

Pueblo County

Job Vacancy Survey

October 2002

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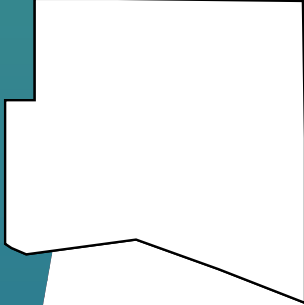
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Workforce Research & Analysis
Labor Market Information
Colorado Department of Labor and Employment





Pueblo County Job Vacancy Survey

*Conducted
August 22-30, 2002*

State of Colorado

Bill Owens, *Governor*

Colorado Department of Labor & Employment

Vickie Armstrong, *Executive Director*

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Funding Provided in Part by
The Colorado Workforce Development Council

October 2002



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



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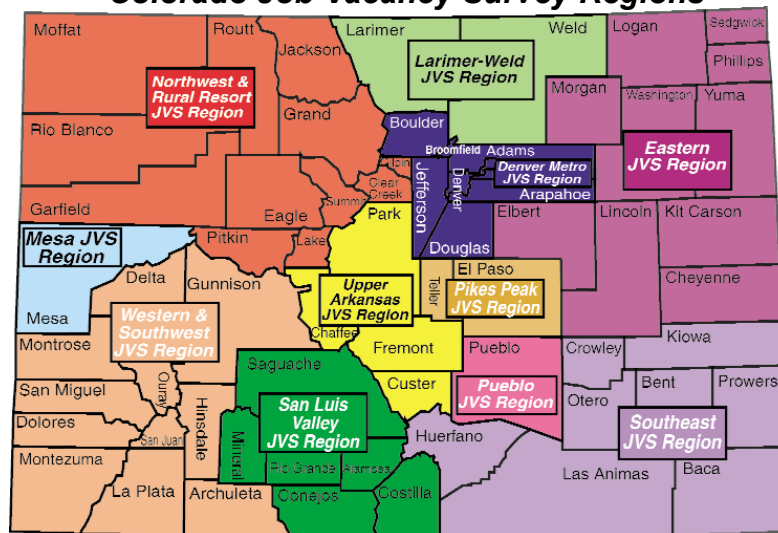
Introduction

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 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 by Labor Market Information's office of Workforce Research and Analysis for each region in Colorado.

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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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, employees, job seekers, trainers, and planning officials. While Labor Market Information (LMI) provides data on the local labor force supply, the Job Vacancy Survey complements this by providing information about the demand for labor and offers a more complete picture of local labor markets.

Employers

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

◆ *Employee Recruitment*—

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

◆ *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

This Pueblo County Job Vacancy Survey was conducted from August 22nd through 30th, 2002. The goal of the survey is to provide current information on the demand for workers so that employers, job seekers, economic developers, educators and workforce centers can make informed decisions in the Pueblo region.

Over the survey period a sample of Pueblo County private employers with at least five employees, as well as all large employers and government agencies were contacted. Employers were asked if they were actively

hiring at the time of the survey and a variety of questions about the positions that they are seeking to fill.

A total of 981 employers representing over one half of the region's total employment responded to the survey. Out of these, 36 were government agencies, 23 were large employers and the remaining 922 were from the small to mid-sized category.

The effective response rate for the survey is 82% and the cooperation rate is 99%. The major findings of the survey follow:

- ◆ An estimated 960 jobs were open for hire in Pueblo County firms with at least five employees during the survey period, about the same as were open in 2001.
- ◆ Nine percent of the employers responding reported having at least one vacancy compared with 19% a year ago.
- ◆ Large employers account for 59% of the total estimated vacancies.
- ◆ Ninety-one percent of the jobs are full time openings.
- ◆ The overall average wage for all vacancies is \$8.70 per hour.
- ◆ Twenty-three percent of the openings require more than a high-school education.
- ◆ Vacancies requiring experience either related to or within the same field as the vacant position account for 77% of all reported openings.
- ◆ According to employer responses, about one third of the vacancies are not considered difficult to fill.
- ◆ Eighty-three percent of the vacancies reported by employers include some form of medical insurance.
- ◆ A sign-on bonus was offered to fill approximately 1% of all reported vacancies.

Pueblo County

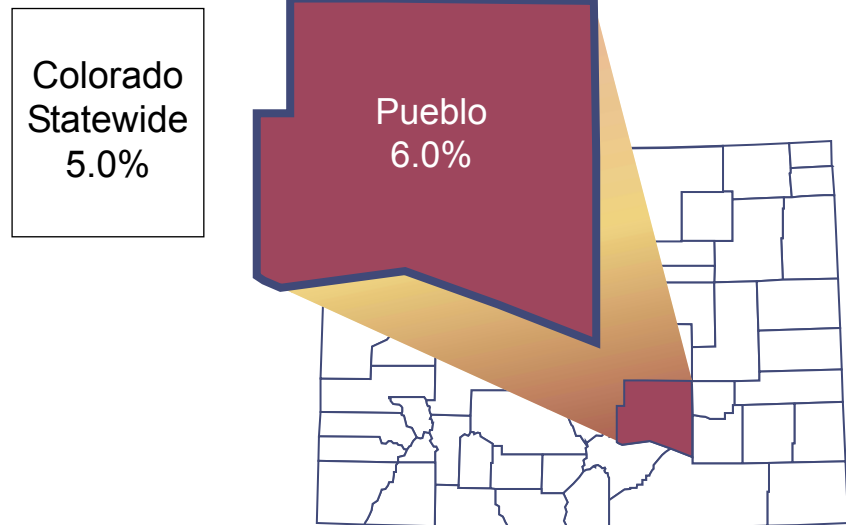
The Pueblo County Job Vacancy Survey Region is one of only two one-county survey regions (the other is Mesa). It is located at the southern end of the Colorado Front Range. The Wet Mountains border Pueblo County to the west, while the plains begin their wide expanse to the east. Tourist attractions along the Arkansas River include rafting as well as the recent development of the Historic Arkansas River Walk, a 26-acre urban waterfront that restores the Arkansas River channel to its original location. Pueblo is also home to the annual Colorado State Fair, held in late August.

The U.S. Census Bureau estimates Pueblo County's population at nearly 145,000 people in 2001. That represents 2.5% growth from the year 2000 compared to an estimated 2.7% growth rate statewide. The county has seen a growing Hispanic community that reflects the region's early cultural roots. Since 1990 the county's Hispanic population has increased to 38%, more than twice the statewide average of 17%. Pueblo is

also home to a relatively large number of retirees with 15% of the population aged 65 or over.

The area employed 56,000 individuals from a labor pool of nearly 60,000 resulting in a 6.0% unemployment rate in August 2002. Compared with the previous year, the region's labor force has increased while employment remained stable, resulting in higher unemployment.

Figure 1: Unemployment Rates for August 2002
(Rates Not Seasonally Adjusted)

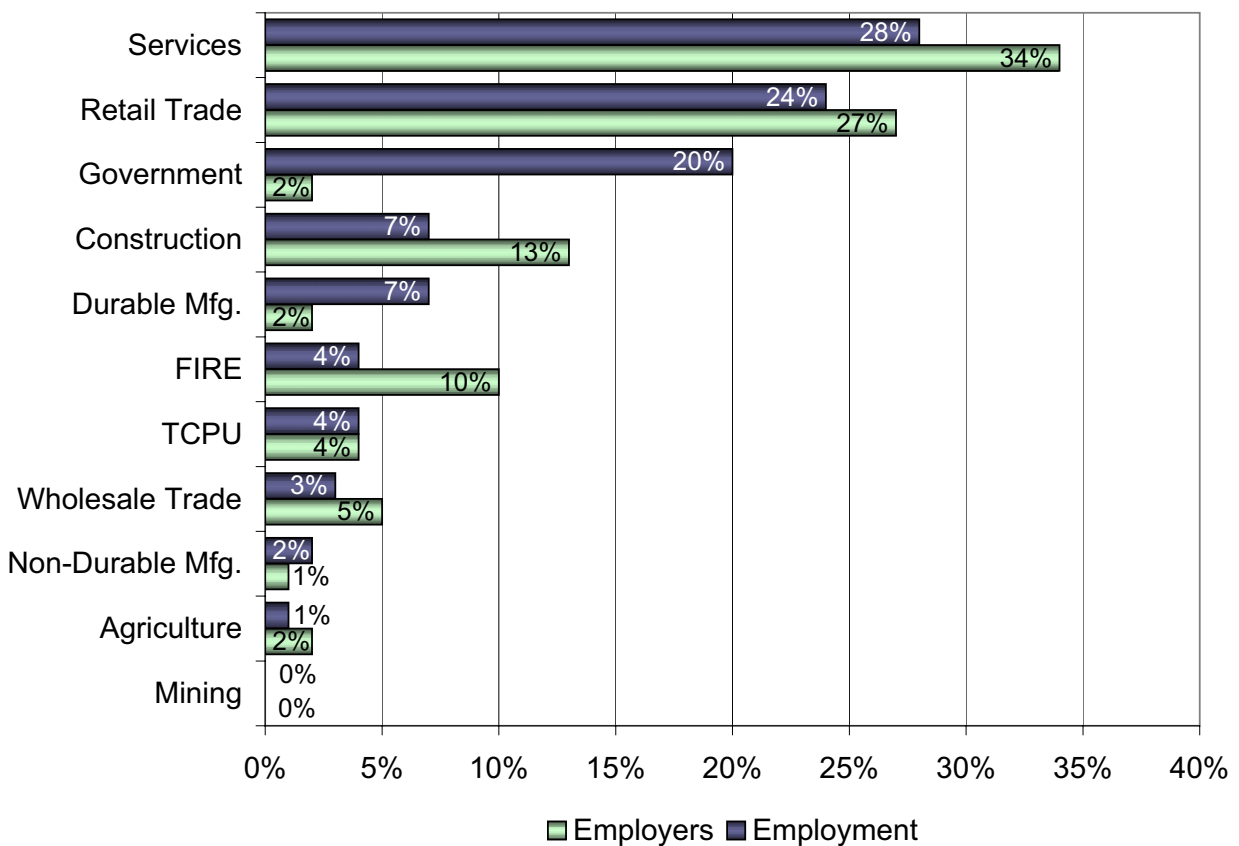


Source: CDLE, Local Area Unemployment Statistics

Like the rest of the state, both employers and employment in Pueblo County are concentrated in the Services and Retail Trade industries. These two industries combined make up over 50% of the region's total employment. Within these industries, the majority of employment falls in Health Services and Eating and

Drinking Places. Government follows with 20% of the total employment, but accounts for just over 2% of employers in the area. The majority of Government employment is with city or county governments. The large number of employers in the Construction industry is a strong indication of continuing growth in the region.

