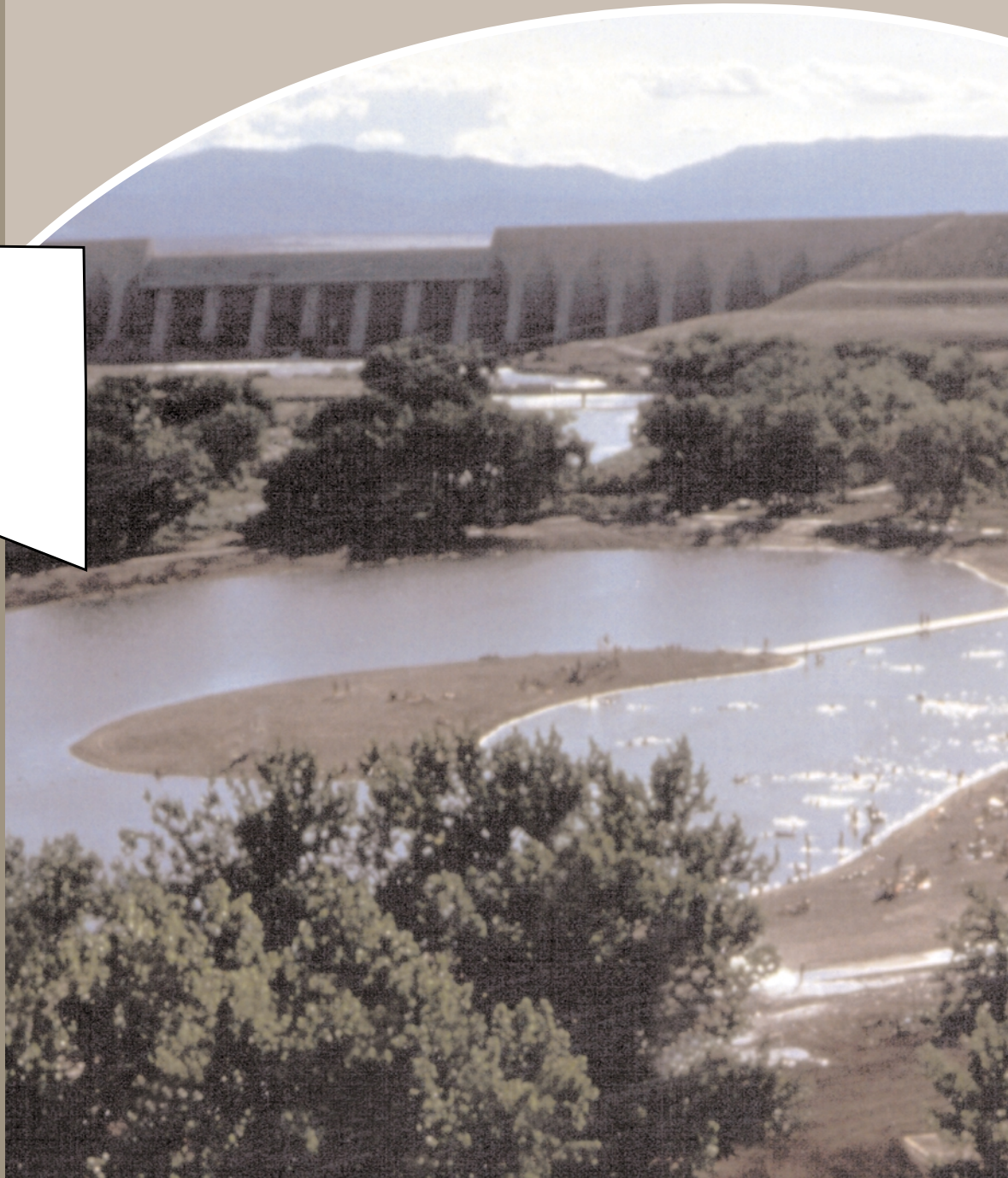
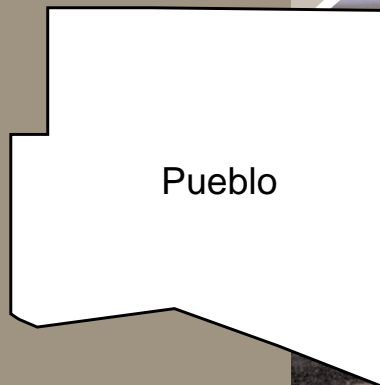


Pueblo County

Job Vacancy Survey
Summer 2003



See Colorado First

Rock Canyon Swim Beach
Lake Pueblo State Park
Photo Courtesy
Colorado State Parks

Pueblo County Job Vacancy Survey



Conducted
August 4-13, 2003

State of Colorado
Bill Owens, *Governor*

Colorado Department of Labor & Employment

Jeffrey M. Wells
Executive Director

Funding Provided in Part by
The Colorado Workforce
Development Council

Released
Fall 2003

Contents

<i>Introduction</i>	1
<i>Executive Summary</i>	2
<i>Regional Information</i>	3
<i>Survey Findings</i>	6
<i>Occupational Details</i>	14
<i>Sector Briefs</i>	21
<i>Appendix</i>	22
<i>How to Use This Report</i>	22
<i>Caveats</i>	23
<i>Methodology</i>	23
<i>NAICS</i>	25
<i>Glossary</i>	27

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

Analysts for this region:

Ann Duenas
Leora Starr

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

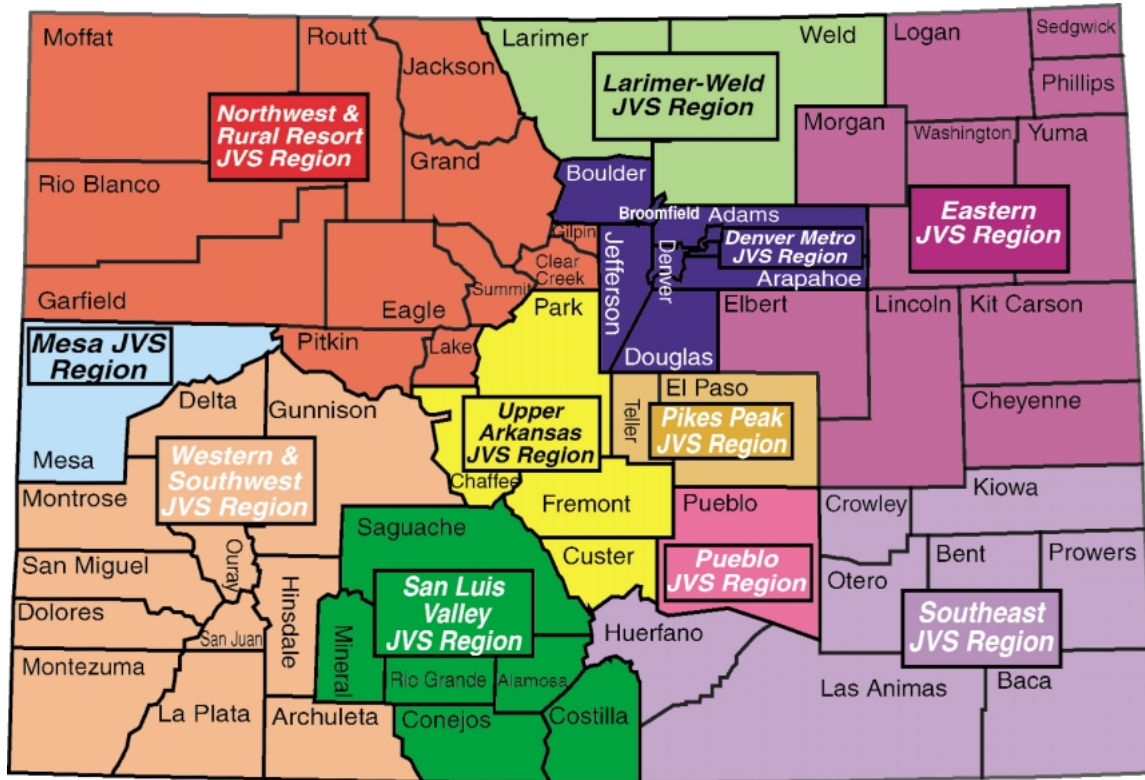
Material in this publication is in the public domain and, with appropriate credit, may be reproduced without permission. Please reference: *Colorado Department of Labor and Employment, Labor Market Information, Workforce Research and Analysis.*

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

Workforce Research & Analysis
Labor Market Information
Two Park Central, Suite 300
1515 Arapahoe Street
Denver, CO 80202-2117

(303) 318-8890
Email: Imi@state.co.us
www.coworkforce.com/Imi/wra/home.htm

Figure 1: Colorado Job Vacancy Survey Regions



Introduction to the Colorado Job Vacancy Survey

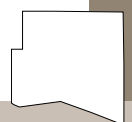
The unemployment rate, along with the level and growth rate of employment, has been used as an indicator of labor market conditions for decades. While this indicator provides information about changes in the supply and demand for labor, it reveals nothing about the skills most sought after by employers. 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 sample of employers in a given region. The department's economists analyze the raw data, estimate the number of vacancies in the area and publish the report within weeks of the original data collection, providing a timely portrait of the employment situation.

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



Executive Summary

The Pueblo County Job Vacancy Survey was conducted from August 4th through August 13th, 2003. The goal of the survey is to provide current information on the demand for workers so that employers, job seekers, economic developers, educators and workforce centers can make more informed decisions in Pueblo County.

A random sample of small to mid-size private employers with at least five employees is contacted over the survey period. Additionally, the Colorado Department of Labor and Employment's survey unit attempts to interview all large and Government employers in the region. If

employers are actively hiring at the time of the survey, they are asked a variety of questions about the positions that they are seeking to fill.

