

Survey Conducted
July 26 – August 5, 2004

Released
Fall 2004

*Funding Provided in Part by
The Colorado Workforce Development Council*

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.

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Pueblo County

Job Vacancy Survey

Summer 2004



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Introduction

The Colorado Job Vacancy Survey

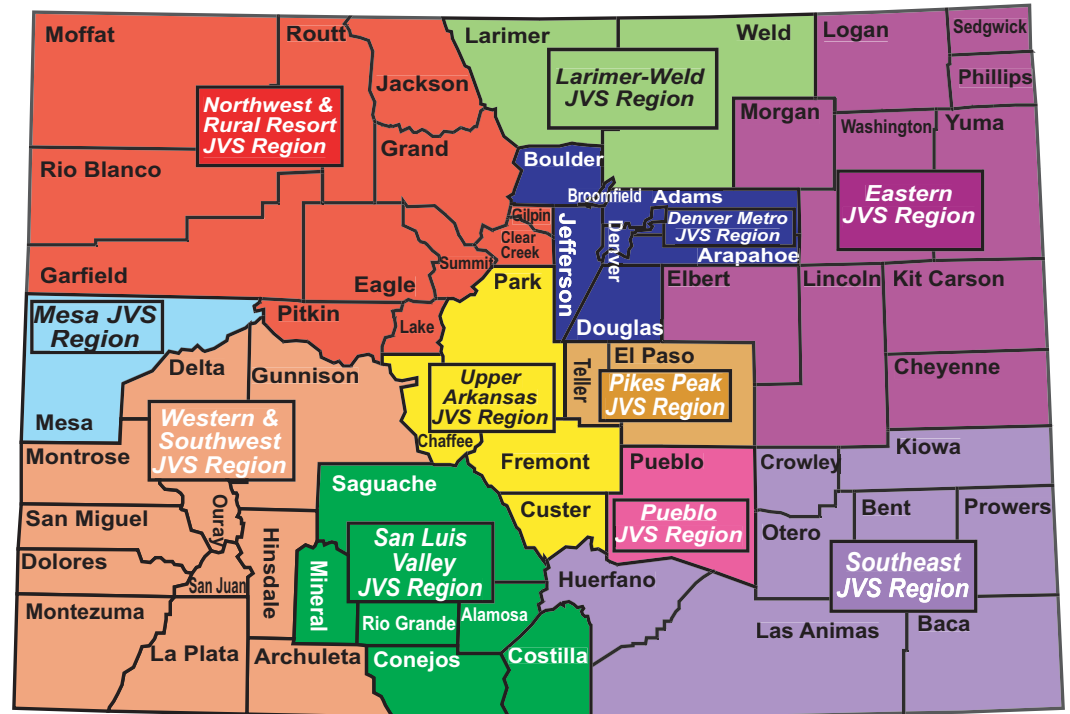
The unemployment rate, along with the level and growth rate of employment, has been used as an indicator of labor market conditions for decades. While this indicator provides information about changes in the supply and demand for labor, it reveals nothing about the skills most sought after by employers. 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

Figure 1: Colorado Job Vacancy Survey Regions



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.

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

Executive Summary

The Summer 2004 Pueblo County Job Vacancy Survey was conducted from July 26th through August 5th, 2004. 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 958 employers representing over one half of the region’s total employment responded to the survey. Out of these, 46 are government agencies, 21 are large employers, and the remaining 891 are from the small to mid-size category. The survey has a 91% response rate and a 99% cooperation rate. The margin of sampling error for the overall vacancy rate is plus or minus 2.2%, meaning that the true number of vacancies is between 386 and 404.

Major Findings of the Survey:

- ◆ An estimated 395 jobs are open for hire.Page 7
- ◆ The most vacancies in any category are the 174 in Healthcare & Social Assistance. (Also, see Sector Brief, Page 26)Page 7
- ◆ Health Care & Social Assistance; Government; Trade, Transportation, & Utilities; and Leisure & Hospitality sectors account for 95% of all estimated vacancies.Page 7
- ◆ Almost 6% of all employers report at least one vacancy.Page 8
- ◆ The overall average wage is \$9.63 per hour.....Page 9
- ◆ Large employers account for 41% of the total estimated vacancies.....Page 10
- ◆ Sixty-three percent of the vacancies are available for full-time employment and nearly all openings are offered for permanent positions.Page 11
- ◆ More than a high-school education is required for 73% of the job openings.Page 12
- ◆ Experience either related to or within the same field is a requirement for 87% of the vacancies.Page 13
- ◆ Employers consider 46% of the vacancies as being not difficult to fill.Page 15
- ◆ Some form of medical insurance is offered by nearly 75% of the vacancies.Page 17



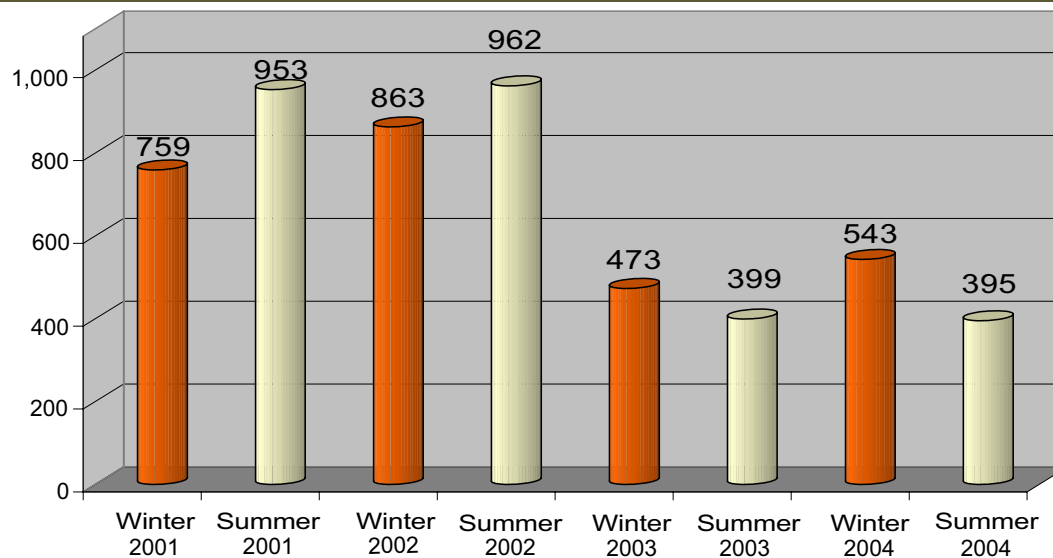
Regional Information

The Pueblo Job Vacancy Survey Region 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 crossed 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 total Pueblo County population at nearly 148,750 people for 2003. That represents 1.0% growth from the previous year compared to an estimated 1.1% 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. More information on the population in Pueblo, Colorado and the nation is available at <http://www.census.gov/>.

For the past four years, Pueblo Job Vacancy Surveys have been conducted once in late summer and again in late winter. For the first two years the number of vacancies estimated for the region ranged between 750 and 970 openings regardless of the time of year. Largely due to the overall economic slowdown, the two surveys of 2003 showed a sharp decline with fewer than 500 vacancies estimated. This decline was consistent with the loss of jobs and rising unemployment in both the state and the nation. The trend appeared to be reversing in the Winter 2004 survey when vacancies climbed 15% from a year earlier.

