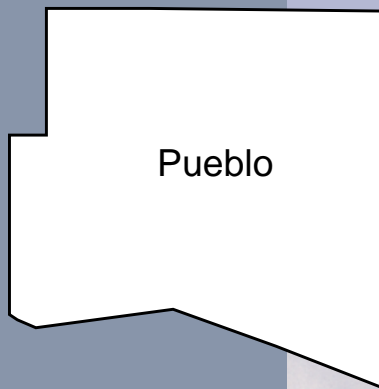


Pueblo County

Job Vacancy Survey
Winter 2003



See Colorado First

Lake Pueblo State Park
Photo Courtesy
Colorado State Parks



Pueblo County Job Vacancy Survey



Conducted
March 7-14, 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
Winter 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.

Analyst for this region:

Paul Paez

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.

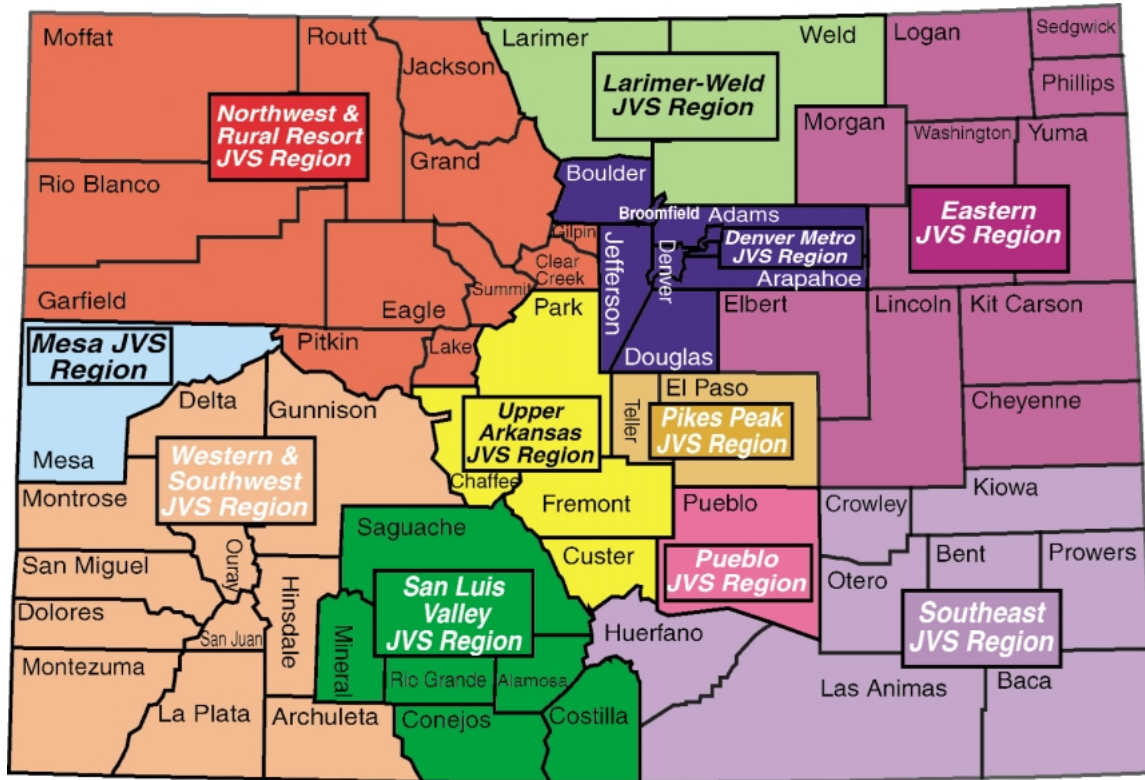
Material in this publication is in the public domain and, with appropriate credit, may be reproduced without permission. Please reference: *Colorado Department of Labor and Employment, Labor Market Information, Workforce Research and Analysis.*

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

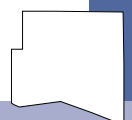
The unemployment rate, along with the level and growth rate of employment, has been used as an indicator of labor market conditions for decades. While this indicator provides information about changes in the supply and demand for labor, it reveals nothing about the skills most sought after by employers. 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 March 7th through 14th, 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. Employers are asked if they are 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 927 employers representing over one half of the region's total employment responded to the survey. Out of these, 41 were government agencies, 21 were large employers and the remaining 865 were from the small to mid-size category. The survey has an 80% response rate and a 99% cooperation rate. The margin of sampling error for the overall vacancy rate is plus or minus 4.8%, meaning that the true number of vacancies is between 450 and 496. The major findings of the survey follow:

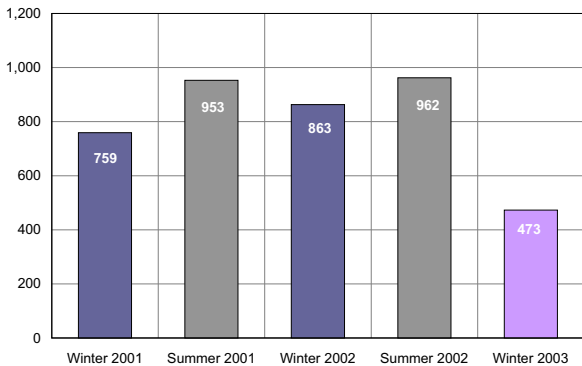
- ◆ An estimated 473 jobs were open for hire in Pueblo County during the survey period. ...Page 5
- ◆ Seven percent of the employers responding reported having at least one vacancy.Page 5
- ◆ The top three JVS sectors, Health Care and Social Assistance; Leisure and Hospitality; and Trade, Transportation, and Utilities, account for 79% of all estimated vacancies.Page 6
- ◆ Small to mid-size employers account for 50% of the total estimated vacancies.....Page 7
- ◆ Three-fourths of the vacancies are available for full-time employment and all openings are offered for permanent positions.Page 8
- ◆ The overall average wage is \$9.70 per hour.Page 7
- ◆ Just over half 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 61% of all reported openings.Page 10
- ◆ According to employer responses, 77% of the vacancies are not considered difficult to fill.Page 11
- ◆ Eighty-two 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 145,000 people for 2001. That represents 2.5% growth from the previous year 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. 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
Vacancies	759	953	863	962	473
Employment	55,994	57,682	57,010	59,047	57,233
Unemployed	2,755	2,974	4,652	4,108	4,559
Unemployment Rate	4.7%	4.9%	7.5%	6.5%	7.4%

Source: CDLE, Local Area Unemployment Statistics Released May 2003

For the past two years, Pueblo Job Vacancy Surveys have been conducted once in late summer, and again in late winter. Until now, the number of vacancies estimated for the region has ranged between 750 and 1,000 open-

ings regardless of the time of year. That number is down in the most recent survey with fewer than 500 vacancies estimated.

