

Pueblo County

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Job Vacancy Survey

Conducted February 1-9, 2001

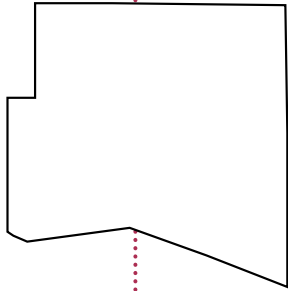
Pueblo County

June 2001



Workforce Research & Analysis
Labor Market Information
Colorado Department of Labor and Employment





Pueblo County Job Vacancy Survey

Conducted February 1–9, 2001

State of Colorado

Bill Owens, Governor

Colorado Department of Labor & Employment

Vickie Armstrong, Executive Director

Jeffrey M. Wells, Deputy Executive Director

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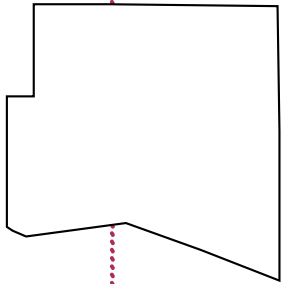
The Colorado Workforce Investment Council

June 2001



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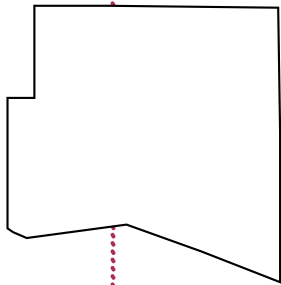
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The office of Workforce Research and Analysis would like to extend our sincerest gratitude to all the Pueblo County employers who participated in this study. The analysis provided in this document would not be possible without their help.

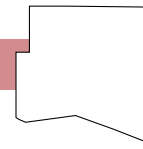


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Introduction

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 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

proficiencies are necessary to successfully compete in the contemporary labor market.

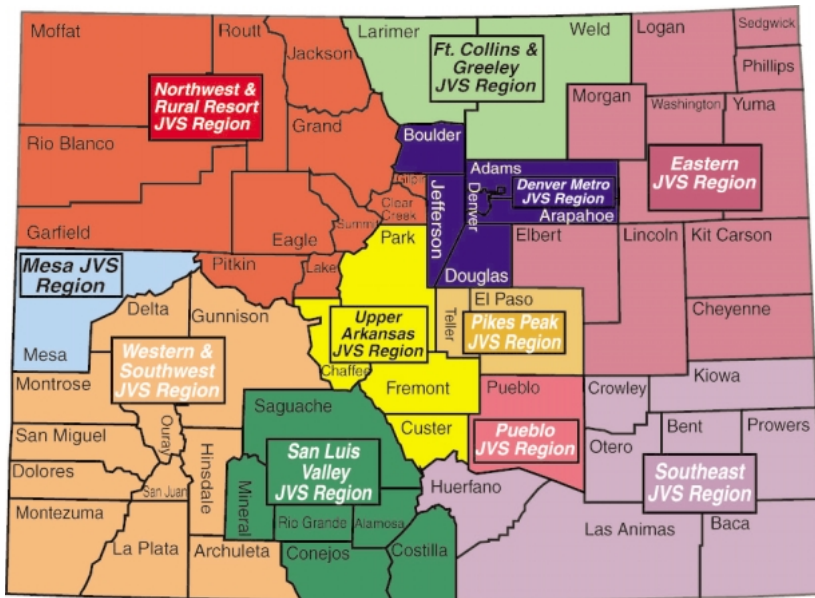
The Job Vacancy Survey was initiated not only to measure the demand for employees at a specific point in time, but also to provide detailed information on the quality of employees demanded.

The Job Vacancy Survey (JVS) was adopted by Colorado's Department of Labor and

Employment (CDLE) through the Denver Metro pilot studies of September 1999 and April 2000, which were initiated by Arapahoe/Douglas Works! The popularity of the reports based on the survey data led the CDLE to expand its coverage to include the entire state of Colorado. Since the April 2000 Denver Metro JVS, the survey instrument and methodology were revised to eliminate ambiguity and enhanced to gather more specifics on job vacancies within the survey constraints.

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

Colorado Job Vacancy Survey Regions



This publication is a product of the Colorado Department of Labor and Employment's Labor Market Information Section, Bill LaGrange-Director. This report was prepared by LMI's office of Workforce Research and Analysis. Members of this unit are:

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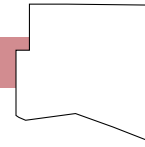
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This report is published semi-annually. Comments, suggestions, and questions regarding content and format are welcome and may be addressed to:

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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, job seekers, trainers and planning officials. While Labor Market Information (LMI) has provided information on the local labor force supply, the Job Vacancy Survey will further complement this data by providing information about the demand for labor and offer a more complete picture of local labor markets.

Employers

The Job Vacancy Survey (JVS) measures the area's current vacancies and provides information to employers who may be experiencing difficulty in filling positions due to:

- a worker shortage,
- an imbalance between job seekers' skills and employers' needs,
- or compensation packages that are insufficient as a recruitment tool when compared to market standards.

The JVS immediately identifies the nature of current vacancies according to general categories. For example, upon review of the JVS, an employer can observe the level of vacancies among the region's firms requiring a specific level of education or experience. A high percentage of vacancies might indicate the labor force and/or its skills fall short of market needs, thus calling for increased investment in training, or importing skilled workers. Even if wages are increased or benefits added, the employer may experi-

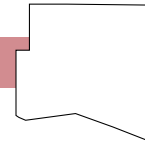
ence delays in filling the position due to the overall shortage of applicants in the area. If a low percentage of vacancies exist for a particular position with the same education or experience requirement, but the employer is finding it difficult to fill, a comparison between the wages offered to that of the market average may indicate the need for an adjustment.

Employers from outside of the region considering relocating to the area can review the JVS results and determine if the company's employment needs will be filled with minimal delay (current low vacancies). In addition, the JVS and Occupational Employment Statistics (OES) wage data (a measure of current wages being paid by occupation) can be used to develop a benchmark of wages to offer for the upcoming positions.

Job Seekers

For current job seekers the JVS report is a roadmap that can be used to determine where the best paying jobs are given their skills and level of education. The JVS illustrates the current demands of the local job market and provides associated average wages. The job seeker can review LMI's occupational projections in addition to the JVS to see if current opportunities can contribute to long-term career

goals. With information the JVS provides, job seekers can better tailor their education and training efforts toward industries and occupations that lead to more permanent positions.



Economic Developers

Economic development professionals can use the data to track key industries and evaluate the area's economic growth and development potential. JVS results can 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 JVS, and where the local market is trending with LMI's employment projections in the Pueblo Occupational Projections.

Workforce Centers

Public officials, educational institutions, and government agencies can use the information to allocate resources more efficiently among education, training, and job placement programs. The JVS provides an immediate, clear picture of the area's current needs. Workforce Centers can direct job seekers toward high demand occupations to increase placement success, or in a direction that might better suit the needs of the applicants' future career goals.

Workforce Centers can also review the nature of job vacancies and decide where to focus placement efforts. Future investments in the workforce can be directed toward occupations or industries that continuously contribute to the local economy.

Current vacancy conditions as presented by the JVS, coupled with other Labor Market Information (LMI) reports, can offer a better picture of seasonality and long-term trends that might affect the provisions of future training programs. LMI's Employment and Wage publication (ES-202 data) provides county and statewide industry data on a quarterly basis. To prepare for the high demand of seasonal workers where vacancies persist, Workforce Centers and educators can offer training during the off-season as indicated by the LMI quarterly data. Longer-term industry trends in employment are also recorded on an annual basis in the same report for each county.

Caveats

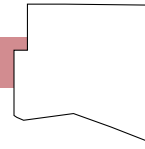
The JVS data should be used as indicators, not actual values, of the demand for workers in the Pueblo region. Figures from the survey should not be interpreted as annual vacancies. Rather, they are estimates of openings at a point-in-time. Users should consider, when comparing the results of one survey to another, the effects seasonality and the business cycle will have on the data. For instance, a decrease in vacancies for construction workers from April to November would represent nothing more than a seasonal decline, not a long-term decrease in the demand for such workers.

The results of the survey are based only on the sample of responses collected from February 1st through 9th of 2001 and should not be considered as necessarily portraying the exact distribution of job vacancies in the Pueblo area. After several years of JVS data are available, patterns may begin to emerge that more accurately reflect changing labor market

conditions. It should be recognized that the survey identifies current vacancies only, and does not explain whether the vacancies are due to employment growth in the occupations or if vacancies are due to job turnover. In addition, not all surveyed firms participated. However, the employers that did participate enabled the production of statistically reliable results.

Users should keep in mind that the authors of this report are not attempting to project the level of vacancies into the future. In addition, events that have occurred since the time period analyzed, such as plant closings or the migration of people in and out of the area, may have had an effect on the vacancy status of some occupations.

Given the caveats, appropriate application by the user is the most important element for making the information in this report a relevant tool in job vacancy analysis.