Figure 2: Pueblo County Employers and Employees, 3rd Quarter, 2001



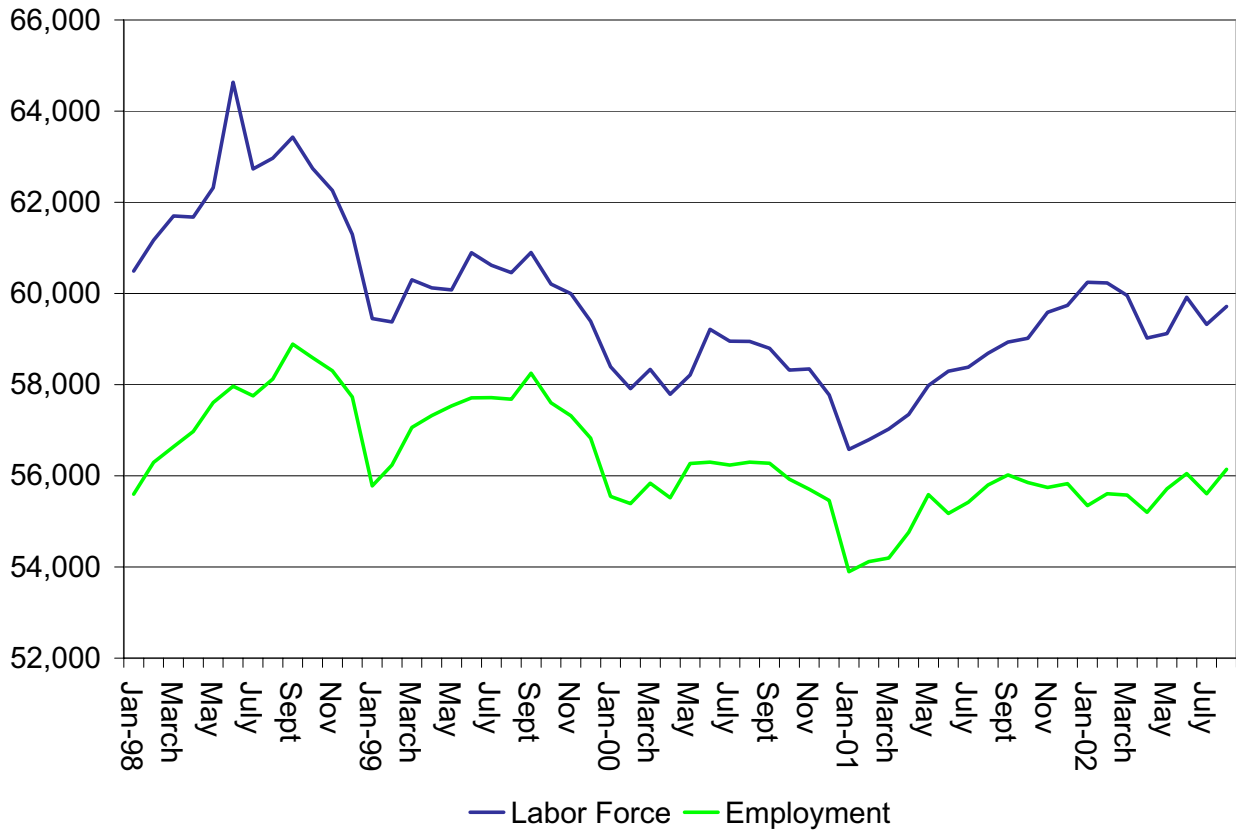
Agriculture includes Forestry and Fishing
 FIRE—Finance, Insurance, and Real Estate
 TCPU—Transportation, Communication and Public Utilities

Source: Colorado Employment and Wages (ES-202)

While both the labor force and employment levels in Pueblo County have generally decreased since their

peaks in the summer of 1998, labor market conditions improved throughout most of 2001.

Figure 3: Pueblo County Employment and Labor Force Trends



Source: CDLE, Local Area Unemployment Statistics

Figure 3 also illustrates the seasonal employment trend in the region. Both employment levels and the labor force peak at the end of the summer and bottom out in early winter. The Job Vacancy Survey is conducted semi-annually at these times in order to measure the demand for labor at intervals that provide the most useful information. Surveys conducted

in summer represent the demand for labor at a time when employers are nearing peak employment, yet are still in the process of actively recruiting. Vacancies found in the winter represent the demand for labor at a time of the year when employment is at its seasonal low.

The Job Vacancy Survey Sample

This Pueblo County Job Vacancy Survey was conducted from August 22nd through 30th, 2002. For the purpose of this report, known employers with 5 or more employees are referred to as the *sample universe*. Employment in the sample universe accounts for 97% of total employment in the region.

The Job Vacancy Survey separates employers into either government or private industry categories. 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 industry and randomly sampled until a representative response is obtained for each industry.

Government employment accounts for 19% of the sample universe. Private industry employers make up the remaining 81%. Private industry employers with at

least 200 employees are referred to as large employers. They account for 27% of the private industry employment in the sample universe. Firms employing from 5 to 199 individuals are considered small to mid-size employers, and account for the remaining 73% of private industry employment.

Over the survey period a total of 981 employers, 51% of those in the sample universe, responded to the survey. Out of these, 36 were government agencies, 23 were large employers and 922 were from the small to mid-sized category.

The effective response rate for the survey is 82% and the cooperation rate is 99%. The response rate measures how successful the survey is at collecting information from eligible employers. The cooperation rate measures how willing employers are to participate in the survey once they are contacted.

Data Collection

Data for the Job Vacancy Survey is 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 opened. 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.

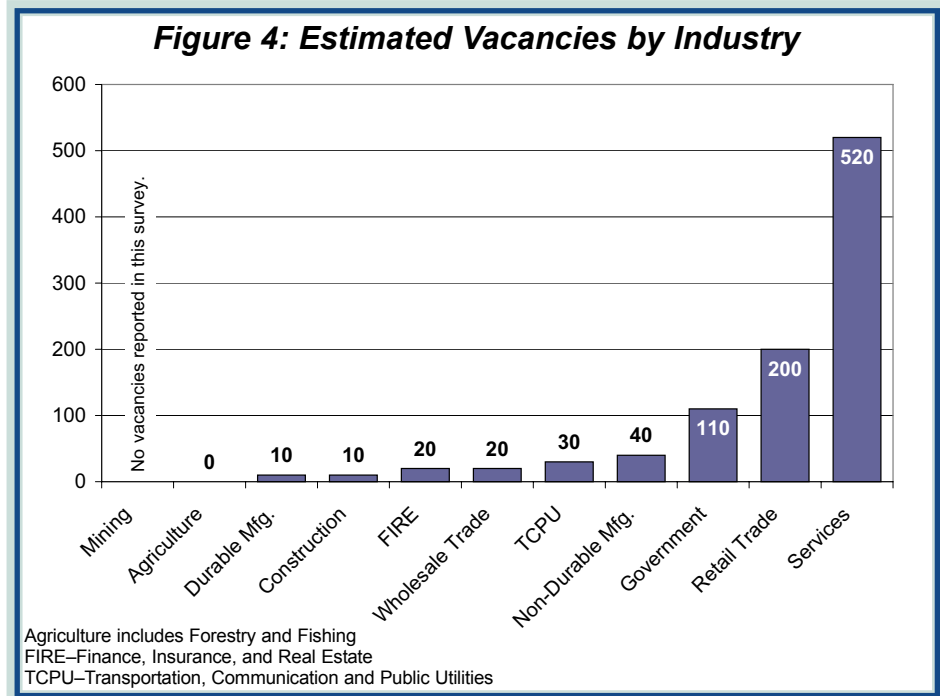
Vacancies: Industry, Size and Status

During the survey period, an estimated 960 vacancies were open for immediate hire in firms with at least five employees in Pueblo County. These results are consistent with those found in the Pueblo County Job Vacancy Survey, conducted in the summer 2001, when 950 vacancies were estimated based on a 1.7% weighted average vacancy rate.

Conducted in late summer, this survey is intended to provide a snapshot of the types of vacancies Pueblo County employers are recruiting for at a time when the labor supply is approaching its seasonal peak. Similar to past surveys, the large number of employers in the Services and Retail Trade industries influence the proportion of estimated vacancies in those industries.

Of the 981 companies contacted, 9% reported having at least one vacancy, down from 19% in the summer 2001 Pueblo County Job Vacancy Survey. The proportion of companies reporting at least one vacancy varies from industry to industry, ranging from 29% in Non-Durable Manufacturing to 7% in Services. Vacancy rates range from 3.1% in Services to 0.2% in Durable Manufacturing. There were no vacancies reported in the Mining industry.

Because more than half of the estimated vacancies fall in the Services industry, it is worth looking at

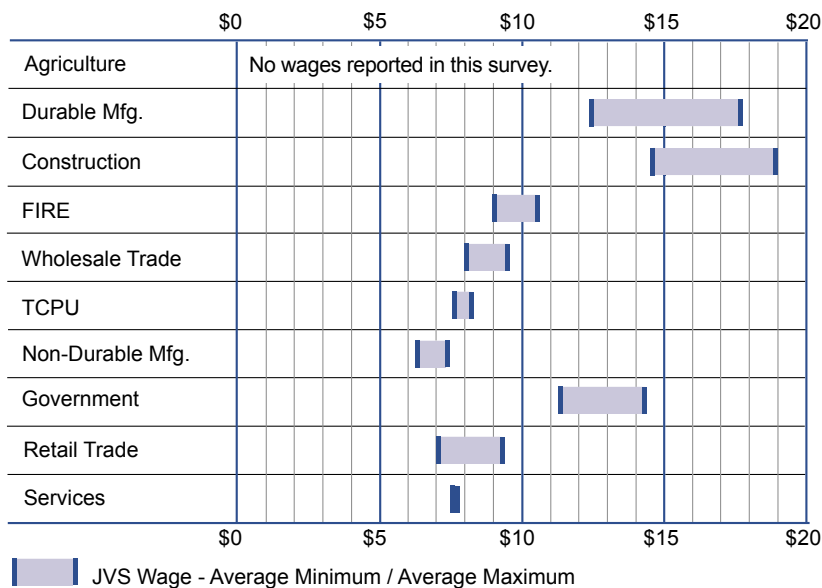


these vacancies more closely. Large employers reported 92% of vacancies in the Services industry. Ninety-five percent of Services industry vacancies are in Business Services and Health Services. The Office and Administrative Support occupational group accounts for 43% of vacancies in the Services industry; Sales and Related occupations account for 28%. Full-time/permanent employment is offered for 96% of Services industry vacancies, and none are temporary positions.