Figure 2: Historical Vacancies – Pueblo County



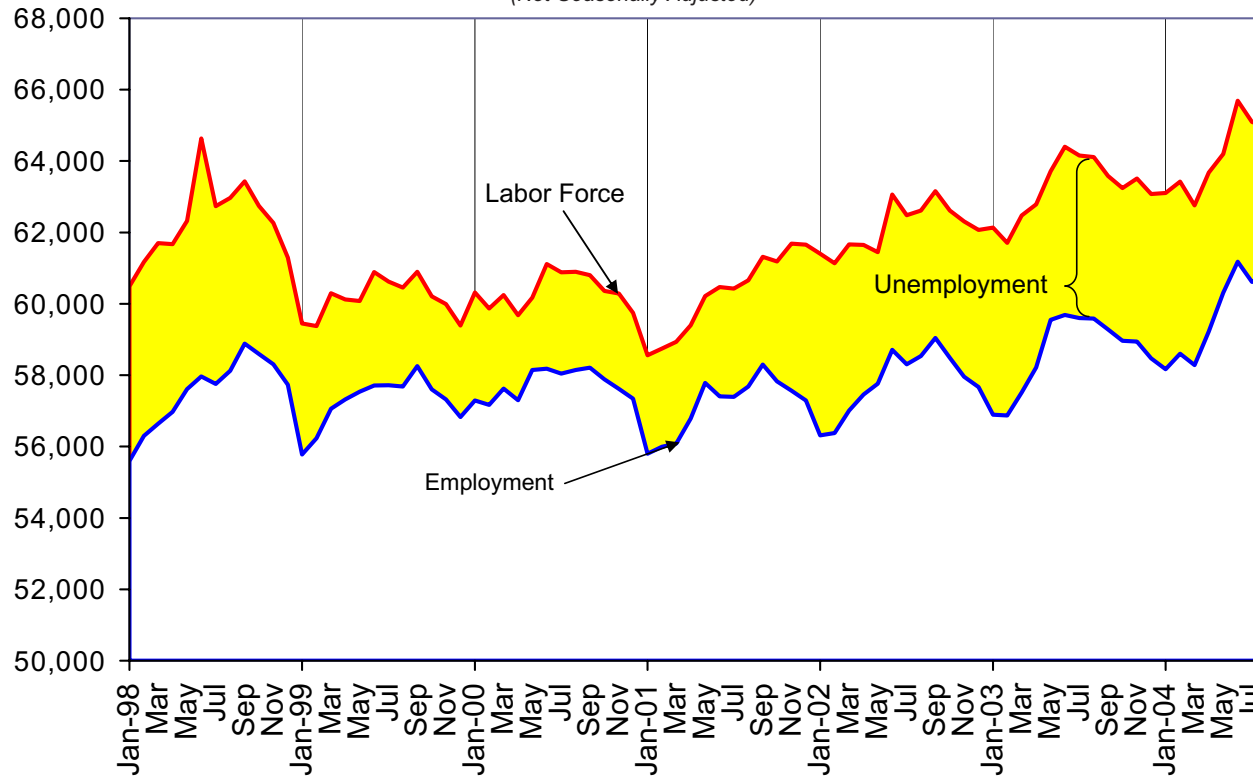
	Winter 2001	Summer 2001	Winter 2002	Summer 2002	Winter 2003	Summer 2003	Winter 2004	Summer 2004
Vacancies	759	953	863	962	473	399	543	395
Employment	55,994	57,682	57,010	59,047	57,223	59,064	58,730	60,661
Unemployed	2,755	2,974	4,652	4,108	4,559	4,186	4,475	4,306
Unemployment Rate	4.7%	4.9%	7.5%	6.5%	7.4%	7.3%	7.1%	6.7%

Source: CDLE, Local Area Unemployment Statistics, Released August 2004

However, the current survey actually shows a small decline from the Summer 2003 survey. The number of estimated vacancies decreased from 399 in the Summer 2003 survey to 395 in the current survey, a 1% decline. As with the national and state economies, there have been some fluctuations in the county's labor market, with periods of strong job growth, but a larger than usual decline in July. Going forward there is both great potential and uncertainty for the economy.

Regional Information *—continued*

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



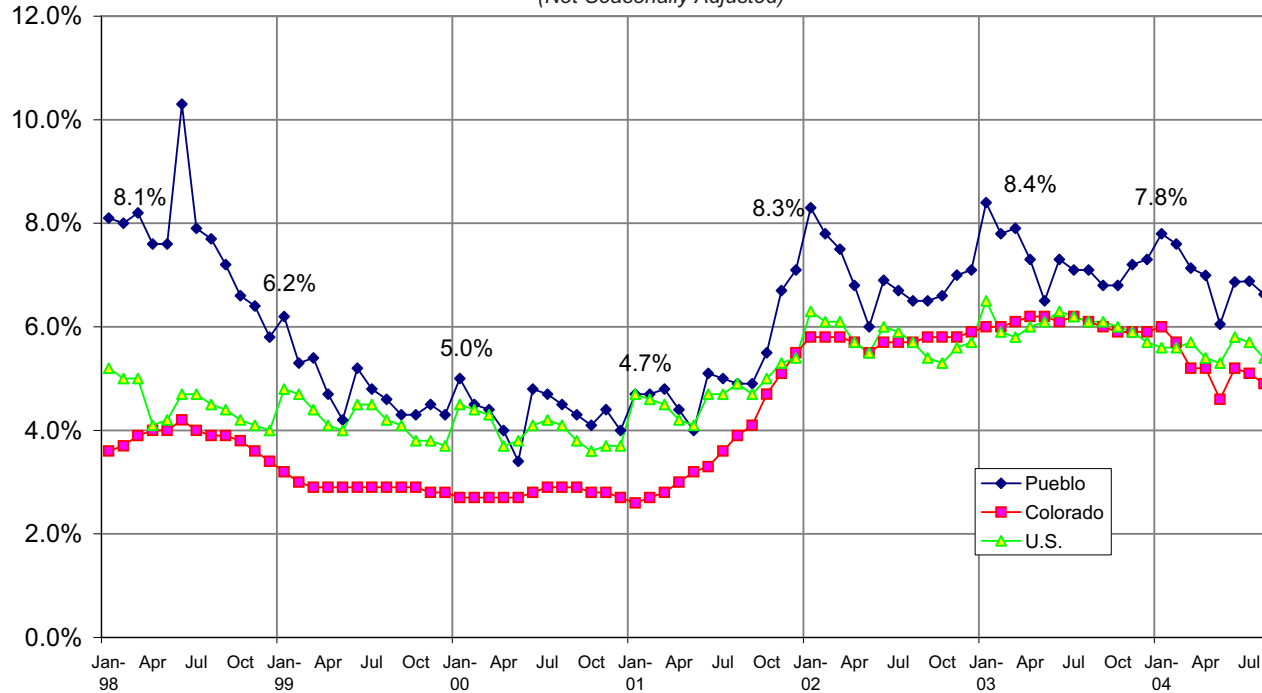
Source: CDLE, Local Area Unemployment Statistics, Released September 2004

Figure 3 illustrates the six-year history of both the region’s labor force and employment levels from January 1998 to August 2004. It is possible to see the seasonal nature of employment as well as the unemployment level in the region. Both employment and labor force peak in the early

part of summer and bottom out in the winter. The Job Vacancy Survey is conducted semi-annually at these times. The summer survey represents demand for labor at the time of the year when employment is near its seasonal peak.