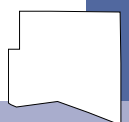
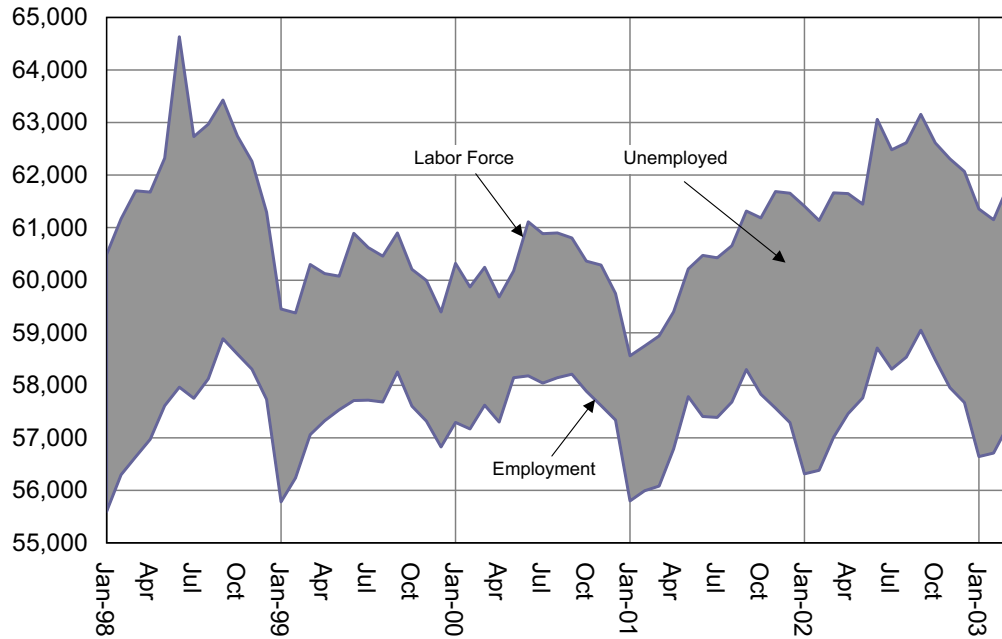


Figure 3: Employment and Labor Force Trends for Pueblo County
(Not Seasonally Adjusted)

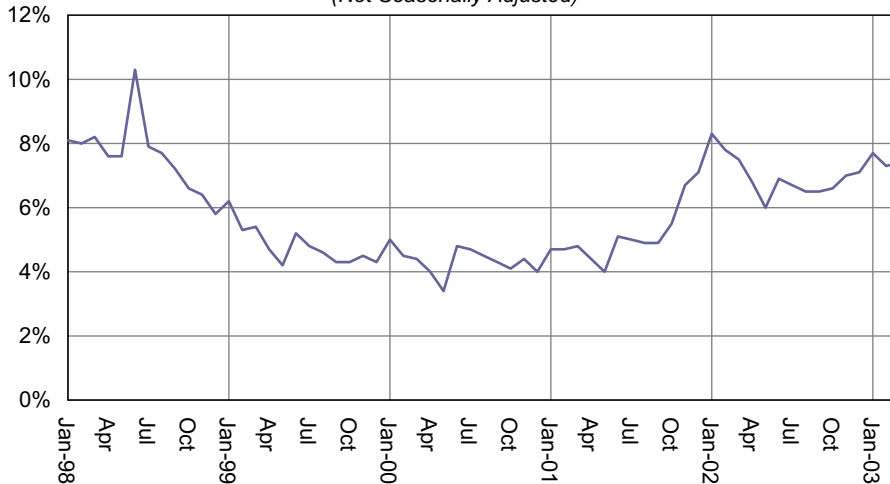


Source: CDLE, Local Area Unemployment Statistics Released May 2003

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

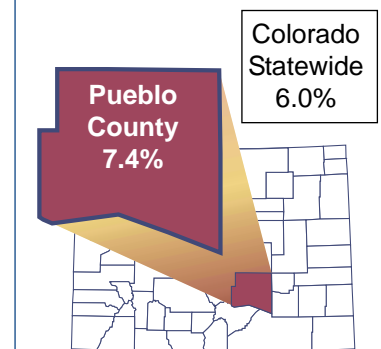
employers are nearing peak employment. The winter survey represents demand for labor at the time of the year when employment is at its seasonal low. At 7.4%, the unemployment rate for the region follows the state and national trend.

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



Source: CDLE, Local Area Unemployment Statistics Released May 2003

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

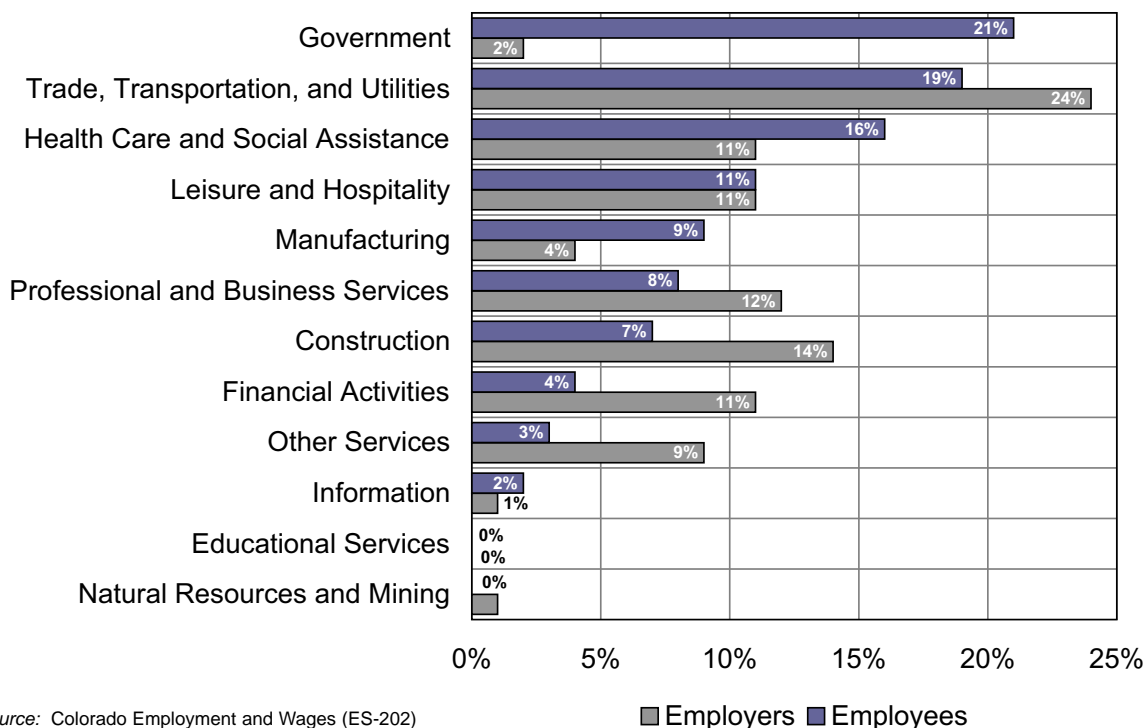


Source: CDLE, Local Area Unemployment Statistics Released May 2003

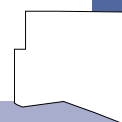
Government agencies alone employed one in every five positions during the first quarter of 2002. That includes all federal, state and local public employees (*i.e.*, public school teachers and public hospital workers) working in Pueblo County. Employers in Trade, Transportation, and Utilities sector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

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

**Figure 6: Pueblo County
Employers and Employees, 1st Quarter, 2002**



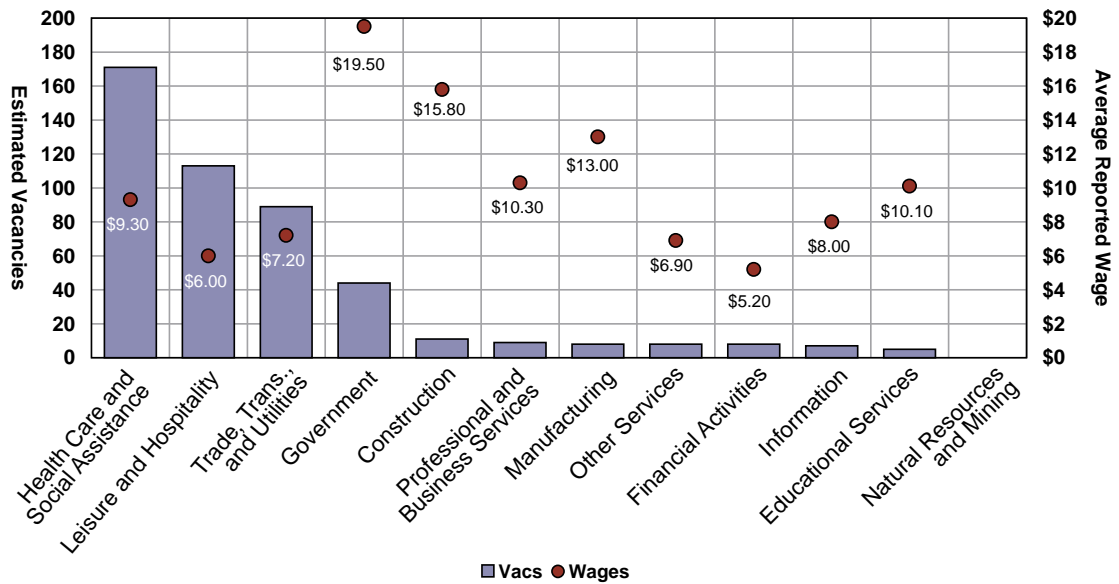
Source: Colorado Employment and Wages (ES-202)