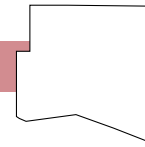


Executive Summary

The Pueblo Job Vacancy Survey (JVS) was conducted from February 1st through 9th, 2001. Over the survey period randomly selected employers with at least five employees were contacted in Pueblo County. Employers were asked if they were actively hiring at the time of the survey and a variety of questions about positions that they were seeking to fill.

A total of 1,004 employers (52% of Pueblo County employers with 5 or more employees) representing approximately 53% of the region's total employment, responded to the survey. Out of these, 15 were large employers (220 or more employees) and 989 were from the small to mid-sized category (5-219 employees). The major findings of the survey follow:

- ◆ It is estimated that a total of 760 jobs were open for hire in the Pueblo region during the first week of February.
- ◆ Seventy-six percent of the jobs are estimated to be full-time openings while the remaining 24% are part-time openings.
- ◆ Small to mid-size employers account for 96% of all vacancies.
- ◆ Over half of the estimated job openings are concentrated in Services and Retail Trade.
- ◆ The overall average wage for all vacancies is \$8.20 per hour. Average wages for permanent vacancies exceed those of temporary vacancies at both the full-time and part-time levels.
- ◆ Both education and experience required exhibit a significant positive influence on wages offered.
- ◆ Twenty-nine percent of openings require at least some post-secondary education.
- ◆ Fifty-seven percent of total openings require experience either within or related to the vacant occupation.
- ◆ Fifty-four percent of job openings, according to employers' responses, are either very difficult or somewhat difficult to fill.



Pueblo County

According to the US Census Bureau, Pueblo County was home to over 140,000 people at the turn of the century. The area employed over 55,000 individuals from a labor pool of 57,000 (Local Area Unemployment Statistics, February 2001). The region's employment growth (1998/1999) was 1.4%. While the unemployment rate for February 2001 was above the state average at 4.3%, the overall average has been declining since mid 1998. →

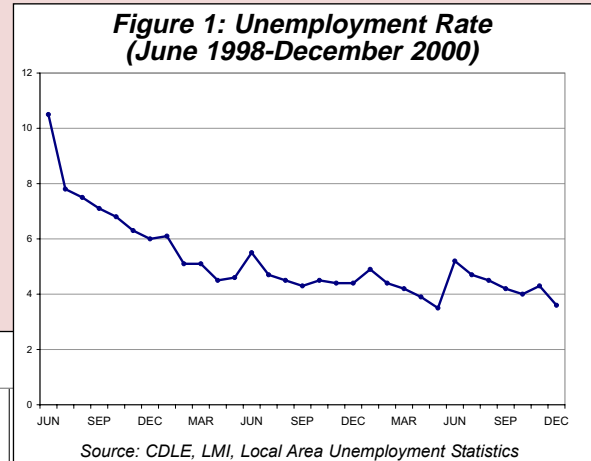
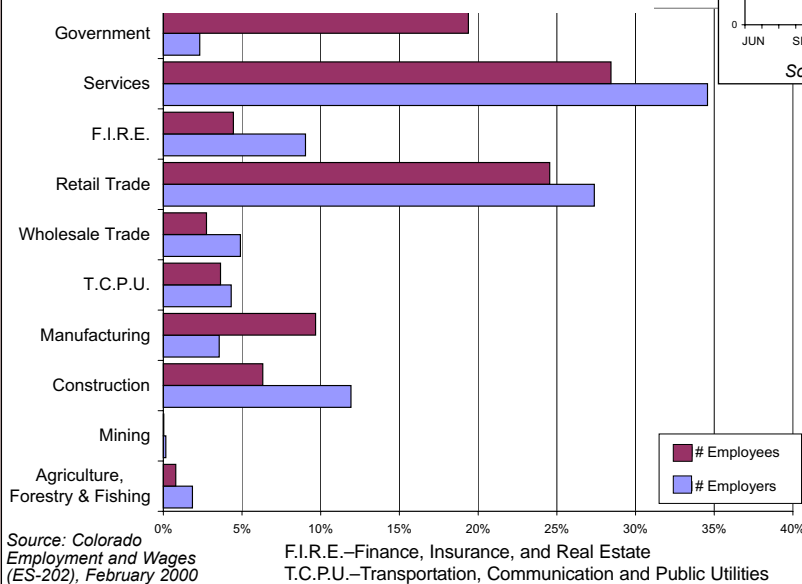


Figure 2: Proportion of Employment by Industry



← The area's distribution of employment among industries has remained fairly constant throughout the 1990s. The Services division has the highest share followed by Retail Trade and Government. Combined, these industries account for nearly 75% of employment in Pueblo County. The Services division also has the highest concentration of firms, followed by Retail Trade and Construction.

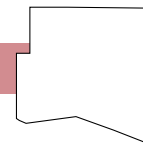
The JVS Sample

The premier Pueblo County JVS was conducted during the first week of February, 2001 (Feb. 1 - Feb. 9). The survey instrument used for this study was pilot tested in the Upper Arkansas Region in September, 2000.

For the purpose of this report, employers with 5 or more employees are referred to as the "sample universe." Workers in the sample universe account for approximately 90% of the region's total employment. Employers with at least 220 employees are referred to as "large employers." They account for about 30% of the employment in the sample universe. Firms employing from 5 to 219 individuals are considered "small to mid-size employers," and account for the remaining 70% of the sample universe employment.

For the small to mid-size employers, the survey sample was stratified by major industry division as defined by the 1987 *Standard Industrial Classification Manual*. Attempts were made to contact a sufficient sample from each of the stratifications in order to provide statistically reliable results. "Large employers" were considered "certainty units" and attempts were made to contact each of these employers.

Over the survey period a total of 1,004 employers, approximately 52% of Pueblo County employers in the sample universe, responded to the survey. Out of these, 15 were large employers and 989 were from the small to mid-sized category. The sample response requirements were achieved for all stratifications.



The Survey Instrument

Employers were asked if they had job vacancies, or open positions, which they were actively seeking to fill. Firms actively recruiting were then asked to provide more detail about each position. Information on compensation offered, the education level and experience required, and the employer’s perceived difficulty in filling the vacancy as well as length of time the position had been open

was collected.¹ Whenever necessary, employers were contacted again to clarify responses.

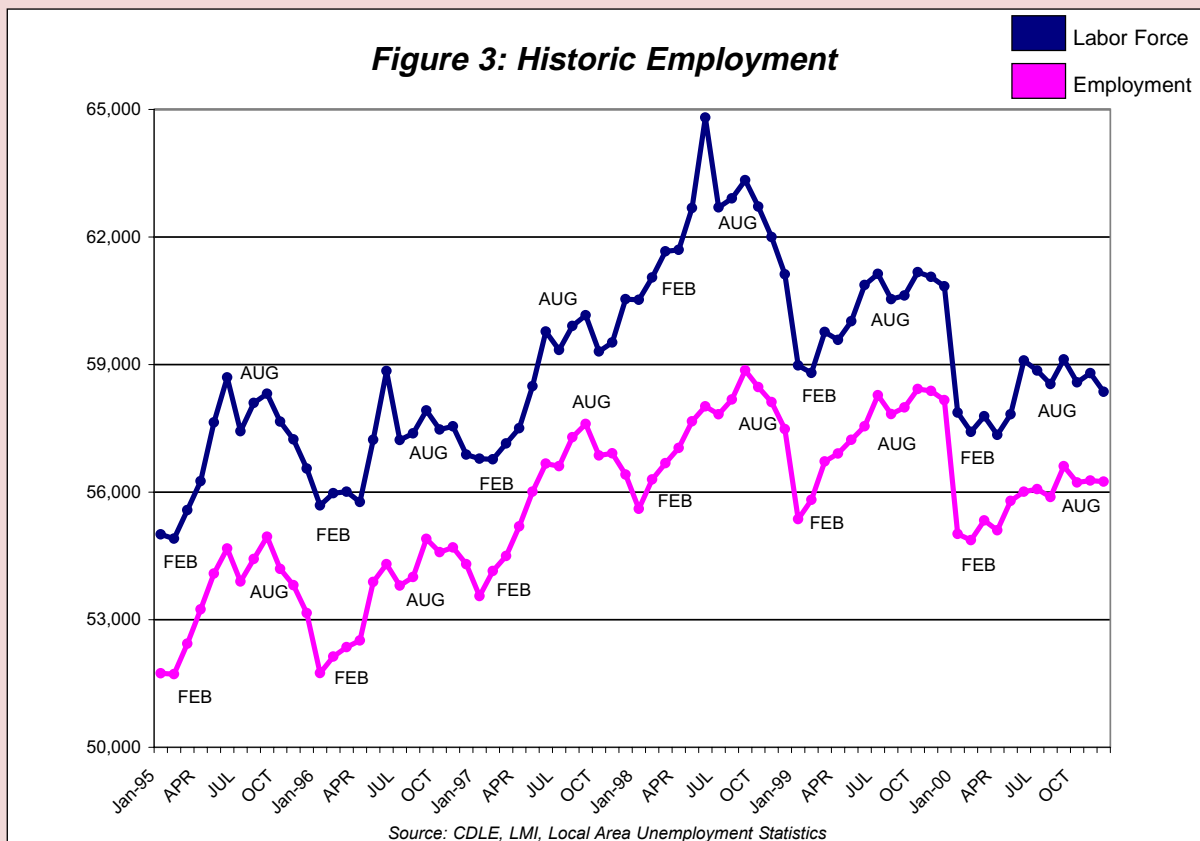
Employers were also asked whether or not a sign-on bonus or health insurance was offered for the position. This information was collected in addition to the minimum and maximum wages offered to describe in more detail the compensation offered.