Because wages offered vary according to an individual applicant's qualifications, employers were asked to provide the range of wages offered for the vacancies. The average wage is then calculated based on the mid-point of that range. If only one wage is reported, the minimum, maximum and mid-point are all assumed to be the same. The overall average wage offered for all vacancies in the region is \$8.70 per hour. The overall average minimum stands at \$8.10 while the maximum is \$9.30. These wages are reported by employers for vacant positions, and are not necessarily representative of wages paid to employees in the positions.

The overall average wage offered in this survey is down by \$2.00 per hour compared to the summer 2001 Pueblo County Job Vacancy Survey. This is not an indication that wages paid in general to Pueblo County employees have declined or, necessarily, that wages offered to fill vacant positions in Pueblo County have declined. These averages are based only on wage data supplied by employers during the survey and related to vacancies, not filled positions. In this survey wage information accompanied 80% of all reported vacancies. The type of occupation, the skills and knowledge required to fill the vacancy, and the philosophy of the employer offering the position generally affect wages. Differences in these characteristics between vacancies found in this survey and previous ones will influence the average wages reported here.

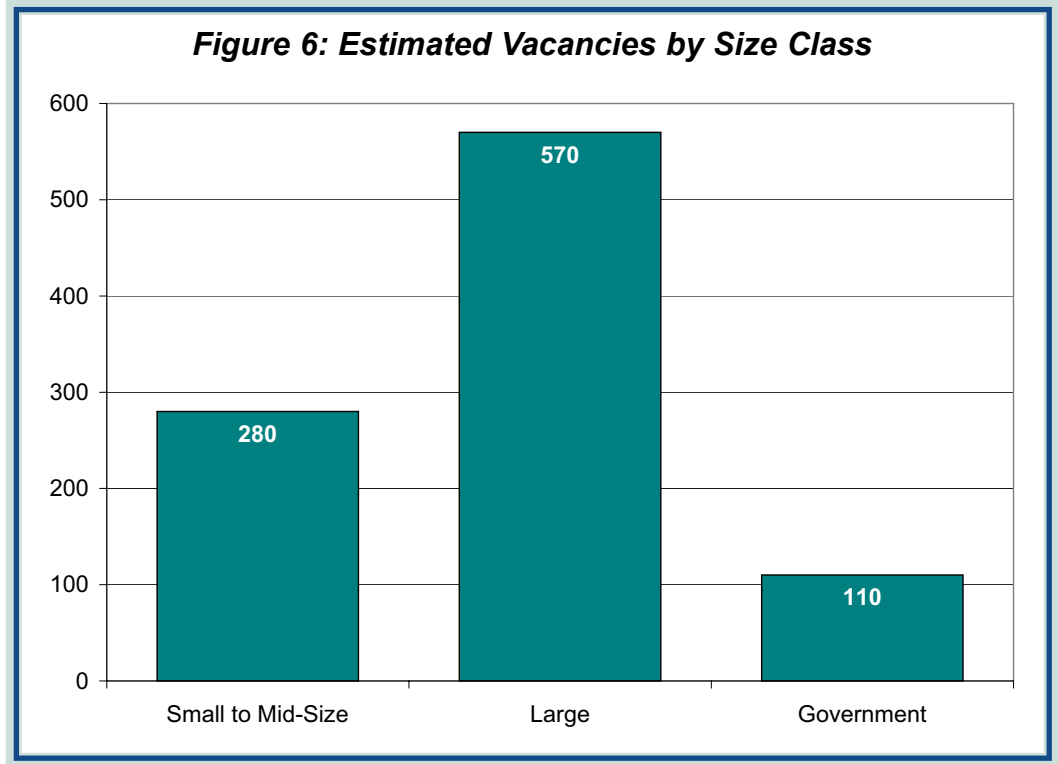
Figure 5: Average Wages by Industry



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

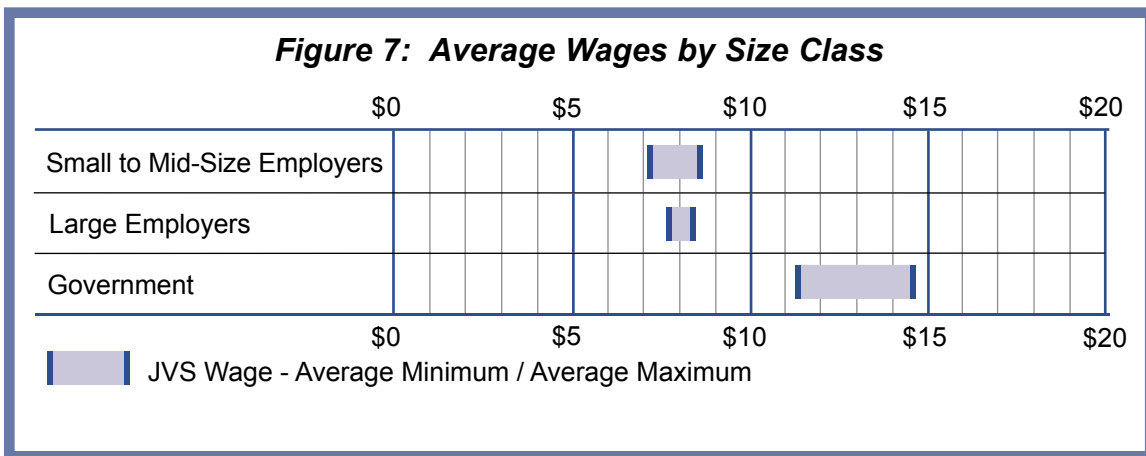
The wages reported for vacancies in the Services industry heavily influence the overall averages because of the large concentration of vacancies in the industry. While the relatively high wages offered by the Construction and Durable Manufacturing industries are certainly inspiring, job seekers as well as employers should keep in mind the small number of vacancies available in those industries. The industry with the largest proportion of employers reporting at least one vacancy, Non-Durable Manufacturing, also offers the lowest average wages and reported only a small number of total vacancies.

Large employers account for the largest proportion of estimated total vacancies by size class. This group also has the highest vacancy rate, at 4.7%, as well as the highest proportion of employers reporting at least one vacancy, at 65%. Twenty-five percent of Government agencies and 7% of small to mid-size employers reported at least one vacancy.



Like wages reported for vacancies in the Services industry, those reported by large employers have the greatest effect on the overall averages because of the sheer size of the category. The high wages offered by Government employers should not be loosely inter-

preted. While only 43% percent of the vacancies offered by Government agencies require a post-secondary education, 98% of them require experience either in or related to the specific vacant occupation.



Very few reported vacancies offered either part-time or temporary work. All part-time vacancies are permanent positions coming from employers in a variety of industries, and fall into many occupational groups. The temporary vacancies reported are all full-time, Transportation and Material Moving positions reported by employers in the Retail Trade industry. No vacancies were reported for part-time/temporary employment.

Figure 8: Vacancies by Employment Status

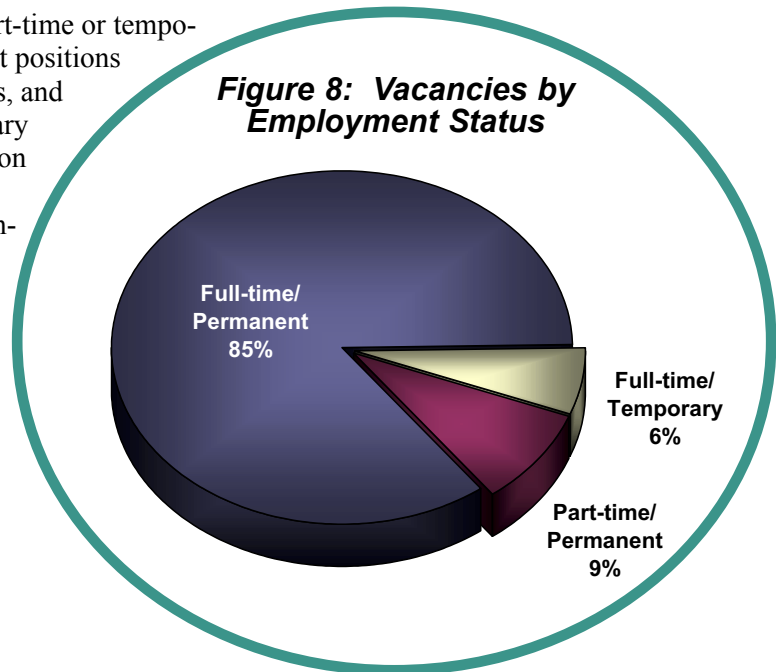
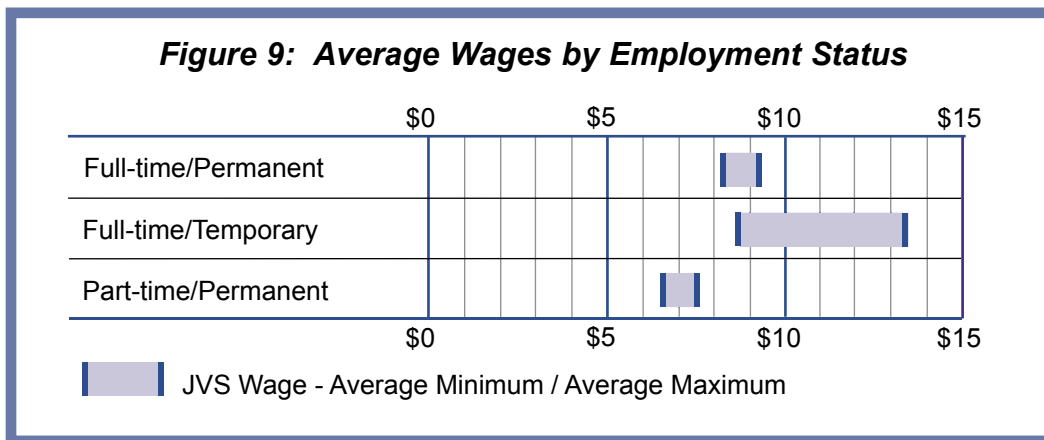
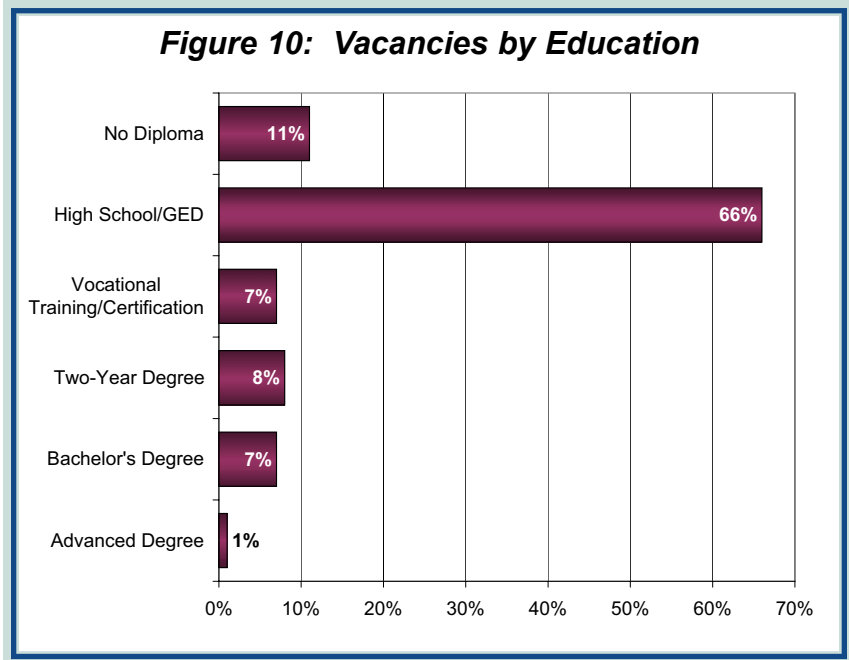