Regional Information — continued

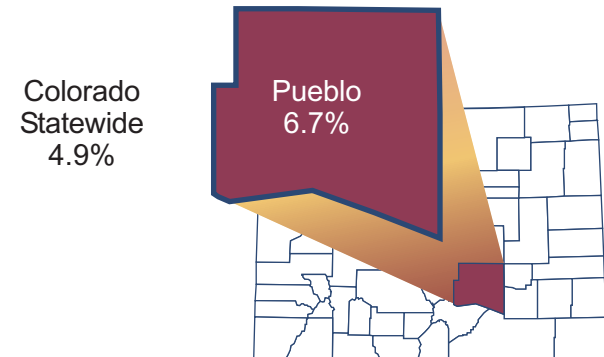
Figure 4: Pueblo County Unemployment Rate Trend
(Not Seasonally Adjusted)



Source: CDLE, Local Area Unemployment Statistics, Released September 2004

The region employed 60,661 in August 2004 out of a labor force of 64,967. In August 2003 the unemployment rate was 7.1% and there were 4,530 people unemployed. By August 2004 the unemployment rate had decreased to 6.7% and there were 4,306 people unemployed. This decrease in the unemployment rate is similar to the decline in the state and national rates, and generally follows its historical relationship to the state and national trend.

Figure 5: Unemployment Rates for August 2004
(Not Seasonally Adjusted)



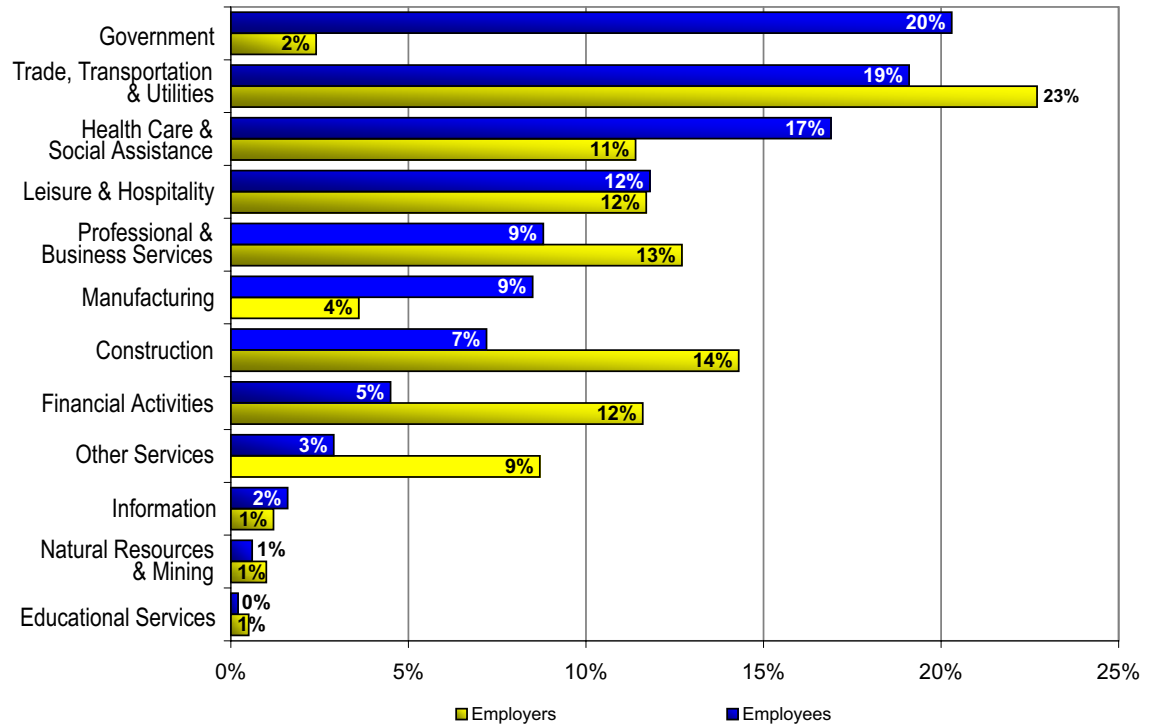
Source: CDLE, Local Area Unemployment Statistics, Released September 2004

Regional Information —continued

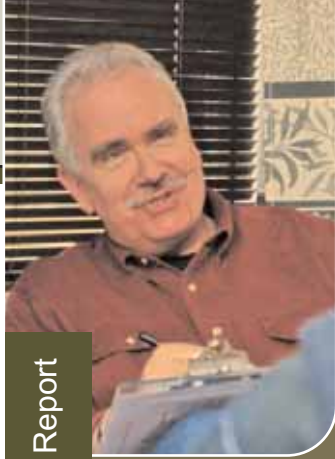
Figure 6 represents data from the Quarterly Census of Employment and Wages (QCEW), which compiles payroll records on all employers and employees that participate in the Unemployment Insurance system. It shows the distribution of those employers and employees among the 12 JVS sectors in Metropolitan Statistical Areas (MSA) in Colorado. The JVS sectors are based on the 2002 Manual of the North American Industry Classification System (NAICS), which has been used in the Job Vacancy Survey for a year and a half. This new classification system presents vacancies in a more relevant and detailed manner that better reflects today's service based economy. For more information on the JVS sector classification relative to NAICS please see the chart on Page 29.

Government agencies alone employed 20% of all positions during the third quarter of 2003. That includes all federal, state, and local public employees (including 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 the Government sector employs just over one out of every five people in the region, it makes up just 2% of all employers. Government entities are typically large with a higher than average number of employees compared to employers in other sectors. In Pueblo County a typical Government employer has more than eight times as many employees as a typical private employer.

Figure 6: Pueblo County Employers and Employees, Third Quarter, 2003



Source: CDLE, Quarterly Census of Employment and Wages (QCEW)