Timing Considerations

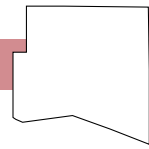
The Pueblo County JVS is produced semi-annually. The timing of the survey was developed with the intent of measuring the demand for labor at intervals that provide the most useful information.

Analysis of the historical employment and labor force trends in Pueblo County indicate employment and labor force peaks in or around the month of August. Surveys conducted at this time of year 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 February represent the demand for labor at a time of year when employment is at its cyclical low. A study at this time indicates the type of occupations for which a labor shortage exists when the labor supply is least utilized. Future surveys will be conducted in February and August with reports following in about three months.

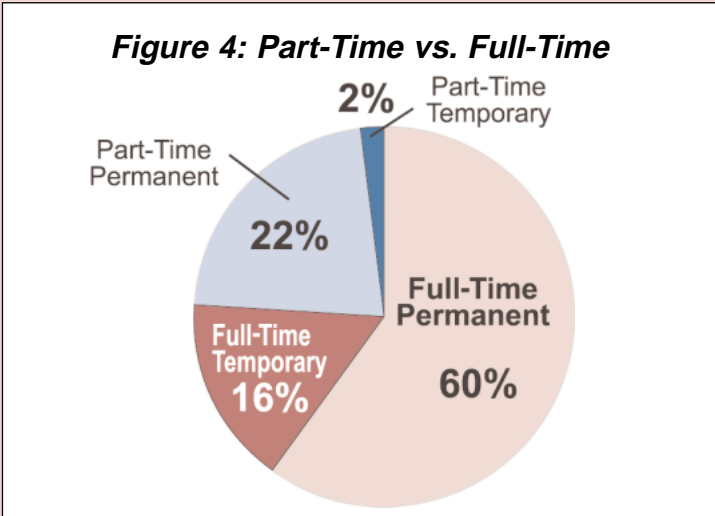


¹Refer to Methodology section



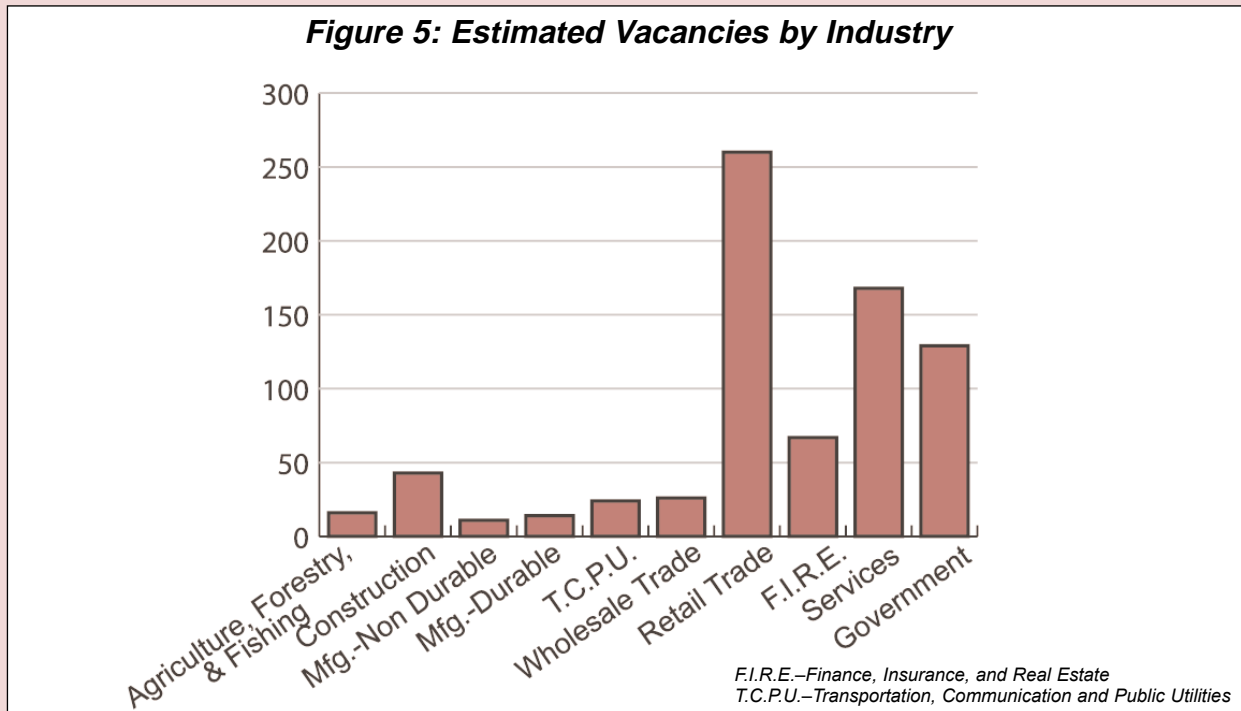
Estimated Vacancies

During the survey period, it is estimated that 760 vacancies were open for immediate hire in Pueblo County. Over half of the vacancies reported were for full-time, permanent employment; 22% were part-time, permanent positions. Less than one-fifth of the vacancies reported were temporary positions. Small to mid-size firms accounted for nearly 95% of the total estimated vacancies.

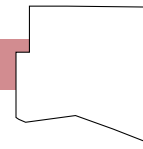


The number of estimated vacancies varied greatly from one industry to another. The overall vacancy rate¹ for all industries was approximately 1.5%. Retail Trade, the second largest division in Pueblo County, had the highest share of job vacancies

(34%). The largest industry division, Services, comes in second with 22% of estimated vacancies. At 16%, Government follows close behind. The remaining industries each make up less than 10% of vacancies.



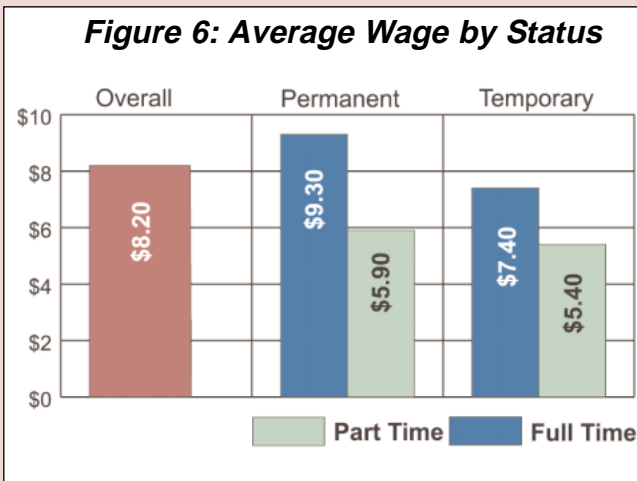
¹See Definitions section



Vacancies and Wages

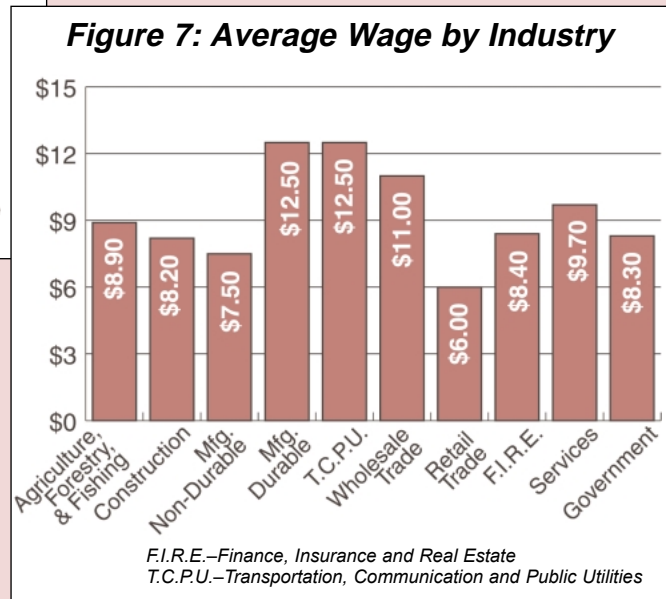
Since wages offered may vary among occupations and employers as well as according to the applicants' qualifications, employers were asked to provide the range of wages offered for the vacancy

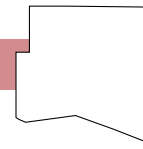
and the average was calculated based on the mid-point of that range. The overall average wage offered for all vacancies was \$8.20 per hour.