Estimated Vacancies

JVS Sectors and Employer Size

Figure 7: Estimated Vacancies and Average Wages by JVS Sectors



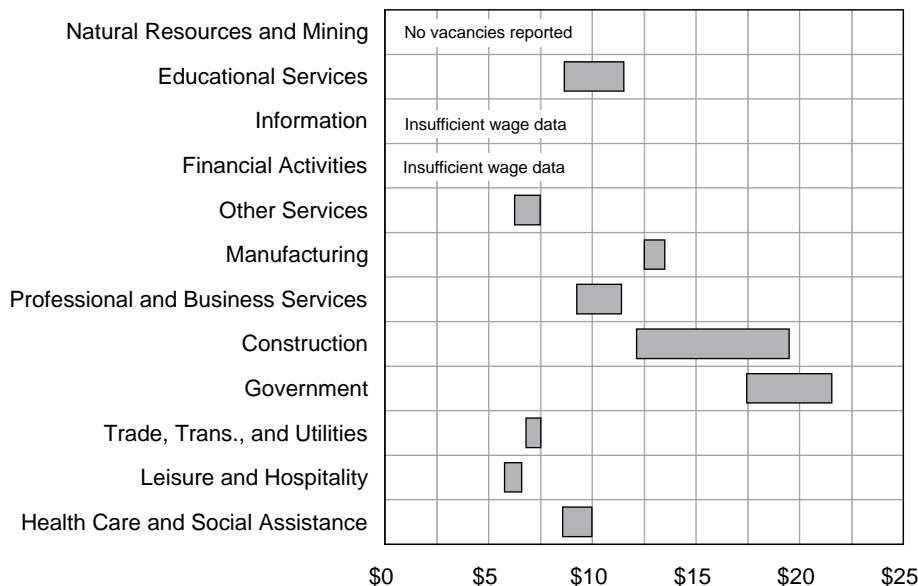
During the survey period, an estimated 473 vacancies were open for immediate hire in firms with at least five employees in Pueblo County. The vacancy rate for the region is 0.99%. These results are modest, compared with those reported in the Winter 2002 Pueblo County Job Vacancy Survey. They are consistent, however, with survey results for other Colorado Job Vacancy Survey regions surveyed this year.

This survey, conducted in late winter, is intended to provide a snapshot of the types of vacancies Pueblo County employers are recruiting at a time when the economy is approaching its seasonal low. The vacancies reported here are expected to represent those jobs least influenced by the seasonal upturn in summer employment.

The third and fourth largest JVS sector employers in the region, Health Care and Social Assistance and Leisure and Hospitality, account for the largest share of estimated vacancies in this survey.

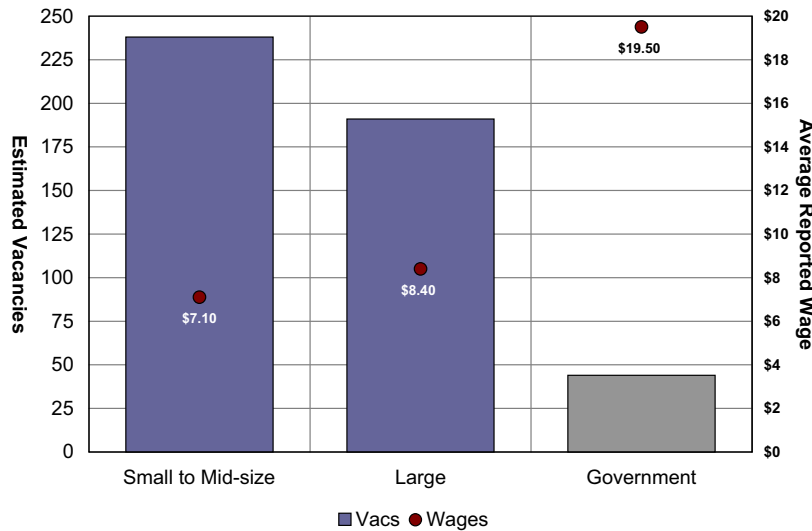
No vacancies were reported by Natural Resources and Mining employers in Pueblo. The region's largest employer, Government agencies, ranks fourth in terms of estimated vacancies.

Figure 8: Reported Average Wage Ranges by JVS Sectors



Of the 927 companies contacted, 7% reported having at least one vacancy. The proportions of companies reporting at least one vacancy vary from 20% in Government and large employers to 3% each for Construction and Other Services. Vacancy rates range from 3.2% in Educational Services to 0.2% in Manufacturing.

Figure 9: Estimated Vacancies and Average Wages by Employer Size



The survey results reported by sector are not directly comparable to the Winter 2002 Job Vacancy Survey because of the transition to the North American Industrial Classification System (NAICS). The system was developed in cooperation with Canada and Mexico to better reflect the current North American economy and is now used by all U.S. Government agencies reporting statistics by industry. (See *Appendix, Page 25*)

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 \$9.70 per hour. The overall average minimum is \$9.00 while the overall average maximum is \$10.60. 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 has increased by \$1.00 per hour compared to the winter 2002 survey. In this survey wages were reported for 44% of all

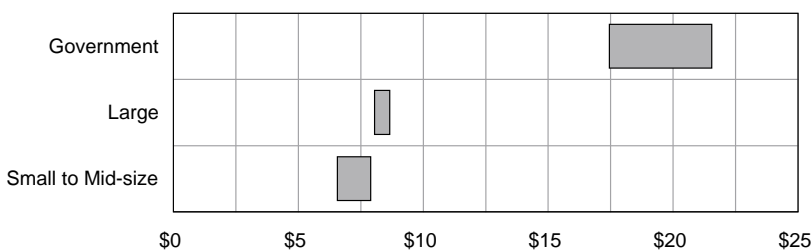
vacancies. The increase in average wage is not necessarily an indication that wages paid for filled positions or wages offered for vacancies have increased in the region. The type of occupation, the skills and knowledge required to fill the vacancy, and the philosophy of the employer offering the position generally affect wages. Differences in these characteristics between vacancies found in this survey and previous ones will influence the average wages reported here.

Consistent with the 2002 survey results, Government agencies offer the highest wages in Pueblo County. The highest overall average wages offered by private employers are in the Construction sector. Leisure and Hospitality offers the lowest wage range. This JVS sector is a combination of the Arts, Entertainment, and Recreation and Accommodation and Food Services sectors outlined in the North American Industry Classification System.

Small to mid-size employers account for the largest proportion of estimated total vacancies, but the lowest proportion of employers reporting at least one vacancy, at 6%. About 20% of Government agencies and large employers reported at least one vacancy. Vacancy rates are: 0.5% for Government agencies, 0.9% for small to mid-size employers, and 1.8% for large employers.

Government agencies offer higher wages than private employers. This may be partly explained by the fact that 86% of vacancies offered by Government agencies require post-secondary education and 93% require experience either related to or specific to the occupation being sought to fill. Large private employers report slightly higher wages than small to mid-size ones.

