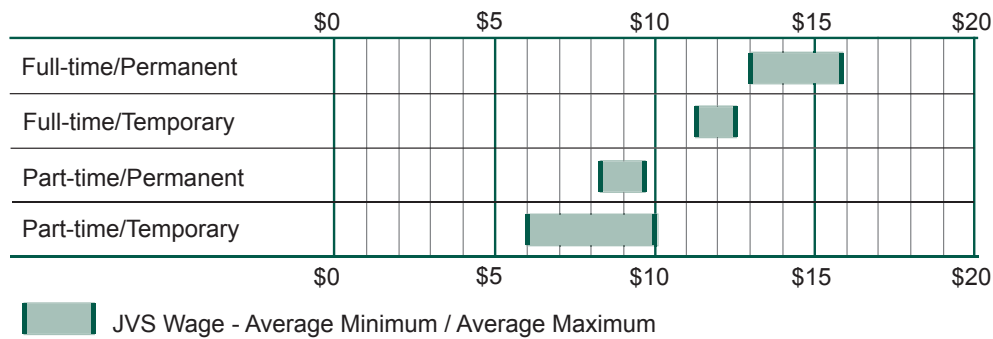


Figure 9: Vacancies by Employment Status



Full-time permanent status is offered for a majority of the reported vacancies. For this summer’s survey, 73% of the reported vacancies are for full-time permanent positions and 24% are part-time permanent positions (Figure 9). The remaining 3% are temporary positions. Most of the part-time positions do not require post-secondary education although a few part-time teaching openings do require a minimum of vocational training or a bachelor’s degree. Full-time temporary are mostly teaching positions with the same educational requirements as part-time teaching positions. Full-time permanent positions have vacancies in almost all industries and include a wide variety of occupations.

Figure 10: Average Wages by Employment Status



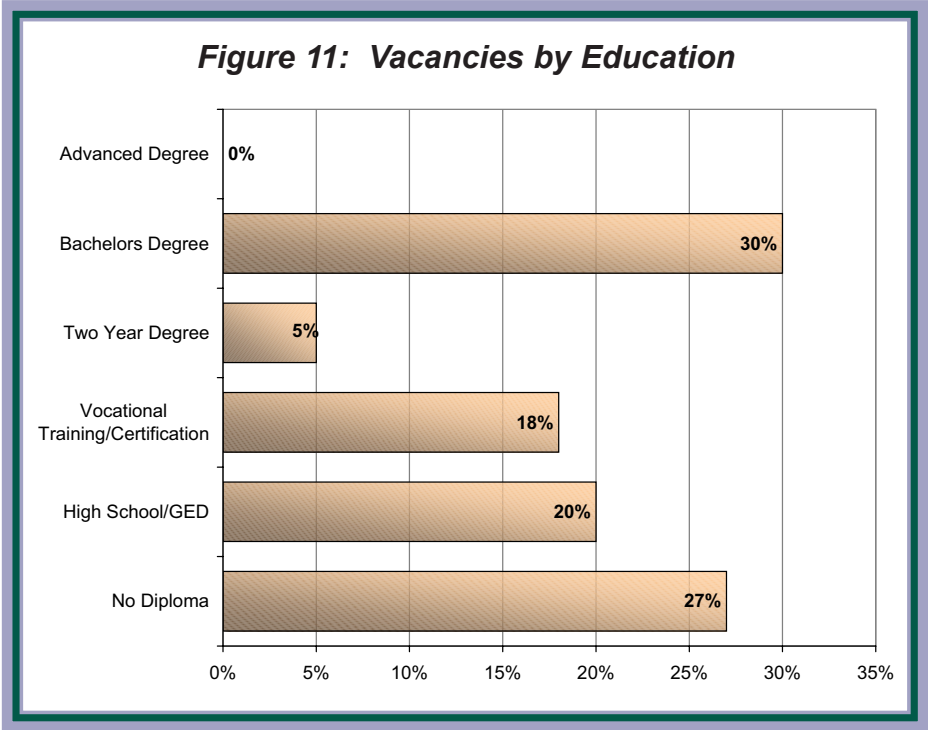
Full-time permanent positions not only account for the majority of vacancies, but also offer the highest wages. Full-time temporary positions, as well as part-time positions, offer wages below the overall average of \$13.30.

Vacancies: Education and Experience Requirements

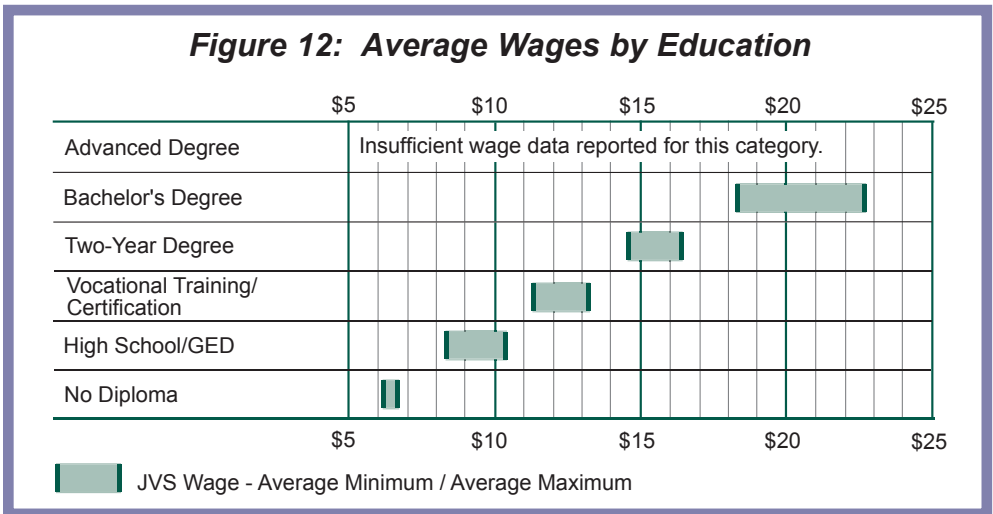
Employers were asked what level of education is required of an applicant in order to be considered for a particular vacancy. About half of the positions reported by employers in the Upper Arkansas Region require a high school diploma or less. This is due, in part, to the fact that a high proportion of the region’s vacancies are for unskilled occupations. Positions in this category include clerks, stockers, office and teaching assistants, delivery, cooks, and wait staff. While wages offered are lower than average for these vacancies, pay increases with experience. Occupations associated with little or no post-secondary education that are most highly demanded at this time are wait staff, receptionists and information clerks, food prep, and stock clerks.

However, 30% of all vacancies require at least a bachelor’s degree, which shows the importance of more educated workers in the area. Most of these openings are for registered and licensed practical nurses, physical

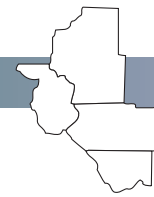
therapists, and other various healthcare-related positions. Elementary and secondary school teachers are also in demand in this region and also require a bachelor’s degree. For this survey, less than 1% of all vacancies require an advanced degree.