The Durable Manufacturing and Transportation, Communications and Public Utilities industries offered the highest wages on average, both at \$12.50 per hour. The industry with the most estimated vacancies, Retail Trade, offered the lowest wages on average at \$6.00 per hour.

Full-time vacancies offered more than part-time in both the permanent and temporary categories. Likewise, permanent positions paid more than temporary ones for both full- and part-time vacancies.





Education and Experience

Employers were asked what level of education and experience was required of an applicant in order to be considered for a particular vacancy. Results show that 71% of the positions reported by employers required no post-secondary education. The majority of the remaining positions (19%) require Vocational Training or Certification.

Figure 8: Vacancies by Education

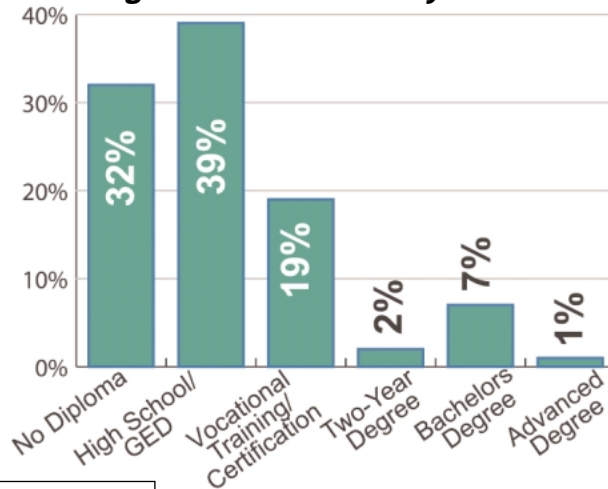
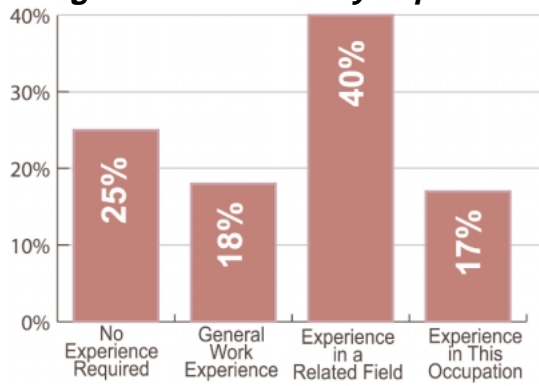
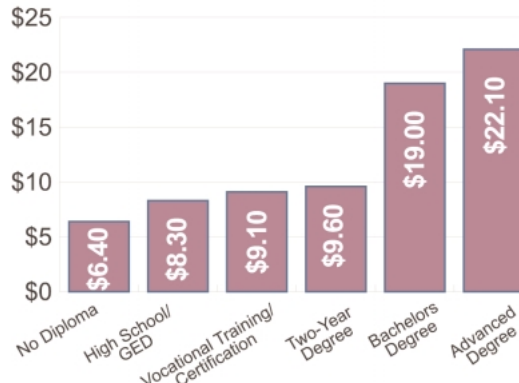


Figure 9: Vacancies by Experience



About one in four vacancies surveyed required no experience to fill. Those that did require experience most often requested experience in a field related to the vacant position.

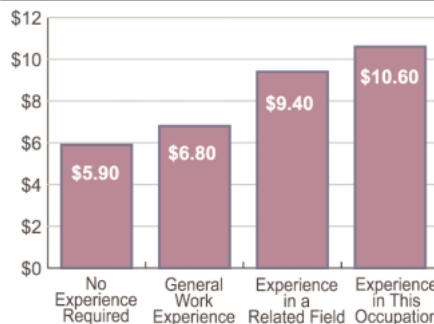
Figure 10: Average Wage by Education

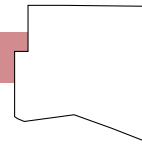


As expected, wages were found to increase both with increased education and experience required to fill the vacancies. With less than 10% of the total, vacancies requiring a college education paid by far the highest average wages. The education category most sought after by employers, high school or GED, paid just slightly above the overall average, at \$8.30 per hour.

Similarly, vacancies requiring experience in a related field, the experience category most sought after by employers, paid more than a dollar an hour above the overall average.

Figure 11: Average Wage by Experience





Difficulty to Fill

Because the response to the question, “Is this position difficult to fill?” is subjective, employers were queried as to how long each position had been open at the time of the survey. Knowing how long a position has been open allows further analysis into the subjectivity of the response to the first question. This information may help gain additional insight concerning the challenges employers face in filling vacancies.

Survey results show that employers did perceive difficulties in filling the majority of open positions. Fifty-four percent of the vacancies reported were classified as either “somewhat” or “very difficult” to fill. Alternatively, the majority of vacancies were open for a period less than 30 days and only 7% open for more than 60 days.

Figure 12: Difficulty to Fill

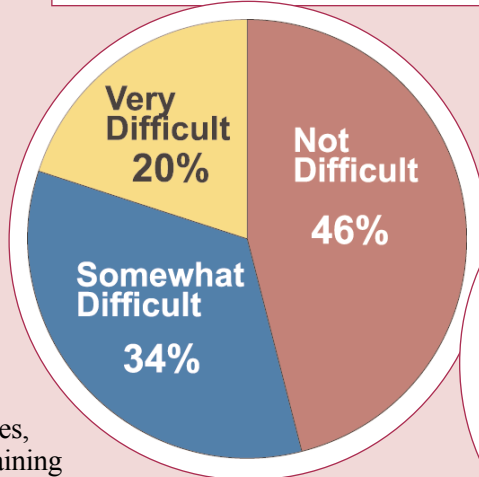
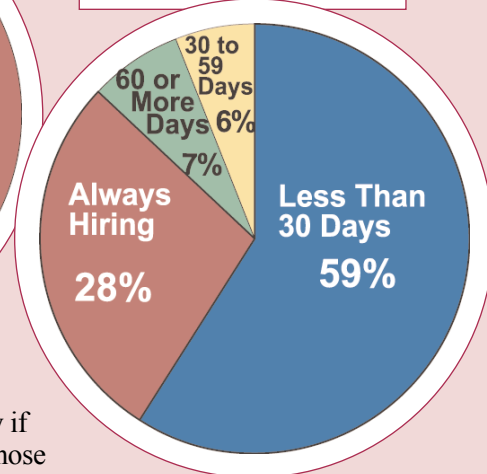


Figure 13: Duration of Vacancies



Wage information reported by employers highlights two important facts.

1. Positions for which an employer offers higher wages tend to be more difficult and take longer to fill. Of course, this is not due to the employer’s decision to offer higher wages, but most likely to the training and skills required to fill the position.
2. Jobs for which lower wages are offered tend to be filled quickly if that wage offered is around the average of \$8.20 per hour, but those positions that pay significantly less than the average are typically more challenging to fill.

Figure 14: Average Wage by Difficulty to Fill

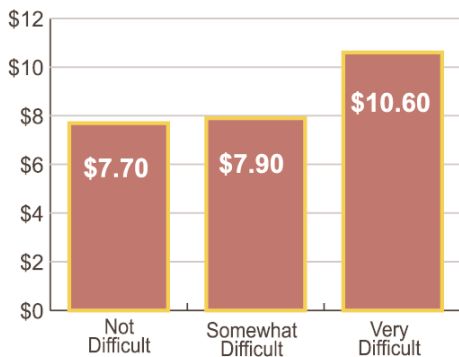
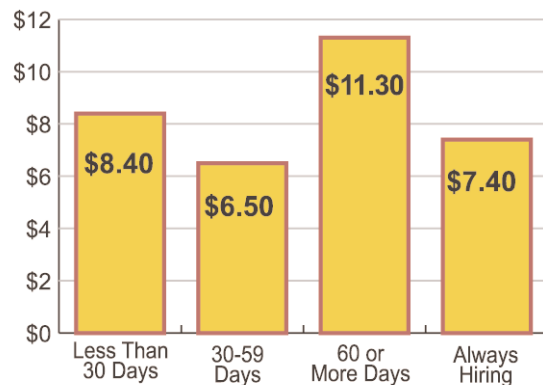
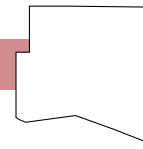


Figure 15: Average Wage by Vacancy Duration





Medical Insurance

Approximately 95% of the vacancies reported by employers include the availability of some form of medical insurance. Employers offered to pay a portion of the insurance premium for 57% of those vacancies and 14% paid the entire premium.