Figure 10: Reported Average Wage Ranges by Employer Size



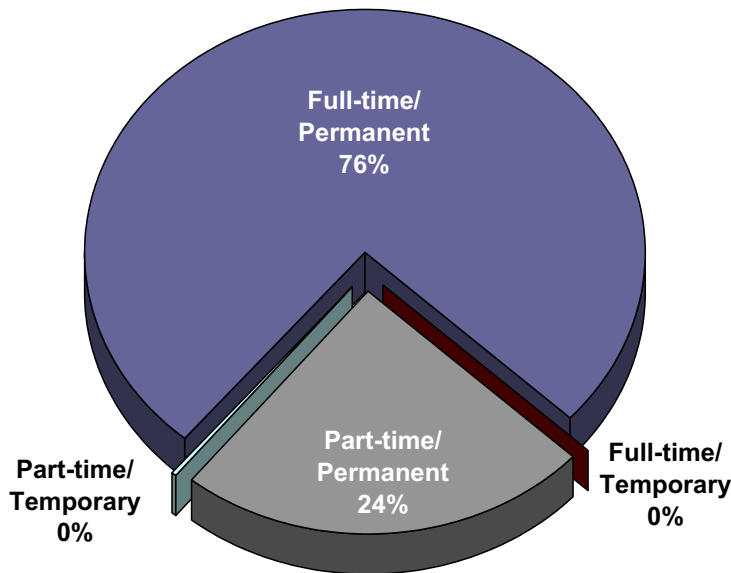
Vacancies

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.

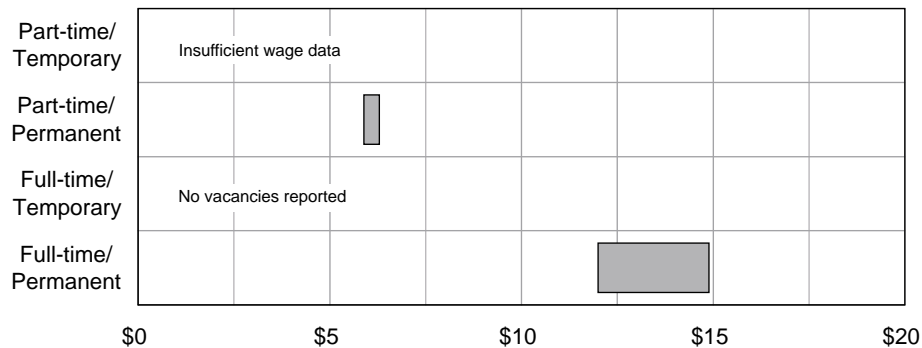
In this survey, very few reported vacancies offer either part-time or temporary work. In fact, only one reported vacancy is a temporary position. Half of the vacancies reported as part-time are offered by employers in the Leisure and Hospitality sector. Just over 75% of all vacancies reported offer full-time/permanent employment. Health care related occupations make up 55% of full-time vacancies.

Figure 11: Vacancies by Employment Status



Education and experience requirements accompanying the vacancies are important details given by employers. Almost 98% of reported job vacancies have information on the education and experience requirements of surveyed employers.

Figure 12: Reported Average Wage Ranges by Employment Status



Vacancies found in this survey are evenly split between those requiring a high school/GED level of education or less and those requiring post-secondary education. Seventeen percent of the vacancies reported require either a bachelor's or advanced degree. This is good news for the 18.3% of Pueblo's population having bachelor's degrees or higher as reported in the 2000 Census. Two-thirds of vacancies requiring an advanced degree are offered by Government agencies. Large private employers account for over half of those vacancies requiring a bachelor's degree. The Leisure and Hospitality sector accounts for the majority of vacancies requiring no education. Nearly all vacancies requiring vocational training and/or certification and

three-fourths of those requiring a two-year degree are in the Health Care and 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 more than twice the overall average of \$9.70 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

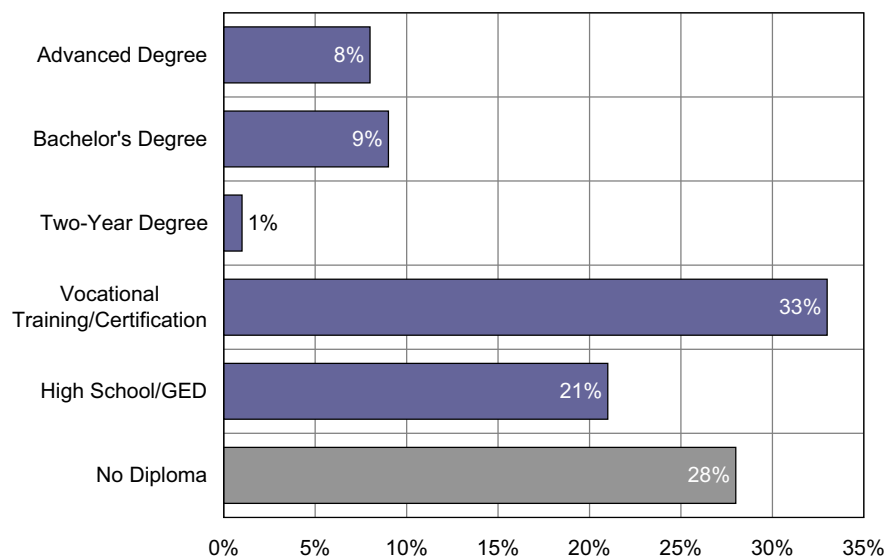
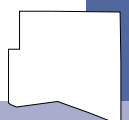
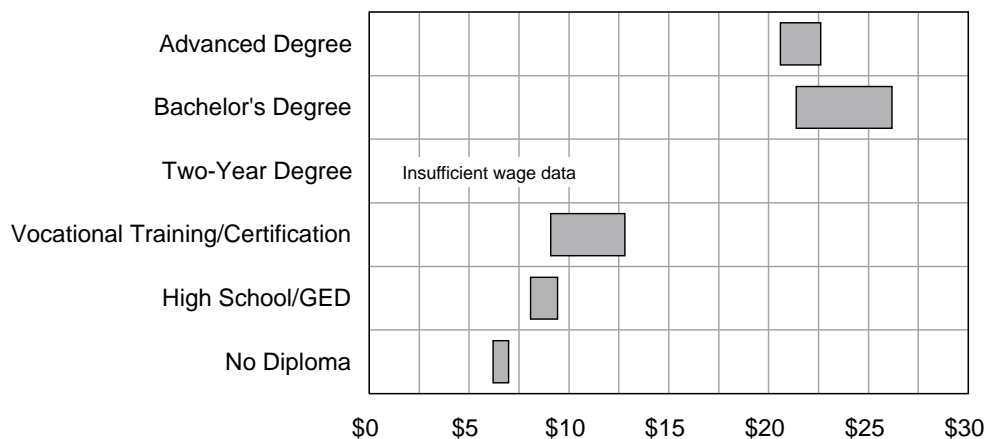


Figure 14: Reported Average Wage Ranges by Education



Most vacancies reported in this survey require some level of experience. Vacancies offered by Health Care and Social Assistance employers make up the largest proportion of both vacancies requiring no experience as well as those requiring specific experience in the vacant occupation. Vacancies requiring general work experience are concentrated in the Trade, Transportation, and Utilities sector. No single sector stands out as offering positions that require experience in a field related to the vacant position.

The highest wages offered to fill vacancies reported in this survey are for positions requiring experience in the vacant position. Like vacancies requiring higher education, those requiring experience specific to the vacant occupation

offer an average wage nearly twice the overall average reported in this survey. Those openings tend to be in Healthcare Practitioner and Technical occupations. 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 two-thirds of all vacancies requiring post-secondary education also require some work experience. At \$27.10 per hour, vacancies requiring both a bachelor's degree and experience in the vacant occupation offer an average wage nearly four times higher than vacancies requiring a combination of no education and no work experience.