Figure 9: Average Wages by Employment Status



Vacancies: Education and Experience Requirements

During periods of high unemployment, one might assume that there are plenty of qualified candidates but not enough job openings to support them. The reality is that even in times of recession there are many employers who cannot find qualified candidates to fill their open positions. A region’s overall labor force is actually made up of a number of smaller labor groups defined by specialized skills, experience, and education. It is important, therefore, that job seekers have information regarding what types of education and experience are in highest demand. Employers can use this information to better understand their competition when recruiting for vacancies with different education and experience requirements.

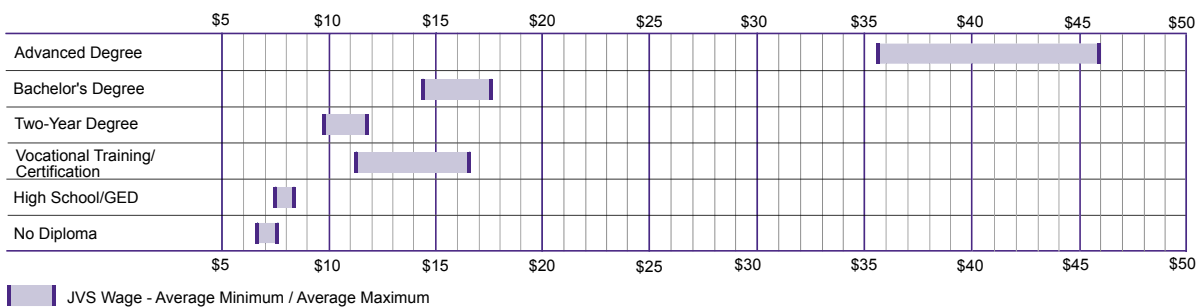


The majority of vacancies reported in Pueblo County require lower levels of education; only 23% of vacancies require post-secondary education. Two-thirds of vacancies requiring an advanced degree and half of those requiring a bachelor’s degree are offered by Government agencies. The Services industry accounts for the majority of vacancies requiring a high school diploma or GED, and employers in the Retail Trade industry reported the most openings with no educational requirement. Nearly all vacancies requiring a two-year degree and over half of

those requiring vocational training and/or certification are in the Services industry.

Almost one-third of all vacancies requiring either an advanced or a bachelor’s degree are Healthcare Practitioner and Technical positions. Ninety-six percent of those requiring a two-year degree are also in these positions. Healthcare Support occupations make up the largest proportion of vacancies requiring vocational training and/or certification.

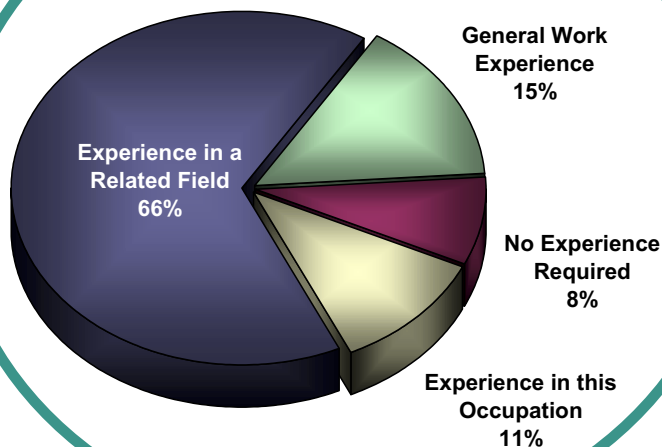
Figure 11: Average Wages by Education



The wages offered to fill vacancies tend to increase along with the levels of both education and experience. As noted above, vacancies requiring the highest levels of education are concentrated in Healthcare related occupations and

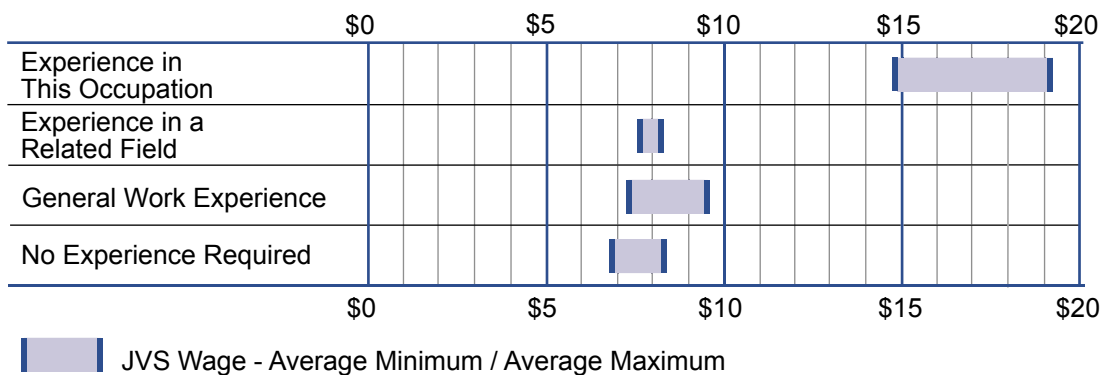
Government agencies, both of which tend to pay over four times higher than the overall average of \$8.70 per hour. Vacancies requiring no work experience at all offer an average wage about \$1.50 per hour lower than the overall average.

Figure 12: Vacancies by Experience



Nearly all the vacancies represented by this survey require some level of experience. Those vacancies that do not require any experience are concentrated in the Food Preparation and Serving Related occupations and the Retail Trade industry. Most vacancies reported required experience in a field related to the vacant position and were offered by employers in the Services industry. Office and Administrative Support occupations account for the largest share of vacancies requiring experience related to the vacancy.

Figure 13: Average Wages by Experience



Vacancies requiring experience in the vacant occupation also offer the highest wages in this survey. On average such vacancies offer more than twice the wage of

those requiring no experience. Those openings tended to be in Healthcare Practitioner and Technical and Education, Training, and Library occupations.

Nearly all vacancies requiring post-secondary education also require some experience while most vacancies requiring no education also require no experience. At \$45.30 per hour, vacancies requiring both an

advanced degree and experience in the vacant occupation offered an average wage more than six times larger than vacancies requiring a combination of no education and no experience.

Table 1: Experience Requirements by Educational Level

	No Experience	General Work Experience	Experience in a Related Field	Experience in This Occupation
No Diploma	47%	42%	8%	3%
High School Diploma/GED	3%	15%	78%	4%
Vocational Training/Certification	4%	10%	55%	31%
Two-Year Degree	0%	2%	94%	4%
Bachelor's Degree	2%	0%	21%	77%
Advanced Degree	0%	0%	17%	83%

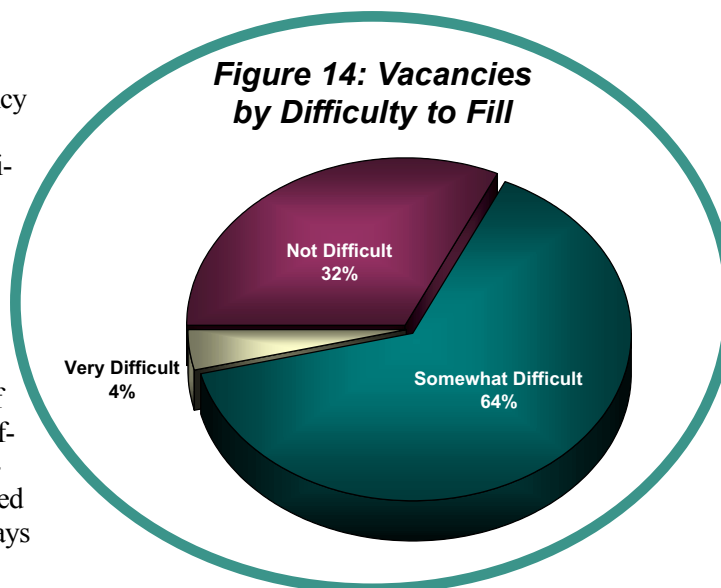
Note: Percentages based on each educational category.