Figure 16: Employer's Contribution to Medical Insurance Premium

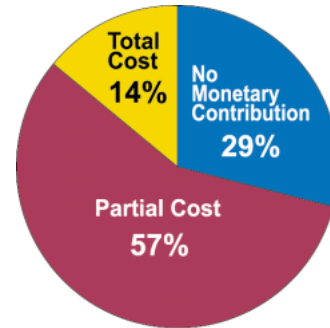


Figure 17: Average Wage by Employer's Contribution to Medical Insurance Premium

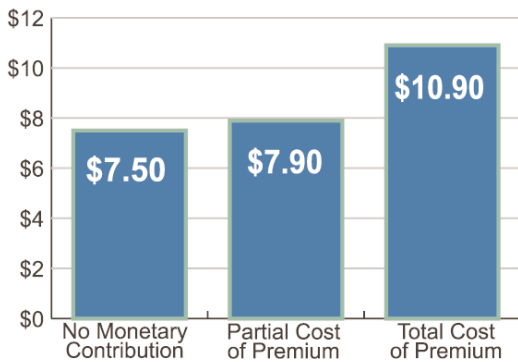
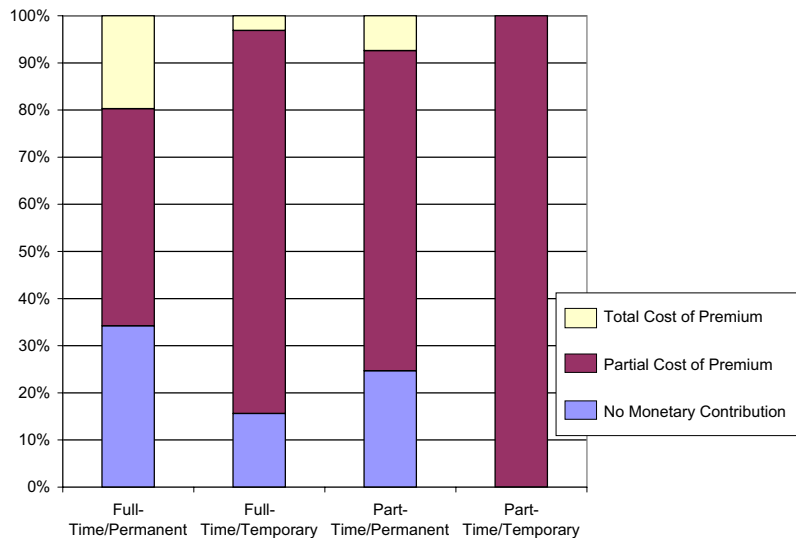


Figure 18: Medical Insurance by Vacancy Status



Survey results reveal a positive relationship between wage and medical insurance coverage offered. As higher paying jobs require higher levels of education and experience, employers offer better medical insurance packages to attract qualified candidates. Businesses that paid the total cost of the medical insurance premium offered an average wage of \$10.90 per hour for the vacancy. At the other end of the spectrum, positions where no monetary contribution was offered towards the insurance premium paid an average wage of \$7.50 per hour.

Sign-On Bonus

Employers were asked whether or not a sign-on bonus was used as a tool to help fill vacancies. Responses to this question were insufficient to

reliably convey any information on the subject. Future surveys may prove otherwise.

Table 1: Occupations

O*Net Code	O*Net Occupation Title	Estimated Number of Vacancies	Average Wage Offered, February 2001 JVS	Occupational Employment Statistics Wage Data 1999-2000								
				Entry-Level	Average Wages			Percentile Distribution				
					Overall	Experienced		10th	25th	50th	75th	90th
43-9021.00	Data Entry Keyers	85	\$7.80	\$7.02	\$8.71	\$9.56	\$6.28	\$7.15	\$8.39	\$9.88	\$12.22	
† 41-9022.00	Real Estate Sales Agents	50	*	\$8.58	\$17.27	\$21.62	\$7.65	\$9.84	\$13.15	\$21.06	\$32.98	
35-3021.00	Combined Food Preparation and Serving Workers, Including Fast Food	35	\$5.40	\$5.71	\$6.05	\$6.22	\$5.52	\$5.68	\$5.96	\$6.42	\$6.90	
† 15-1021.00	Computer Programmers	35	\$21.60	\$16.44	\$26.88	\$32.11	\$13.91	\$19.50	\$27.02	\$36.41	\$43.11	
41-2031.00	Retail Salespersons	30	\$5.50	\$5.81	\$8.98	\$10.57	\$5.67	\$6.17	\$7.60	\$10.12	\$14.31	
53-3033.00	Truck Drivers, Light or Delivery Services	30	\$5.70	\$7.70	\$12.46	\$14.84	\$6.87	\$8.75	\$10.98	\$14.78	\$23.15	
41-2011.00	Cashiers	25	\$5.50	\$5.75	\$7.93	\$9.01	\$5.70	\$5.96	\$6.66	\$8.66	\$14.15	
35-3031.00	Waiters and Waitresses	25	\$5.20	\$5.72	\$5.99	\$6.13	\$5.52	\$5.69	\$5.97	\$6.47	\$6.94	
† 31-1012.00	Nursing Aides, Orderlies, and Attendants	25	\$8.70	\$7.24	\$8.84	\$9.64	\$6.74	\$7.56	\$8.84	\$10.04	\$11.16	
39-5012.00	Hairdressers, Hairstylists, and Cosmetologists	20	\$5.40	\$6.88	\$8.94	\$9.97	\$6.47	\$7.18	\$8.00	\$11.19	\$12.69	
43-5081.01	Stock Clerks, Sales Floor	15	\$7.00	\$6.59	\$9.04	\$10.27	\$6.04	\$7.04	\$8.28	\$10.12	\$13.70	
39-9011.00	Child Care Workers	15	\$7.40	\$5.75	\$6.83	\$7.37	\$5.50	\$5.83	\$6.41	\$7.99	\$9.62	
47-2181.00	Roofers	15	\$9.80	\$8.66	\$10.87	\$11.97	\$8.23	\$9.66	\$10.82	\$11.59	\$14.23	
35-2011.00	Cooks, Fast Food	15	\$5.30	\$5.74	\$5.95	\$6.05	\$5.42	\$5.66	\$6.02	\$6.49	\$6.85	
53-3032.01	Truck Drivers, Heavy	15	\$13.30	\$9.44	\$12.06	\$13.36	\$9.09	\$10.03	\$11.71	\$13.49	\$16.13	
† 41-1011.00	First-Line Supervisors/Managers of Retail Sales Workers	15	\$7.80	\$9.66	\$16.19	\$19.45	\$8.99	\$10.56	\$13.83	\$17.00	\$26.97	
51-4121.00	Welders, Cutters, Solderers, and Brazers	15	\$9.00	\$8.70	\$12.62	\$14.57	\$8.05	\$9.66	\$12.02	\$14.26	\$19.07	
35-1012.00	First-Line Supervisors/Managers of Food Preparation and Serving Workers	10	\$5.50	\$5.75	\$9.66	\$11.62	\$5.63	\$6.34	\$9.79	\$12.32	\$13.58	
35-9021.00	Dishwashers	10	\$5.90	\$5.75	\$5.96	\$6.07	\$5.33	\$5.59	\$6.03	\$6.47	\$6.74	
43-3071.00	Tellers	10	\$7.40	\$7.41	\$8.25	\$8.67	\$6.78	\$7.28	\$8.09	\$9.06	\$10.25	
29-1111.00	Registered Nurses	10	\$10.30	\$17.06	\$20.56	\$22.31	\$15.84	\$18.25	\$20.98	\$23.32	\$24.76	
49-3023.00	Automotive Service Technicians and Mechanics	10	\$10.20	\$9.45	\$14.95	\$17.70	\$8.20	\$10.98	\$14.85	\$16.92	\$22.04	
11-9051.00	Food Service Managers	10	\$6.50	\$9.48	\$11.67	\$12.77	\$8.85	\$9.42	\$10.35	\$13.90	\$15.95	
49-9052.00	Telecommunications Line Installers and Repairers	5	\$9.00	\$10.21	\$14.67	\$16.89	\$9.35	\$11.52	\$13.96	\$17.31	\$21.94	
47-2061.00	Construction Laborers	5	\$8.30	\$6.57	\$9.30	\$10.66	\$6.04	\$7.28	\$9.39	\$11.63	\$12.78	
41-2021.00	Counter and Rental Clerks	5	\$6.00	\$5.75	\$8.11	\$9.29	\$5.65	\$6.00	\$6.86	\$8.83	\$12.62	
49-9042.00	Maintenance and Repair Workers, General	5	\$12.30	\$7.19	\$11.22	\$13.23	\$6.47	\$8.11	\$10.89	\$13.86	\$16.42	
29-1051.00	Pharmacists	5	\$35.00	\$22.41	\$27.57	\$30.15	\$21.55	\$23.54	\$27.88	\$33.12	\$39.44	
35-2014.00	Cooks, Restaurant	5	\$5.90	\$6.05	\$7.73	\$8.56	\$5.74	\$6.35	\$7.48	\$9.15	\$10.44	
35-3022.00	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	5	\$5.20	\$5.78	\$5.92	\$5.99	\$5.44	\$5.68	\$6.08	\$6.53	\$6.82	
43-6014.00	Secretaries, Except Legal, Medical, and Executive	5	\$9.70	\$6.86	\$8.61	\$9.49	\$6.43	\$7.24	\$8.21	\$9.88	\$11.78	
† 31-9092.00	Medical Assistants	5	\$8.60	\$8.91	\$10.94	\$11.95	\$8.52	\$9.35	\$10.74	\$12.49	\$13.66	
37-2012.00	Maids and Housekeeping Cleaners	5	\$5.90	\$5.71	\$6.47	\$6.84	\$5.55	\$5.79	\$6.27	\$7.22	\$8.29	
† 49-9094.00	Locksmiths and Safe Repairers	5	*	\$9.00	\$13.74	\$16.11	\$7.86	\$10.57	\$13.15	\$16.54	\$20.53	