Figure 15: Vacancies by Experience

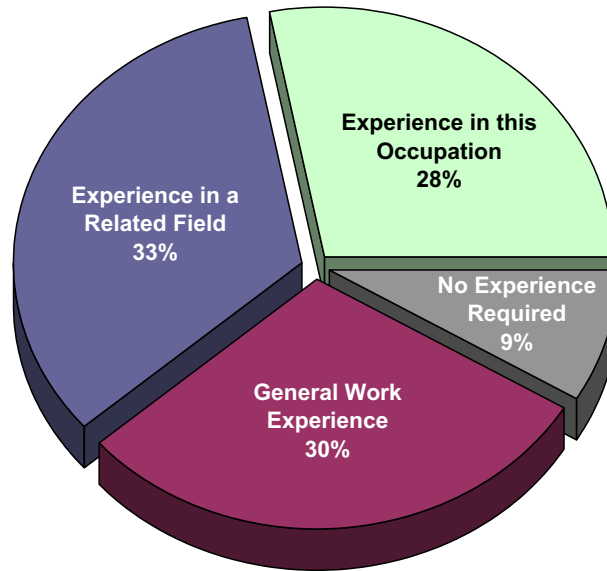
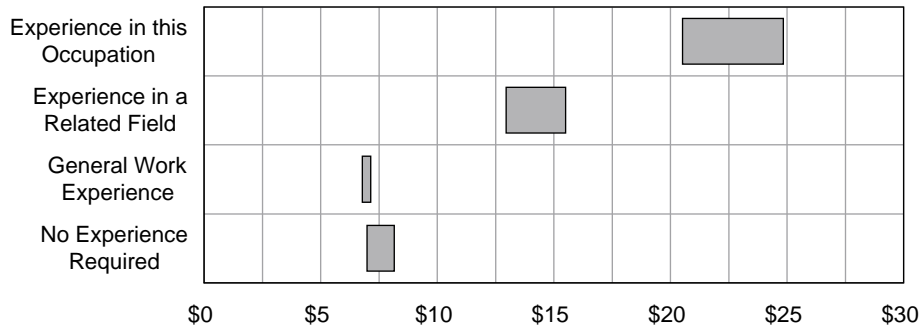


Figure 16: Reported Average Wage Ranges by Experience



Vacancies

Difficulty to Fill and Time Open for Hire

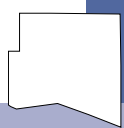
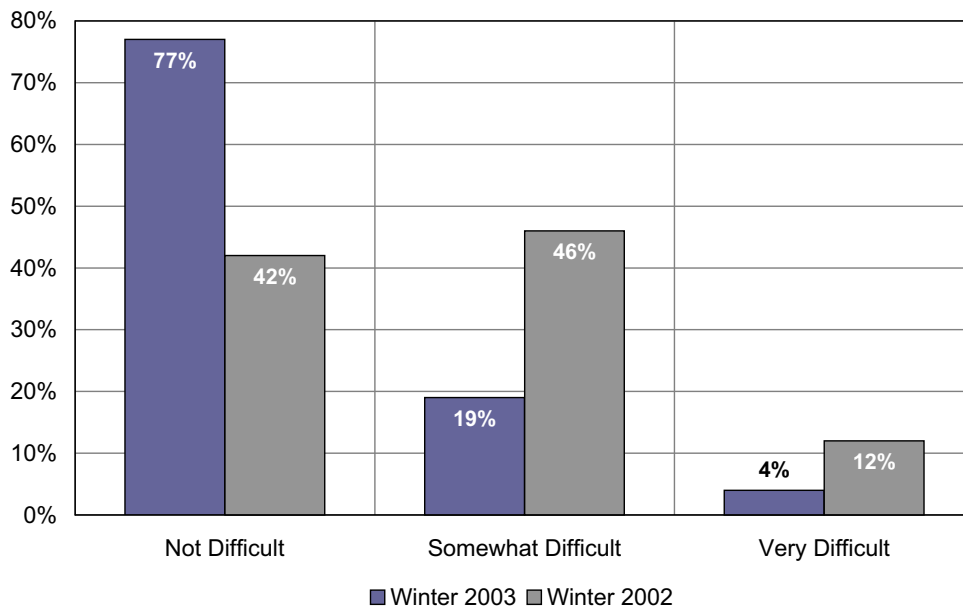
The level of difficulty an employer experiences when filling a vacancy can vary dramatically depending on the nature of the individual vacancy as well as the prevailing labor market conditions. For example, a large hospital with close ties to a local university may have much less trouble recruiting registered 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.

Fewer employers are having difficulty filling their positions this survey period than in any previous survey

periods. Pueblo County employers experience no difficulty in filling over three-fourths of the reported vacant positions. Employers from the Health Care and 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 either somewhat or very difficult to fill offer higher wages than vacancies considered not difficult to fill. This, too, is probably related to the fact that two-thirds of vacancies reported as either somewhat or very difficult to fill require post-secondary education and that 80% of these require experience either related to or in the vacant position.

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 wholly on employer's opinion. In this survey, time open for hire responses are consistent with difficulty to fill responses. Seventy-one percent of the vacancies had 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 and Social Assistance sector account for the largest share of vacancies that had been open for both more than 30 days and more than 60 days.

The highest wages reported in this survey are offered for positions always open for hire. These positions are fairly evenly distributed among Construction, Health Care and Social Assistance, Trade, Transportation, and Utilities, and Professional and Business Services sectors.

Figure 18: Vacancies by Time Open for Hire

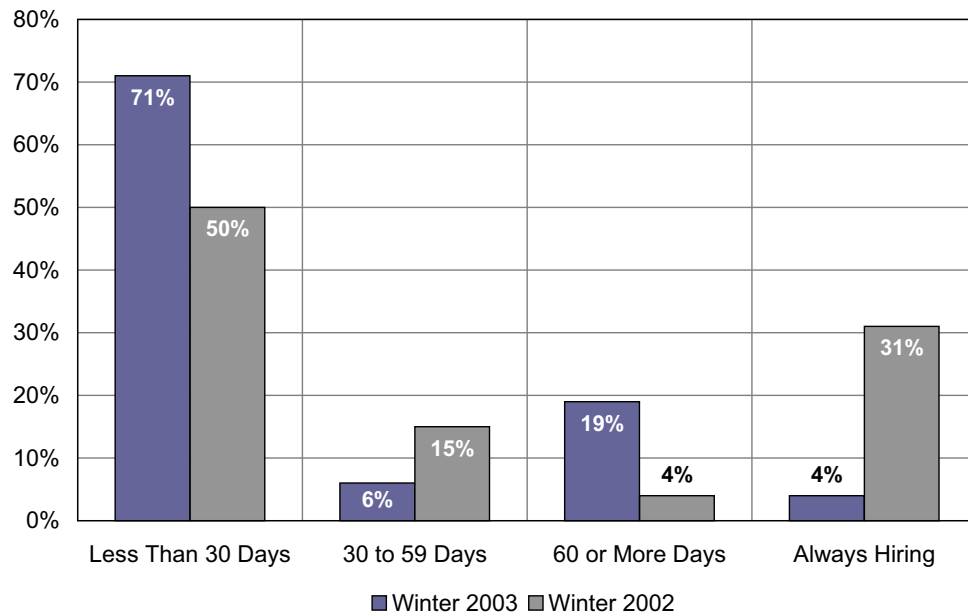
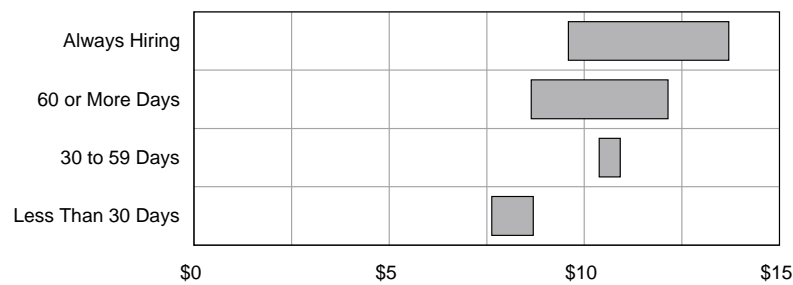