Vacancies: Difficulty to Fill

The level of difficulty an employer experiences when filling a vacancy can vary dramatically depending on the nature of the individual vacancy as well as the prevailing labor market conditions. For example, a large hospital with close ties to the local university may have much less trouble recruiting registered nurses than a small doctor’s office relying on a third party temporary agency. Vacancies requiring post-secondary education may also be affected by recruitment timing; openings for a position requiring a bachelor’s degree will most likely be easier to fill immediately following graduation. The composition of the currently available labor pool will also affect the difficulty employers experience when trying to fill vacancies. As noted above, the availability of candidates suited to fill a vacancy requiring a specific skill set is not always sufficient to meet all of a region’s demand.

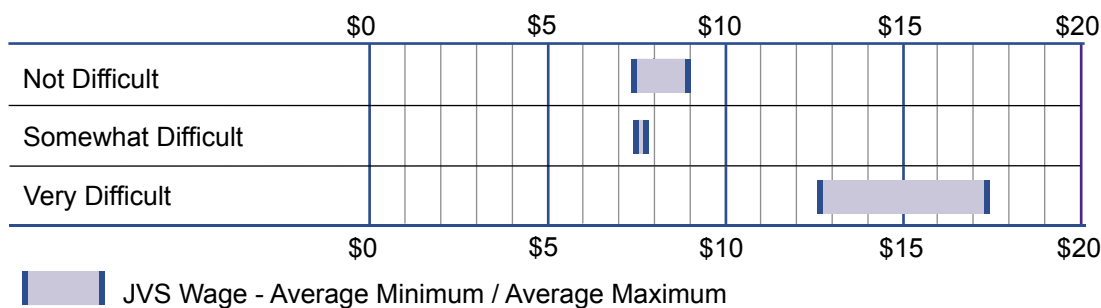
In addition to asking employers about their perceived difficulty in filling a vacant position, the Job Vacancy Survey also measures the amount of time for which an employer has been actively recruiting for the vacancy. This additional information allows readers to make a better judgment of the difficulty employers are experiencing than if the survey relied wholly on employers’ opinions.

Over two-thirds of Pueblo County employers expressed some difficulty in filling vacant positions.



Service industry employers reported the highest concentration of very difficult to fill vacancies while most not difficult to fill vacancies were reported by the Retail Trade industry. Transportation and Material Moving along with Food Preparation and Serving Related occupations were reported as the least difficult to fill. A majority of Office and Administrative Support positions were considered somewhat difficult to fill. Over two-thirds of the vacancies considered very difficult to fill were for Healthcare Practitioner and Technical occupations.

Figure 15: Average Wages by Difficulty to Fill



The higher wages offered for jobs considered to be more difficult to fill might partially reflect the experience requirements for those vacancies. Seventy percent of vacancies considered very difficult to fill

require experience in the occupation and 90% of somewhat difficult to fill vacancies require experience related to the occupation.

Four percent of the vacancies were open for more than 60 days at the time of the survey. Of vacancies open for fewer than 30 days, 92% were regarded as not difficult to fill. Ninety-one percent of somewhat difficult to fill vacancies were open from 30 to 59 days. Vacancies reported by employers in the Retail Trade industry for Food Preparation and Serving Related positions are the most likely to be always hiring.

Figure 16: Vacancies by Time Open for Hire

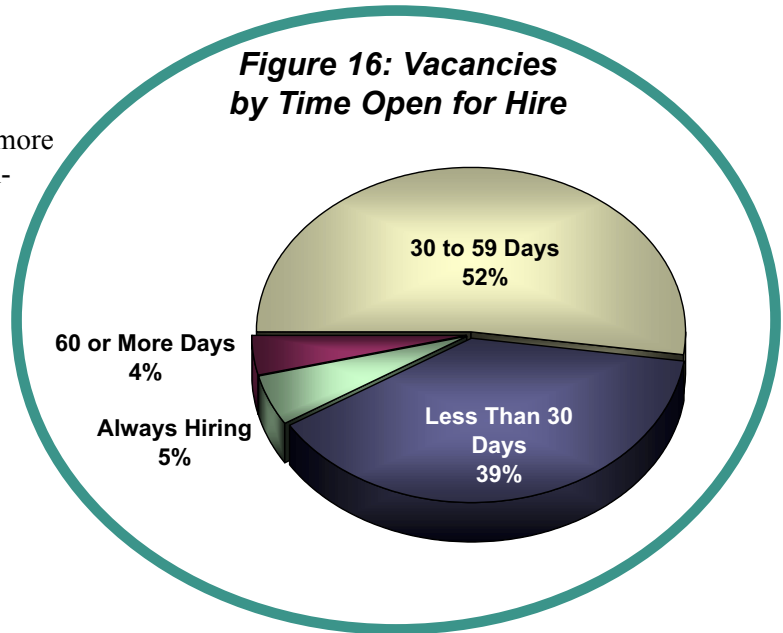
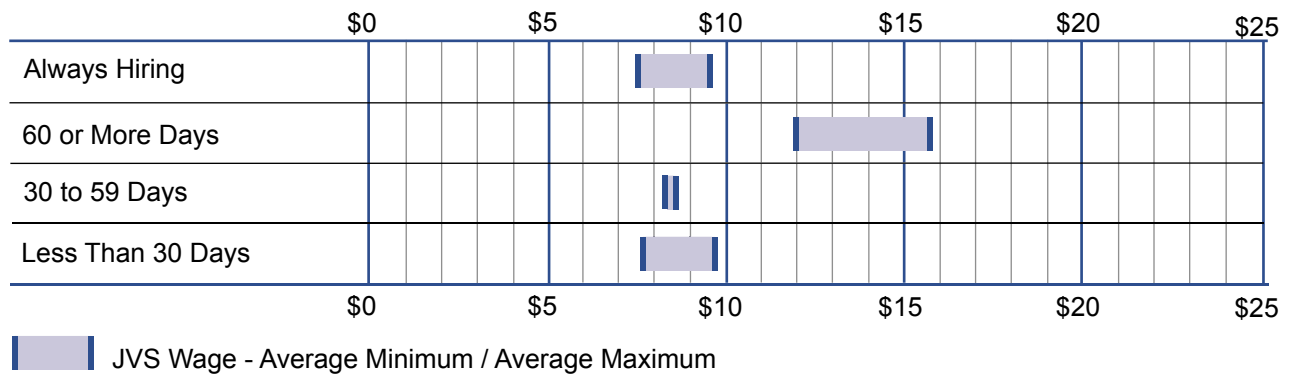


Figure 17: Average Wages by Time Open for Hire



Jobs open two months or more stand out as offering higher wages. Many of these vacancies are reported by Government agencies and require experience specific

to the open position. Surprisingly, nearly three-fourths of them do not require a post-secondary education.

Vacancies: Additional Compensation

Medical Insurance

Employers frequently offer compensation related benefits to recruit qualified candidates. Some of these perks are paid time off, transportation or parking vouchers, subsidized childcare, and deferred compensation savings plans. One important benefit offered is medical insurance through an employer group plan. The employer may or may not contribute to insurance premiums related to the plan.

In this Pueblo County survey, 83% of vacancies included a medical insurance plan. Ninety-nine percent of those also offered to pay at least part of the insurance premium. Those vacancies either not offering access to a medical insurance plan or not contributing to the premium are reported most often by employers in the Retail Trade industry. The majority of vacancies not offering medical insurance are in Transportation and Material Moving occupations. Food Preparation and Serving Related occupations are the most frequently reported to offer medical insurance without any contribution to the related premium.

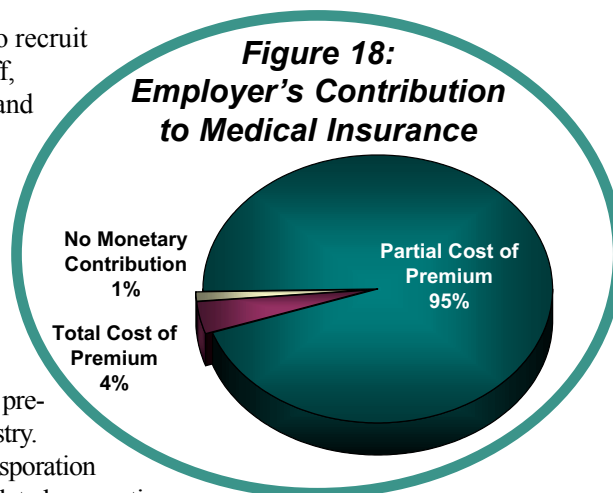
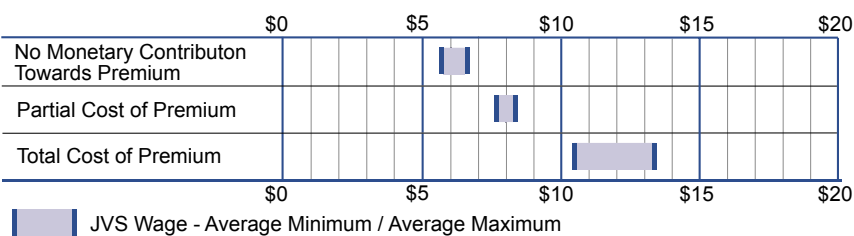


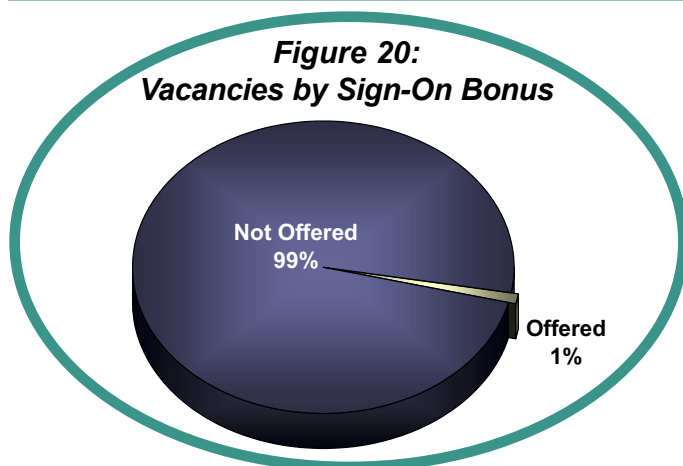
Figure 19: Average Wages by Medical Insurance



Given the types of jobs offering medical insurance but not contributing to the premium, it is not surprising that vacancies in this category offer the lowest wages. The high wages associated with vacancies for which employers are willing to pay the entire medical insurance premium also come as no surprise; most are Education, Training, and Library or Healthcare Practitioner and Technical occupations offered by Government employers.