A total of 925 employers representing over one half of the region's total employment responded to the survey. Out of these, 49 were government agencies, 22 were large employers and the remaining 854 were from the small to mid-size category. The survey has an 78% response rate and a 99% cooperation rate. The margin of sampling error for the overall vacancy rate is plus or minus 3.8%, or about 15 vacancies. The major findings of the survey follow:

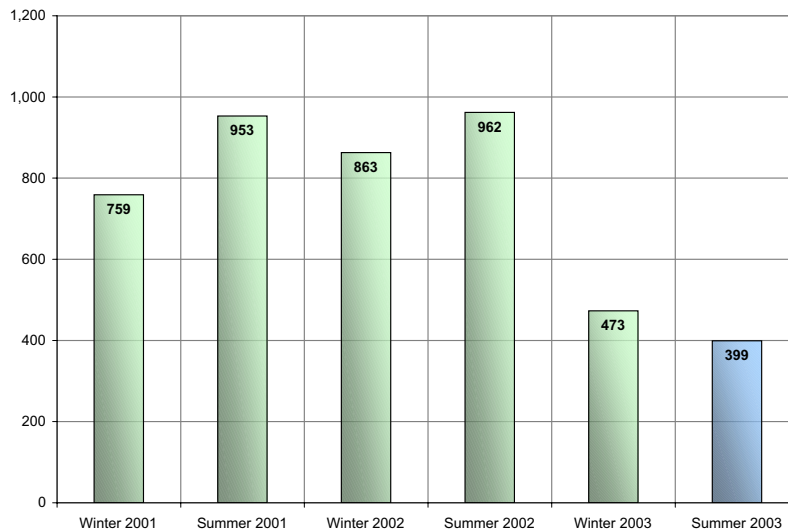
- ◆ An estimated 399 jobs were open for hire in Pueblo County during the survey period.Page 6
- ◆ Almost 8% (7.6%) of the employers responding reported having at least one vacancy.Page 6
- ◆ The top three JVS sectors, Leisure & Hospitality; Health Care & Social Assistance; and Trade, Transportation & Utilities, account for 68% of all estimated vacancies.Page 6
- ◆ Small to mid-size employers account for 50% of the total estimated vacancies.Page 7
- ◆ The overall average wage is \$9.20 per hour.Page 7
- ◆ Seventy-nine percent of the vacancies are available for full-time employment and all openings are offered for permanent positions.Page 8
- ◆ Forty percent of the openings require more than a high-school education.Page 9
- ◆ Vacancies requiring experience either related to or within the same field as the vacant position account for 65% of all reported openings.Page 10
- ◆ According to employer responses, only 13% of vacancies are considered difficult to fill.Page 11
- ◆ Ninety-five percent of the vacancies reported by employers include some form of medical insurance.Page 13

Pueblo County

The Pueblo Job Vacancy Survey Region is one of only two one-county survey regions in Colorado (the other is Mesa). It is located at the southern end of what is commonly referred to as the Colorado Front Range. Pueblo County is bordered on the west by the Wet Mountains and is bisected by the Arkansas River. Tourist attractions include rafting along the river 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 Colorado State Fair, held annually in late August.

The U.S. Census Bureau estimates the Pueblo County population at nearly 146,880 people for 2002. That represents 1.9% growth from the previous year compared to an estimated 1.7% growth rate statewide. The county has seen a growing Hispanic community that reflects the region's early cultural roots. By 2000 the county's Hispanic population had increased to 38%, more than twice the statewide average of 17%. Pueblo is also home to a relatively large retirement community with 15% of the population age 65 or over.

Figure 2: Historical Vacancies—Pueblo County



	Winter 2001	Summer 2001	Winter 2002	Summer 2002	Winter 2003	Summer 2003
Vacancies	759	953	863	962	473	399
Employment	55,994	57,682	57,010	59,047	57,233	59,064
Unemployed	2,755	2,974	4,652	4,108	4,559	4,186
Unemployment Rate	4.7%	4.9%	7.5%	6.5%	7.4%	7.3%

Source: CDLE, Local Area Unemployment Statistics Released September 2003

For the past two years, Pueblo Job Vacancy Surveys have been conducted once in late summer, and again in late winter. Until summer 2002, the number of vacancies estimated for the region has ranged between 760 and 960

openings regardless of the time of year. However, beginning with the winter 2003 Job Vacancy Survey, estimated vacancies have dipped below 500 openings.

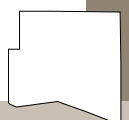
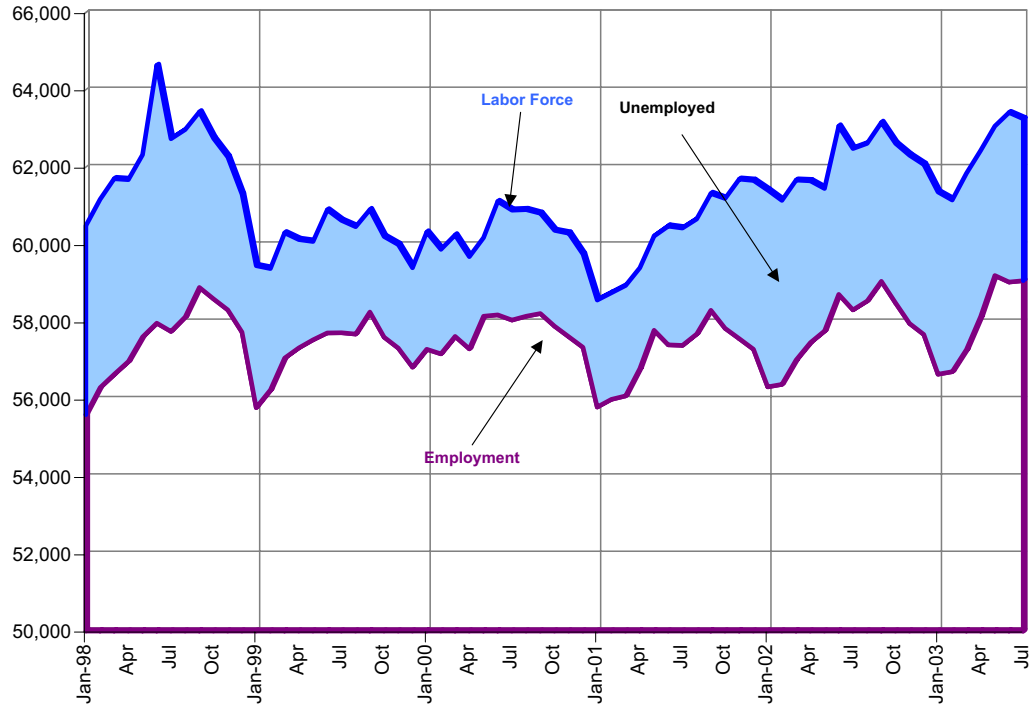


Figure 3: Employment and Labor Force Trends for Pueblo County
(Not Seasonally Adjusted)

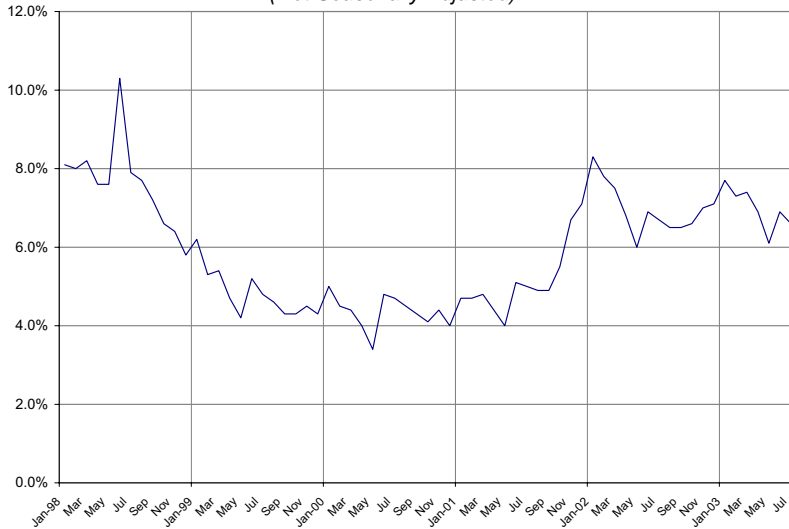


Source: CDLE, Local Area Unemployment Statistics Released September 2003

Figure 3 illustrates the seasonal employment trend as well as unemployment level in the region. Both employment levels and the labor force peak at the end of summer and bottom out in the winter. The Job Vacancy Survey is conducted semi-annually at these times. Surveys conducted in summer represent the demand for labor at a time when

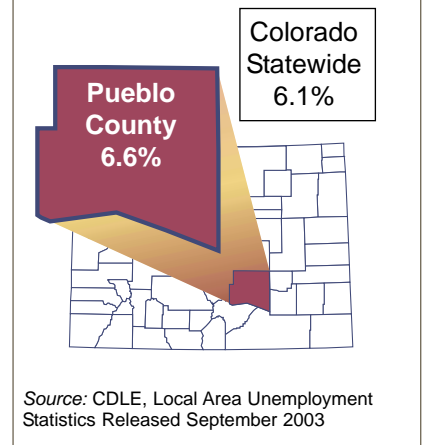
employers are nearing peak employment. The winter survey represents demand for labor at the time of the year when employment is at its seasonal low. At 6.6%, the unemployment rate for the region follows the state and national trend.

Figure 4: Pueblo County Unemployment Rate Trend
(Not Seasonally Adjusted)



Source: CDLE, Local Area Unemployment Statistics Released September 2003

Figure 5: Unemployment Rates for September 2003
(Not Seasonally Adjusted)

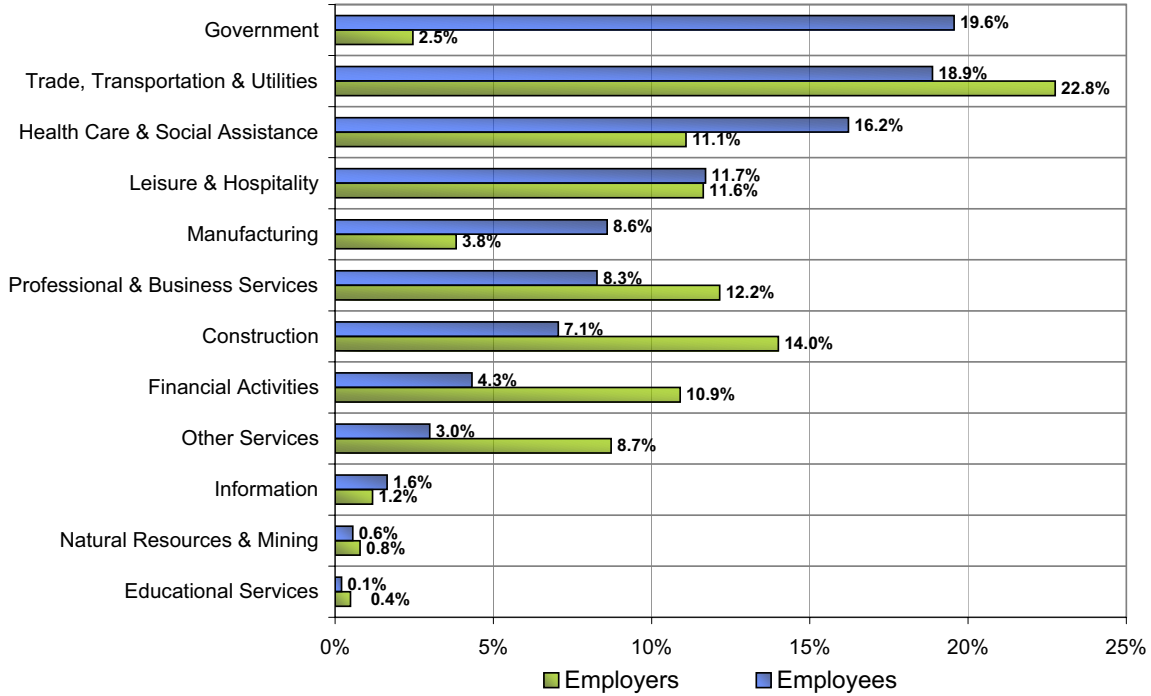


Source: CDLE, Local Area Unemployment Statistics Released September 2003

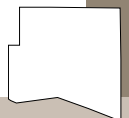
Government agencies alone employed one in every five positions during the third quarter of 2002. That includes all federal, state and local public employees (*i.e.*, public school teachers and public hospital workers) working in Pueblo County. Employers in Trade, Transportation, & Utilities sector follow close behind with 19% of the county's total employment. These two JVS sectors, along with