Survey Findings

Estimated Vacancies: JVS Sectors and Employer Size

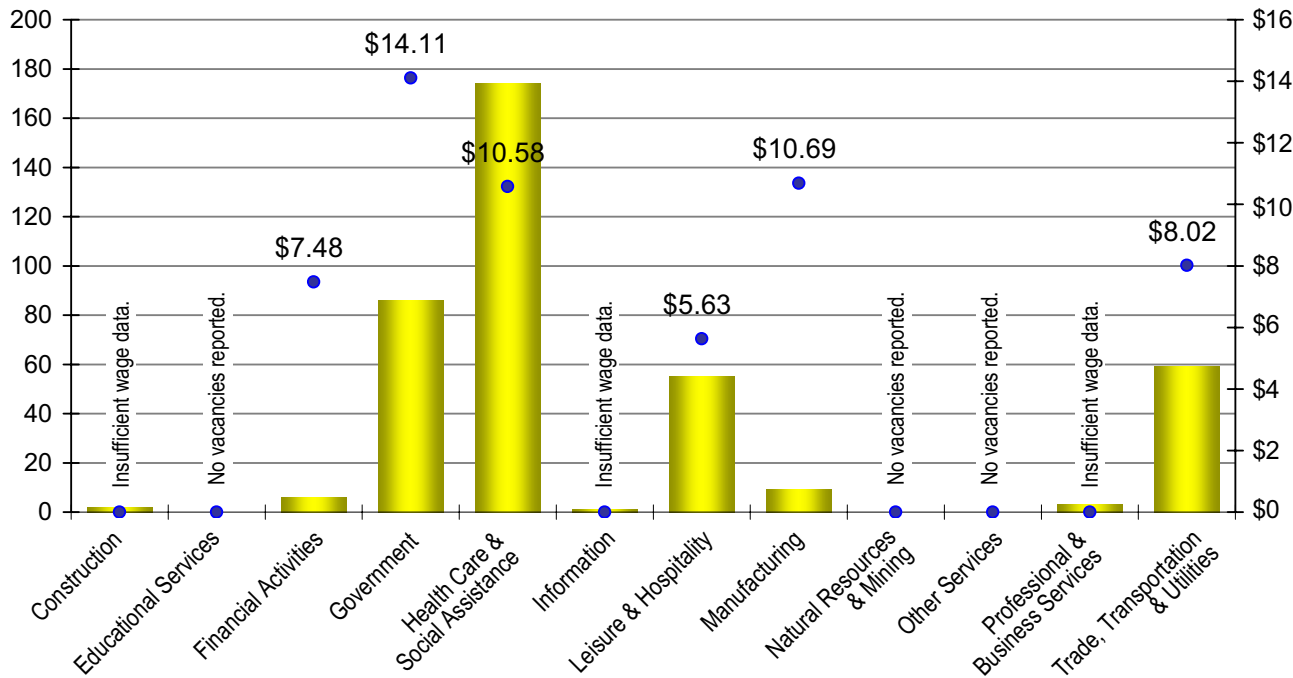
During the survey period, an estimated 395 vacancies were open for immediate hire in firms with at least five employees in Pueblo County. These results are not especially encouraging for job seekers when compared to the 399 vacancies reported in the Summer 2003 Pueblo County Job Vacancy Survey. This stands in contrast to the results of some other regions in the state, such as Western & Southwest, which had a very strong increase in vacancies in their Summer 2004 survey since last year.

This survey, conducted in late summer, is intended to provide a snapshot of the types of vacancies Pueblo County employers are recruiting for at a time when the economy is approaching

its seasonal peak. The vacancies reported here are expected to represent those jobs most influenced by the seasonal upturn in summer employment.

The first and third largest JVS Sectors in the region by employment, Government and Health Care & Social Assistance, account for nearly two-thirds of the estimated vacancies in this survey. In fact, these two sectors along with the Trade, Transportation, & Utilities and Leisure & Hospitality make up almost 95% of the total estimated vacancies in this survey. This is a further consolidation of the number of sectors that are continuing to offer opportunities. Last year, only the top four sectors made up 78% of the total estimated vacancies. Job seekers should take special note of this fact to identify the best possible areas to target their job search and long-term education strategies. No vacancies are reported by Natural Resources & Mining, Other Services, or Educational Services employers in Pueblo, however there are several vacancies of an educational nature that are classified under Government.

Figure 7: Estimated Vacancies and Average Wages by JVS Sectors



When breaking down employment statistics by Sector, employers are classified as either private companies or Government entities, and according to their primary business activity. Also, individual vacancies may be for occupations that would be classified in a seemingly unrelated category. For example a construction company will have carpenters and other people who perform the tasks of physically making buildings, but they may also have an accountant to take care of the books.

The survey results reported by sector are comparable to the Summer 2003 Job Vacancy Survey since both are based on the North American Industrial Classification

Survey Findings *Estimated Vacancies: JVS Sectors and Employer Size — continued*

System (NAICS). As time passes and there is more historical data under the new system, further comparisons will be possible. For more information on the NAICS system please see Appendix, *page 30*.

Of the 958 companies contacted, 6% have at least one vacancy. This is down from 8% a year ago, which is slightly disheartening for job seekers.

Following are the percentage of companies with at least one vacancy in each JVS sector, compared to the Summer 2003 survey:

- Government:** up to 19.6% from 6.3%
- Health Care & Social Assistance:** down to 10.7% from 13.6%
- Leisure & Hospitality:** down to 8.7% from 13.4%
- Manufacturing:** down to 7.7% from 12.5%
- Trade, Transportation & Utilities:** up to 4.4% from 4.3%
- Information:** up to 3.3% from 0.0%
- Financial Activities:** down to 3.4% from 6.9%
- Professional & Business Services:** down to 2.4% from 9.0%
- Construction:** down to 1.1% from 1.3%
- Other Services:** down to 0.0% from 5.6%
- Educational Services:** steady at 0.0% from 0.0%
- Natural Resources and Mining:** steady at 0.0% from 0.0%

Government is the only sector with a significant increase from last year. Hiring activity in this sector may be influenced by the increase in seasonal employment and recruiting for educational positions for the fall. Also, it is an increasing phenomenon across the state that a large portion of Government employees are nearing and reaching retirement, leaving a large number of vacancies. Health Care & Social Assistance employers, like Government, are generally few in number with large numbers of employees, but its high rate is highly due to strong growth rather than retiring workers. This hiring activity is typical of the local, state, and national shortages of qualified workers in the sector.

The information discussed in the previous section along with vacancy rates by sector helps determine which industries are currently demanding the most workers. The overall vacancy rate is calculated by dividing the estimated number of vacancies by the sum of the estimated number of vacancies and total employment. The region's estimated vacancy rate is 0.8%, meaning that there are approximately 8 vacancies in the survey for every 1,000 positions. This vacancy rate is the same as a year ago, but down from the 1.7% rate of the Summer 2002 survey.

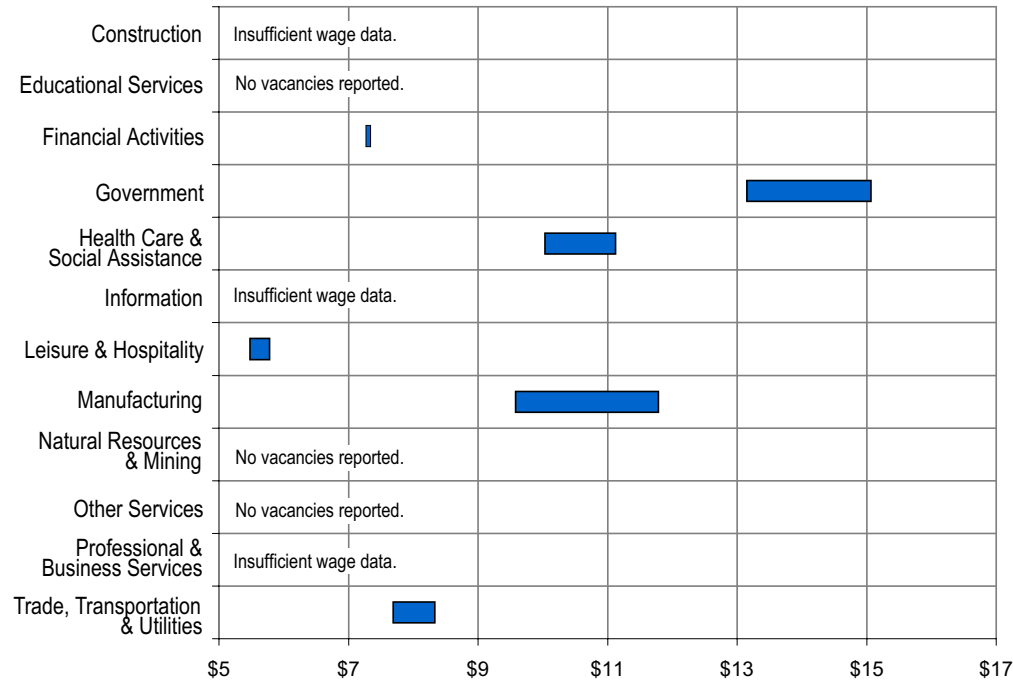
Following are the vacancy rates in each JVS sector, compared to the Summer 2003 survey:

- Health Care & Social Assistance:** up to 1.7% from 1.3%
- Leisure & Hospitality:** down to 1.0% from 1.9%
- Government:** up to 0.8% from 0.4%
- Trade, Transportation, & Utilities:** up to 0.6% from 0.5%
- Financial Activities:** down to 0.3% from 1.7%
- Manufacturing:** up to 0.3% from 0.2%
- Information:** up to 0.1% from 0.0%
- Professional & Business Services:** down to 0.1% from 1.4%
- Construction:** steady at 0.1% from 0.1%
- Educational Services:** down to 0.0% from 3.2%
- Natural Resources & Mining:** steady at 0.0% from 0.0%
- Other Services:** down to 0.0% from 1.2%

The Natural Resources & Mining Sector, which is relatively small in terms of employment, has not had any vacancies reported in the past three surveys. Neither are there reported vacancies in the Educational Services nor Other Services sectors in the current survey. Knowing the differences in demand for workers among JVS Sectors is useful for people in the Pueblo area so that they make informed decisions about how to direct their job or employee searches.

Survey Findings *Estimated Vacancies: JVS Sectors and Employer Size — continued*

Figure 8: Reported Average Wage Ranges by JVS Sectors



Employers were asked to provide the range of pay offered for the vacancies because wages offered vary according to an individual applicant’s qualifications. 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 \$9.63 per hour. The overall average minimum is \$9.10 while the overall average maximum is \$10.16. Readers should keep in mind that these dollar amounts are reported by employers for vacant positions and are not representative of the amounts paid for positions currently occupied.

In this survey, wages were reported for 29% of all vacancies. The overall average wage offered in this survey has increased by \$0.40 per hour since the Summer 2003 survey. The increase in average wage offered

is not necessarily an indication that wages paid for existing workers in the region have increased. 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 surveys will influence the average wages reported.

Consistent with the 2003 survey, Government agencies offer the highest average wage in Pueblo County. The highest average wages offered by private employers are within the Manufacturing sector. The Leisure & Hospitality sector offers the lowest average wages. This JVS sector is a combination of the Arts, Entertainment, & Recreation and Accommodation & Food Services Sectors outlined in the North American Industry Classification System (NAICS).

Survey Findings *Estimated Vacancies: JVS Sectors and Employer Size — continued*

Large employers account for the largest proportion of estimated vacancies at 41%, and the highest proportion of employers reporting at least one vacancy, at 48%. Small to Mid-size employers are close behind at 37% of estimated vacancies, but only 4% of surveyed employers had at least one vacancy. Government was responsible for the remaining 22% of estimated vacancies. This represents a departure from prior surveys where Small to Mid-size employers had made up the largest proportion of estimated vacancies. While there are 23 times as many Small to Mid-size employers than Government and Large employers in the county, the majority of estimated vacancies are in the Government and Large categories. This is a departure from the prior two surveys where Small to Mid-size employers consistently had around 60% of the total vacancies. Even with some layoffs by large employers in the region, it appears as though the large employers are the job creation engine for the time being. Vacancy rates by size class are: 0.8% for Government agencies, 0.5% for small to mid-size employers, and 1.6% for large employers.

Government agencies offer higher average wages than private employers. This is partly explained by the fact that 82% of vacancies offered by Government agencies require more than a high school education and all of the vacancies require experience either related to or specific to the occupation being filled. Large employers report wages that are 51% higher than small to mid-size ones. This is partly explained by the more demanding education and experience requirements which are much more similar to those of Government employers. Large employers call for post-secondary education in 95% of the vacancies and 93% insist on related or specific experience. Contrast this with small to mid-size employers whose vacancies required post-secondary education in only 17% and related or specific experience for just 46% of the vacancies.

Figure 9: Estimated Vacancies and Average Wages by Employer Size

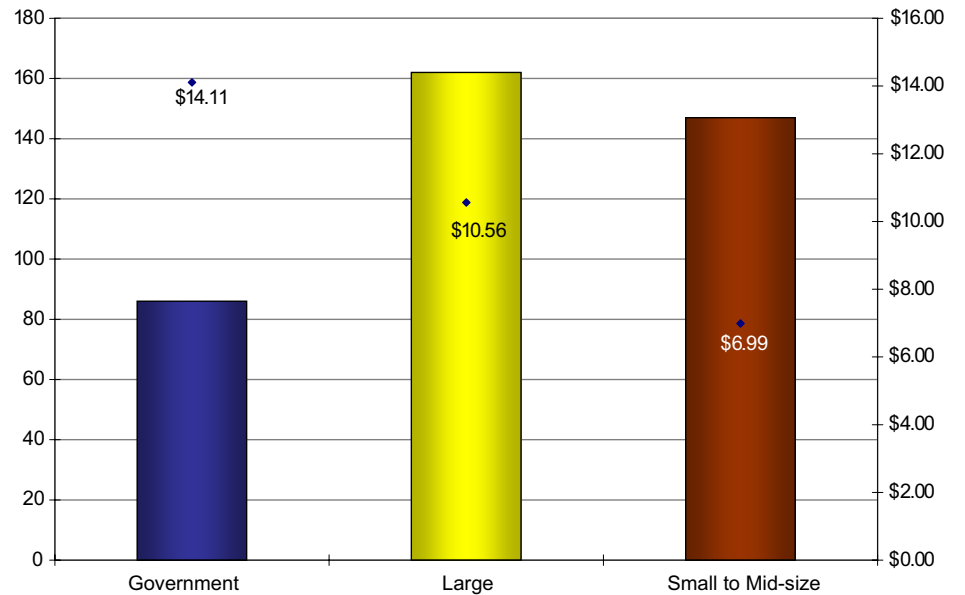
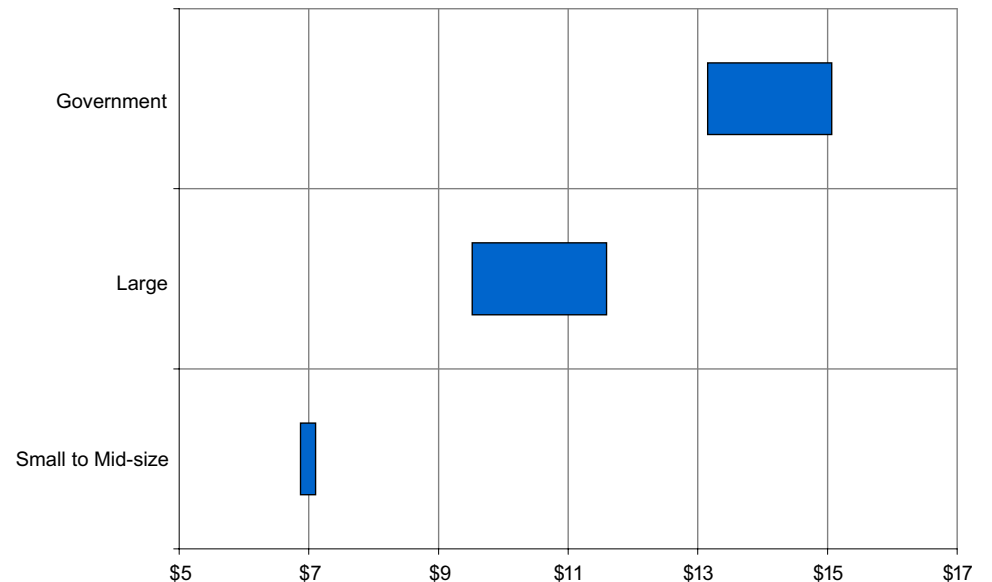