Sign-On Bonus

Figure 20: Vacancies by Sign-On Bonus



Sign-on bonuses gained popularity during the tight labor market of the late 1990s. It is unclear whether the actual size and frequency of sign-on bonuses deserved the hype. In this survey, 1% of reported vacancies offer a sign-on bonus. The average amount is \$325. All sign-on bonuses were reported by Government agencies.

Occupations

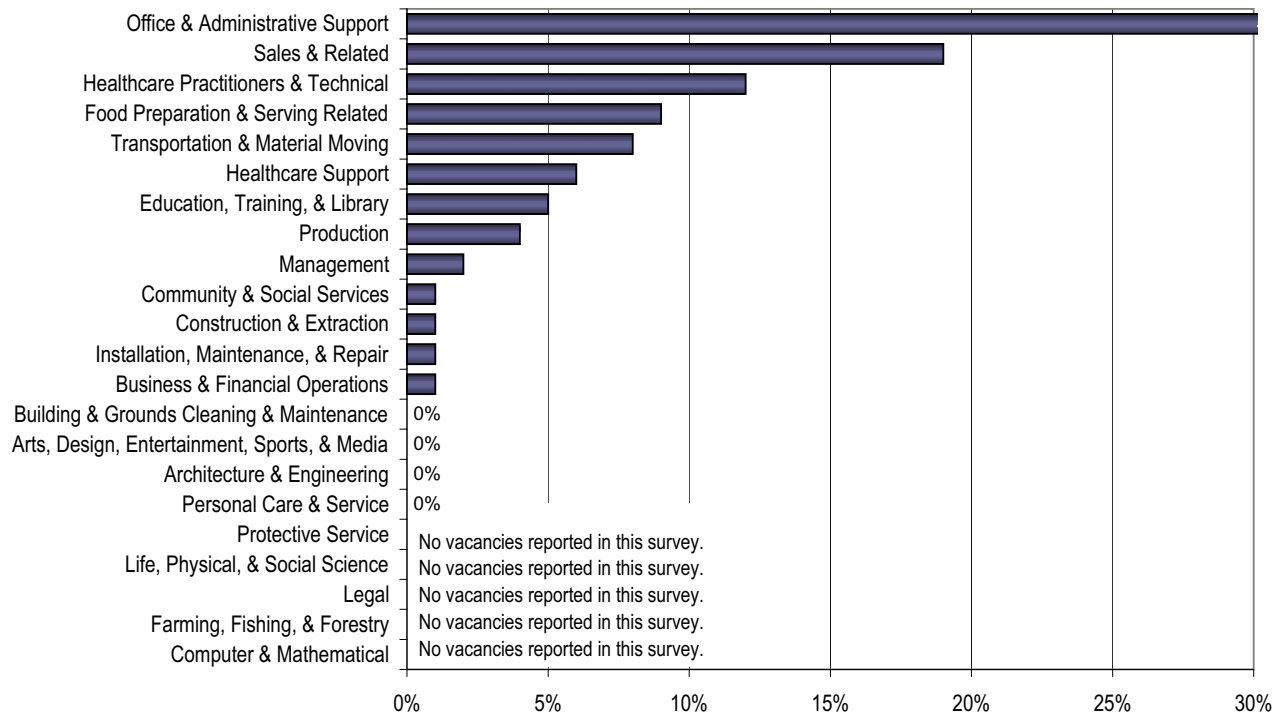
The information reported in the Job Vacancy Survey is intended to provide job seekers and employers with useful and current information to help them make informed decisions about job hunting and hiring. Estimating the number of overall vacancies in a region and breaking those numbers down by categories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

In order to help make comparisons between the results of this survey and other sources of employment statistics

easier, all jobs reported are assigned an occupation code based on the *2000 Standard Occupational Classification Manual* published by the Executive Office of the President, Office of Management and Budget. The Standard Occupational Classification (SOC) system contains 821 detailed occupation titles that fall into 23 major occupation groups.

Vacancies found in this survey were coded into 15 of the 23 major occupation groups. Not surprisingly, the most frequently occurring job vacancies fall into occupational groups that are most often associated with the largest industries in the region: Services and Retail Trade.

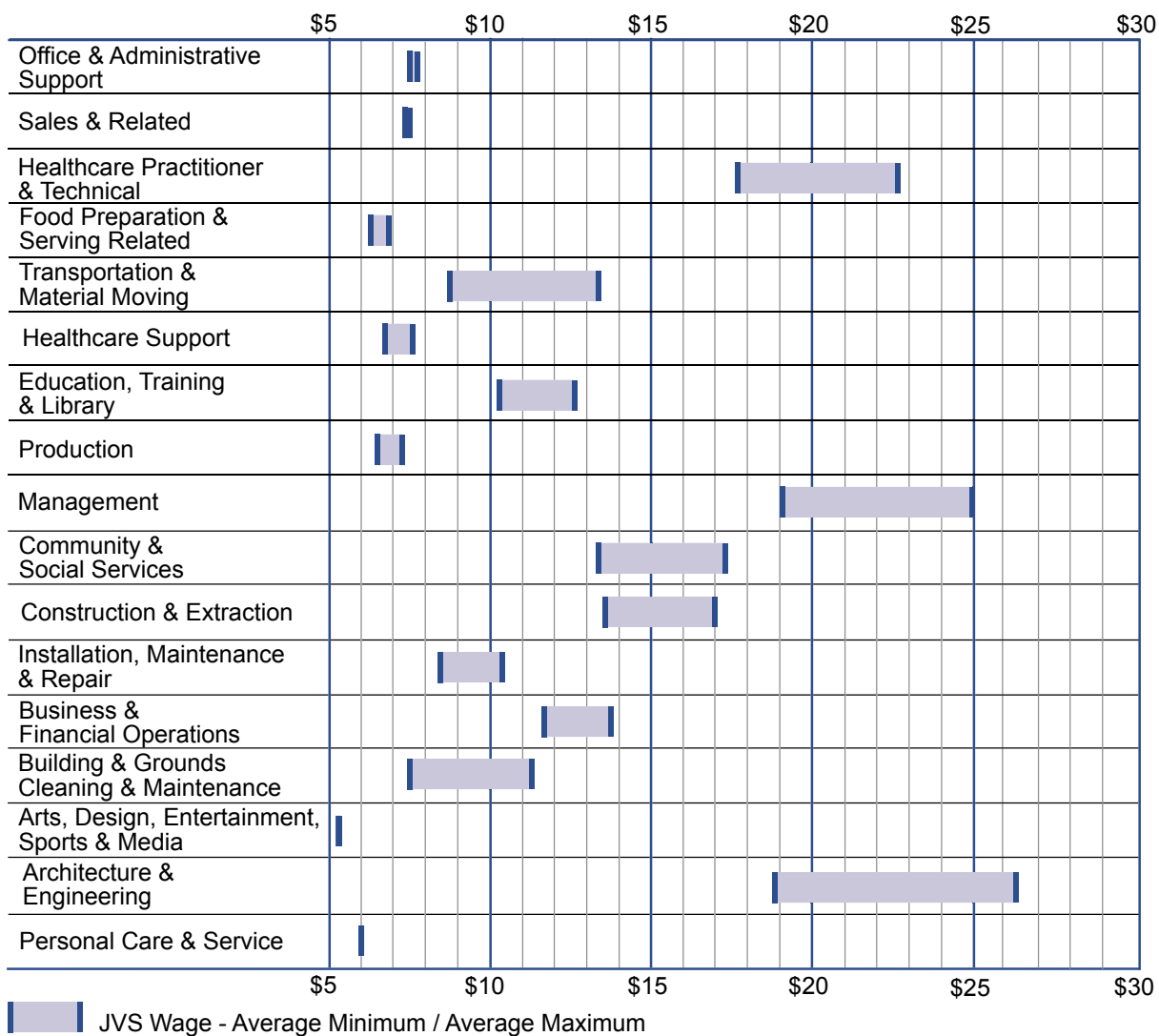
Figure 21: Vacancies by Major Occupational Groups



Because major occupational groups with the most vacancies are not necessarily the groups offering the highest wages, requirements other than the demand for a position influence the wage offered for the vacancy. Furthermore, occupational groups offering the highest

wages in this survey typically require higher levels of education and experience; Architecture and Engineering, Management, and Healthcare Practitioner and Technical occupations command the highest wage ranges.

Figure 22: Average Wages by Major Occupational Groups



The following table contains a list of all of the detailed SOC job titles that were assigned to vacancies reported in this survey. Because a census of large employers and Government agencies is conducted, the list contains titles for nearly all of the vacancies available at the time of the survey for those employers. Just over half of all small to mid-size employers were contacted for the random sample, so the list also includes occupations reported by those employers. Given the large size of the random sample collected, the list of occupations should be fairly comprehensive; however, it is not exhaustive. Most likely, if a different random sample had been drawn there would be some differences in the job titles reported, but there would also be many of the same.

Vacancy Rank

Vacancies are ranked based on the total number reported for each occupation. The top 25% of occupations are ranked as high demand because they are the most frequently occurring vacancies. The bottom 25% are ranked as low demand and the medium demand vacancies include everything in-between.

Average JVS Wage

Wages for each reported vacancy are reported as average wages according to their SOC title. The aver-

age JVS wages are based on information provided by employers and do not reflect information not gathered in the survey or wages paid to currently filled positions. Wage information accompanied 80% of reported vacancies.

Occupational Employment Statistics (OES) wage data

Occupational Employment Statistics (OES) wage data are also provided for each occupation. OES data are based on a national survey of employers and refers to *filled* positions, not vacancies. The data provided here are reported for Pueblo County when available and statewide otherwise. It was collected in 1999 and 2000 and aged to 2001 using the Employment Cost Index (ECI). A complete description of the OES survey and the ECI is available on the Internet at: <http://www.bls.gov/>.