Health Care & Social Assistance, account for over half of the total employment for Pueblo County. While these three sectors account for over 50% of total employment, the number of employers in both the Professional & Business Services and Construction outnumber those in either Government or Health Care & Social Assistance.

**Figure 6: Pueblo County
Employers and Employees, 3rd Quarter, 2002**



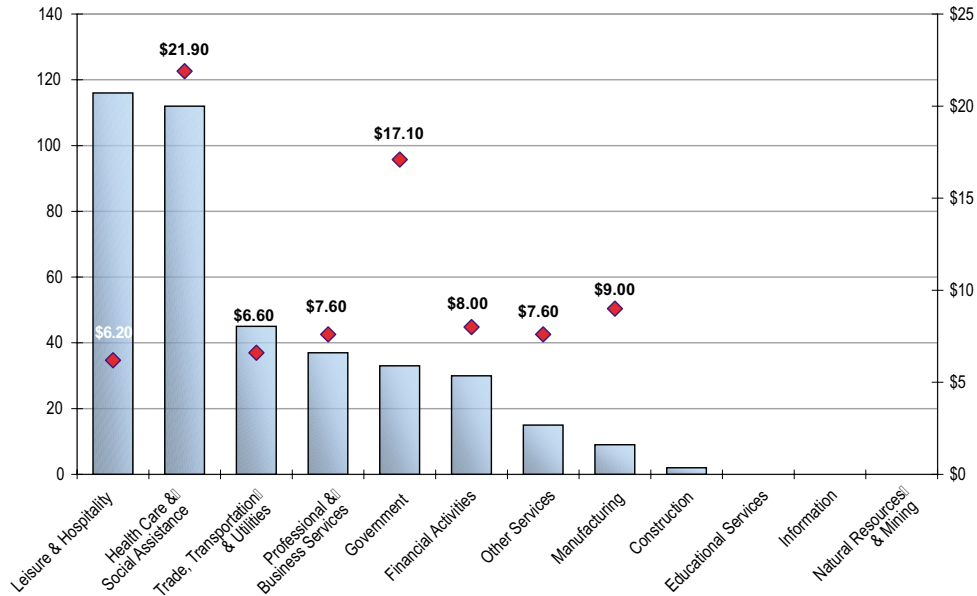
Source: Colorado Employment and Wages (ES-202)



Estimated Vacancies

JVS Sectors and Employer Size

Figure 7: Estimated Vacancies and Average Wages by JVS Sectors



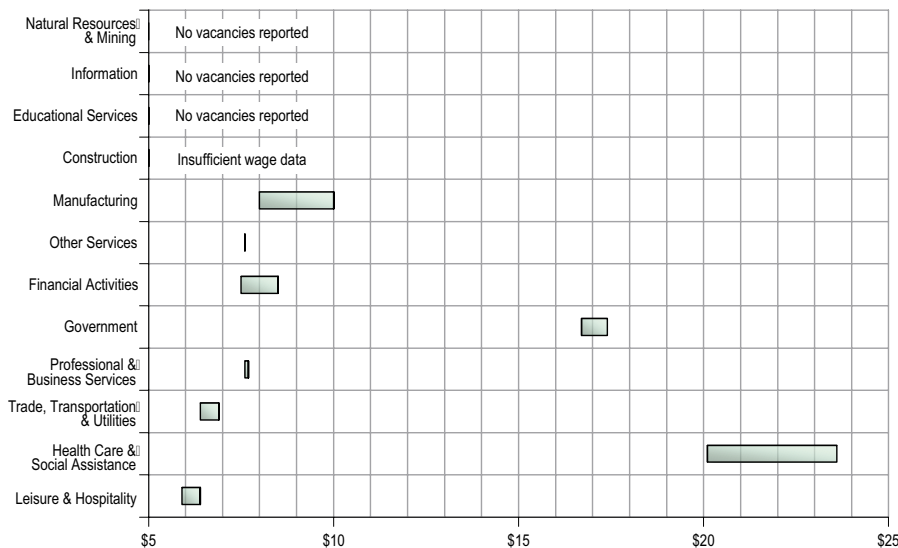
During the survey period, an estimated 399 vacancies were open for immediate hire in Pueblo County. The vacancy rate for the region is 0.84%. These results are modest compared with those reported in the summer 2002 Pueblo County Job Vacancy Survey. They are consistent however, with survey results for other Colorado JVS regions surveyed the year.

County employers are recruiting for at a time when the economy is close to its peak employment. The vacancies reported here would typically represent those jobs most influenced by the seasonal increase in summer employment.

This survey, conducted in late summer, is intended to provide a snapshot of the types of vacancies Pueblo

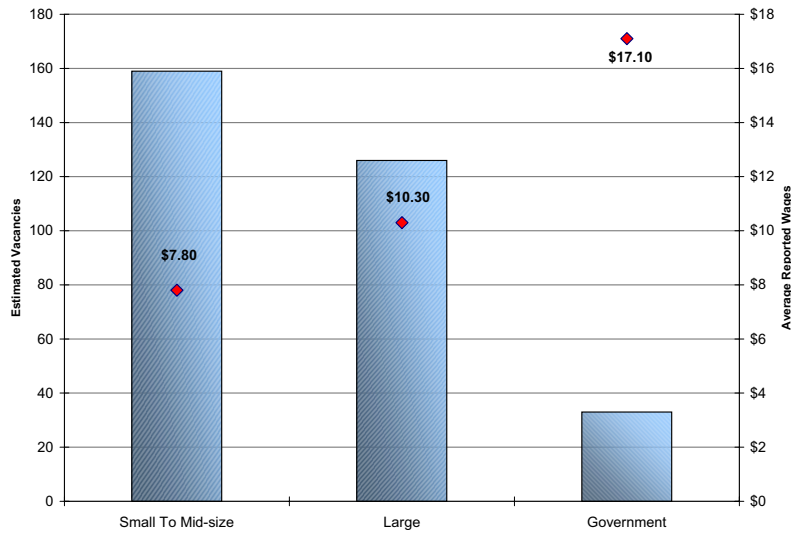
The third and fourth largest JVS sector employers in the region, Health Care & Social Assistance and Leisure & Hospitality, account for the largest share of estimated vacancies in this survey. No vacancies were reported by Natural Resources & Mining; Information; and Educational Services employers in Pueblo. The region's largest employer, Government agencies, ranks fifth in terms of estimated vacancies.

Figure 8: Reported Average Wage Ranges by JVS Sectors



Of the 925 companies contacted, 7.6% reported having at least one vacancy. Vacancy rates by JVS sector vary, with Leisure & Hospitality reporting 29% at the high end and Construction reporting .5% at the low end.

Figure 9: Estimated Vacancies and Average Wages by Employer Size



Because wages offered vary according to an individual applicant’s qualifications, employers were asked to provide the range of pay 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 \$9.20 per hour. The overall average minimum is \$8.90 while the overall average maximum is \$9.60. These dollar amounts are reported by employers for vacant positions and are not representative of the amounts paid for positions currently occupied.

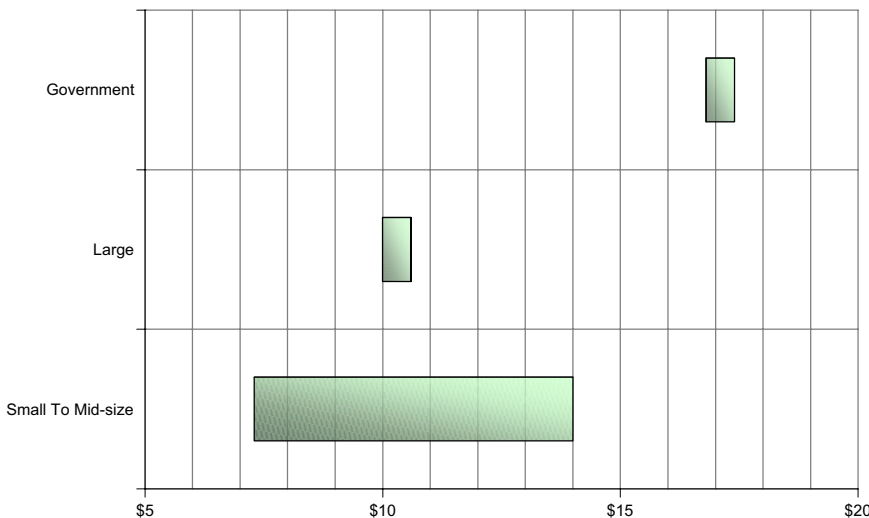
The overall average wage offered in this survey increased by 50 cents per hour compared to the summer 2002 survey. In this survey wages were reported for 31% of all vacancies. The slight increase in average wage is not necessarily an indication that wages paid for filled positions or wages offered for vacancies have increased in the

region. 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.

When comparing wages by JVS Sectors from the last survey, Health Care & Social Assistance significantly outpace the past sector wage leader, Government agencies. This is because of a few high paying vacancies within the sector. The Leisure & Hospitality sector offers the lowest wages. Employers in the Construction sector did not report wages in this survey.