On average, employers pay higher wages when requiring higher levels of education (Figure 12). Most vacancies requiring postsecondary education offer wages equal to or higher than the overall average wage for the region. For this survey, these vacancies are found in healthcare and teaching positions with employers offering registered nurses the highest wages. On the other hand, positions requiring a high school diploma or less, such as those in restaurants, retail and general

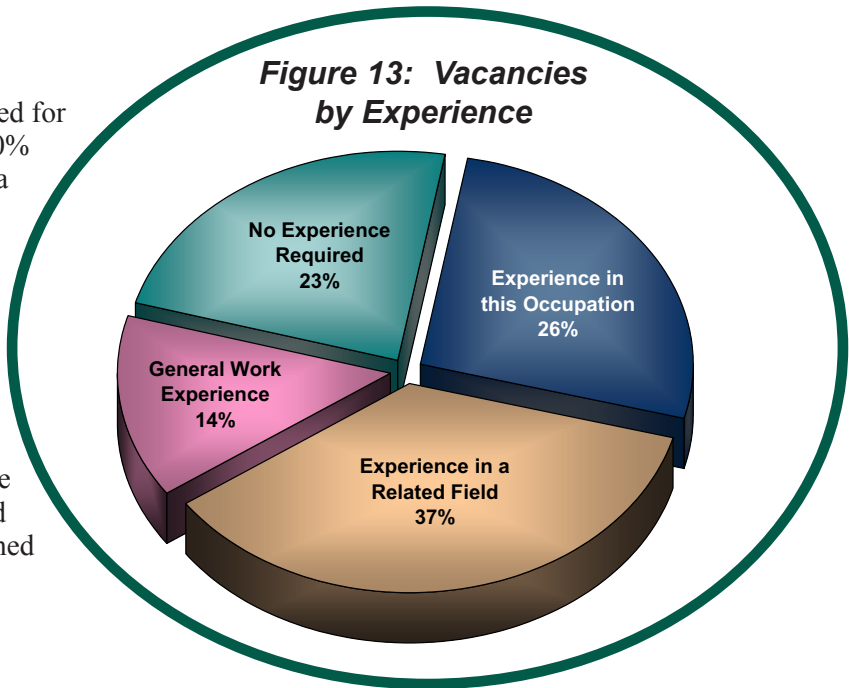


labor, offer wages closer to the minimum required rather than to the area’s overall average.



While surveyed employers express a need for candidates at all experience levels, over 60% prefer the applicant to have experience in a related field or experience in the occupation. Most of these openings are for registered and licensed practical nurses, physical therapists, and more specialized healthcare-related positions. Less than one-fourth of the reported job openings do not require prior work experience and even fewer prefer general work experience (Figure 13). Such occupations include store clerks, cashiers, room attendants, and nursing assistants where experience is gained through on-the-job training.

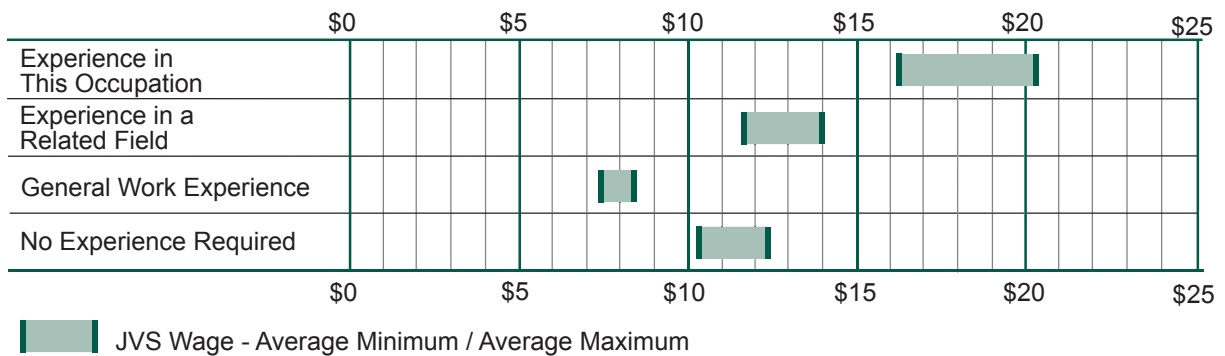
Figure 13: Vacancies by Experience



As with increasing levels of education, employers are willing to pay higher wages for added skills. Vacancies requiring experience in the occupation

offer an average of \$4.40 per hour more to start than those requiring experience in a related field.

Figure 14: Average Wages by Experience



Survey results show that generally, experience requirements for open jobs increase with education requirements (Table 2). Employers requiring post-secondary education also require experience in a related

field or experience in the occupation. This is expected because advanced degrees are the most technical; therefore having occupational experience would be more crucial.

Table 2: Experience Requirements by Educational Level

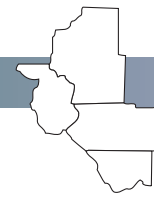
	No Experience	General Work Experience	Experience in a Related Field	Experience in This Occupation
No Diploma	56%	13%	24%	7%
High School Diploma/GED	10%	29%	37%	24%
Vocational Training/Certification	3%	28%	58%	11%
Two-Year Degree	10%	0%	50%	40%
Bachelor's Degree	18%	0%	32%	50%
Advanced Degree	0%	0%	0%	100%

Note: Percentages based on each educational category.

Positions requiring an advanced degree are usually associated with higher levels of experience. These are career occupations usually achieved only through commitment to high levels of education in addition to gaining experience in the field through paid employment positions as well as from internships and apprenticeships. In this region, more than 80% of vacancies requiring a bachelor's degree or higher also require

the candidate to have experience in a related field or experience in the occupation. Most of these positions are in healthcare.

The majority of positions calling for no diploma or only a high school education require lower levels of experience. These are occupations that can be learned easily through on-the-job training.



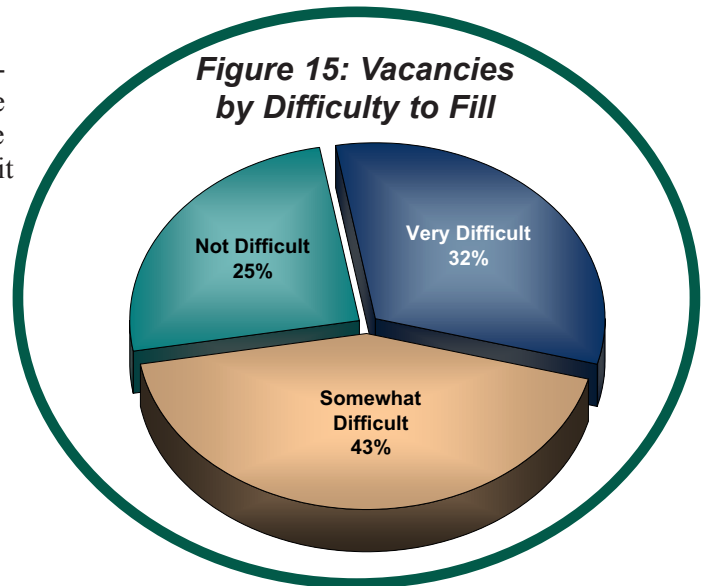
Vacancies: Difficulty to Fill

To establish the level of difficulty in filling vacancies, employers are asked about their perceived level of difficulty in filling a job and the length of time that a position has been open. If a large portion of vacancies in the region are difficult to fill, it can signal one of the following:

- too few specifically skilled workers to satisfy labor demand,
- a need for alternate employer recruitment efforts,
- a mismatch between jobs offered and work desired by job seekers,
- unattractive compensation.