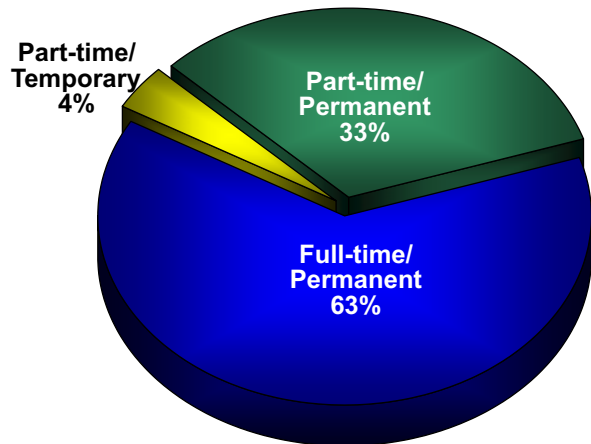
Figure 10: Reported Average Wage Ranges by Employer Size



Survey Findings

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.

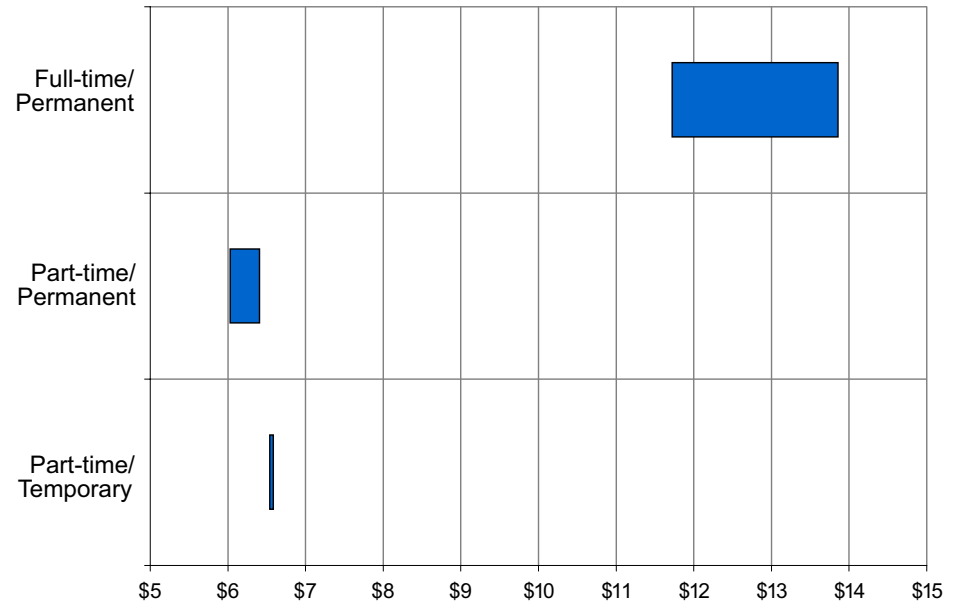
Figure 11: Vacancies by Employment Status



In this survey, very few reported vacancies offer temporary work. In fact, only twelve reported vacancies are for temporary positions. Part-time positions increased to 37% of the total from 21% a year ago. Health Care & Social Assistance and Leisure & Hospitality together account for 89% of those part-time vacancies. The same two sectors represent 46% of the full-time vacancies.

On average, higher wages are offered for full-time than for part-time positions. This average is likely affected by the skills, knowledge, and experience required to fill the vacancy, and the characteristics of the employer offering the position. The majority of vacancies for part-time

Figure 12: Reported Average Wage Ranges by Employment Status



work are in the Leisure & Hospitality Sector, which on average offers lower wages, while 84% of the full-time positions are in the Healthcare & Social Assistance and Government sectors which offer 22% higher wages than the overall average.

Education and experience requirements accompanying the vacancies are important information reported by employers. They provide job seekers with the set of skills and education required to fill certain positions and where they might want to direct their future efforts. Almost 92% of reported job vacancies have information on the education and experience requirements of surveyed employers.

Survey Findings *Vacancies: Employment Status, Education and Experience Requirements—continued*

In this survey, the split between vacancies requiring a high school/-GED level of education or less and those requiring post-secondary education is increasing. In the Summer 2003 survey only 39% of all vacancies required post-secondary education, in the Winter 2004 survey it was up to 59%. In the current survey this proportion is up to 73%. The number of vacancies requiring a bachelor's or advanced degree increased to 20% from 9% since Summer 2003. Sixty-four percent of the vacancies requiring an advanced degree are offered by Government agencies. The balance of these vacancies are in the Health Care & Social Assistance sector. The Leisure & Hospitality sector accounts for 58% of the vacancies with no specific educational requirement. Forty-nine percent of all vacancies requiring vocational training and/or certification and 86% of those requiring a two-year degree are in the Health Care & Social Assistance sector.

Following are the occupation groups most in demand in this survey by education required:

No Diploma: Food Preparation & Serving Related occupations are the most frequently demanded among vacancies with no educational requirement. There are also many vacancies in the Sales & Related occupations.

High-School/GED: Office & Administrative Support positions represent over a quarter of all vacancies requiring a high school diploma. Second are vacancies in Healthcare Support occupations.

Vocational Training/Certification: Healthcare Support occupations are the most demanded in this category. Several vacancies in this category are in Education, Training & Library occupations.

Two-Year Degree: The vast majority of openings requiring two-year degrees are in Healthcare Practitioner & Technical occupations. Registered Nurses are the most dominant specific occupation in this category.

Bachelor's Degree: Management occupations make up the majority of vacancies calling for a Bachelor's degree. There are also a number of vacancies for Healthcare Practitioner & Technical occupations.

Advanced Degree: As with Bachelor's degrees, the most vacancies requiring an advanced degree fall into Management and Healthcare Practitioner & Technical occupations.