Small to mid-size employers account for the largest proportion of estimated total vacancies. About 20% of Government agencies and large employers reported at least one vacancy. Vacancy rates are: 3.8% for Government agencies, 0.9% for small to mid-size employers, and 1.2% for large employers.

Figure 10: Reported Average Wage Ranges by Employer Size



Government agencies offer higher wages than private employers. This may be partly explained by the fact that during this survey, 100% of vacancies offered by Government agencies require post-secondary education and 100% require experience either related to or specific to the occupation being sought to fill. Large private firms report slightly higher wages than small to mid-size firms.

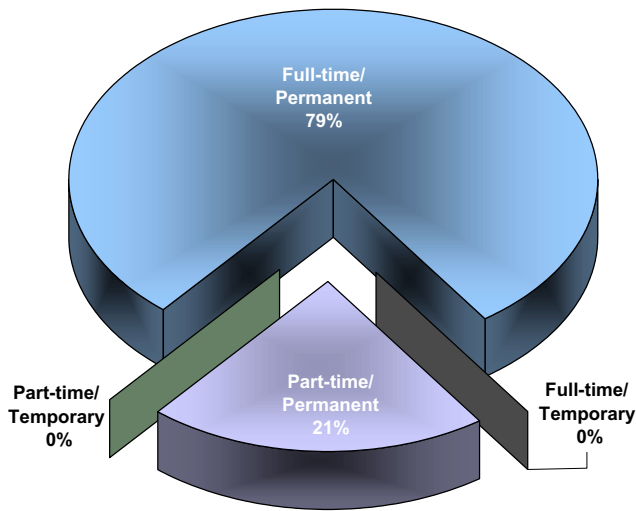
Vacancies

Employment Status, Education, and Experience Requirements

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

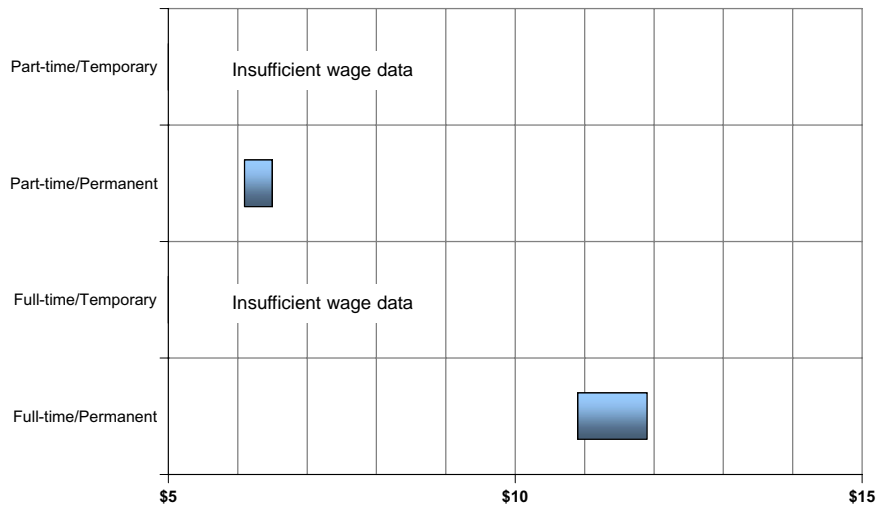
In this survey, there were no reported vacancies that offer part-time/temporary or full-time/temporary work. Half of the vacancies reported as part-time are offered by employers in the Leisure & Hospitality sector. Close to 80% of all vacancies reported offer full-time/permanent employment. Health care related occupations make up 34% of full-time vacancies.

Figure 11: Vacancies by Employment Status



Education and experience requirements accompanying the vacancies are important details given by employers. Almost 95% of reported job vacancies have information on the education and experience requirements of surveyed employers.

Figure 12: Reported Average Wage Ranges by Employment Status



Sixty percent of the vacancies found in this survey require a high school/GED level of education or less, while the remaining 40% require a post-secondary education. Ten percent of the vacancies reported require either a bachelor's or advanced degree. Vacancies requiring an advanced degree are evenly split by Government agencies and Health Care & Social Assistance agencies. Large private employers account for over half of those vacancies requiring a bachelor's degree. The Leisure & Hospitality sector accounts for the majority of vacancies requiring no education. Sixty-two percent of all vacancies require vocational training and/or certification and 70% of those requiring a two-year degree are in the Health Care & Social Assistance sector.

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 Government agencies. This may partially explain why Government jobs tend to pay higher wages. The average minimum wage offered for jobs requiring an advanced degree is four times the overall average of \$9.20 per hour. Vacancies requiring no diploma offer an average wage about \$3.00 per hour lower than the overall average.

Figure 13: Vacancies by Education

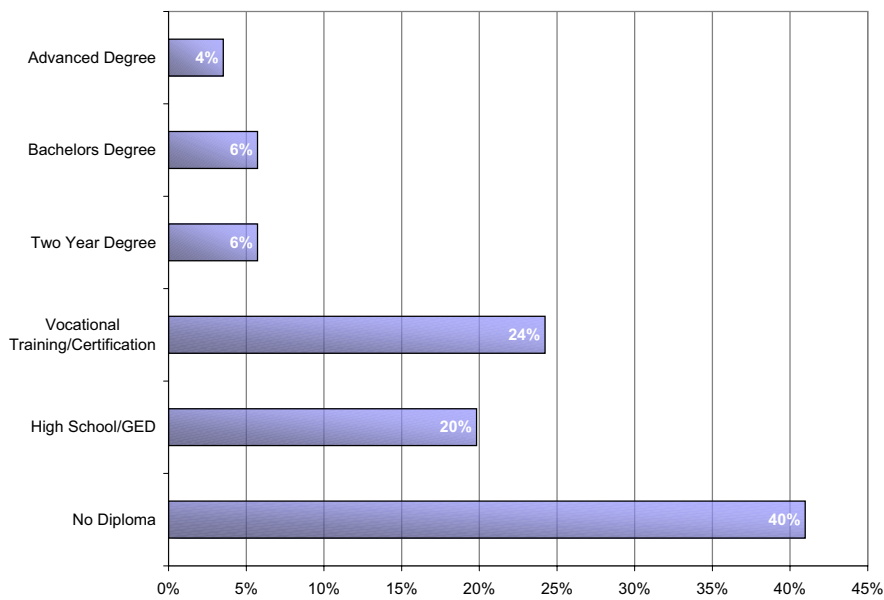
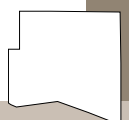


Figure 14: Reported Average Wage Ranges by Education



Most vacancies reported in this survey require some level of experience. Vacancies offered by Health Care & Social Assistance employers make up the largest proportion of vacancies requiring experience in a related field. Government agency vacancies require specific experience in the occupation. The Leisure & Hospitality sector vacancies predominantly require general or no experience.

The highest wages offered to fill vacancies reported in this survey are for positions requiring experience. Like

vacancies requiring higher education, those requiring experience specific to the vacant occupation offer a higher average wage of nearly three times the overall average reported in this survey. Those openings tend to be senior level positions in the Health Care & Social Assistance and Government sectors. Also similar to vacancies requiring no education, those requiring no work experience offer an average wage about \$3.00 per hour below the overall average. Approximately 95% of all vacancies requiring post-secondary education also require some work experience.

Figure 15: Vacancies by Experience

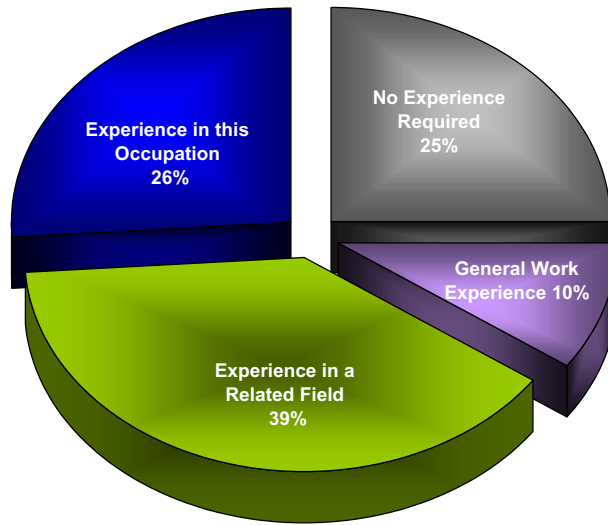
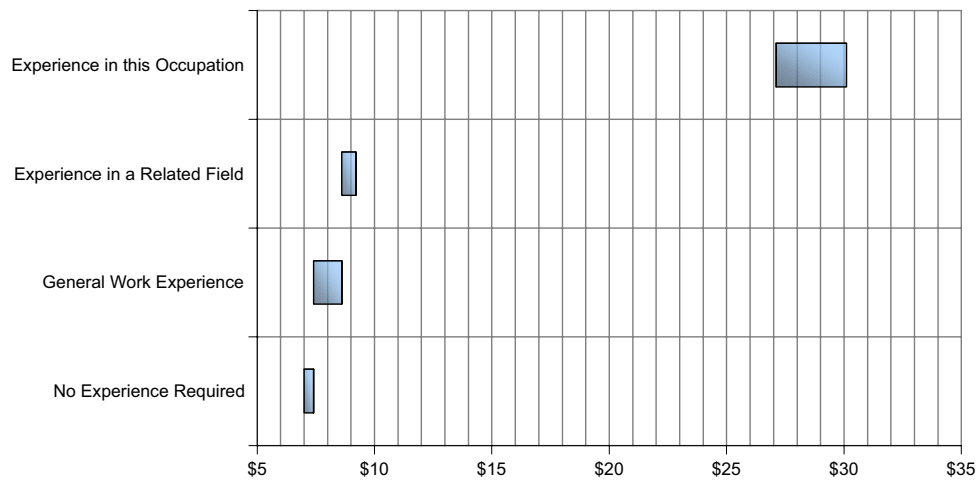