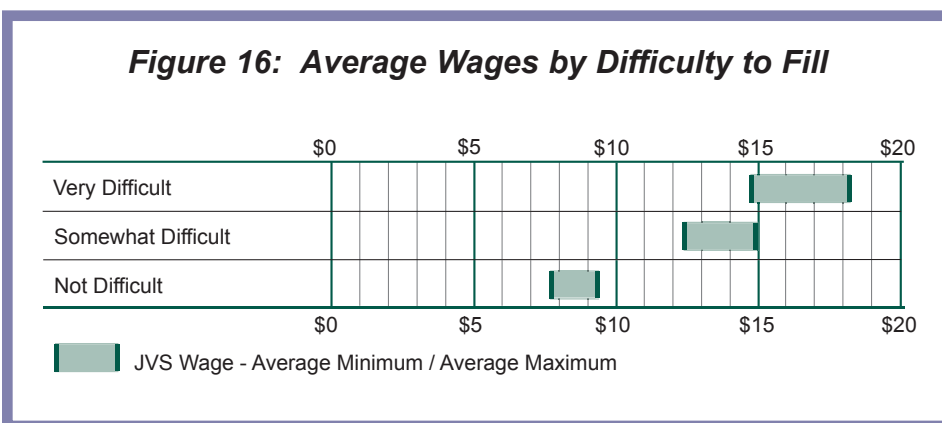
Of the employers responding to these questions, approximately one-third of the vacancies reported are classified as very difficult to fill. While only one-fourth of the responding employers believed open positions were not difficult to fill, 43% of the reported vacancies were considered somewhere in between (Figure 15).

All employers responding to the survey were willing to provide some kind of indication of difficulty to fill. Compared to last summer's report where 40% of all vacancies were very difficult to fill, this survey shows 32% of the positions are very difficult to fill. While only 34% of all jobs were considered somewhat difficult to fill last summer, the proportion this year



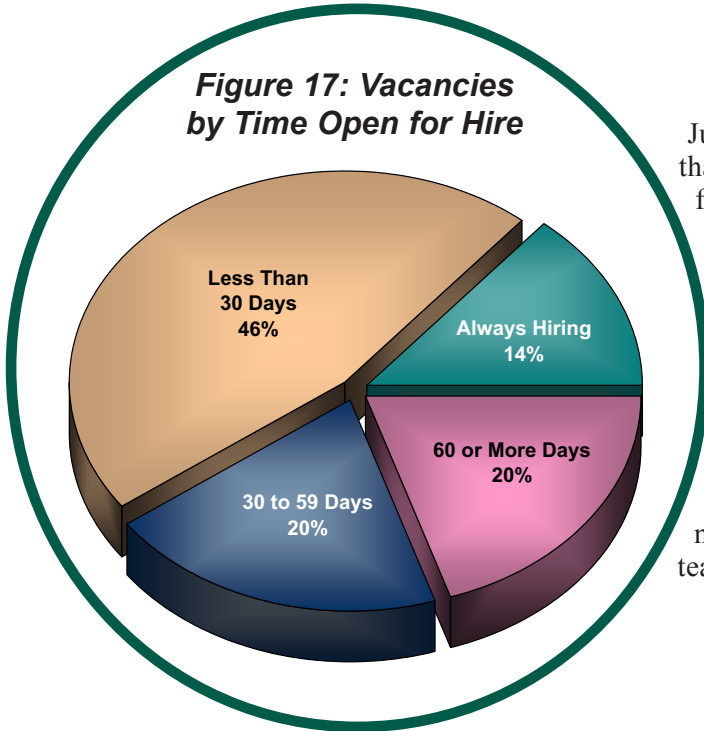
increased to 43% of all vacancies. The percentage of jobs employers consider not difficult to fill remained relatively the same.

Most vacancies that are considered not difficult to fill are open less than 30 days. The majority of these are construction laborers, customer service representatives and custodians. Of the vacancies that are very difficult to fill, over half are open 60 or more days. These are openings for registered nurses, licensed practical nurses, and various other healthcare positions.



Vacancies considered easiest to fill are offered with lower wages (as would be expected). These are vacancies mostly in the Services and Retail Trade industries offering lower skilled jobs. Positions employers reported being difficult to fill offer substantially higher wages. Once again, most of these higher paid positions also require higher levels of education and experience.

Figure 17: Vacancies by Time Open for Hire

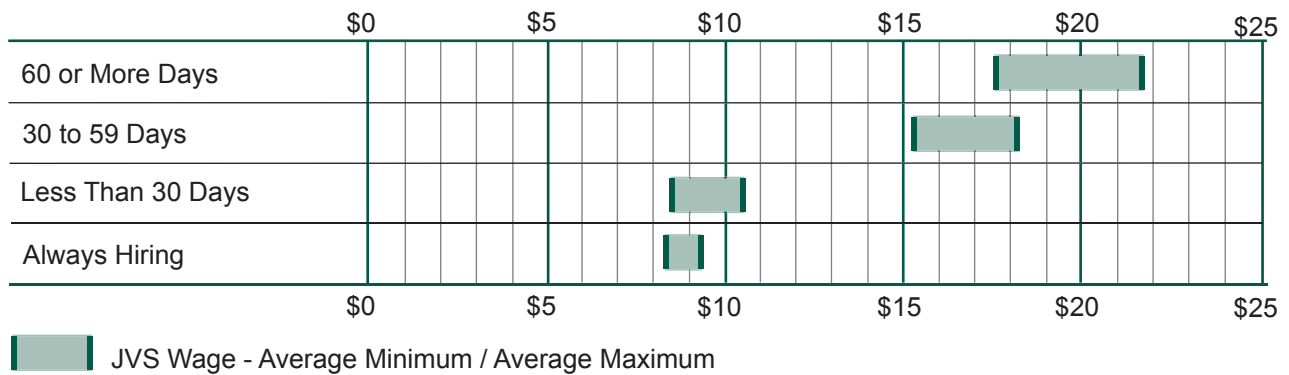


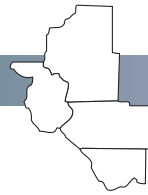
Just less than half of all vacancies are open for less than 30 days. The majority of vacancies found open for this short time period are those that require lower levels of education and experience, are both full- and part-time positions, and are found throughout all industries (Figure 17). Sixty percent of all vacancies are either open for less than 30 days or the position is always open for hire. Forty percent of all vacancies are reported open for more than 30 days. Those requiring 30 to 59 days are mostly positions in healthcare, teaching and specialized office personnel. Positions open 60 or more days are nearly all in healthcare with the exception of a few teaching positions.

The survey found that positions open for longer periods of time often have higher associated wages. These are also positions that are considered difficult to fill and that require higher levels of education. As

higher wages usually accompany occupations that require specialized skills, it may take an employer longer to recruit and hire a candidate with the desired background.