The wages offered to fill vacancies tend to increase along with the levels of both education and experience. The average minimum wage

Figure 13: Vacancies by Education

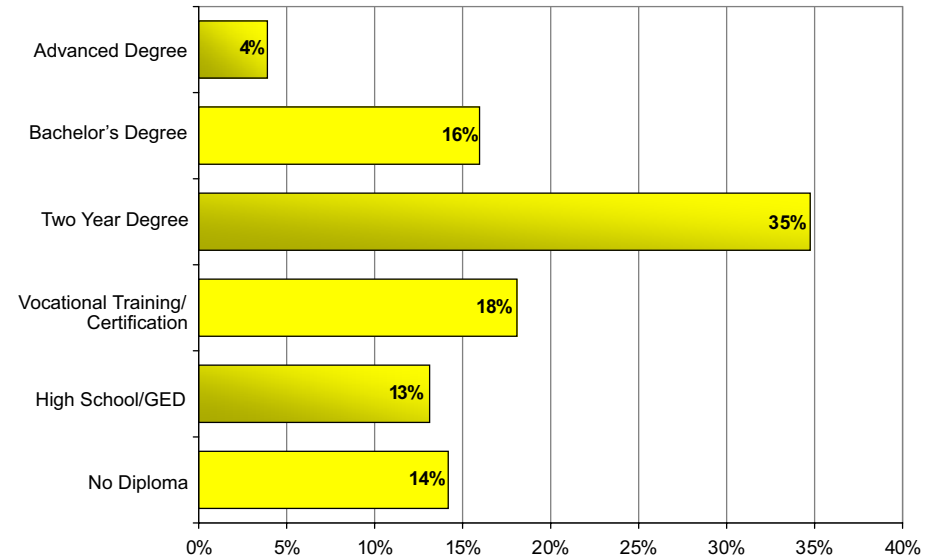
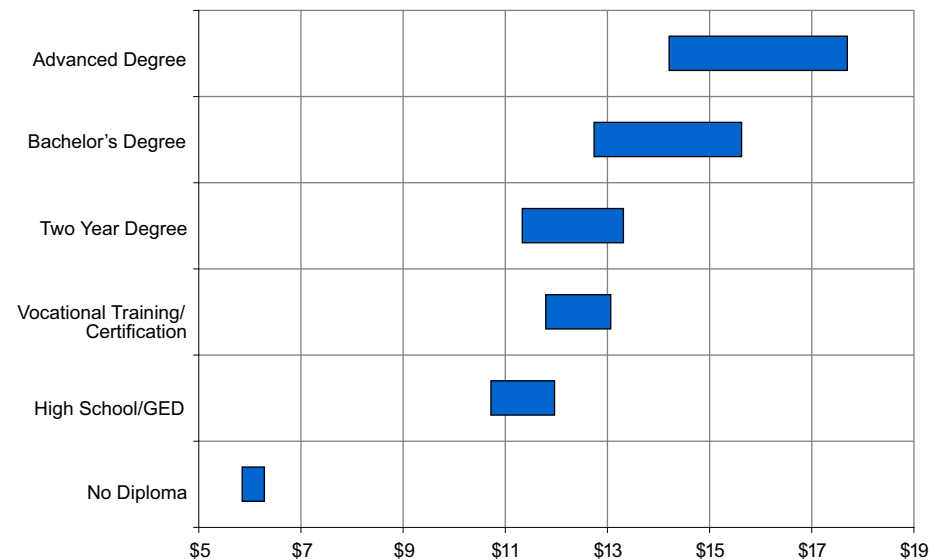


Figure 14: Reported Average Wage Ranges by Education



Survey Findings *Vacancies: Employment Status, Education and Experience Requirements—continued*

offered for jobs requiring an advanced degree is more than one and a half times the overall average of \$9.63 per hour. Vacancies requiring no diploma offer an average wage \$3.53 below the overall average wage.

Most vacancies reported in this survey require some level of experience. Vacancies offered by Leisure & Hospitality employers make up the largest proportion of vacancies requiring no experience, while those requiring specific experience in the occupation consist mainly of vacancies offered by employers in the Government sector. Positions requiring general work experience are scattered between a variety of sectors, while Health Care & Social Assistance sector offers the most vacancies requiring experience in a field related to the position. Over the last three years, employers have demanded higher levels of experience, but this year the requirement is the highest it has ever been. Seventy-seven percent of the vacancies required more than general work experience in Summer 2002, 65% required this in Summer 2003 and 87% require more than general work experience in this survey.

As expected, the highest wages offered to fill vacancies reported in this survey are for positions requiring specific experience in the vacant position. Like vacancies requiring higher education, those requiring experience specific to the vacant occupation offer an average wage almost one and a half times the overall average reported in this survey. Those openings tend to be in Health Care, Educational, and Management occupations. Also similar to vacancies with no educational requirement, those requiring no work experience offer an average wage \$3.11 below the overall average. This is essentially the same relationship as we saw with the educational requirements. It drives home the point that the two most effective ways to increase wages are through improving one's education and gaining more experience.

Following are the occupation groups most in demand in this survey by experience required:

No Experience: Sales & Related occupations are the most frequently demanded among vacancies with no experience requirement, but there are a strong number of Food Preparation & Serving Related occupations present as well.

Figure 15: Vacancies by Experience

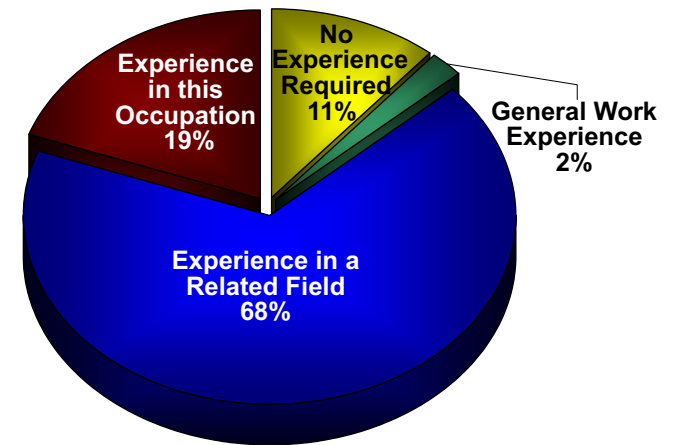
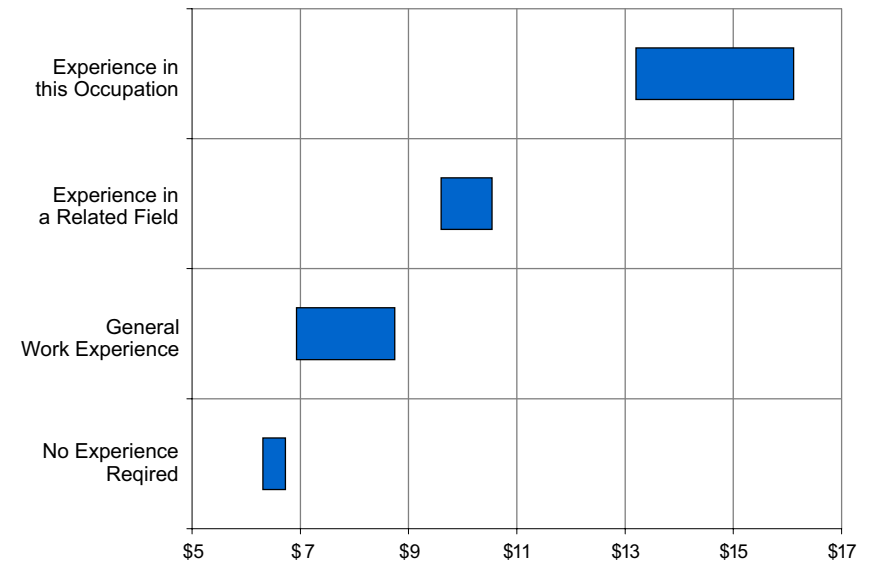


Figure 16: Reported Average Wage Ranges by Experience



Survey Findings *Vacancies: Employment Status, Education and Experience Requirements—continued*

General Work Experience: No one sector stands out very far as requiring general work experience, but Sales & Related and Transportation & Material Moving occupations are among the leaders.

Experience in a Related Field: Health Care related occupations, both in Healthcare Practitioner & Technical and Healthcare Support, make up 63%, which is the largest portion, of vacancies requiring related experience.