Figure 19: Reported Average Wage Ranges by Time Open for Hire



Vacancies

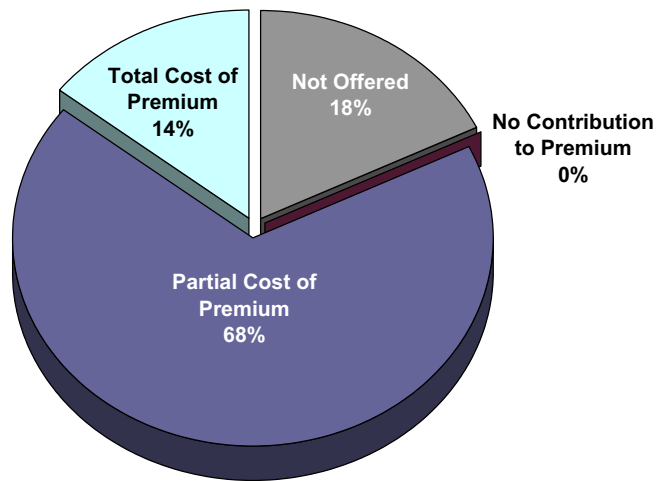
Additional Compensation

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 winter 2003 survey, 82% of all reported vacancies include a medical insurance plan. All vacancies with medical insurance also offer to pay at least part of the insurance premium. Again, the Health Care and Social Assistance sector make up the majority of vacancies at both ends of the spectrum: those not offering any insurance plan as well as those paying the full premium for employer-provided medical insurance plans.

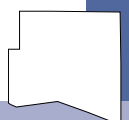
Figure 20: Employers' Contribution to Medical Insurance



Sign-On Bonus

One employer out of the 927 responding to the survey offers a sign-on bonus for one vacancy. 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.

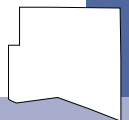
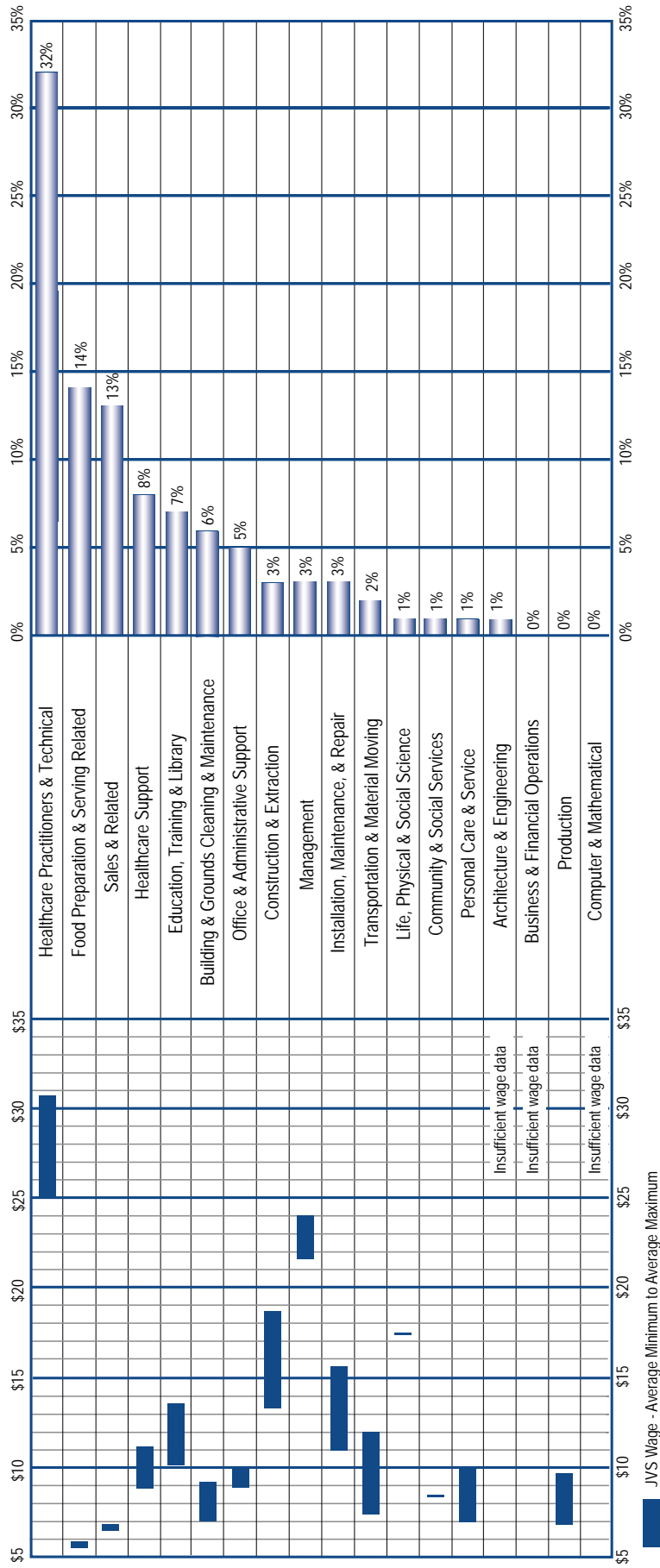
In order to help make comparisons between the results of this survey and other sources of employment statistics easier, all jobs reported are assigned an occupation code based on the *2000 Standard Occupational Classification Manual* published by the Executive Office of the President, Office of Management 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 three-fourths of all vacancies reported fall into just five major occupational groups. Healthcare Practitioners and Technical occupations and Food Preparation and Serving Related occupations alone account for nearly half of all vacancies reported in the survey.