Figure 16: Reported Average Wage Ranges by Experience



Vacancies

Difficulty to Fill and Time Open for Hire

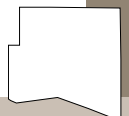
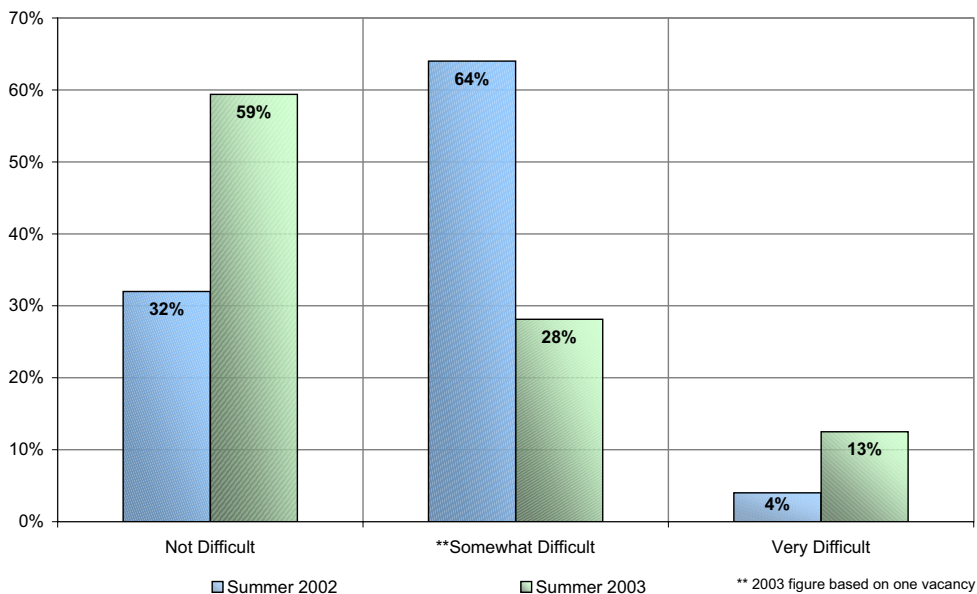
The level of difficulty an employer experiences when filling a vacancy can vary dramatically depending on the nature of the individual vacancy as well as the prevailing labor market conditions. For example, a large hospital with close ties to a local university may have much less trouble recruiting registered 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 prevailing 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 particular vacancy requiring a specific skill set is not always sufficient to meet all of a region's demand.

For this survey period, Pueblo County employers experience no difficulty in filling close to 60% of the reported

vacant positions. Employers from the Health Care & Social Assistance sector have the highest concentration of vacancies perceived to be somewhat or very difficult to fill. Because these jobs tend to require higher levels of both education and experience, it is not surprising that these positions would be more difficult to fill.

Vacancies reported as very difficult to fill offer higher wages than vacancies considered somewhat difficult and not difficult to fill. The positions in the very difficult to fill category are composed of Registered Nurses or are related to senior level positions also in the Health Care & Social Assistance areas.

Figure 17: Vacancies by Difficulty to Fill



In addition to asking employers about their perceived difficulty in filling a vacant position, the Job Vacancy Survey also measures the amount of time a position has been open. This additional information allows readers to make a better judgment of the difficulty employers are experiencing than if the survey relied completely on employer's opinion. In this survey, time open for hire responses are consistent with difficulty to fill responses. Sixty percent of the vacancies have been open for less than

one month. Vacancies considered not difficult to fill offer the lowest wages. Like positions considered difficult to fill, jobs in the Health Care & Social Assistance sector account for the largest share of vacancies that have been open for both 30 to 59 days and 60 or more days. The highest wages reported in this survey are offered for positions open for 60 or more days. These positions are predominantly in Health Care & Social Assistance sectors.

Figure 18: Vacancies by Time Open for Hire

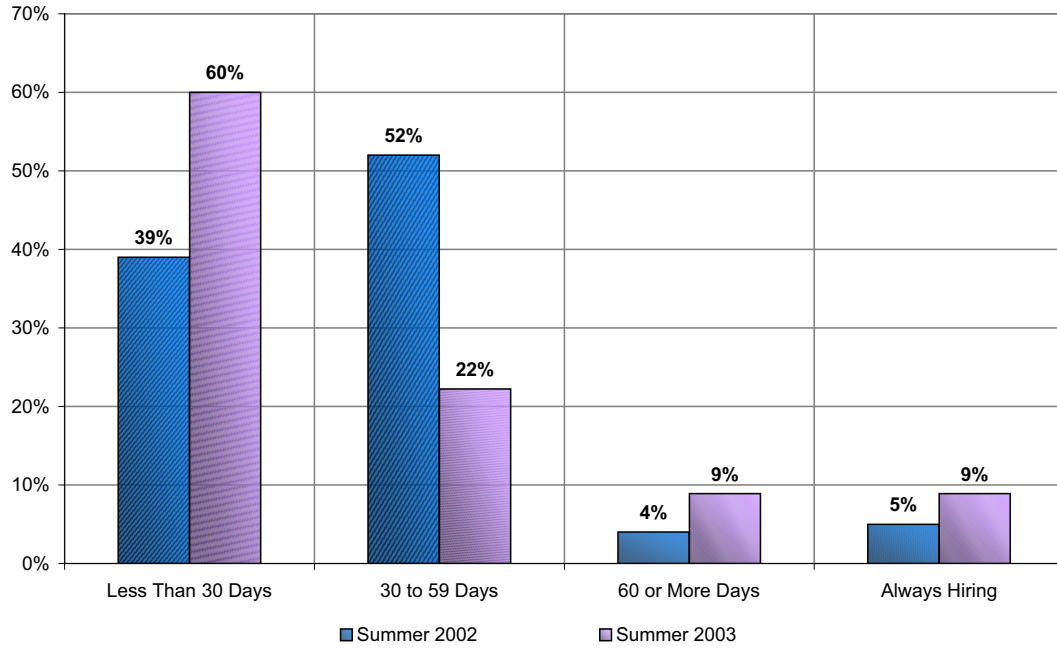
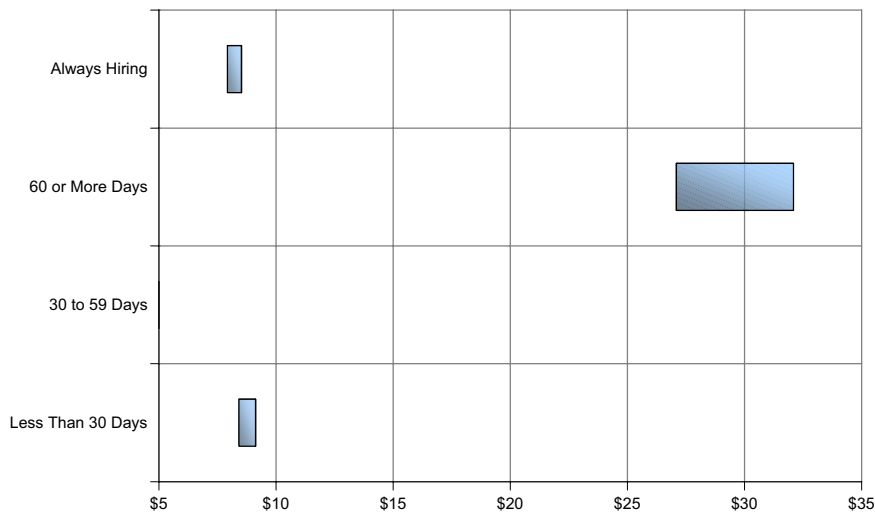


Figure 19: Reported Average Wage Ranges by Time Open for Hire



Vacancies

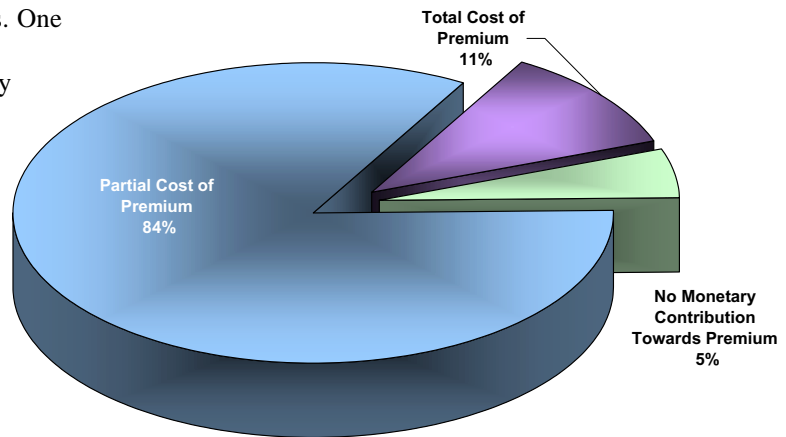
Additional Compensation

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 the summer 2003 survey, 78% of all reported vacancies include a medical insurance plan. Of those who offered insurance, 95% contributed to some or all of the premium. For this survey, the Health Care & Social Assistance sector makes up the majority of vacancies not offering any insurance plans. The Leisure & Hospitality sector offers more insurance provisions than others.

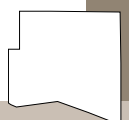
Figure 20: Employers' Contribution to Medical Insurance



Sign-On Bonus

There are no sign on bonus amounts reported for this survey. This may be because bonuses and other forms of additional compensation are usually reserved for tight labor market conditions when employers are attempting to

attract candidates from a limited pool of available labor. Currently, large numbers of job seekers are competing for a limited amount of open positions, and therefore these recruiting tools may not be necessary.