Neither the Job Vacancy Survey average wages nor OES wage data provide a completely comprehensive description of wages either being offered to fill vacancies or paid to currently employed workers at the time of the survey. However, using them together can provide employers and job seekers with a good indication of the competition they will face in the job market.

Table 2: Job Vacancy Survey Occupations with OES Wages

SOC Code	SOC Occupational Title	‡ Vacancy Rank	Average JVS Wage	Average Wages			Occupational Employment Statistics Wage Data (2001)				
				Entry-Level	Overall	Experienced	Percentile Distribution				
							10th	25th	50th	75th	90th
11-0000	Management		\$22.00	\$25.37	\$31.70	\$11.12	\$15.30	\$22.93	\$33.34	\$43.10	
11-2021	Marketing Managers	L	†	\$28.77	\$35.45	\$14.92	\$16.97	\$25.38	\$35.21	\$52.01	
11-3031	Financial Managers	L	\$28.80	\$32.61	\$39.85	\$15.61	\$21.34	\$32.14	\$38.75	\$55.27	
11-3049	Human Resources Managers, All Other	L	†	†	†	†	†	†	†	†	
11-9021	Construction Managers	L	\$24.00	\$21.46	\$24.93	\$13.35	\$15.37	\$18.04	\$26.35	\$34.22	
* 11-9032	Education Administrators, Elementary and Secondary School	M	\$23.00	\$66,743	\$72,898	\$50,191	\$59,520	\$67,051	\$75,466	\$87,713	
11-9033	Education Administrators, Postsecondary	M	\$18.40	\$19.62	\$22.87	\$12.38	\$14.14	\$19.49	\$21.73	\$29.32	
11-9111	Medical and Health Services Managers	H	†	\$30.46	\$35.04	\$17.89	\$25.00	\$31.22	\$36.68	\$42.12	
13-0000	Business and Financial Operations		\$12.80	\$19.38	\$23.51	\$10.06	\$12.93	\$18.20	\$24.68	\$30.70	
13-1071	Employment, Recruitment, and Placement Specialists	M	\$5.00	\$17.10	\$19.78	\$10.72	\$14.00	\$16.03	\$20.95	\$26.64	
13-2011	Accountants and Auditors	L	\$13.90	\$16.95	\$19.81	\$10.46	\$12.19	\$15.72	\$20.86	\$25.63	
13-2072	Loan Officers	L	\$14.00	\$22.03	\$25.98	\$12.85	\$15.87	\$19.95	\$26.11	\$36.14	
17-0000	Architecture and Engineering		\$22.50	\$23.63	\$27.81	\$13.42	\$17.62	\$21.42	\$30.02	\$37.75	
17-2112	Industrial Engineers	L	\$22.50	\$27.54	\$29.64	\$22.24	\$23.86	\$26.49	\$31.21	\$37.37	
21-0000	Community and Social Services		\$15.30	\$16.34	\$19.46	\$9.15	\$11.47	\$15.48	\$20.94	\$25.83	
21-1015	Rehabilitation Counselors	L	\$22.60	\$23.07	\$26.87	\$12.88	\$18.86	\$24.38	\$27.72	\$32.23	
21-1019	Counselors, All Other	L	\$14.70	†	†	†	†	†	†	†	
21-1021	Child, Family, and School Social Workers	L	\$9.30	\$15.64	\$17.36	\$11.55	\$13.25	\$15.20	\$17.03	\$20.31	
21-1022	Medical and Public Health Social Workers	L	†	\$20.50	\$22.96	\$14.88	\$16.35	\$19.65	\$25.49	\$27.70	
* 21-2011	Clergy	L	†	\$17.82	\$21.21	\$9.85	\$12.70	\$17.35	\$21.38	\$28.05	
* 21-2021	Directors, Religious Activities and Education	L	\$24.50	\$15.72	\$17.46	\$10.31	\$14.23	\$15.59	\$16.97	\$21.46	
21-2099	Religious Workers, All Other	L	\$5.30	†	†	†	†	†	†	†	
25-0000	Education, Training, and Library		\$11.50	\$17.19	\$20.77	\$8.79	\$11.99	\$16.12	\$21.64	\$27.39	
* 25-1199	Postsecondary Teachers, All Other	L	\$16.10	\$38,267	\$45,255	\$21,406	\$28,497	\$33,846	\$43,173	\$60,436	
25-2012	Kindergarten Teachers, Except Special Education	L	†	\$39,473	\$46,945	\$24,282	\$28,270	\$37,906	\$49,748	\$58,529	
* 25-2021	Elementary School Teachers, Except Special Education	H	\$13.10	\$37,906	\$43,029	\$25,611	\$29,929	\$35,855	\$44,750	\$54,067	
25-2022	Middle School Teachers, Except Special and Vocational Education	H	\$14.80	\$38,896	\$44,049	\$26,199	\$30,362	\$36,474	\$45,636	\$55,510	
25-2031	Secondary School Teachers, Except Special and Vocational Education	M	\$14.80	\$40,050	\$46,687	\$25,549	\$28,528	\$36,999	\$50,573	\$62,982	
25-9041	Teacher Assistants	H	\$8.30	\$18,644	\$21,521	\$12,488	\$14,123	\$18,582	\$22,224	\$26,818	
27-0000	Arts, Design, Entertainment, Sports, and Media		\$5.20	\$15.71	\$19.13	\$7.33	\$10.72	\$14.84	\$20.50	\$24.87	
27-3011	Radio and Television Announcers	M	\$5.20	†	†	†	†	†	†	†	
29-0000	Healthcare Practitioners and Technical		\$20.20	\$23.24	\$28.29	\$11.73	\$15.17	\$19.54	\$25.66	\$38.40	
29-1051	Pharmacists	M	†	\$31.78	\$36.02	\$20.04	\$28.07	\$31.89	\$35.37	\$41.07	
29-1062	Family and General Practitioners	M	\$58.70	\$51.26	\$55.34	\$36.34	\$46.93	\$51.29	\$55.65		

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

Table 2: Job Vacancy Survey Occupations with OES Wages – Page 2

Occupational Employment Statistics Wage Data (2001)											
SOC Code	SOC Occupational Title	‡ Vacancy Rank	Average JVS Wage	Average Wages			Percentile Distribution				
				Entry-Level	Overall	Experi-enced	10th	25th	50th	75th	90th
29-1111	Registered Nurses	H	\$17.40	\$17.91	\$21.85	\$23.81	\$16.49	\$18.79	\$21.68	\$25.25	\$27.62
* 29-1121	Audiologists	L	†	\$17.89	\$20.94	\$22.47	\$16.68	\$19.05	\$20.79	\$22.55	\$26.46
* 29-1122	Occupational Therapists	L	†	\$18.28	\$23.79	\$26.54	\$17.18	\$20.06	\$23.61	\$26.69	\$30.48
29-1123	Physical Therapists	L	†	\$20.65	\$26.17	\$28.93	\$18.89	\$22.39	\$25.85	\$30.72	\$34.80
* 29-1124	Radiation Therapists	L	†	\$21.51	\$25.12	\$26.91	\$19.38	\$22.87	\$25.27	\$27.67	\$32.08
29-1129	Therapists, All Other	L	†	†	†	†	†	†	†	†	†
29-1131	Veterinarians	L	†	\$20.03	\$21.88	\$22.81	\$18.51	\$19.49	\$21.11	\$22.99	\$27.41
* 29-2012	Medical and Clinical Laboratory Technicians	L	†	\$10.57	\$14.62	\$16.84	\$9.83	\$11.40	\$13.87	\$17.39	\$20.76
* 29-2032	Diagnostic Medical Sonographers	L	†	\$21.58	\$26.06	\$28.30	\$19.55	\$22.96	\$25.39	\$27.82	\$36.93
29-2034	Radiologic Technologists and Technicians	L	†	\$12.34	\$15.28	\$16.76	\$11.65	\$12.54	\$14.18	\$17.34	\$20.86
29-2055	Surgical Technologists	L	\$16.00	\$11.66	\$14.55	\$16.01	\$11.24	\$12.20	\$13.76	\$17.17	\$20.07
29-2061	Licensed Practical and Licensed Vocational Nurses	H	\$12.70	\$11.09	\$13.57	\$14.81	\$10.05	\$12.00	\$13.84	\$15.68	\$16.92
29-2081	Opticians, Dispensing	L	\$11.00	\$9.49	\$14.77	\$17.41	\$9.26	\$10.85	\$13.49	\$17.06	\$21.74
31-0000	Healthcare Support		\$7.10	\$7.51	\$9.89	\$11.08	\$7.22	\$8.12	\$9.55	\$11.09	\$13.53
31-1012	Nursing Aides, Orderlies, and Attendants	H	\$8.30	\$7.68	\$9.36	\$10.21	\$7.37	\$8.23	\$9.40	\$10.46	\$11.36
31-2021	Physical Therapist Assistants	M	†	\$12.56	\$15.04	\$16.30	\$11.95	\$13.30	\$15.14	\$16.67	\$17.93
31-9092	Medical Assistants	H	\$6.20	\$9.57	\$10.59	\$11.10	\$8.98	\$9.53	\$10.45	\$11.74	\$13.08
31-9094	Medical Transcriptionists	L	†	\$9.13	\$11.42	\$12.57	\$8.43	\$9.82	\$11.68	\$13.11	\$13.98
35-0000	Food Preparation and Serving Related		\$6.50	\$6.04	\$7.59	\$8.37	\$5.68	\$6.13	\$6.87	\$8.56	\$11.00
35-1011	Chefs and Head Cooks	L	\$13.00	\$10.10	\$13.30	\$14.89	\$8.06	\$11.49	\$12.91	\$15.39	\$18.62
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	H	\$7.40	\$7.56	\$11.20	\$13.01	\$6.55	\$8.87	\$11.58	\$13.16	\$14.66
35-2011	Cooks, Fast Food	H	\$6.10	\$6.04	\$6.30	\$6.42	\$5.59	\$5.88	\$6.36	\$6.84	\$7.43
35-2012	Cooks, Institution and Cafeteria	L	†	\$7.68	\$10.31	\$11.63	\$7.19	\$8.52	\$10.46	\$12.41	\$13.55
35-2014	Cooks, Restaurant	M	\$12.00	\$6.23	\$8.16	\$9.12	\$5.99	\$6.78	\$7.92	\$9.60	\$10.94
35-2015	Cooks, Short Order	L	\$8.80	\$6.20	\$7.44	\$8.06	\$5.95	\$6.69	\$7.52	\$8.33	\$8.92
35-2021	Food Preparation Workers	L	\$8.80	\$6.06	\$7.87	\$8.77	\$5.84	\$6.49	\$7.56	\$8.81	\$10.89
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	H	\$5.90	\$6.05	\$7.16	\$7.72	\$5.68	\$6.10	\$6.79	\$8.12	\$9.82
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	H	\$5.80	\$6.09	\$6.39	\$6.55	\$5.63	\$5.92	\$6.40	\$6.89	\$7.55
35-3031	Waiters and Waitresses	H	\$5.20	\$6.02	\$7.33	\$7.97	\$5.62	\$6.03	\$6.71	\$8.45	\$10.53
35-3041	Food Servers, Nonrestaurant	H	\$7.70	\$6.03	\$7.43	\$8.14	\$5.66	\$6.12	\$6.86	\$8.34	\$10.19
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	L	\$5.60	\$5.99	\$6.14	\$6.21	\$5.49	\$5.76	\$6.21	\$6.65	\$6.92
35-9021	Dishwashers	L	\$6.10	\$6.01	\$6.65	\$6.97	\$5.58	\$5.94	\$6.53	\$7.26	\$8.30