Survey results also 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 major occupational group with the most vacancies, Healthcare Practitioners and Technical occupations, also offers the highest 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		
29-1111	Registered Nurses	55	55	\$22.53	\$17.06	\$21.59	\$23.87	\$15.64	\$18.28	\$21.59	\$25.32	\$27.84		
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	35	27	\$5.33	\$6.24	\$7.49	\$8.11	\$5.87	\$6.32	\$7.06	\$8.56	\$10.35		
41-2031	Retail Salespersons	32	20	\$6.50	\$6.23	\$9.48	\$11.10	\$5.98	\$6.61	\$7.86	\$10.73	\$15.92		
31-1012	Nursing Aides, Orderlies, and Attendants	22	18	\$9.94	\$7.76	\$9.21	\$9.93	\$7.35	\$7.95	\$9.07	\$10.36	\$11.19		
41-2011	Cashiers	20	17	\$6.82	\$6.17	\$8.34	\$9.42	\$5.87	\$6.47	\$7.50	\$8.88	\$13.97		
29-2061	Licensed Practical and Licensed Vocational Nurses	19	14	\$14.32	\$11.31	\$13.87	\$15.16	\$10.34	\$12.27	\$14.17	\$15.97	\$17.16		
43-3071	Tellers	13	1	†	\$7.95	\$9.78	\$10.69	\$7.63	\$8.37	\$9.51	\$10.87	\$12.12		
43-4171	Receptionists and Information Clerks	13	1	\$9.50	\$7.25	\$9.27	\$10.28	\$6.57	\$7.87	\$9.20	\$10.72	\$12.04		
37-3011	Landscaping and Groundskeeping Workers	12	9	\$8.56	\$7.11	\$10.22	\$11.76	\$6.61	\$7.74	\$9.82	\$12.38	\$14.62		
* 47-4051	Highway Maintenance Workers	11	6	\$16.03	\$12.19	\$16.24	\$18.27	\$11.57	\$13.53	\$16.50	\$19.34	\$21.19		
37-2012	Maids and Housekeeping Cleaners	10	8	\$7.04	\$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	2	†	\$7.12	\$9.84	\$11.19	\$6.67	\$7.56	\$8.82	\$11.29	\$15.37		
11-9021	Construction Managers	8	1	\$13.50	\$16.10	\$24.56	\$28.80	\$15.34	\$17.29	\$22.94	\$30.38	\$38.93		
29-1126	Respiratory Therapists	8	3	†	\$14.64	\$18.06	\$19.78	\$13.46	\$15.38	\$17.81	\$20.83	\$22.96		
47-2073	Operating Engineers and Other Construction Equipment Operators	8	4	†	\$14.10	\$17.64	\$19.42	\$12.77	\$15.17	\$17.41	\$20.21	\$22.48		
* 25-2021	Elementary School Teachers, Except Special Education	7	4	\$15.87	\$27,985	\$38,503	\$43,761	\$25,876	\$30,428	\$36,189	\$45,605	\$55,188		
43-4051	Customer Service Representatives	7	7	\$8.00	\$7.78	\$10.56	\$11.94	\$7.36	\$8.45	\$10.01	\$11.77	\$14.93		
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	7	4	\$15.81	\$12.36	\$16.07	\$17.92	\$11.87	\$12.90	\$15.07	\$19.23	\$22.16		
25-9041	Teacher Assistants	6	3	\$6.45	\$13,130	\$19,058	\$22,021	\$12,685	\$14,262	\$19,031	\$22,855	\$27,577		
29-2055	Surgical Technologists	6	6	†	\$11.37	\$14.60	\$16.22	\$10.44	\$12.22	\$13.93	\$17.38	\$20.41		
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	5	4	†	\$7.68	\$11.54	\$13.46	\$7.12	\$8.44	\$11.81	\$13.41	\$15.28		
35-3031	Waiters and Waitresses	5	4	\$2.86	\$6.22	\$7.59	\$8.28	\$5.87	\$6.37	\$7.14	\$8.50	\$10.54		

* OES wages reported for Colorado statewide

† Insufficient wage data

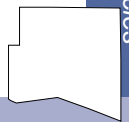


Table 2: Occupations with Fewer than Five Estimated Vacancies

SOC Code	SOC Occupational Title	Occupational Employment Statistics Wage Data (2002)									
		Average Wages			Percentile Distribution						
		Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th		
31-2021	Physical Therapist Assistants	\$12.98	\$15.65	\$16.97	\$12.35	\$13.77	\$15.67	\$17.34	\$19.22		
39-5012	Hairdressers, Hairstylists, and Cosmetologists	\$7.49	\$10.05	\$11.33	\$6.91	\$8.06	\$9.29	\$11.77	\$14.08		
39-9031	Fitness Trainers and Aerobics Instructors	\$8.11	\$12.23	\$14.30	\$7.54	\$8.80	\$10.21	\$12.56	\$23.10		
* 41-9041	Telemarketers	\$7.15	\$10.42	\$12.04	\$6.58	\$7.79	\$9.44	\$12.29	\$15.37		
49-3023	Automotive Service Technicians and Mechanics	\$7.46	\$13.78	\$16.95	\$6.65	\$8.42	\$13.97	\$16.96	\$21.39		
19-3031	Clinical, Counseling, and School Psychologists	\$17.79	\$24.06	\$27.21	\$16.46	\$19.26	\$23.95	\$29.04	\$33.59		
29-1123	Physical Therapists	\$20.16	\$25.75	\$28.55	\$18.98	\$21.64	\$25.52	\$29.84	\$34.39		
31-9092	Medical Assistants	\$9.83	\$11.00	\$11.58	\$9.24	\$9.83	\$10.80	\$12.24	\$13.62		
35-2011	Cooks, Fast Food	\$6.19	\$6.46	\$6.58	\$5.73	\$6.03	\$6.51	\$7.02	\$7.54		
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		
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		
15-1021	Computer Programmers	\$13.44	\$21.87	\$26.09	\$12.69	\$16.02	\$20.68	\$28.93	\$33.87		
17-2199	Engineers, All Other	\$28.40	\$35.63	\$39.24	\$25.97	\$30.60	\$34.22	\$41.44	\$51.26		
* 25-1042	Biological Science Teachers, Postsecondary	\$35,629	\$65,283	\$80,111	\$32,541	\$42,039	\$57,737	\$84,162	\$114,888		
25-1072	Nursing Instructors and Teachers, Postsecondary	\$31,024	\$43,065	\$49,086	\$28,008	\$36,276	\$42,693	\$51,591	\$59,474		
* 25-1122	Communications Teachers, Postsecondary	\$33,006	\$49,546	\$57,817	\$29,173	\$37,778	\$46,437	\$59,882	\$74,951		
25-2031	Secondary School Teachers, Except Special and Vocational Education	\$27,362	\$40,935	\$47,723	\$26,114	\$29,163	\$37,827	\$51,698	\$64,368		
29-1031	Dietitians and Nutritionists	\$12.44	\$19.03	\$22.32	\$10.31	\$15.00	\$18.62	\$24.99	\$27.42		
29-1051	Pharmacists	\$24.75	\$33.09	\$37.26	\$20.97	\$29.04	\$32.88	\$36.46	\$42.54		
* 29-1063	Internists, General	†	†	†	†	†	†	†	†		
29-1127	Speech-Language Pathologists	\$19.24	\$24.54	\$27.19	\$18.14	\$21.57	\$24.89	\$27.76	\$31.93		
* 29-2011	Medical and Clinical Laboratory Technologists	\$15.60	\$20.28	\$22.64	\$14.60	\$16.99	\$20.23	\$23.13	\$26.79		
* 29-2012	Medical and Clinical Laboratory Technicians	\$11.01	\$15.47	\$17.71	\$10.14	\$11.94	\$14.76	\$18.60	\$21.65		
29-2034	Radiologic Technologists and Technicians	\$12.60	\$16.15	\$17.92	\$12.00	\$13.12	\$15.39	\$18.56	\$21.79		
35-2014	Cooks, Restaurant	\$6.63	\$8.44	\$9.34	\$6.32	\$7.18	\$8.17	\$9.74	\$11.26		
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		