Occupations

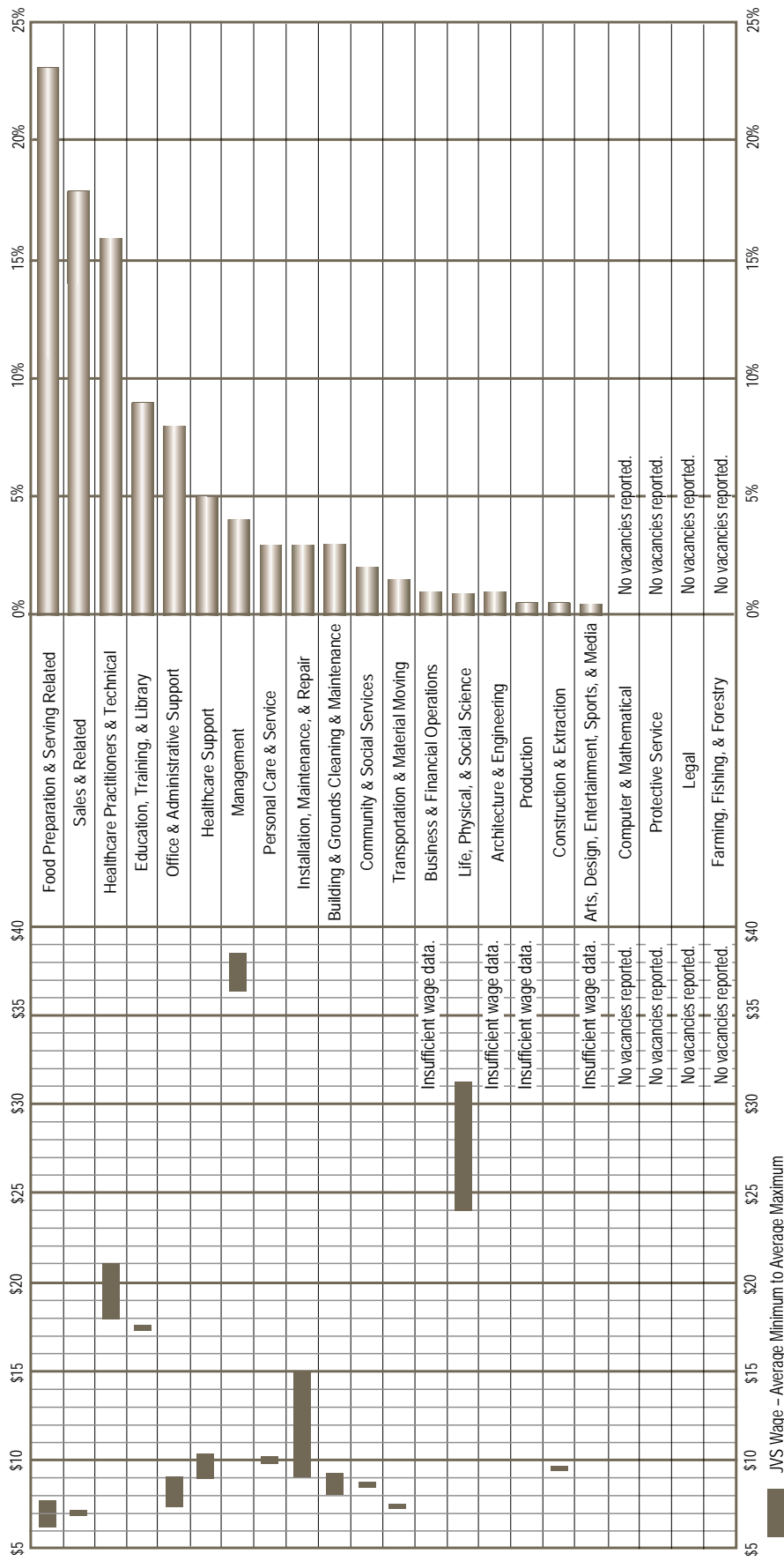
The information reported in the Job Vacancy Survey is intended to provide job seekers and employers with useful and current information to help them make informed labor market decisions. Estimating the number of overall vacancies in a region and breaking those numbers down by sectors and size provides a useful overview of the job market, but when it comes down to filling a particular opening, the more detailed the information the better. Reporting vacancies at the individual occupation level is the most detailed information the survey can provide without breaking confidentiality with 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 SOC system contains 821 detailed occupation titles that fall into 23 major occupational groups. Vacancies found in this survey were coded into 18 of the 23 major occupational groups.

The major occupational group with the most vacancies varies from survey to survey. Because the Job Vacancy Survey is conducted over such a short period of time, the type of employers that happen to be hiring at the time will vary. In this survey nearly one-third of all vacancies reported fall into three major occupational areas: Combined Food Preparation & Serving Workers, Including Fast Food; Registered Nurses and Telemarketers.

Survey results also tend to show that the major occupational groups with the most vacancies are not necessarily the groups offering the highest wages. This indicates that vacancy characteristics other than the employer's demand influence wages. In this survey, the sector with the most vacancies, Health Care & Social Assistance, also offers the highest wages. However, it's important to note that there are a few senior level vacancies in this sector which drive the higher wages.

Figure 21: Vacancies and Reported Average Wage Ranges by Major Occupational Groups



Occupational Estimates

Table 1 contains a list of all 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. Nearly one-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, a different random sample would have some differences in the job titles reported, but there would also be many of the same.

Table 2 is just like *Table 1*, but does not include data related to the Job Vacancy Survey.

Estimated Vacancies

Because nearly all large employers and Government agencies are contacted, the number of vacancies by occupation for those groups is not estimated; it is an actual count of the vacancies. Those vacancies reported by small to mid-size employers are then added to the others as well as additional estimated vacancies. The additional estimated vacancies are based on the assumption that the vacancies by occupation in the region are distributed exactly like the filled positions in the region at the major occupational group level. The estimated vacancies by major occupational group are then distributed among the specific occupations reported in the survey.

Vacancies Found

This column of *Table 1* reports the number of vacancies found in the survey.

Average JVS Wage

The average wages found in the survey are reported for each occupation. The reported averages are based solely on information provided by employers responding to this survey and do not reflect information from other sources or wages paid to currently filled positions. Wage information accompanied 44% of reported vacancies.

Occupational Employment Statistics (OES) Wage Data

Occupational Employment Statistics (OES) wage data are provided for each occupation. OES data are based on a national survey of employers and refer to filled positions, not vacancies. The data provided here are reported for Pueblo County when available and statewide otherwise. Data were collected from 1999 through 2001 and aged to 2002 using the Employment Cost Index (ECI). Complete descriptions of the OES survey and the ECI are available on the Internet at: <http://www.bls.gov/>.

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

Table 1: Occupations with Five or More Estimated Vacancies

SOC Code	SOC Occupational Title	Vacancies Estimated	Vacancies Found	Average JVS Wage	Occupational Employment Statistics Wage Data (2002)									
					Average Wages					Percentile Distribution				
					Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th		
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	36	28	\$6.40	\$6.24	\$7.49	\$8.11	\$5.87	\$6.32	\$7.06	\$8.56	\$10.35		
29-1111	Registered Nurses	33	27	\$19.50	\$17.06	\$21.59	\$23.87	\$15.64	\$18.28	\$21.59	\$25.32	\$27.84		
* 41-9041	Telemarketers	24	24	\$7.30	\$7.15	\$10.42	\$12.04	\$6.58	\$7.79	\$9.44	\$12.29	\$15.37		
41-2031	Retail Salespersons	22	11	\$6.00	\$6.23	\$9.48	\$11.10	\$5.98	\$6.61	\$7.86	\$10.73	\$15.92		
43-4171	Receptionists and Information Clerks	17	6	\$8.00	\$7.25	\$9.27	\$10.28	\$6.57	\$7.87	\$9.20	\$10.72	\$12.04		
35-3031	Waiters and Waitresses	14	11	\$5.20	\$6.22	\$7.59	\$8.28	\$5.87	\$6.37	\$7.14	\$8.50	\$10.54		
43-3071	Tellers	11	5	\$8.00	\$7.95	\$9.78	\$10.69	\$7.63	\$8.37	\$9.51	\$10.87	\$12.12		
47-2061	Construction Laborers	11	1	\$9.50	\$7.45	\$10.73	\$12.37	\$7.06	\$8.21	\$10.30	\$12.69	\$14.91		
37-2012	Maids and Housekeeping Cleaners	9	4	\$6.30	\$6.16	\$6.98	\$7.39	\$5.75	\$6.12	\$6.73	\$7.62	\$8.98		
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	9	3	\$6.00	\$7.12	\$9.84	\$11.19	\$6.67	\$7.56	\$8.82	\$11.29	\$15.37		
11-3011	Administrative Services Managers	8	1	†	\$8.58	\$20.71	\$26.78	\$7.61	\$9.96	\$19.35	\$29.08	\$38.35		
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	8	4	†	\$9.07	\$14.74	\$17.58	\$8.19	\$10.35	\$13.25	\$16.73	\$22.10		
43-6014	Secretaries, Except Legal, Medical, and Executive	7	3	\$9.00	\$7.18	\$10.14	\$11.62	\$6.55	\$7.88	\$9.47	\$11.84	\$15.23		
31-1012	Nursing Aides, Orderlies, and Attendants	7	5	†	\$7.76	\$9.21	\$9.93	\$7.35	\$7.95	\$9.07	\$10.36	\$11.19		
35-3041	Food Servers, Nonrestaurant	7	5	†	\$6.23	\$7.85	\$8.65	\$5.88	\$6.36	\$7.16	\$8.79	\$10.81		
25-2031	Secondary School Teachers, Except Special and Vocational Education	6	6	\$17.50	\$27,362	\$40,935	\$47,723	\$26,114	\$29,163	\$37,827	\$51,698	\$64,368		
51-6031	Sewing Machine Operators	6	1	†	\$7.83	\$9.30	\$10.04	\$7.42	\$7.98	\$8.91	\$10.50	\$11.51		
25-2022	Middle School Teachers, Except Special and Vocational Education	5	5	†	\$29,670	\$40,185	\$45,444	\$27,148	\$31,523	\$37,842	\$47,002	\$57,001		
29-2061	Licensed Practical and Licensed Vocational Nurses	5	4	\$19.50	\$11.31	\$13.87	\$15.16	\$10.34	\$12.27	\$14.17	\$15.97	\$17.16		
31-9092	Medical Assistants	5	3	\$9.60	\$9.83	\$11.00	\$11.58	\$9.24	\$9.83	\$10.80	\$12.24	\$13.62		