Figure 18: Average Wages by Time Open for Hire





Vacancies: Additional Compensation

Medical Insurance

Employers frequently offer compensation related benefits to recruit qualified candidates. These may include paid time off, transportation, or parking vouchers. One common benefit offered to employees is medical insurance through an employer’s group plan. Employers may pay all or part of the monthly insurance premium.

Seventy percent of the vacancies reported by employers include some form of medical insurance. Among employers offering some kind of medical benefit, 30% offer to pay the entire premium while 63% offer partial payment. In this survey, vacancies associated with no monetary contribution toward the premium are all part-time positions. Employers paying the total cost of the premium are in all industries and offer a variety of positions at all levels of education and experience.

Figure 19: Employer’s Contribution to Medical Insurance

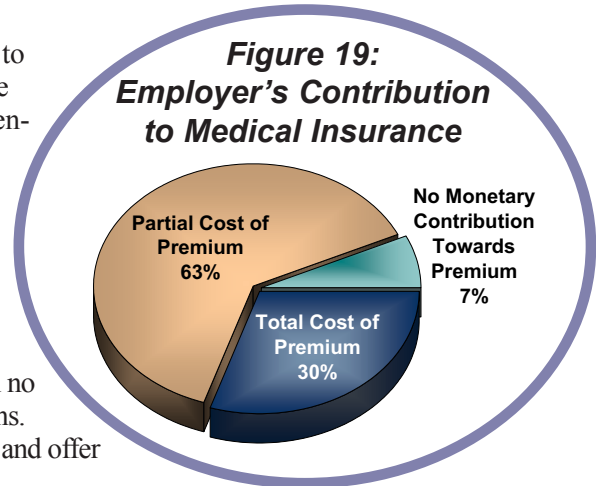
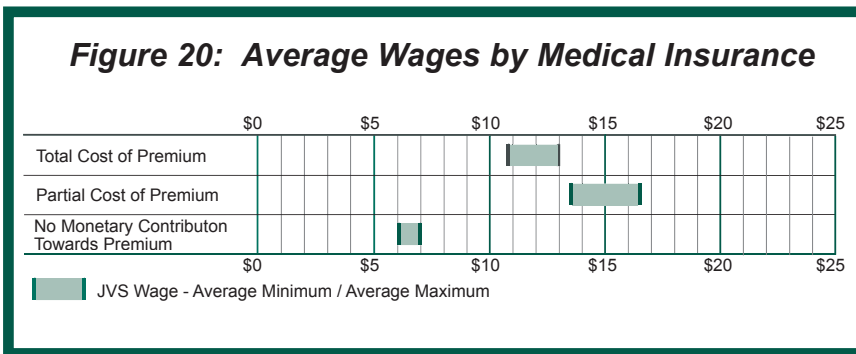


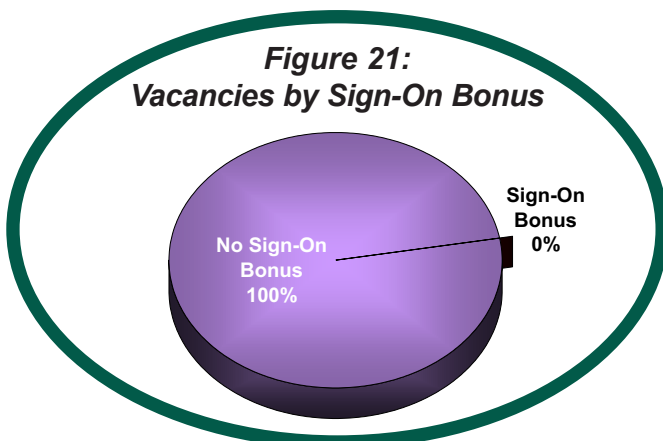
Figure 20: Average Wages by Medical Insurance



The overall average wage offered for vacancies where the employer pays only part of the premium is \$15.00. These vacancies are in a wide variety of industries and across all levels of educational attainment.

Sign-On Bonus

Figure 21: Vacancies by Sign-On Bonus



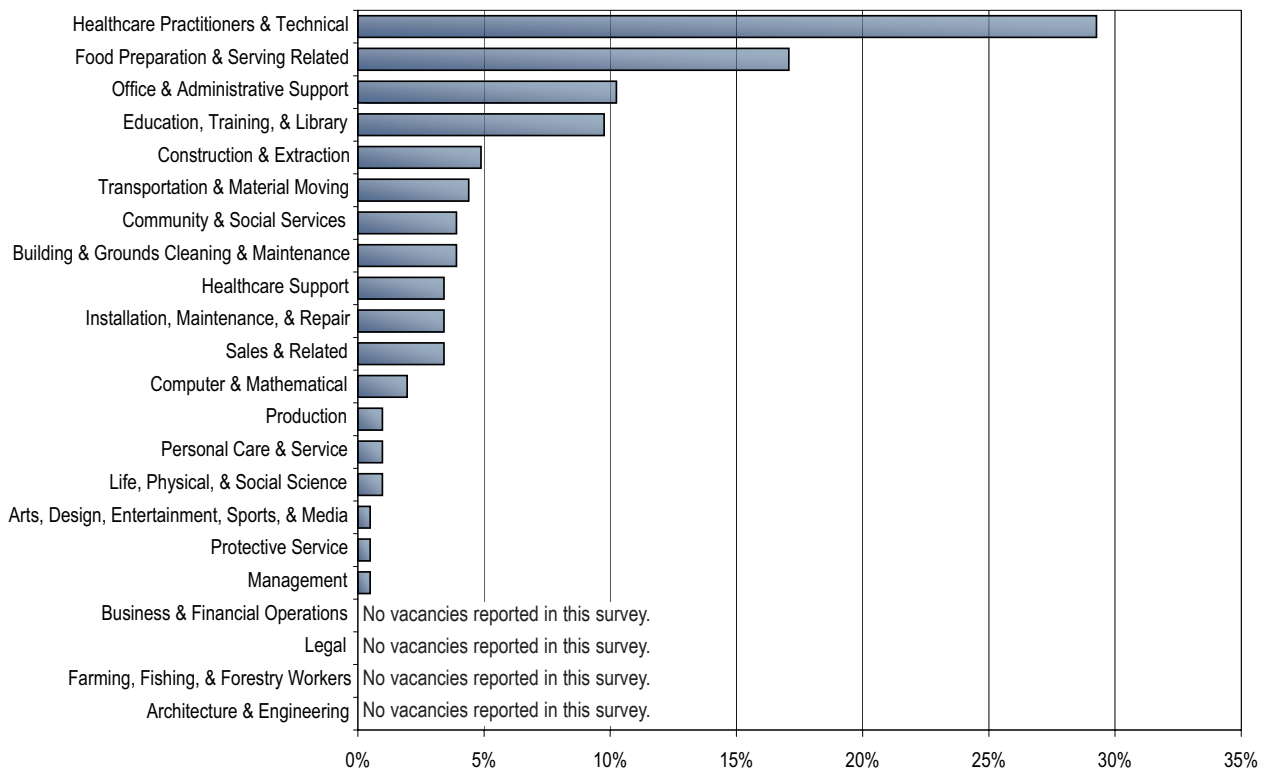
For this survey, there are no vacancies offering a sign-on bonus. Most employers offer sign-on bonuses to attract qualified candidates during tight employment conditions. So it is expected that with the availability of workers during the cooling economy, there is less incentive to offer bonuses to the job seekers.