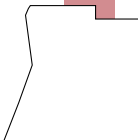


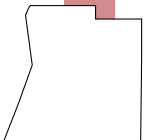
Table 1: Occupations - Page 2

O*Net Code	O*Net Occupation Title	Estimated Number of Vacancies	Average Wage Offered, February 2001 JVS	Occupational Employment Statistics Wage Data 1999-2000							
				Average Wages			Percentile Distribution				
				Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
† 47-2151.00	Pipelayers	5	\$12.50	\$9.58	\$12.83	\$14.46	\$9.16	\$10.48	\$12.35	\$15.15	\$17.08
† 49-1011.00	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	5	\$7.20	\$15.34	\$22.31	\$25.80	\$13.66	\$17.47	\$21.98	\$26.53	\$32.24
53-7062.00	Laborers and Freight, Stock, and Material Movers, Hand	5	\$8.00	\$5.86	\$8.62	\$10.00	\$5.66	\$6.43	\$7.96	\$10.32	\$13.04
53-7051.00	Industrial Truck and Tractor Operators	5	\$11.00	\$7.19	\$9.97	\$11.35	\$6.36	\$7.57	\$9.29	\$11.20	\$14.38

† OES wages reported for Colorado statewide

** OES annual salaries reported for Colorado statewide

* No wage data available



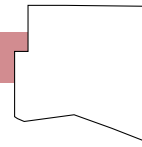


Table 2: Occupations With Less Than Five Vacancies

O*Net Code	O*Net Occupation Title	Occupational Employment Statistics Wage Data 1999-2000							
		Entry-Level	Average Wages		Percentile Distribution				
			Overall	Experienced	10th	25th	50th	75th	90th
† 49-3041.00	Farm Equipment Mechanics	\$8.67	\$11.91	\$13.53	\$8.00	\$9.61	\$11.69	\$13.82	\$16.26
	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$10.76	\$14.21	\$15.94	\$10.02	\$11.90	\$14.56	\$16.11	\$18.38
	43-4051.00 Customer Service Representatives	\$7.66	\$10.49	\$11.90	\$7.08	\$8.49	\$10.01	\$12.24	\$15.11
	43-9061.00 Office Clerks, General	\$6.33	\$8.81	\$10.06	\$5.86	\$6.94	\$8.77	\$10.27	\$12.21
† 41-3031.02	Sales Agents, Financial Services	*	*	*	*	*	*	*	*
† 29-2052.00	Pharmacy Technicians	\$8.37	\$11.04	\$12.37	\$7.65	\$9.24	\$11.24	\$12.77	\$13.77
	35-2021.00 Food Preparation Workers	\$5.75	\$7.38	\$8.20	\$5.50	\$6.03	\$7.00	\$8.44	\$10.44
	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	\$5.72	\$6.37	\$6.70	\$5.53	\$5.78	\$6.27	\$7.25	\$8.12
	15-1041.00 Computer Support Specialists	\$14.05	\$17.04	\$18.53	\$13.51	\$14.72	\$16.74	\$19.45	\$21.14
† 29-2012.00	Medical and Clinical Laboratory Technicians	\$10.38	\$15.67	\$18.32	\$9.50	\$11.96	\$15.80	\$19.23	\$22.23
	Licensed Practical and Licensed Vocational Nurses	\$10.65	\$12.65	\$13.65	\$10.24	\$11.14	\$12.47	\$14.06	\$15.75
	43-3011.00 Bill and Account Collectors	\$7.89	\$10.66	\$12.04	\$7.07	\$8.85	\$10.77	\$12.00	\$14.80
	43-4071.00 File Clerks	\$6.44	\$7.46	\$7.97	\$5.94	\$6.59	\$7.48	\$8.32	\$8.87
† 49-3021.00	Automotive Body and Related Repairers	\$14.33	\$16.43	\$17.48	\$13.81	\$14.64	\$16.03	\$18.07	\$20.23
	49-3042.00 Mobile Heavy Equipment Mechanics, Except Engines	\$11.47	\$16.21	\$18.57	\$10.42	\$12.66	\$17.20	\$19.25	\$20.83
	37-2011.00 Janitors and Cleaners, Except Maids and Housekeeping Cleaners	\$5.80	\$8.02	\$9.14	\$5.66	\$6.06	\$7.45	\$9.67	\$11.25
† 47-3016.00	Helpers--Roofers	\$6.42	\$8.54	\$9.60	\$5.83	\$6.96	\$8.72	\$10.08	\$11.36
† 11-9021.00	Construction Managers	\$18.45	\$28.12	\$32.95	\$16.18	\$20.70	\$27.11	\$33.09	\$41.76
	43-6011.00 Executive Secretaries and Administrative Assistants	\$9.78	\$14.87	\$17.42	\$9.26	\$10.39	\$15.36	\$18.95	\$20.50
† 47-2111.00	Electricians	\$13.43	\$20.08	\$23.41	\$11.93	\$15.35	\$21.22	\$24.71	\$26.74
	37-3011.00 Landscaping and Groundskeeping Workers	\$6.25	\$9.12	\$10.56	\$5.82	\$6.94	\$9.40	\$10.86	\$12.58
† 49-9012.00	Control and Valve Installers and Repairers, Except Mechanical Door	\$13.14	\$18.31	\$20.90	\$12.09	\$14.51	\$17.59	\$23.10	\$25.64
	49-9021.01 Heating and Air Conditioning Mechanics	\$10.76	\$14.21	\$15.94	\$10.02	\$11.90	\$14.56	\$16.11	\$18.38
	53-3031.00 Driver/Sales Workers	\$5.76	\$8.24	\$9.47	\$5.59	\$5.88	\$6.54	\$10.08	\$15.11
† 11-3011.00	Administrative Services Managers	\$10.24	\$21.49	\$27.11	\$9.36	\$11.75	\$18.20	\$29.12	\$39.19
† 11-9033.00	Education Administrators, Postsecondary	\$16.03	\$25.39	\$30.07	\$14.55	\$17.34	\$20.84	\$30.99	\$41.14
	41-2022.00 Parts Salespersons	\$8.62	\$11.06	\$12.27	\$8.26	\$9.44	\$10.49	\$13.60	\$15.22
† 43-2021.00	Telephone Operators	\$6.98	\$9.48	\$10.74	\$6.29	\$7.08	\$8.46	\$11.82	\$14.23
† 27-1025.00	Interior Designers	\$10.13	\$16.77	\$20.09	\$8.35	\$12.11	\$15.77	\$19.59	\$27.95
	35-2015.00 Cooks, Short Order	\$6.05	\$7.34	\$7.98	\$5.69	\$6.24	\$7.25	\$8.33	\$9.46
	35-3011.00 Bartenders	\$5.69	\$6.26	\$6.54	\$5.55	\$5.72	\$6.01	\$6.73	\$8.25
	35-9011.00 Dining Room and Cafeteria Attendants and Bartender Helpers	\$5.73	\$6.33	\$6.63	\$5.53	\$5.74	\$6.11	\$6.85	\$8.37
	41-1012.00 First-Line Supervisors/Managers of Non-Retail Sales Workers	\$10.62	\$16.25	\$19.07	\$9.72	\$11.18	\$12.83	\$21.85	\$25.71
† 49-2093.00	Electrical and Electronics Installers and Repairers, Transportation Equipment	\$16.43	\$18.32	\$19.26	\$17.01	\$17.76	\$19.00	\$20.25	\$21.00
	49-3023.02 Automotive Specialty Technicians	\$9.45	\$14.95	\$17.70	\$8.20	\$10.98	\$14.85	\$16.92	\$22.04
† 11-1021.00	General and Operations Managers	\$16.73	\$32.98	\$41.10	\$14.97	\$19.59	\$28.55	\$43.45	\$66.95
† 13-1121.00	Meeting and Convention Planners	\$13.07	\$18.10	\$20.62	\$11.93	\$14.20	\$16.89	\$20.89	\$25.67
† 13-2061.00	Financial Examiners	\$17.50	\$24.86	\$28.54	\$17.20	\$19.06	\$23.59	\$31.03	\$35.16
† 17-1022.00	Surveyors	\$12.61	\$17.35	\$19.72	\$11.68	\$13.50	\$16.37	\$20.68	\$25.05
	17-3031.01 Surveying Technicians	\$11.37	\$15.81	\$18.03	\$11.02	\$12.67	\$15.13	\$18.47	\$21.20
** 25-2021.00	Elementary School Teachers, Except Special Education	\$26,420	\$38,560	\$44,630	\$24,670	\$28,640	\$35,330	\$44,950	\$58,720
† 25-2021.00	Self-Enrichment Education Teachers	\$8.42	\$13.20	\$15.58	\$7.75	\$9.36	\$13.54	\$15.73	\$17.57
** 25-9041.00	Teacher Assistants	\$13,210	\$16,660	\$18,380	\$12,220	\$14,100	\$16,270	\$18,790	\$22,080
	29-1071.00 Physician Assistants	\$15.46	\$25.13	\$29.96	\$13.02	\$17.98	\$24.93	\$33.17	\$41.86