* OES wages reported for Colorado statewide

† Insufficient Wage Data Available

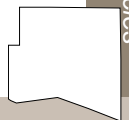


Table 2: Occupations with Fewer than Five Estimated Vacancies

SOC Code		SOC Occupational Title	Average Wages				Percentile Distribution				
			Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th	
13-2011		Accountants and Auditors	\$11.76	\$18.20	\$21.41	\$10.95	\$12.90	\$17.65	\$22.18	\$27.38	
39-3091		Amusement and Recreation Attendants	\$6.61	\$8.50	\$9.44	\$6.27	\$7.20	\$8.19	\$9.10	\$12.09	
49-3023		Automotive Service Technicians and Mechanics	\$7.46	\$13.78	\$16.95	\$6.65	\$8.42	\$13.97	\$16.96	\$21.39	
* 39-6011		Baggage Porters and Bellhops	\$6.26	\$10.70	\$12.92	\$6.02	\$6.67	\$8.12	\$14.45	\$20.96	
* 25-1042		Biological Science Teachers, Postsecondary	\$35,629	\$65,283	\$80,111	\$32,541	\$42,039	\$57,737	\$84,162	\$114,888	
43-3031		Bookkeeping, Accounting, and Auditing Clerks	\$8.17	\$11.96	\$13.87	\$7.58	\$9.10	\$11.35	\$14.57	\$17.62	
41-2011		Cashiers	\$6.17	\$8.34	\$9.42	\$5.87	\$6.47	\$7.50	\$8.88	\$13.97	
35-1011		Chefs and Head Cooks	\$10.76	\$13.79	\$15.30	\$8.52	\$11.97	\$13.31	\$15.59	\$19.15	
39-9011		Child Care Workers	\$6.21	\$7.52	\$8.18	\$5.84	\$6.33	\$7.11	\$8.56	\$10.41	
21-1021		Child, Family, and School Social Workers	\$12.94	\$16.55	\$18.35	\$11.93	\$13.99	\$15.90	\$18.33	\$22.32	
17-2051		Civil Engineers	\$20.42	\$30.46	\$35.48	\$18.50	\$22.43	\$31.81	\$38.01	\$42.33	
19-3031		Clinical, Counseling, and School Psychologists	\$17.79	\$24.06	\$27.21	\$16.46	\$19.26	\$23.95	\$29.04	\$33.59	
* 27-2022		Coaches and Scouts	\$17,765	\$40,031	\$51,164	\$15,067	\$21,155	\$30,207	\$56,626	\$69,885	
35-2014		Cooks, Restaurant	\$6.63	\$8.44	\$9.34	\$6.32	\$7.18	\$8.17	\$9.74	\$11.26	
41-2021		Counter and Rental Clerks	\$6.49	\$9.79	\$11.44	\$6.12	\$7.07	\$9.02	\$11.36	\$15.66	
43-5021		Couriers and Messengers	\$7.32	\$10.61	\$12.26	\$6.74	\$8.22	\$9.98	\$11.15	\$18.30	
29-2021		Dental Hygienists	\$15.91	\$21.69	\$24.58	\$15.13	\$16.48	\$23.85	\$26.84	\$28.68	
35-9011		Dining Room and Cafeteria Attendants and Bartender Helpers	\$6.17	\$6.37	\$6.46	\$5.66	\$5.95	\$6.42	\$6.89	\$7.27	
* 21-2021		Directors, Religious Activities and Education	\$9.88	\$15.47	\$18.28	\$6.71	\$12.77	\$15.86	\$17.77	\$21.93	
35-9021		Dishwashers	\$6.14	\$6.68	\$6.96	\$5.69	\$6.02	\$6.58	\$7.24	\$8.40	
11-9033		Education Administrators, Postsecondary	\$13.82	\$20.57	\$23.95	\$12.96	\$14.81	\$20.40	\$22.73	\$30.85	
* 25-2021		Elementary School Teachers, Except Special Education	\$27,985	\$38,503	\$43,761	\$25,876	\$30,428	\$36,189	\$45,605	\$55,188	
* 17-2081		Environmental Engineers	\$20.45	\$29.21	\$33.59	\$17.63	\$22.97	\$27.64	\$35.61	\$42.57	
* 49-3041		Farm Equipment Mechanics	\$9.35	\$13.35	\$15.34	\$8.60	\$10.39	\$12.91	\$15.96	\$18.95	
11-3031		Financial Managers	\$20.84	\$35.40	\$42.68	\$17.07	\$25.58	\$34.15	\$42.82	\$59.85	

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

		Occupational Employment Statistics Wage Data (2002)									
SOC Code	SOC Occupational Title	Average Wages			Percentile Distribution						
		Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th		
13-2099	Financial Specialists, All Other	\$17.43	\$24.74	\$28.40	\$15.87	\$18.89	\$22.89	\$30.78	\$36.82		
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	\$10.29	\$16.70	\$19.90	\$9.01	\$11.98	\$15.68	\$20.78	\$25.69		
39-1021	First-Line Supervisors/Managers of Personal Service Workers	\$9.07	\$14.44	\$17.12	\$8.15	\$10.00	\$13.01	\$16.41	\$22.36		
35-2021	Food Preparation Workers	\$6.24	\$8.19	\$9.17	\$5.99	\$6.64	\$7.80	\$9.20	\$11.53		
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$12.36	\$16.07	\$17.92	\$11.87	\$12.90	\$15.07	\$19.23	\$22.16		
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	\$6.23	\$7.04	\$7.44	\$5.82	\$6.24	\$6.94	\$7.98	\$8.81		
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	\$6.88	\$9.29	\$10.50	\$6.31	\$7.46	\$8.96	\$10.76	\$12.93		
43-6012	Legal Secretaries	\$6.10	\$12.74	\$16.06	\$5.81	\$6.60	\$11.11	\$19.30	\$22.27		
43-4131	Loan Interviewers and Clerks	\$9.93	\$12.70	\$14.09	\$9.54	\$10.39	\$11.70	\$13.94	\$18.66		
49-9042	Maintenance and Repair Workers, General	\$7.89	\$12.59	\$14.94	\$6.84	\$9.06	\$11.47	\$16.16	\$19.88		
11-9111	Medical and Health Services Managers	\$23.67	\$33.22	\$37.99	\$22.49	\$27.10	\$33.20	\$39.22	\$44.92		
* 31-9093	Medical Equipment Preparers	\$9.50	\$11.98	\$13.22	\$9.01	\$10.08	\$11.68	\$13.40	\$15.44		
43-6013	Medical Secretaries	\$8.90	\$10.82	\$11.78	\$8.19	\$9.28	\$10.46	\$12.62	\$14.23		
* 31-2011	Occupational Therapist Assistants	\$12.97	\$15.92	\$17.40	\$12.29	\$13.88	\$15.83	\$17.72	\$20.60		
39-9021	Personal and Home Care Aides	\$6.34	\$7.26	\$7.73	\$6.02	\$6.70	\$7.38	\$8.09	\$8.53		
29-2052	Pharmacy Technicians	\$8.94	\$13.56	\$15.87	\$8.15	\$9.62	\$11.56	\$14.07	\$16.83		
31-2021	Physical Therapist Assistants	\$12.98	\$15.65	\$16.97	\$12.35	\$13.77	\$15.67	\$17.34	\$19.22		
29-1123	Physical Therapists	\$20.16	\$25.75	\$28.55	\$18.98	\$21.64	\$25.52	\$29.84	\$34.39		
25-2011	Preschool Teachers, Except Special Education	\$6.41	\$8.39	\$9.39	\$6.03	\$6.91	\$8.36	\$10.07	\$11.00		
29-1126	Respiratory Therapists	\$14.64	\$18.06	\$19.78	\$13.46	\$15.38	\$17.81	\$20.83	\$22.96		
41-3099	Sales Representatives, Services, All Other	\$12.52	\$21.44	\$25.90	\$10.18	\$14.82	\$17.82	\$29.21	\$36.12		
41-3031	Securities, Commodities, and Financial Services Sales Agents	\$8.68	\$37.66	\$52.16	\$8.02	\$8.98	\$36.22	\$68.27	†		
* 21-1029	Social Workers, All Others	†	†	†	†	†	†	†	†		
* 25-2041	Special Education Teachers, Preschool, Kindergarten, and Elementary School	\$30,870	\$44,116	\$50,740	\$29,068	\$33,555	\$42,526	\$53,936	\$64,263		

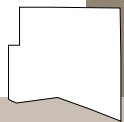


Table 2: Occupations with Fewer than Five Estimated Vacancies — Page 3

SOC Code	SOC Occupational Title	Average Wages			Percentile Distribution					
		Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th	
* 25-2043	Special Education Teachers, Secondary School	\$30,842	\$44,680	\$51,598	\$28,886	\$34,295	\$43,832	\$54,371	\$64,623	
29-1127	Speech-Language Pathologists	\$19,24	\$24,54	\$27,19	\$18,14	\$21,57	\$24,89	\$27,76	\$31,93	
25-9041	Teacher Assistants	\$13,130	\$19,058	\$22,021	\$12,685	\$14,262	\$19,031	\$22,855	\$27,577	
* 49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	\$18.04	\$23.40	\$26.07	\$16.55	\$20.44	\$24.73	\$27.20	\$28.90	
13-1073	Training and Development Specialists	\$11.83	\$17.18	\$19.85	\$11.21	\$13.05	\$16.14	\$20.20	\$25.91	
53-3033	Truck Drivers, Light or Delivery Services	\$8.71	\$14.69	\$17.69	\$7.38	\$10.40	\$14.17	\$17.32	\$25.54	
29-2056	Veterinary Technologists and Technicians	\$8.01	\$8.88	\$9.32	\$7.46	\$7.98	\$8.79	\$9.89	\$10.64	
25-1194	Vocational Education Teachers, Postsecondary	\$12.23	\$18.07	\$21.00	\$11.67	\$12.98	\$18.24	\$22.04	\$25.99	

* OES wages reported for Colorado statewide

† Insufficient Wage Data Available

Sector Briefs

Leisure & Hospitality

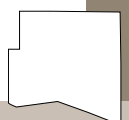
During the summer, the Leisure & Hospitality JVS Sector experiences an increase in activity in most areas. However, Pueblo is unique in that the Annual Colorado State Fair stimulates much economic activity by dominating most of Pueblo's summer attractions. Each year, the Colorado State Fair draws a considerable number of people to the area. Although attendance was down by 2% from 2002, the fair was still a success in drawing in over 660,000 people. Although economic times have been relatively difficult, the decrease in attendance cannot be solely explained by economic reasons. In fact, record West Nile Virus outbreaks within the state, and rain on otherwise highly attended days, may have been more significant contributors to the decrease in attendance.

The Leisure & Hospitality JVS sector includes the NAICS categories of Arts, Entertainment & Recreation as well as Accommodation & Food Services. Based on this JVS sector definition, the employment pattern shows an increase at the beginning of each calendar year and decline at the end of the summer months. In addition to typical tourist seasonal patterns, it would appear that the State Fair's impact on this sector is significant as peak employ-

ment tends to occur in August, which is when the State Fair typically runs.

Leisure & Hospitality employment figures from institutions which are covered by Unemployment Insurance (ES202 data), show that peak employment occurs in the month of August. However, the difference between the highs and lows through the year are not dramatic. In fact, the largest spread in employment for both 2001 and 2002 is 1.1%. During August 2001, the Leisure & Hospitality JVS sector accounted for 11.5% (6,297 people) of all employment in Pueblo. In August 2002, the figure was 11.8% (6,439 people).

The JVS estimates a total of 116 vacancies in the Leisure & Hospitality sector for this survey. It further states that there are 303 employers in this sector with an estimated 5,988 employees. Within the Leisure & Hospitality JVS sector, the top three occupations are Combined Food Preparation & Serving Workers at 45.2%, Waiters & Waitresses at 17.7% and Food Servers, Non-Restaurant (*ex:* Hospital Tray-Service or Room Service Clerk) at 8.1%.