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

SOC Code	SOC Occupational Title	Occupational Employment Statistics Wage Data (2002)									
		Average Wages			Percentile Distribution						
		Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th		
* 41-9091	Door-to-Door Sales Workers, News and Street Vendors, and Related Workers	†	†	†	†	†	†	†	†	†	
43-4071	File Clerks	\$6.57	\$8.33	\$9.21	\$6.27	\$7.13	\$8.34	\$9.65	\$10.75		
43-6011	Executive Secretaries and Administrative Assistants	\$11.07	\$16.49	\$19.21	\$10.21	\$12.22	\$16.34	\$20.44	\$22.86		
43-6013	Medical Secretaries	\$8.90	\$10.82	\$11.78	\$8.19	\$9.28	\$10.46	\$12.62	\$14.23		
49-9043	Maintenance Workers, Machinery	\$8.36	\$12.02	\$13.85	\$8.05	\$8.94	\$12.33	\$14.08	\$16.29		
* 53-6021	Parking Lot Attendants	\$6.12	\$8.00	\$8.94	\$5.81	\$6.37	\$7.44	\$9.35	\$11.16		
53-7064	Packers and Packers, Hand	\$6.43	\$8.64	\$9.76	\$6.10	\$6.92	\$7.84	\$9.01	\$14.34		
11-3011	Administrative Services Managers	\$8.58	\$20.71	\$26.78	\$7.61	\$9.96	\$19.35	\$29.08	\$38.35		
11-3071	Transportation, Storage, and Distribution Managers	\$11.34	\$22.49	\$28.07	\$10.08	\$11.50	\$19.55	\$30.76	\$38.94		
11-9051	Food Service Managers	\$10.72	\$15.76	\$18.27	\$10.24	\$11.48	\$14.80	\$18.65	\$22.24		
11-9111	Medical and Health Services Managers	\$23.67	\$33.22	\$37.99	\$22.49	\$27.10	\$33.20	\$39.22	\$44.92		
11-9199	Managers, All Other	\$17.61	\$32.16	\$39.43	\$13.76	\$23.02	\$33.63	\$42.62	\$48.33		
* 13-2081	Tax Examiners, Collectors, and Revenue Agents	\$17.01	\$24.95	\$28.91	\$15.49	\$18.57	\$23.53	\$31.13	\$38.74		
* 21-1014	Mental Health Counselors	\$10.51	\$15.63	\$18.18	\$9.87	\$11.28	\$13.75	\$17.98	\$24.85		
* 25-1021	Computer Science Teachers, Postsecondary	\$31,259	\$49,983	\$59,344	\$29,520	\$34,374	\$42,224	\$56,702	\$88,202		
* 25-1052	Chemistry Teachers, Postsecondary	\$38,338	\$58,785	\$69,008	\$35,619	\$43,356	\$54,499	\$70,991	\$90,671		
* 25-1081	Education Teachers, Postsecondary	\$30,621	\$48,689	\$57,723	\$27,721	\$35,764	\$45,860	\$58,310	\$77,875		
* 25-4021	Librarians	\$14.45	\$20.27	\$23.19	\$13.39	\$16.19	\$19.94	\$24.11	\$28.12		
25-9031	Instructional Coordinators	\$9.38	\$15.26	\$18.20	\$8.96	\$9.77	\$11.16	\$15.68	\$29.55		
29-1071	Physician Assistants	\$13.99	\$23.56	\$28.35	\$12.65	\$15.32	\$25.81	\$29.30	\$33.52		
29-1122	Occupational Therapists	\$19.52	\$24.74	\$27.35	\$18.61	\$20.43	\$23.76	\$27.59	\$35.24		
* 29-1124	Radiation Therapists	\$23.15	\$26.98	\$28.90	\$21.92	\$24.05	\$26.78	\$30.42	\$34.35		
* 29-2031	Cardiovascular Technologists and Technicians	\$11.60	\$17.53	\$20.50	\$10.43	\$13.16	\$16.90	\$21.62	\$26.25		
* 29-2032	Diagnostic Medical Sonographers	\$22.95	\$28.74	\$31.62	\$21.85	\$23.76	\$26.36	\$35.53	\$41.30		
* 29-2053	Psychiatric Technicians	\$11.30	\$14.39	\$15.92	\$10.51	\$12.52	\$14.78	\$16.44	\$17.66		
* 31-2011	Occupational Therapist Assistants	\$12.97	\$15.92	\$17.40	\$12.29	\$13.88	\$15.83	\$17.72	\$20.60		
31-2022	Physical Therapist Aides	\$8.10	\$12.06	\$14.03	\$7.67	\$8.39	\$9.78	\$18.06	\$20.41		
31-9094	Medical Transcriptionists	\$9.60	\$11.98	\$13.18	\$9.02	\$10.44	\$12.23	\$13.63	\$14.61		

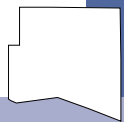


Table 2: Occupations with Fewer than Five Estimated Vacancies — Page 3

SOC Code	SOC Occupational Title	Occupational Employment Statistics Wage Data (2002)									
		Average Wages		Percentile Distribution							
		Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th		
* 35-2012	Cooks, Institution and Cafeteria	\$7.42	\$9.81	\$11.01	\$6.98	\$8.01	\$9.50	\$11.31	\$13.52		
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	\$9.07	\$14.74	\$17.58	\$8.19	\$10.35	\$13.25	\$16.73	\$22.10		
* 41-9031	Sales Engineers	\$20.87	\$33.14	\$39.28	\$18.55	\$24.14	\$31.30	\$39.66	\$53.47		
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		
43-3051	Payroll and Timekeeping Clerks	\$10.10	\$13.61	\$15.37	\$9.55	\$11.39	\$13.00	\$15.39	\$19.79		
49-1011	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	\$13.63	\$21.69	\$25.72	\$11.16	\$16.76	\$21.35	\$27.21	\$32.71		
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	\$8.30	\$13.06	\$15.44	\$7.65	\$8.94	\$12.01	\$15.94	\$20.63		
53-3022	Bus Drivers, School	\$6.72	\$10.56	\$12.48	\$6.21	\$7.28	\$10.75	\$13.08	\$14.86		
53-3033	Truck Drivers, Light or Delivery Services	\$8.71	\$14.69	\$17.69	\$7.38	\$10.40	\$14.17	\$17.32	\$25.54		

* OES wages reported for Colorado statewide

† Insufficient wage data

Sector Briefs

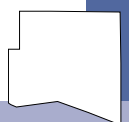
Government

While government agencies employ a larger share of the Pueblo workforce than any private industry, they rank fourth out of twelve categories reported in terms of vacancies.

Since the Colorado Department of Labor & Employment began keeping track of employment information using the North American Industrial Classification System in 2001, state, local and federal Government has continually employed about 20% of Pueblo's workforce. In the second quarter of 2002 there were about 11,200 government employees working in the county. Fifty-eight percent of those were employed by local governments which include city and county agencies. The State of Colorado employed approximately 36% and the federal government, the remaining 6%.

By far, the largest local government employers in Pueblo are the school districts, the Pueblo County government, and the City of Pueblo government. Water, health, and library districts are also high on the list. The University of Southern Colorado and the Pueblo Community College are the two largest State government employers, followed by the Department of Corrections. Federal government employers in Pueblo include the Department of the Interior, the Social Security Administration, and the Department of Commerce.

In the Winter 2003 Pueblo County Job Vacancy Survey government employers reported 43 positions open for immediate hire. About two-third of those vacancies are reported by state government and the remaining one-third by local government. No federal employers reported vacancies in the survey.



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.

The occupational detail provided is supplemental data believed to be of interest to the reader. The survey design does not allow for application of this detail to the region as a whole, but it can be used to understand characteristics of those job vacancies reported. These vacancy characteristics are not estimated and therefore do contain significant bias. Approximately two-thirds of the non-estimated information comes from large employers and government agencies, but they represent approximately 40% of the employment in the region. The vacancy characteristics therefore are heavily influenced by what is being demanded by large employers and government agencies. This information is still useful and important, but the user of this data needs to keep in mind its inherent bias.

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

Methodology

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

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

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

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

Survey Design

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

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

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

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

must contact more employers than would be necessary if the survey only estimated the total number of vacancies. For this reason all of the large employers and government agencies are contacted in the region. These employers provide the most cost effective means of obtaining large amounts of vacancy information. Approximately 40% 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 March 7 to 14. For the purpose of this report, government and 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 21% of the employment in the sample frame, while private industry employers make up the remaining 79%. Large firms account for 43% 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 37% of private industry employment.

The margin of error for the overall vacancy estimate is plus or minus 4.8% or 23 vacancies at a .95 certainty level. In other words, in 95 out of 100 samples taken, the estimated number of vacancies for the region will be between 450 and 496 for 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 80%. This measures the quality of the survey database, or the success experienced in contacting eligible employers. The cooperation rate is 99% and measures the success in obtaining data once an employer is contacted.

JVS Sectors

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

In the Pueblo County Region, 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*.

Pueblo County JVS Sectors	include →	NAICS Sectors
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

in
**Pueblo
County**

Explore

Lake Pueblo State Park

Colorado State Parks

<http://parks.state.co.us/home>

River Raft Race at Lake Pueblo State Park



Photo Courtesy Colorado State Parks

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
Imi@state.co.us
www.coworkforce.com/lmi.wra/home.htm