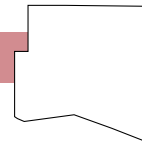
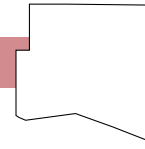


Table 2: Occupations With Less Than Five Vacancies - Page 2

		Occupational Employment Statistics Wage Data 1999-2000								
O*Net Code	O*Net Occupation Title	Entry-Level	Average Wages			Percentile Distribution				
			Overall	Experienced		10th	25th	50th	75th	90th
29-2041.00	Emergency Medical Technicians and Paramedics	\$8.50	\$11.14	\$12.46	\$7.73	\$9.33	\$11.17	\$12.96	\$14.84	
31-1011.00	Home Health Aides	\$5.79	\$6.77	\$7.26	\$5.57	\$6.06	\$6.87	\$7.75	\$8.31	
† 39-9021.00	Personal and Home Care Aides	\$5.91	\$7.07	\$7.64	\$5.64	\$6.14	\$6.98	\$8.05	\$8.75	
39-9032.00	Recreation Workers	\$7.02	\$8.36	\$9.03	\$6.78	\$7.35	\$8.31	\$9.55	\$10.33	
† 41-9041.00	Telemarketers	\$6.17	\$8.45	\$9.59	\$5.78	\$6.72	\$7.90	\$9.89	\$12.20	
43-1011.00	First-Line Supervisors/Managers of Office and Administrative Support	\$10.34	\$15.34	\$17.84	\$9.86	\$11.36	\$13.90	\$18.54	\$22.50	
43-2011.00	Switchboard Operators, Including Answering Service	\$7.12	\$8.80	\$9.65	\$6.49	\$7.44	\$8.88	\$9.95	\$11.53	
† 51-9198.01	Production Laborers	\$5.75	\$7.94	\$9.04	\$5.44	\$5.89	\$6.62	\$9.79	\$12.29	
53-3022.00	Bus Drivers, School	\$6.66	\$9.42	\$10.80	\$6.02	\$7.63	\$9.64	\$10.79	\$12.93	
† 27-4012.00	Broadcast Technicians	\$8.27	\$18.98	\$24.34	\$7.58	\$9.38	\$12.85	\$22.33	\$39.47	
53-3032.00	Truck Drivers, Heavy and Tractor-Trailer	\$9.44	\$12.06	\$13.36	\$9.09	\$10.03	\$11.71	\$13.49	\$16.13	
† 53-7032.01	Excavating and Loading Machine Operators	\$11.60	\$14.91	\$16.57	\$10.99	\$12.66	\$14.57	\$16.39	\$19.42	
47-2073.01	Grader, Bulldozer, and Scraper	\$13.33	\$16.96	\$18.78	\$12.52	\$14.71	\$17.12	\$19.75	\$21.23	
11-3031.00	Financial Managers	\$14.99	\$29.22	\$36.34	\$14.24	\$16.40	\$29.55	\$34.44	\$51.11	
† 29-2051.00	Dietetic Technicians	\$6.42	\$9.28	\$10.71	\$5.88	\$6.96	\$9.00	\$11.26	\$13.28	
† 51-4021.00	Operators, and Tenders, Metal and Plastic	\$8.46	\$12.59	\$14.66	\$7.75	\$9.09	\$11.33	\$15.91	\$19.55	
51-5023.06	Screen Printing Machine Setters and Set-	\$9.86	\$11.90	\$12.92	\$9.31	\$10.53	\$11.50	\$12.81	\$15.53	
† 17-2112.00	Industrial Engineers	\$18.31	\$25.84	\$29.61	\$17.47	\$20.12	\$24.86	\$30.95	\$36.97	
† 41-9091.00	Door-To-Door Sales Workers, News and Street Vendors, and Related Workers	*	*	*	*	*	*	*	*	
† 47-3011.00	Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble	\$9.88	\$12.12	\$13.24	\$9.43	\$10.63	\$11.89	\$13.47	\$15.50	
† 49-3043.00	Rail Car Repairers	\$14.26	\$18.87	\$21.17	\$11.90	\$16.72	\$18.40	\$19.99	\$28.13	

† OES wages reported for Colorado statewide
 ** OES annual salaries reported for Colorado statewide
 * No wage data available



Methodology

Survey Instrument and Redesign

The Job Vacancy Survey was initiated in the Denver Metro area by Arapahoe/Douglas Works! through funding from the Employment and Training Administration in cooperation with Labor Market Information. The Denver Metro pilot studies were conducted along with pilot studies in five other metropolitan areas across the nation. As a result of the success of the Denver Metro Job Vacancy Survey, the Colorado Department of Labor and Employment initiated a plan to expand the studies across the entire state.

After the first two Denver Metro pilot studies, the survey instrument was evaluated and redesigned and a sound methodology applied. In choosing questions, considerations were made regarding various forms and gradations. Decisions were made to address the core of what was required in order to stay within the defined limits. Page one (Part A) of the survey was expanded not only to state the purpose of the survey, but also to collect employer information; verifying addresses, number of employees, and establishing contact names. Email and fax numbers were added to provide a means of contacting employers for notification of the availability of survey results. A review of page two (Part B) survey questions follows:

A–The “Job Title” section remained relatively the same, although a definition of Full- versus Part-time was included.

B–“Number of vacancies for which your firm is actively recruiting”: The objective was to get a measure of the job market from the employer’s point of view. A variant of this question was, “Number of vacancies that your firm currently has.” Actively recruiting was queried due to the possible presence of vacancies that were deliberately left vacant. Also revised was the query for Permanent vs. Temporary identification.

C–Wages/Salary: This question was revised to request the maximum and the minimum rates of

pay to evaluate variations in pay given different applicant qualifications.

D–“Is a sign-on bonus offered to the person hired to fill this vacancy.” In addition to noting whether or not a bonus is offered, the revised survey allows a dollar amount to be entered.

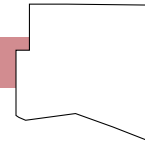
E–“Is medical insurance offered?” In addition, the revised survey prompted for the portion (if any) that the firm contributed. To better understand the relationship between types of positions, pay, vacancies, and the existence of medical insurance, it was important to note to what degree the firm contributes to the insurance premium.

F–“What is the typical education level required to fill this vacancy?” Examination of the nature of the job market and the needs of employers included the query of educational requirements.

G–“What is the typical type of experience required to qualify for this vacancy?” This also adds to the characteristics that employers are looking for in applicants. It was important to expand this question, allowing the firm to note the nature of the experience requested. During times of excess labor supply, qualifications demanded of applicants tend to increase. During periods of limited supply, the reverse tends to occur.

H–“How long has this vacancy been open?” This question was added to the revised survey to gauge the tightness of the labor market. It provides an objective measure that can be tracked and compared across time.

I–“How difficult is this vacancy to fill?” Questions H and I together help to evaluate the challenges employers face in the timely hiring of personnel and the degree to which the supply of labor falls short of demand.



Survey Sample Methodology

This survey is designed to find the frequency of job vacancies in Pueblo County and characteristics of those vacancies. Firms were ordered into groups, or stratifications by employment size and industry, and the resulting percentages of vacancies for each category were used to estimate total job vacancies for each group. Only firms with five or more employees were surveyed. The list of Pueblo County firms used for this survey, with their contact information, staff size and industry classification was obtained from the American Labor Market Information System (ALMIS) database.

The survey was conducted by telephone. In some cases copies of the survey form were faxed to employers upon request. A sample of the survey form can be found in the Appendix section of this report.

Stratifications

Employers with at least 220 employees are referred to as “large employers.” They account for about 30% of the employment in the sample universe. Firms employing between 5 and 219 individuals are considered “small to mid-size employers,” and account for the remaining 70% of the sample universe employment. Attempts were made to contact all large employers. The survey sample was then stratified into the following major industry divisions as defined by the 1987 *Standard Industrial Classification Manual* for small to mid-size employers.

- ◆ Construction
- ◆ Durable Goods Manufacturing
- ◆ Non-Durable Goods Manufacturing
- ◆ Transportation, Communication, and Public Utilities (TCPU)
- ◆ Wholesale Trade
- ◆ Retail Trade
- ◆ Finance, Insurance, and Real Estate (FIRE)
- ◆ Services
- ◆ Government

The lists of small to mid-sized employers were randomized and a sample of sufficient size to achieve a predictable level of accuracy for the estimates of job vacancies was taken.