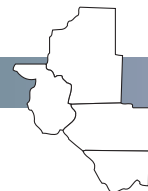
Occupations

In order to compare results of this survey with other sources of employment statistics, all jobs reported are assigned a Standard Occupational Classification code from the *2000 Standard Occupational Classification Manual*. For this survey about 30% of all vacancies are in Healthcare Practitioners and Technical occupations with an additional 3% in Healthcare Support occupations. These include registered nurses, occupational and physical therapists, licensed practical nurses and certified nurs-

ing assistants. Food Preparation and Serving Related and Office and Administrative Support together make up over 27% of the region's vacancies with most positions found as cooks, wait staff, and administrative assistants. Compared to July of 2001, this survey shows a higher proportion of vacancies are in Education, Training, and Library occupations as the region prepares for the upcoming school year. The majority of these positions are primary, secondary and special education teachers.

Figure 22: Vacancies by Major Occupational Groups





The occupational group with the highest level of wages is the Healthcare Practitioner and Technical category. On average, these occupations require high levels of education and experience and at this time, the positions are mostly difficult to fill. A high propor-

tion of vacancies are found within the Food Preparation and Serving Related as well as Office and Administrative Support occupations. These occupations require the least education and experience restrictions, and they offer lower pay.

Figure 23: Average Wages by Major Occupational Groups

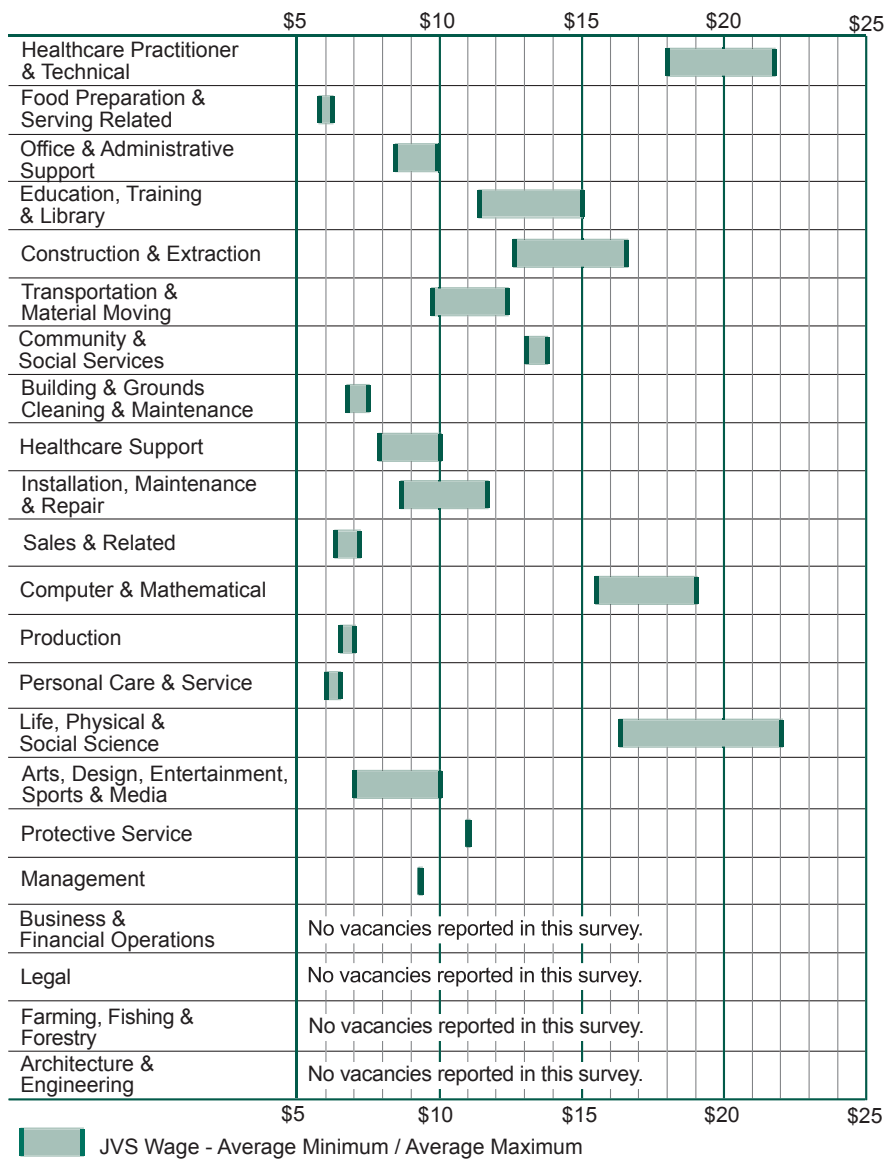


Table 3: Job Vacancy Survey Occupations with OES Wages

SOC Code		SOC Occupation Title	Vacancy Rank	Average JVS Wage	Average Wages					Percentile Distribution				
					Entry Level	Overall	Experi-enced	10th	25th	50th	75th	90th		
11-0000	Management Occupations				\$15.23	\$27.84	\$34.14	\$11.98	\$19.26	\$25.81	\$33.85	\$45.60		
* 11-3071	Transportation, Storage, and Distribution Managers		L	\$9.30	\$15.86	\$27.81	\$33.79	\$12.90	\$19.76	\$26.42	\$34.53	\$44.53		
15-0000	Computer and Mathematical Occupations				\$12.64	\$24.81	\$30.89	\$10.66	\$15.92	\$24.50	\$30.06	\$46.34		
15-1041	Computer Support Specialists		M	\$14.90	\$14.81	\$26.74	\$32.71	\$10.87	\$20.12	\$24.89	\$27.82	\$51.34		
* 15-1071	Network and Computer Systems Administrators		M	\$19.20	\$20.76	\$30.56	\$35.45	\$18.83	\$23.08	\$28.49	\$37.12	\$44.84		
* 15-1081	Network Systems and Data Communications Analysts		M	†	\$19.75	\$29.25	\$34.00	\$18.13	\$22.05	\$28.16	\$35.38	\$43.36		
* 15-1099	Computer Specialists, All Other		M	\$17.50	\$20.12	\$30.48	\$35.65	\$17.99	\$23.48	\$29.40	\$36.67	\$44.88		
19-0000	Life, Physical, and Social Science Occupations				\$13.72	\$20.31	\$23.61	\$12.40	\$15.41	\$20.58	\$25.05	\$27.50		
* 19-3021	Market Research Analysts		L	\$18.00	\$18.31	\$30.82	\$37.07	\$16.43	\$20.81	\$28.36	\$38.10	\$51.05		
* 19-3051	Urban and Regional Planners		M	\$20.20	\$17.06	\$23.90	\$27.33	\$15.52	\$18.46	\$22.64	\$27.82	\$34.08		
21-0000	Community and Social Services Occupations				\$8.95	\$15.76	\$19.17	\$6.80	\$11.26	\$15.17	\$20.33	\$25.89		
* 21-1011	Substance Abuse and Behavioral Disorder Counselors		M	\$11.50	\$10.83	\$14.27	\$16.00	\$9.83	\$11.73	\$13.55	\$16.27	\$20.46		
* 21-1019	General Counselors		M	\$9.20	†	†	†	†	†	†	†	†		
* 21-1021	Child, Family, and School Social Workers		M	†	\$13.09	\$18.42	\$21.09	\$11.89	\$14.54	\$17.75	\$21.57	\$26.61		
* 21-1022	Medical and Public Health Social Workers		M	\$21.50	\$13.34	\$17.66	\$19.82	\$12.31	\$14.42	\$16.91	\$20.73	\$24.98		
* 21-2021	Directors, Religious Activities and Education		M	†	\$12.25	\$15.72	\$17.46	\$10.31	\$14.23	\$15.59	\$16.97	\$21.46		
25-0000	Education, Training, and Library Occupations				\$10.07	\$15.69	\$18.49	\$8.22	\$12.03	\$15.55	\$19.65	\$23.20		
* 25-2011	Preschool Teachers, Except Special Education		L	\$8.30	\$7.20	\$9.76	\$11.03	\$6.71	\$7.89	\$9.45	\$10.93	\$13.17		
25-2021	Elementary School Teachers, Except Special Education		M	\$13.50	\$26.298	\$35.535	\$40,154	\$25,005	\$28,061	\$34,205	\$42,562	\$50,471		
25-2022	Middle School Teachers, Except Special and Vocational Education		L	\$11.20	\$26,487	\$35,922	\$40,640	\$25,200	\$28,074	\$34,685	\$42,857	\$50,753		
25-2031	Secondary School Teachers, Except Special and Vocational Education		H	\$15.60	\$29,311	\$36,757	\$40,480	\$26,822	\$30,835	\$35,656	\$42,538	\$49,495		
25-2041	Special Education Teachers, Preschool, Kindergarten, and Elementary School		L	\$11.20	\$31,216	\$39,441	\$43,553	\$29,660	\$33,705	\$39,530	\$44,965	\$51,595		