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...

- ◆ How many job openings are there?
- ◆ What industries are hiring?

- ◆ What skills are employers seeking?
- ◆ Are employers having difficulty filling positions?

The answers to these and similar questions are important in the decision-making processes of employers, employees, job seekers, trainers, and planning officials.

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

Employers

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

Employee Recruitment—

If findings indicate that employers have had positions open for a significant period of time, and compensation is sufficient, one might deduce a shortage of applicants in the area. Therefore, recruitment efforts could

be focused outside of the region in areas where the necessary skills are more likely to be found.

Compensation and Benefits Planning—

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

New Site Selection—

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

Job Seekers

The Job Vacancy Survey provides job seekers with a broad view of which industries are hiring, which occupations are in demand along with currently offered salaries and benefits, and what education and experience levels are required. This report is a roadmap that can be used to determine where the best paying jobs are

given an individual's skills and level of education.

Job seekers can also use Labor Market Information's occupational projections, which provide a long-term outlook of occupational demand, along with the survey, which illustrates the current level of

demand in the local job market to determine how current employment opportunities can contribute to their long-term career goals. Career minded individuals can tailor education, training, and work-experience to fit future high-demand positions.

Workforce Centers

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

industries. The Workforce Research and Analysis survey unit cooperates with regional Workforce Centers to list reported vacancies given the approval of the reporting businesses.

While this report is a picture of the area's current employment needs and historical seasonal patterns, other Labor Market Information products provide projections of occupational growth and anticipated openings. These can be accessed at

www.coworkforce.com/lmi/oeo/oeo.htm. Projections highlight growing as well as declining occupations. Public officials, educational institutions, and Government agencies can use this survey information to effectively apply resources to education, training, and job placement programs. Investments in the workforce can be directed toward occupations or industries that continuously contribute to the local economy or to those where there is a constant need for workers.

Economic Developers

Economic development professionals can use the Job Vacancy Survey to track the labor situation in key industries and evaluate the area's labor needs. The survey results help determine where bottle-

necks may occur should current vacancies persist. Economic developers can also generate a comprehensive picture of the region by determining where labor demand stands today, as identified by the survey, and

where the local market is trending using Labor Market Information's employment projections.

Caveats

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

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

Non-sampling error occurs primarily from reporting, translating data to standard terms, and incorrect information about firms in our sample frame. Some examples

include placing reported vacancies in the wrong occupational codes, inadequate data collection in a JVS sector due to non-response, and estimating errors. The majority of non-sampling errors are corrected in the Job Vacancy Survey's extensive review and validation process that takes place before estimates are published.

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

being filled, new positions are being created, and some roles are being phased-out.

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

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

Methodology

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

Survey Design

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

The survey estimates vacancies based on the ratio of vacancies to employment size in each stratification. It attempts to determine how many positions in a region are filled and unfilled. A filled position is an employee and an unfilled position is a job vacancy. Because positions are not independent of one another or evenly dispersed, we collect this information in naturally occurring clusters, *i.e.*, firms. Firms are

industry and size of firm. Additional data related to these vacancies is informative of the occupations for which they are reported, but is not indicative of overall vacancy characteristics in the regional *universe*.

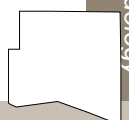
The number of vacancies—used to calculate the job vacancy rate—is an important

measure of the unmet demand for labor. With this statistic, it is possible to paint a more complete picture of the regional labor market than by looking solely at the unemployment rate, a measure of the excess supply of labor.

asked how many employees they have and how many positions they are actively recruiting for. In each size and industry stratification a ratio of vacancies to employment is calculated based on the sampled firms. That ratio is then applied to the total number of employees in that stratification to obtain the estimated number of vacancies in that stratification. The total number of vacancies for a region is the sum of each stratification's estimated vacancies.

Stratifications containing small and medium sized private employers are randomly sampled. In order to report vacancy characteristics such as education and experience requirements demanded, the survey

must contact more employers than would be necessary if the survey only estimated the total number of vacancies. For this reason all of the large employers and government agencies are contacted in the region. These employers provide the most cost effective means of obtaining large amounts of vacancy information. Approximately 37% of the employment in the region is found in large and government employers that make up only 1%-2% of the total number of firms. Conducting a census of these entities allows us to cover a large portion of the region's employment while contacting relatively few entities.



Survey Sample

The Pueblo County survey was conducted from August 4 through August 13. For the purpose of this report, all large employers, government and small to mid-size private employers with five or more employees are referred to as the sample frame. Firms with fewer than five employees make up a very large portion of all employers in the region, but a small proportion of the total employment. Employment in the sample frame accounts for 87% of the region's total employment.

The Job Vacancy Survey separates employers into either government or private industry. Private firms are then split into large and small to mid-size categories. Firms with at least 200 employees are considered large employers. Attempts are made to contact all government agencies and large firms in the sample frame. The remaining small to mid-size firms are split into JVS industry sectors.

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

Government makes up almost 20% of the employment in the sample frame, while private industry employers make up the remaining 80%. Large firms account for 72% of private industry employment in the sample frame. Firms employing from five to 199 individuals are considered small to mid-size employers, and account for the remaining 28% of private industry employment.

The margin of error for the overall vacancy estimate is plus or minus 3.8% or 15 vacancies at a .95 certainty level. In other words, in 95 out of 100 samples taken, the actual number of vacancies in the region will be between 384 and 414 in the survey period. Labor Market Information is confident that the estimates in this survey are accurate and that the survey was conducted according to recognized survey research standards.

The survey response rate is 78.1%. This measures the quality of the survey database, or the success experienced in contacting eligible employers. The cooperation rate is 99.7% and measures the success in obtaining data once an employer is contacted.

JVS Sectors

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

In Pueblo County, the 20 NAICS sectors have been combined into 12 JVS sectors. These groupings are based on the NAICS sectors, but are somewhat unique to the Job Vacancy Survey. The new groupings allow the Job Vacancy Survey to study local Colorado labor markets in a more relevant and meaningful way.

For more information on the North American Industry Classification System see *Page 25*.

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

Data Collection

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

Professional interviewers, trained in economic data collection processes, gather

the information from a call center located in the Colorado Department of Labor and Employment. This interview process results in increased control over the survey process, better accuracy, and dependable results.

Employers are asked if they have job vacancies or open positions which they are actively seeking to fill. Those that are actively hiring are then asked to provide more detail about each position—compensation offered,

levels of education and experience required, and the employer's perceived difficulty in filling the vacancy along with the number of days the position has been open. Employers are also asked if sign-on bonuses and health insurance coverage are offered for these positions. These data are collected in addition to the minimum and maximum wages in order to describe more fully the compensation offered.

Occupational Coding

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

Data Editing

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

Wage Conversion

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

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

North American Industry Classification System (NAICS)

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

History of Process

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

of a system that accounted for rapid changes in the U.S and world economies.

Industrial Classification vs. Occupational Classification

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

Benefits

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

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

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

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

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

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

both enterprises were grouped under the same major industry sector, because both were engaged in production of software.

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

Things to Consider

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

New Industries Reflected in NAICS

- ◆ NAICS heralds the creation of a new Information sector that pulls businesses

from communications, publishing, motion picture and sound recording and online services to recognize an information-based economy.

- ◆ Formerly, under SIC, corporate headquarters were not distinguished from the industry category of the product or service they produced. Now corporate headquarters are recognized in the new Management sector.
- ◆ Manufacturing is restructured to account for high-tech industries.
- ◆ An increase in the amount of detail overall accompanies the shift to NAICS

including a further breakdown of SIC's Services sector into nine new sectors.

- ◆ Eating and drinking places move out of Retail Trade into a new category called Accommodation and Food Services.
- ◆ The difference between Retail and Wholesale is now based on how each store conducts business. For example, many computer stores are reclassified from Wholesale to Retail.

Comparison of NAICS and SIC Major Industry Groups

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

U.S. Bureau of the Census, U.S. Department of Commerce

Glossary

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

Average Maximum Wage

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

Average Minimum Wage

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

Computer Assisted Telephone Interviewing (CATI)

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

Cooperation Rate

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

Educational Attainment

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

Effective Response Rate

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

Employed Persons (Employment)

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

- a) did any work at all (at least one hour) as paid employees, worked in their own business, profession, or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of the family, and
- b) all those who were not working but who had jobs or businesses from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs.

Employer

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

Full-time Employee

Employees who usually work 35 hours per week or more.

Goods Producing Industries (NAICS)

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

Industry

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

Job Seeker

A person actively looking for employment or researching career options.

Job Vacancy

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

Job Vacancy Rate

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

Labor Force

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

Medical Insurance

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

Medical Insurance Premium

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

North American Industry Classification System (NAICS)

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

Not Seasonally Adjusted

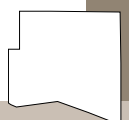
This term is used to describe data series not subject to the seasonal adjustment process. In other words, the effects of regular, or seasonal, patterns have not been removed from these series.

Occupation

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

Part-time Employee

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



Percentile Wage Estimate

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

Permanent Employment

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

Sample

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

Sample Frame

A listing of all units in a population. For this report the sample frame includes employers with five or more employees; government entities are drawn from ES-202 while private companies come from the ALMIS (America's Labor Market Information System) database.

Seasonally Adjusted

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

Service Producing Industries (NAICS)

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

Sign-on Bonus

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

Standard Occupational Classification (SOC) System

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

Temporary Employment

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

Unemployed Persons

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

Unemployment Rate

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

Wages

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

Tourism and our State Parks are important parts

of Colorado's
economy.

We urge you to

...See
COLORADO
first

Colorado State Parks
<http://parks.state.co.us/home>



Photo: Lake Pueblo State Park, Courtesy Colorado State Parks

in
Pueblo County Explore **Lake Pueblo State Park**

PUEBLO COUNTY WORKFORCE CENTER

Pueblo Work Link

201 Lamkin Avenue
Pueblo, CO 81003
Phone: 719-253-7800
Fax: 719-253-7946
<http://puebloworklink.com>



For a listing of all Colorado Workforce Centers: www.coworkforce.com/EMP/WFCs.asp

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

 **CDLE** (303) 318-8890
COLORADO DEPARTMENT OF LABOR & EMPLOYMENT lmi@state.co.us
www.coworkforce.com/lmi.wra/home.htm