¹See O*NET occupation codes in Definitions section

Data Editing

After data collection was completed, a few measures were taken to prepare data for analysis.

Data Cleaning

In cases where a job title was reported without a number of vacancies associated with it, it was assumed that only one vacancy was open for hire. However, this vacancy was used only in calculation of total number of vacancies with no further breakdown such as full-time or part-time, etc.

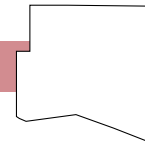
Occupational Coding

Job title and descriptions were used to match the vacancy with the appropriate O*NET occupational title.¹ In some cases a second interview with the employer was necessary to decide on a specific occupational title.

Wage Conversion

Standard conversions were used to convert salaries into hourly wages: 2,080 hours for annual salaries, 173 hours for monthly salaries.

All wages below the minimum wage level were adjusted upwards to \$5.15 per hour. When necessary employers were contacted a second time for more information on questionable wages.



Definitions

Annual Salary

The monetary return for one year's work. The definition does not include benefits (e.g. insurance, retirement program, or stock plans).

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. For example: Consider three households A, B and C, with annual income of \$30,000, \$44,000 and \$40,000 respectively. The average income for the three households will be calculated as follows:

$$\begin{aligned} & \text{Average Household income} \\ = & \frac{\textit{The sum of individual households income}}{\textit{The number of households}} \\ = & \frac{\$30,000 + \$44,000 + \$40,000}{3} = \$38,000 \end{aligned}$$

Full-time and Part-time Employment

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

Job Vacancy Rate

Is the number of openings in a specific occupation expressed as a share of total employment in that same occupation.

Level of Education

Refers to completed programs of work. High school diplomas, associate, professional, vocational, bachelors, and graduate degrees all are examples of programs of work.

Medical Insurance Premium

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

Mid-Point

For the purpose of this survey, the Mid-Point refers to the wage halfway between the average minimum

and average maximum wages as reported by survey respondents.

O*Net Occupation Codes

The O*NET database includes information on skills, abilities, knowledge, work activities, and interests associated with occupations. This information can be used to facilitate career exploration, vocational counseling, and a variety of human resources functions, such as developing job orders and position descriptions and aligning training with current workplace needs.

Information on O*NET is available for over 950 occupations. Each occupational title and code is based on the most current version (1999) of the Standard Occupational Classification system.

Definition from the O*NET Welcome web page: <http://online.onetcenter.org/>

Permanent and Temporary Employment

Employment is classified as permanent if it will be filled for more than six months. Temporary employment on the other hand refers to those positions which will be filled for six months or less.

Sign-on Bonus

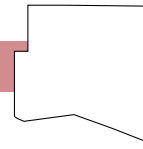
An additional financial incentive offered by a firm to new employees in order to influence their decisions to agree to employment with that firm. The bonus, for purposes of this survey, is a monetary lump sum.

Vacancy

An established position that is currently unfilled for which the firm is actively recruiting to fill. The definition does not include positions that are anticipated, but not yet created.

Wage

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



Appendix - Survey Instrument

BILL OWENS
Governor

VICKIE L. ARMSTRONG
Executive Director

JEFFREY M. WELLS
Deputy Executive Director



DEPARTMENT OF LABOR AND EMPLOYMENT

LABOR MARKET INFORMATION
WORKFORCE RESEARCH AND ANALYSIS

Two Park Central, Suite 300
1515 Arapahoe Street
Denver, Colorado 80202-2117
(303) 620-4852 (303) 620-4988

Dear Employer,

The State of Colorado is conducting a survey the results of which will assist businesses, policy makers, and education professionals in addressing the current worker shortage. **Your participation in the study is essential to developing accurate, useful information.**

All responses to the survey are considered confidential. No data identifying individual firms directly or indirectly will be published or released. If you have any questions regarding this survey, feel free to contact Leora Starr or Paul Paez, the Workforce Research and Analysis unit's administrators for this survey, toll-free at (877) 224-6081.

The aggregate results of this survey will be made available to the public. The final publication will provide information on:

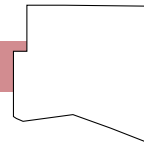
- The number of vacancies by industry, occupation, and education requirements for your labor market area
- Average wage or salary being offered by occupation
- Whether or not firms are offering health insurance and/or sign-on bonuses for those vacancies, and
- How much, on average, those sign-on bonuses are

If you provide us with a fax number or e-mail address, we will send you notification when it becomes available. At that time you may either order a copy at no cost to you, or download the publication from our website, which will be printed on the announcement.

Thank you for your time and participation in this important study.

Sincerely,

Alexandra E. Hall
Senior Economist
Workforce Research and Analysis



Pueblo Job Vacancy Survey

Survey ID: 656002011

Company ID: _____

Survey Instructions

- Please direct this survey to the manager or human resources professional responsible for hiring and recruitment at your business.
- Please **respond within three business days**. Your assistance will allow us to complete this survey in a timely manner.
- Return this survey by fax to (877) 222-0921. **This number is toll-free.**

For the purposes of this survey, a vacancy at your company is a job opening for which your firm is actively recruiting. Only provide information for job vacancies within Pueblo County.

Part A: About Your Firm

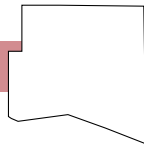
1. Who may we contact regarding job vacancies at your location and at other Pueblo area locations? _____
2. Contact's:
 - a. Job Title _____
 - b. Phone # _____
 - c. Fax # _____
 - d. E-Mail Address _____
3. Company Name: _____
4. Number of Employees working within Pueblo County: _____
5. Do you have any job vacancies for which your firm is actively recruiting?

Yes No
6. Would you like to be notified when the survey results are released?

Yes No

If you answered yes to question number five, please complete the next page of this survey. If you have more vacancies than will fit on the next page, please make copies before you begin filling out the form. Thank you very much for your participation in the survey. **We look forward to providing you with a final copy of the study.**

Part B: About Your Vacancies, See next page ➡



<p>Survey ID: 656002011</p> <p>Part B:</p> <p>Job Title for Vacancies</p> <p>Please group vacancies by job title and full- or part-time status</p> <p>Full = Full Time (35+ hours per week) Part = Part Time (1-34 hours per week)</p> <p>Company ID:</p>		<p>I: How difficult is this vacancy to fill? (Choose One)</p> <p>3) Very Difficult</p> <p>2) Somewhat Difficult</p> <p>1) Not Difficult</p>	<p>3</p> <p>2</p> <p>1</p>	<p>3</p> <p>2</p> <p>3</p>
		<p>H: How long has this vacancy been open? (Choose One)</p> <p>4) Always Hiring</p> <p>3) 60 or More Days</p> <p>2) 30 to 59 Days</p> <p>1) Less than 30 Days</p>	<p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>4</p> <p>3</p> <p>2</p> <p>3</p>
		<p>G: What is the typical type of experience required to qualify for this vacancy? (Choose One)</p> <p>4) Experience in this Occupation</p> <p>3) Experience in a Related Field</p> <p>2) General Work Experience</p> <p>1) No Experience Required</p>	<p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>4</p> <p>3</p> <p>2</p> <p>3</p>
		<p>F: What is the typical education level required to fill this vacancy? (Choose One)</p> <p>6) Advanced Degree</p> <p>5) Bachelor's Degree</p> <p>4) Two Year Degree</p> <p>3) Vocational Training/Certification</p> <p>2) High School/GED</p> <p>1) No Diploma</p>	<p>6</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>6</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>3</p>
		<p>E: 2 If "yes", does your firm contribute:</p> <p>3) Total cost of premium</p> <p>2) Partial cost of premium</p> <p>1) No monetary contribution towards premium</p>	<p>3</p> <p>2</p> <p>1</p>	<p>3</p> <p>2</p> <p>3</p>
		<p>E: 1 Is medical insurance offered?</p> <p>2) No (skip to question F)</p> <p>1) Yes (answer question E:2)</p>	<p>2</p> <p>1</p>	<p>2</p> <p>1</p>
		<p>D: Is a sign-on bonus offered to the person hired to fill this vacancy? If yes, enter Y, or, preferably, the amount of the bonus. If no, enter N.</p>		
		<p>C:</p> <p>If wages offered for this vacancy are salaries go to a, if hourly go to b:</p> <p>a:</p> <p>Maximum Annual Salary Offered</p> <p>Minimum Annual Salary Offered</p> <p>b:</p> <p>Maximum Hourly Wage Offered</p> <p>Minimum Hourly Wage Offered</p>		
		<p>B: Number of vacancies for which your firm is actively recruiting</p> <p>Permanent (6 or more months)</p> <p>Temporary or Seasonal</p>		
		<p>A:</p> <p>Full</p> <p>Part</p>		
		<p>Brief description of job duties:</p>		
		<p>Brief description of job duties:</p>		
		<p>Brief description of job duties:</p>		
		<p>Brief description of job duties:</p>		
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