25-2042	Special Education Teachers, Middle School		L	\$13.50	\$26,573	\$33,325	\$36,703	\$25,053	\$28,067	\$32,476	\$36,426	\$44,544		
25-2043	Special Education Teachers, Secondary School		H	\$14.60	\$26,856	\$34,634	\$38,523	\$25,333	\$28,397	\$33,382	\$40,014	\$45,930		
25-4021	Librarians		L	\$15.80	\$16.35	\$19.02	\$20.35	\$14.81	\$17.79	\$19.45	\$21.12	\$22.12		
25-9041	Teacher Assistants		L	\$6.30	\$14,449	\$18,440	\$20,436	\$13,386	\$15,232	\$17,687	\$21,471	\$24,857		
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations				\$8.77	\$14.05	\$16.70	\$6.80	\$10.53	\$13.09	\$16.86	\$23.32		
* 27-3022	Reporters and Correspondents		L	\$8.50	†	†	†	†	†	†	†	†		

* OES wages reported for Colorado statewide † L - lowest 25% of actual responses
 † No wage data available M - middle 50% of actual responses
 H - highest 25% of actual responses

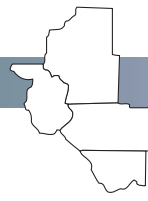


Table 3: Job Vacancy Survey Occupations with OES Wages — Page 2

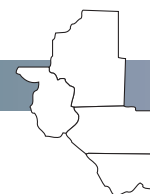
SOC Code		SOC Occupation Title		Occupational Employment Statistics Wage Data (2001)									
				Average Wages			Percentile Distribution						
				Vacancy Rank	Average JVS Wage	Entry Level	Overall	Experi-enced	10th	25th	50th	75th	90th
29-0000	Healthcare Practitioners and Technical Occupations			\$12.71	\$20.28	\$24.08	\$11.64	\$14.43	\$19.46	\$25.82	\$31.63		
* 29-1071	Physician Assistants	L	†	\$22.17	\$28.94	\$32.33	\$20.54	\$24.31	\$28.70	\$34.15	\$39.32		
29-1111	Registered Nurses	H	\$22.70	\$17.16	\$21.24	\$23.27	\$15.30	\$18.87	\$21.40	\$24.39	\$27.28		
* 29-1122	Occupational Therapists	M	\$21.50	\$18.28	\$23.79	\$17.18	\$20.06	\$23.61	\$26.69	\$30.48			
* 29-1123	Physical Therapists	H	\$21.50	\$20.74	\$25.47	\$19.28	\$22.37	\$25.08	\$27.77	\$32.93			
* 29-1126	Respiratory Therapists	H	\$19.00	\$14.47	\$19.17	\$13.53	\$15.29	\$17.77	\$20.23	\$21.72			
* 29-2011	Medical and Clinical Laboratory Technologists	M	\$19.00	\$16.58	\$20.34	\$15.10	\$17.96	\$20.18	\$22.43	\$26.46			
* 29-2031	Cardiovascular Technologists and Technicians	M	\$22.50	\$11.51	\$17.37	\$10.35	\$13.04	\$16.80	\$21.45	\$26.01			
* 29-2032	Diagnostic Medical Sonographers	M	\$20.50	\$21.58	\$26.06	\$19.55	\$22.96	\$25.39	\$27.82	\$36.93			
* 29-2034	Radiologic Technologists and Technicians	M	\$18.50	\$14.12	\$18.12	\$13.09	\$15.43	\$18.25	\$20.89	\$23.10			
* 29-2051	Dietetic Technicians	M	\$6.30	\$6.59	\$9.88	\$6.11	\$7.16	\$9.24	\$12.17	\$14.44			
29-2061	Licensed Practical and Licensed Vocational Nurses	H	\$13.00	\$12.42	\$15.41	\$10.52	\$14.23	\$15.77	\$17.19	\$19.60			
* 29-2071	Medical Records and Health Information Technicians	M	\$12.50	\$9.97	\$13.49	\$9.23	\$11.04	\$12.84	\$15.62	\$19.39			
* 29-9091	Athletic Trainers	M	\$8.00	\$22,993	\$33,372	\$21,097	\$25,250	\$31,857	\$39,009	\$46,182			
31-0000	Healthcare Support Occupations			\$7.74	\$9.11	\$9.80	\$7.34	\$7.94	\$8.93	\$10.11	\$10.85		
* 31-1012	Nursing Aides, Orderlies, and Attendants	H	\$9.00	\$7.94	\$9.97	\$7.52	\$8.64	\$9.93	\$11.24	\$13.00			
33-0000	Protective Service Occupations			\$13.31	\$17.65	\$19.82	\$11.73	\$15.17	\$17.74	\$20.69	\$23.64		
33-9032	Security Guards	L	\$11.00	\$6.06	\$9.19	\$5.86	\$6.53	\$7.71	\$10.57	\$16.32			
35-0000	Food Preparation and Serving-Related Occupations			\$6.01	\$8.21	\$9.32	\$5.65	\$6.14	\$6.94	\$8.61	\$12.36		
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	L	\$7.00	\$9.56	\$12.21	\$9.14	\$10.45	\$12.28	\$14.01	\$15.97			
35-2012	Cooks, Institution and Cafeteria	M	\$8.00	\$6.70	\$8.71	\$6.23	\$7.27	\$9.09	\$10.21	\$10.89			
35-2014	Cooks, Restaurant	M	\$6.00	\$7.67	\$8.67	\$7.11	\$7.49	\$8.13	\$8.90	\$10.41			
* 35-2015	Cooks, Short Order	H	\$8.00	\$6.27	\$8.03	\$5.93	\$6.79	\$7.94	\$9.27	\$10.57			
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	H	\$6.00	†	†	†	†	†	†	†			
* 35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	M	\$6.70	\$6.08	\$7.56	\$5.82	\$6.41	\$7.42	\$8.58	\$10.07			
35-3031	Waiters and Waitresses	H	\$5.20	\$5.98	\$6.06	\$5.46	\$5.72	\$6.14	\$6.56	\$6.81			
* 35-3041	Food Servers, Nonrestaurant	M	\$6.80	\$6.11	\$8.67	\$5.85	\$6.63	\$8.40	\$10.50	\$12.47			
35-9021	Dishwashers	M	\$6.40	\$6.13	\$7.13	\$5.91	\$6.56	\$7.23	\$7.97	\$8.43			
* 35-9099	Food Preparation and Serving Related Workers, All Other	L	†	\$6.71	\$8.96	\$6.23	\$7.17	\$8.48	\$10.26	\$12.40			
37-0000	Building and Grounds Cleaning and Maintenance Occupations			\$6.93	\$9.46	\$10.73	\$6.33	\$7.34	\$8.40	\$10.95	\$14.86		
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	M	\$10.10	\$7.23	\$9.74	\$6.63	\$8.12	\$9.74	\$11.42	\$13.10			
37-2012	Maids and Housekeeping Cleaners	H	\$6.00	\$6.92	\$7.58	\$6.42	\$7.13	\$7.70	\$8.26	\$8.61			