* OES wages reported for Colorado statewide

† No wage data available

‡

L - lowest 25% of actual responses
M - middle 50% of actual responses
H - highest 25% of actual responses

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

SOC Code	SOC Occupational Title	‡ Vacancy Rank	Average JVS Wage	Average Wages				Percentile Distribution											
				Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th								
				\$6.10	\$8.95	\$10.39	\$5.88	\$6.61	\$8.19	\$10.57	\$13.19								
37-0000	Building and Grounds Cleaning and Maintenance		\$9.40																
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	L	\$14.30	\$6.73	\$9.03	\$10.19	\$6.18	\$7.25	\$8.59	\$10.42	\$12.74								
37-2012	Maids and Housekeeping Cleaners	M	\$6.90	\$6.04	\$6.91	\$7.35	\$5.63	\$6.00	\$6.61	\$7.57	\$9.01								
39-0000	Personal Care and Service		\$6.00	\$6.03	\$8.23	\$9.34	\$5.79	\$6.40	\$7.48	\$8.67	\$11.44								
39-9021	Personal and Home Care Aides	L	\$6.00	\$6.02	\$6.73	\$7.09	\$5.64	\$6.05	\$6.74	\$7.59	\$8.27								
41-0000	Sales and Related		\$7.50	\$6.09	\$10.90	\$13.31	\$5.87	\$6.65	\$8.49	\$12.56	\$18.33								
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	L	†	\$8.44	\$13.45	\$15.95	\$7.63	\$9.53	\$12.18	\$15.62	\$21.12								
41-2011	Cashiers	H	\$5.80	\$5.96	\$8.14	\$9.24	\$5.68	\$6.26	\$7.37	\$9.07	\$12.64								
41-2022	Parts Salespersons	M	\$8.90	\$8.84	\$12.35	\$14.12	\$8.66	\$9.47	\$10.75	\$14.44	\$19.62								
41-2031	Retail Salespersons	H	\$7.50	\$6.02	\$8.79	\$10.16	\$5.76	\$6.32	\$7.48	\$9.99	\$13.63								
* 41-3011	Advertising Sales Agents	M	\$6.60	\$10.75	\$19.89	\$24.46	\$9.62	\$12.32	\$15.95	\$21.65	\$37.78								
43-0000	Office and Administrative Support		\$7.70	\$7.54	\$11.58	\$13.60	\$7.08	\$8.44	\$10.55	\$14.04	\$17.89								
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	M	\$14.70	\$10.25	\$16.02	\$18.89	\$8.77	\$11.98	\$15.32	\$19.73	\$22.84								
43-3031	Bookkeeping, Accounting, and Auditing Clerks	L	\$14.60	\$7.90	\$11.39	\$13.13	\$7.40	\$8.73	\$10.72	\$13.96	\$16.76								
43-3051	Payroll and Timekeeping Clerks	L	\$9.10	\$9.48	\$12.38	\$13.84	\$9.09	\$10.71	\$12.38	\$13.94	\$16.57								
43-3071	Tellers	M	\$8.70	\$7.72	\$9.59	\$10.53	\$7.42	\$8.15	\$9.35	\$10.78	\$12.25								
43-4051	Customer Service Representatives	H	\$7.50	\$8.04	\$10.93	\$12.36	\$7.37	\$8.91	\$10.41	\$12.75	\$15.73								
* 43-4061	Eligibility Interviewers, Government Programs	M	\$13.30	\$11.52	\$14.71	\$16.32	\$10.96	\$12.05	\$13.57	\$16.73	\$20.30								
43-4131	Loan Interviewers and Clerks	L	\$7.20	\$10.15	\$13.24	\$14.80	\$9.59	\$10.37	\$11.94	\$16.01	\$19.17								
43-4171	Receptionists and Information Clerks	H	\$6.80	\$7.45	\$9.15	\$9.99	\$7.10	\$7.81	\$8.98	\$10.48	\$11.56								
43-5032	Dispatchers, Except Police, Fire, and Ambulance	L	\$6.00	\$7.82	\$12.63	\$15.04	\$6.93	\$8.87	\$12.36	\$15.26	\$19.61								
43-6014	Secretaries, Except Legal, Medical, and Executive	M	\$8.30	\$7.03	\$9.76	\$11.12	\$6.41	\$7.66	\$9.14	\$11.42	\$14.40								
47-0000	Construction and Extraction		\$15.30	\$9.44	\$14.94	\$17.68	\$8.42	\$10.81	\$14.35	\$18.00	\$23.26								
47-2031	Carpenters	M	\$14.80	\$10.86	\$13.15	\$14.28	\$9.76	\$11.72	\$13.19	\$15.13	\$16.75								
47-2061	Construction Laborers	M	\$13.80	\$7.31	\$10.38	\$11.91	\$6.85	\$8.16	\$9.99	\$12.22	\$14.25								
47-2073	Operating Engineers and Other Construction Equipment Operators	L	\$19.60	\$14.56	\$17.35	\$18.74	\$13.55	\$15.22	\$17.05	\$19.49	\$21.75								
47-2211	Sheet Metal Workers	L	\$14.90	\$12.89	\$18.20	\$20.85	\$11.94	\$14.00	\$17.31	\$23.31	\$26.24								
49-0000	Installation, Maintenance, and Repair		\$9.40	\$8.38	\$14.95	\$18.22	\$7.54	\$9.64	\$13.60	\$19.55	\$25.20								
* 49-3011	Aircraft Mechanics and Service Technicians	L	\$7.50	\$11.29	\$16.99	\$19.85	\$10.28	\$12.72	\$18.26	\$20.53	\$21.90								
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	L	\$16.00	\$10.87	\$15.55	\$17.88	\$9.86	\$12.36	\$15.71	\$18.65	\$21.45								

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

Table 2: Job Vacancy Survey Occupations with OES Wages – Page 4

SOC Code	SOC Occupational Title	‡ Vacancy Rank	Average JVS Wage	Average Wages				Percentile Distribution				
				Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th	
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	L	†	\$11.82	\$16.07	\$18.20	\$11.59	\$12.71	\$15.41	\$19.59	\$22.12	
49-9042	Maintenance and Repair Workers, General	M	\$7.10	\$7.87	\$13.48	\$6.89	\$8.96	\$10.71	\$14.52	\$17.39	\$21.89	
51-0000	Production		\$6.80	\$7.66	\$12.83	\$6.70	\$8.78	\$11.59	\$15.87	\$21.89		
* 51-3091	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders	L	\$7.80	\$7.85	\$12.15	\$7.29	\$8.77	\$12.45	\$15.81	\$17.01	\$19.01	
51-4041	Machinists	M	\$11.30	\$10.65	\$12.54	\$9.15	\$11.44	\$12.40	\$13.37	\$13.96	\$15.96	
51-6011	Laundry and Dry-Cleaning Workers	L	\$5.80	\$6.48	\$7.90	\$6.06	\$7.01	\$7.76	\$8.48	\$9.54	\$10.54	
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	L	\$9.90	\$7.79	\$11.86	\$7.31	\$8.44	\$10.60	\$14.46	\$17.24	\$20.02	
* 51-9198	Helpers--Production Workers	H	\$6.30	\$6.16	\$9.03	\$5.95	\$6.62	\$8.46	\$10.74	\$13.27	\$15.77	
53-0000	Transportation and Material Moving		\$11.00	\$6.95	\$11.81	\$6.36	\$7.88	\$10.82	\$14.46	\$18.54		
53-3022	Bus Drivers, School	H	\$14.30	\$6.43	\$10.10	\$6.00	\$6.94	\$10.22	\$12.58	\$14.31	\$16.04	
53-3031	Driver/Sales Workers	L	\$8.80	\$8.78	\$12.15	\$7.84	\$10.06	\$11.91	\$13.68	\$15.44	\$17.20	
53-3032	Truck Drivers, Heavy and Tractor-Trailer	L	†	\$10.22	\$13.29	\$9.67	\$11.14	\$12.75	\$14.92	\$17.77	\$20.54	
53-3033	Truck Drivers, Light or Delivery Services	M	\$8.80	\$8.21	\$14.46	\$7.27	\$9.48	\$13.30	\$17.28	\$21.14	\$25.00	
* 53-6099	Transportation Workers, All Other	L	\$16.00	\$9.40	\$15.50	\$9.21	\$10.30	\$13.15	\$20.14	\$26.38	\$32.66	
53-7051	Industrial Truck and Tractor Operators	L	\$9.00	\$8.70	\$11.08	\$7.89	\$9.19	\$10.43	\$13.33	\$15.91	\$18.49	
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	H	\$11.70	\$6.78	\$9.77	\$6.29	\$7.33	\$8.90	\$11.45	\$13.92	\$16.40	
53-7064	Packers and Packagers, Hand	H	\$9.80	\$6.09	\$7.44	\$5.79	\$6.34	\$7.18	\$8.21	\$9.23	\$10.26	

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

‡ L - lowest 25% of actual responses
 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).