* OES wages reported for Colorado statewide † L - lowest 25% of actual responses
 † No wage data available † M - middle 50% of actual responses
 † H - highest 25% of actual responses

Table 3: Job Vacancy Survey Occupations with OES Wages — Page 3

		Occupational Employment Statistics Wage Data (2001)										
SOC Code	SOC Occupation Title	Vacancy Rank	Average JVS Wage	Average Wages				Percentile Distribution				
				Entry Level	Overall	Experienced	10th	25th	50th	75th	90th	
39-0000	Personal Care and Service Occupations			\$6.05	\$8.67	\$9.97	\$5.81	\$6.57	\$7.66	\$8.62	\$13.43	
* 39-5012	Hairdressers, Hairstylists, and Cosmetologists	L	†	\$7.40	\$10.26	\$11.70	\$6.67	\$8.37	\$9.86	\$11.33	\$13.73	
39-9021	Personal and Home Care Aides	M	\$6.30	\$5.99	\$6.90	\$7.35	\$5.61	\$6.06	\$6.81	\$7.98	\$8.59	
41-0000	Sales and Related Occupations			\$5.94	\$11.37	\$14.08	\$5.58	\$6.08	\$7.00	\$10.90	\$22.87	
41-2011	Cashiers	H	\$6.50	\$5.98	\$7.35	\$8.04	\$5.71	\$6.31	\$7.30	\$8.36	\$9.56	
41-2022	Parts Salespersons	L	\$7.00	\$7.74	\$9.00	\$7.07	\$7.35	\$7.82	\$8.30	\$8.57		
41-2031	Retail Salespersons	L	\$7.80	\$5.93	\$8.63	\$9.99	\$5.47	\$5.81	\$6.37	\$7.48	\$11.32	
43-0000	Office and Administrative Support Occupations			\$7.12	\$11.51	\$13.70	\$6.54	\$7.92	\$10.20	\$14.12	\$18.52	
43-4051	Customer Service Representatives	M	\$12.00	\$7.84	\$9.82	\$10.80	\$7.43	\$8.06	\$9.17	\$10.77	\$14.00	
43-4171	Receptionists and Information Clerks	H	\$7.20	\$6.53	\$8.54	\$9.54	\$6.02	\$7.05	\$8.53	\$10.08	\$11.07	
43-5081	Stock Clerks and Order Fillers	H	\$7.30	\$6.16	\$10.38	\$12.49	\$5.96	\$6.68	\$8.24	\$14.66	\$19.60	
43-6011	Executive Secretaries and Administrative Assistants	M	\$11.60	\$11.64	\$14.11	\$15.35	\$10.94	\$12.12	\$13.86	\$16.17	\$17.60	
* 43-6013	Medical Secretaries	M	\$13.80	\$9.46	\$11.75	\$12.90	\$8.98	\$9.88	\$11.30	\$13.44	\$15.81	
* 43-9021	Data Entry Keyers	M	\$11.00	\$7.90	\$11.02	\$12.58	\$7.50	\$8.55	\$10.46	\$12.71	\$14.74	
47-0000	Construction and Extraction Occupations			\$9.94	\$15.23	\$17.87	\$9.18	\$11.05	\$14.87	\$18.68	\$21.73	
47-2031	Carpenters	H	\$19.50	\$15.86	\$18.41	\$19.68	\$13.04	\$18.13	\$19.51	\$20.87	\$21.69	
* 47-2051	Cement Masons and Concrete Finishers	M	\$15.00	\$10.15	\$14.85	\$17.20	\$9.37	\$11.23	\$14.76	\$18.03	\$21.03	
47-2061	Construction Laborers	M	\$10.20	\$9.34	\$11.97	\$13.28	\$8.88	\$9.84	\$11.77	\$14.15	\$16.17	
* 47-2121	Glaziers	L	†	\$11.84	\$18.58	\$21.94	\$10.18	\$13.91	\$19.18	\$23.92	\$26.57	
* 47-3012	Helpers—Carpenters	L	\$8.00	\$8.25	\$10.49	\$11.62	\$6.62	\$9.45	\$10.60	\$11.86	\$13.76	
47-4051	Highway Maintenance Workers	M	\$17.20	\$12.85	\$15.93	\$17.48	\$11.77	\$14.17	\$15.88	\$17.54	\$20.93	
49-0000	Installation, Maintenance, and Repair Occupations			\$9.73	\$17.12	\$20.81	\$8.84	\$11.26	\$16.05	\$24.21	\$27.24	
* 49-3023	Automotive Service Technicians and Mechanics	M	\$10.00	\$10.45	\$17.96	\$21.71	\$9.04	\$12.14	\$16.83	\$21.98	\$27.99	
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	L	\$16.00	\$12.44	\$15.58	\$17.14	\$11.77	\$12.75	\$15.06	\$18.00	\$21.03	
49-9042	Maintenance and Repair Workers, General	M	\$7.40	\$8.72	\$12.69	\$14.67	\$7.98	\$10.07	\$12.40	\$15.41	\$17.55	
51-0000	Production Occupations			\$6.37	\$10.85	\$13.09	\$6.05	\$6.94	\$9.25	\$12.67	\$20.12	
* 51-2099	Assemblers and Fabricators, All Other	M	\$6.50	\$7.33	\$10.06	\$11.42	\$6.99	\$7.87	\$9.41	\$11.32	\$14.01	
* 51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	L	\$7.00	\$8.57	\$11.96	\$13.64	\$7.84	\$9.38	\$11.37	\$14.23	\$16.90	
53-0000	Transportation and Material Moving Occupations			\$8.39	\$12.35	\$14.33	\$6.95	\$9.60	\$11.98	\$15.19	\$17.46	
53-1031	First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle	M	\$16.90	\$15.60	\$19.99	\$22.19	\$14.67	\$15.78	\$18.75	\$24.81	\$26.89	
* 53-3021	Bus Drivers, Transit and Intercity	L	\$9.00	\$9.23	\$12.75	\$14.52	\$8.98	\$10.16	\$12.19	\$14.55	\$18.51	
53-3032	Truck Drivers, Heavy and Tractor-Trailer	M	\$10.80	\$12.20	\$15.37	\$16.96	\$11.08	\$13.62	\$15.57	\$17.31	\$19.79	
53-3033	Truck Drivers, Light or Delivery Services	M	\$10.60	\$9.09	\$11.61	\$12.86	\$8.42	\$10.29	\$12.09	\$13.29	\$14.06	
* 53-7081	Refuse and Recyclable Material Collectors	L	\$10.00	\$8.80	\$12.93	\$15.01	\$7.88	\$9.97	\$12.19	\$14.67	\$19.86	

* OES wages reported for Colorado statewide † L - lowest 25% of actual responses
 † No wage data available M - middle 50% of actual responses
 H - highest 25% of actual responses



Methodology

Many challenges exist in collecting and analyzing the data for the Job Vacancy Survey. Because methods selected to carry out a survey impact the final results, great effort is put into

making this survey statistically viable and, most importantly, accurate. Methods used in this survey will continue to be reviewed and, where statistical viability and accuracy can be improved, modified.

Computer Assisted Telephone Interview

Our professional survey unit developed the Computer Assisted Telephone Interview (CATI) to maximize accuracy and usefulness, while minimizing length and survey bias. In accordance with

recognized survey research standards, the following selection of questions are taken directly from the phone interview script.

In General

1. *How many employees do you have working within the region?*
2. *Do you have any job vacancies for which your firm is actively recruiting?*
3. *How many job vacancies is your firm recruiting to fill?*

For Each Vacancy

1. *What is the job title?*
2. *Briefly, what are the job duties?*
3. *Which of the following best describes this vacancy?*
 - ♦ Full-time/Permanent
 - ♦ Full-time/Temporary
 - ♦ Part-time/Permanent
 - ♦ Part-time/Temporary
4. *What is the maximum wage offered for this vacancy?*
5. *What is the minimum wage offered for this vacancy?*
6. *Is a sign-on bonus offered? If yes, how much?*

7. *Is medical insurance offered?*

8. *If yes, does your firm pay the total cost of the premium, partial cost of the premium or do you make no contribution at all to the premium?*

9. *Which of the following best describes the education level required to fill this vacancy?*

- ♦ No diploma required
- ♦ High School or GED diploma
- ♦ Two-year degree
- ♦ Bachelor's degree
- ♦ Advanced degree

10. *What best describes the type of experience required to qualify for this vacancy?*

- ♦ No experience is required
- ♦ General work experience
- ♦ Experience in a related field
- ♦ Experience in this occupation

11. *How long has this vacancy been open?*

- ♦ Less than 30 days
- ♦ 30 to 59 days
- ♦ 60 or more days
- ♦ Always hiring for this position

12. *How difficult is this vacancy to fill?*

- ♦ Not difficult
- ♦ Somewhat difficult
- ♦ Very difficult to fill

Survey Sample Methodology

This survey is designed to estimate the number of vacancies in the region and to provide detailed vacancy characteristics. Employers with at least five employees are placed into either government or private industry categories. Firms with fewer than five employees make up a very large portion of all employers in the region, but a small proportion of total employment. The possibility of employing statistical methods to estimate vacancies for this group is currently being explored.

Private firms are grouped by employment level into either large or small to mid-size categories. Attempts are made to contact each large private employer and government agency in the region. Small to mid-size firms are further divided by major industry and randomly sampled until a representative response is obtained for each category.

The original list of private industry firms used for the survey, along with their contact information, staff size and industry classification is obtained from the America's Labor Market Information System (ALMIS) database. Government contact information is provided by the Colorado Department of Labor and Employment's ES-202 employer database.

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.

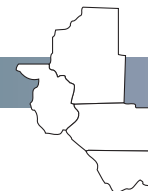
Occupational Coding

The job title and duties reported by employers are used to code vacancies in accordance with the latest release of the Standard Occupational Classification system. For more information on this occupational classification system, please refer to the definitions section.

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 wage are adjusted to that amount. Currently, the Federal minimum wage is \$5.15 per hour.



Definitions

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

The arithmetic average (also called the mean) for a group of items is defined as the sum of the values of the items divided by the number of items.

Average Minimum and Average Maximum Wage

When surveyed employers report wages offered for current vacancies, both a minimum and a maximum wage are recorded. All minimum wages are averaged to determine the reported average minimum wage. The same is true for the reported average maximum wage.

Employer

A person or establishment that pays one or more people a wage or salary.

Employment

Includes people who did any work for pay or profit in the reference period, worked 15 hours or more without pay in a family business or farm, or were temporarily absent from their jobs.

Full-time and Part-time Employment

To be classified as full-time employment, a position must require a minimum of 35 hours of work per week. Part-time employment refers to cases where a position requires less than 35 hours of work a week.

Industry Classification

Employers are grouped into industries on the basis of their principal product or activity in accordance with the *1987 Standard Industrial Classification Manual*.

Job Seekers

People 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. The definition does not include positions that are anticipated, but not yet created.

Job Vacancy Rate

The number of openings in a specific industry or category expressed as a share of the total employment in that same industry.

Labor Force

Consists of all employed or unemployed civilians who are eligible to work, plus members of the Armed Forces stationed in the United States.

Level of Education

Refers to completed education programs - high school diplomas, associate, professional, vocational, bachelor's, and graduate degrees all are examples of completed programs.

Medical Insurance Premium

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

Permanent and Temporary Employment

A vacancy is classified as permanent if it will be filled for more than six months. Temporary employment refers to those positions that will be filled for six months or less.

Sign-on Bonus

An additional financial incentive offered by a firm to a 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.

SOC

The Standard Occupational Classification is a system for classifying all occupations in the economy, including private, public, and military occupations. This classification system replaces all occupational

classification systems previously used by Federal statistical agencies. It will be used by all Federal statistical agencies and programs collecting occupational data, providing a means to compare occupational data across agencies. It is designed to cover all occupations in which work is performed for pay or profit, reflecting the current occupational structure in the United States.

Survey Sample Universe

All private industry and government employers with five or more employees in the region. Government entities are drawn from ES-202 while private companies come from the ALMIS database.

Unemployment

Includes people 16 years of age and over who had no employment during the reference period, were

available for work (except for temporary illness), and have made specific efforts to find employment. People who did not look for work because they were on temporary layoff or waiting to start new jobs within the next thirty days are also counted among the unemployed.

Unemployment rate

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

Wage

The monetary return per hour of work. The definition does not include benefits (*e.g.*, insurance, retirement program, or stock plans).