Experience in this Occupation: Healthcare Practitioner & Technical occupations make up the majority of vacancies requiring experience in the open position. Second are Management occupations.

Ninety-eight percent of all vacancies requiring post-secondary education also require some work experience. This remains steady with the

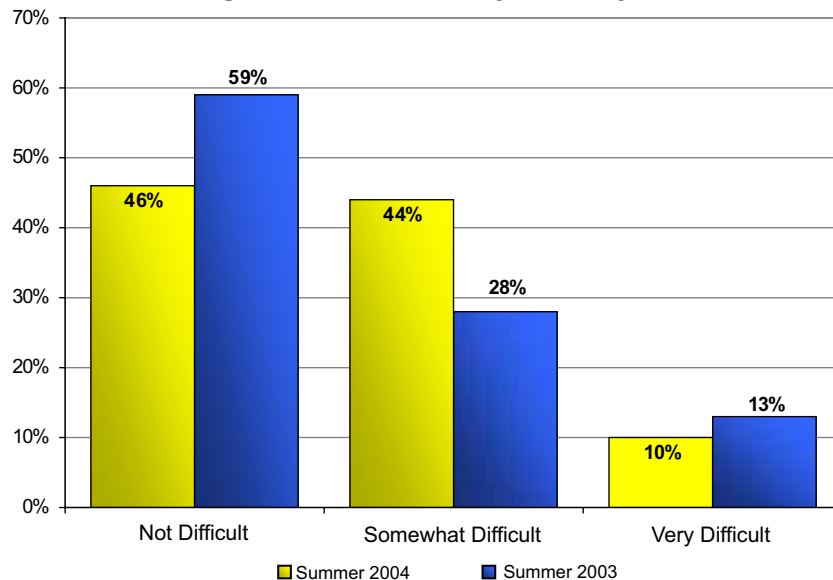
Summer 2003 survey when all 100% of the vacancies required this combination of education and experience. There have been more applicants than openings for the past few years, which allowed employers to demand higher levels of education and experience. One might have expected that with a lower unemployment rate, employers would begin relaxing their education and experience requirements in order to fill current and future openings. At \$15.42 per hour, vacancies requiring both a bachelor's degree and experience in the vacant occupation offer an average wage roughly two and a half times higher than vacancies requiring a combination of no education and no work experience.

Survey Findings

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.

Employers are reporting more difficulty in filling their positions this survey period relative to the previous survey period. Pueblo County employers experience no difficulty in filling 46% of the reported vacant positions. This is down from 59% in the Summer 2003 survey, but is much closer to the percentage in the prior two years. In Summer 2002,

Figure 17: Vacancies by Difficulty to Fill



32% of vacancies were described as not difficult to fill, and in Summer 2001 45% were so described. This decline in positions not being difficult to fill is mostly countered by increases in positions that are somewhat difficult to fill. These positions increased to 44% of all vacancies from 28% in Summer 2003, rather than very difficult to fill which actually fell from 13% to 10% between the two surveys. The difficulty to fill job statistics are often one of the best leading indicators for the labor market.

Employers from the Manufacturing sector have the highest portion of vacancies described as somewhat difficult to fill. Health Care & Social Assistance sector employers also make up a large portion of these vacancies, as well as the highest concentration of vacancies perceived to be 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.

Following are the occupation groups most in demand in this survey by difficulty to fill:

Not Difficult: Food Preparation & Serving Related occupations are the most frequently demanded among vacancies described as not difficult to fill.

Somewhat Difficult: Production occupations make up the largest portion of vacancies that are found to be somewhat difficult to fill.

Very Difficult: Healthcare Practitioner and Technical occupations are the majority of those which are identified as very difficult to fill.

Vacancies reported as being either somewhat or very difficult to fill offer higher wages than vacancies considered not difficult to fill. This, too, is most probably related to the fact that 62% of vacancies reported as either somewhat or very difficult to fill require post-secondary education and that 69% require experience either related to or in the specific occupation.

Unsurprisingly, vacancies described as being very difficult to fill offer the highest average wages in the survey. In fact, vacancies described as very difficult offer a wage that is substantially more than twice the going wage for vacancies that are not considered difficult to fill. It appears that employers are offering higher wages partially based on their perceptions of difficulty to entice quality candidates to apply.

Survey Findings *Vacancies: Difficulty to Fill and Time Open for Hire—continued*

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 employers' opinion. In this survey, time open for hire responses are generally consistent with difficulty to fill responses, with the major difference being many more employers reporting that they are always hiring for certain positions. This trend has continued from the Winter 2004 survey where we first saw a shift from only a small number of positions being described as always hiring, to a much larger portion. In the Summer 2003 survey, employers were always hiring for only 9% of positions. That has jumped to 28% in this survey. These vacancies largely have low educational and experience requirements and are concentrated in lower paying positions.

Following are the occupation groups most in demand in this survey by time open for hire:

Less than 30 Days: Due largely to the timing of the survey coming before the start of the academic year, the most frequently demanded open for less than 30 days occupations are in Education, Training & Library.

30 to 60 Days: No single occupational group stands out in this classification, but Healthcare Practitioner & Technical are often among the most frequently demanded occupations open for 30 to 60 days.

60 or more Days: Due to their demanding requirements, only Healthcare Practitioner and Technical and Management occupations are available in vacancies open for 30 to 60 days

Always Hiring: Food Preparation & Serving Related occupations are the most frequently demanded in vacancies always hiring, making up a third of available positions. Also strongly represented are Transportation & Material Moving occupations.

The highest wages reported in this survey are offered for positions which have been vacant for 60 or more days. These positions are concentrated in the Health Care & Social Assistance and Government sectors. This is due in large part to the advanced educational and experience requirements and the technical nature of the positions.

Figure 18: Vacancies by Time Open for Hire

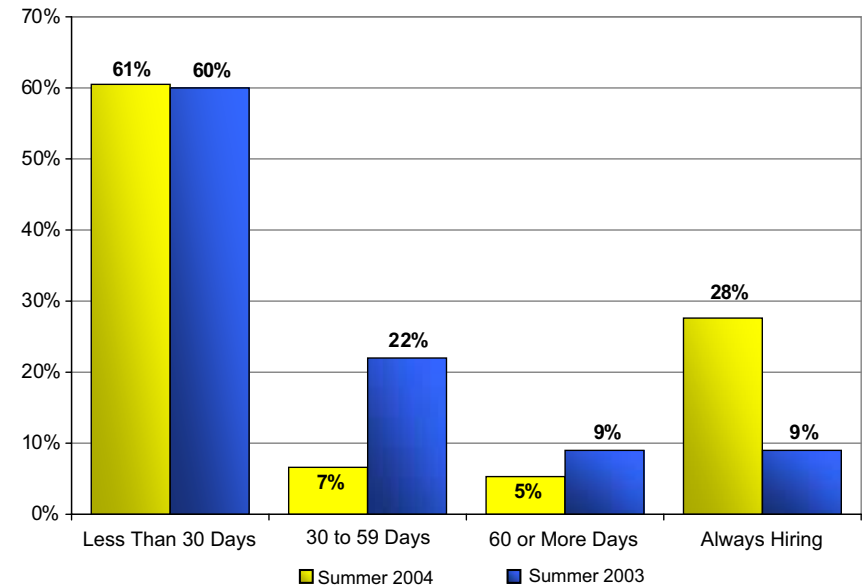
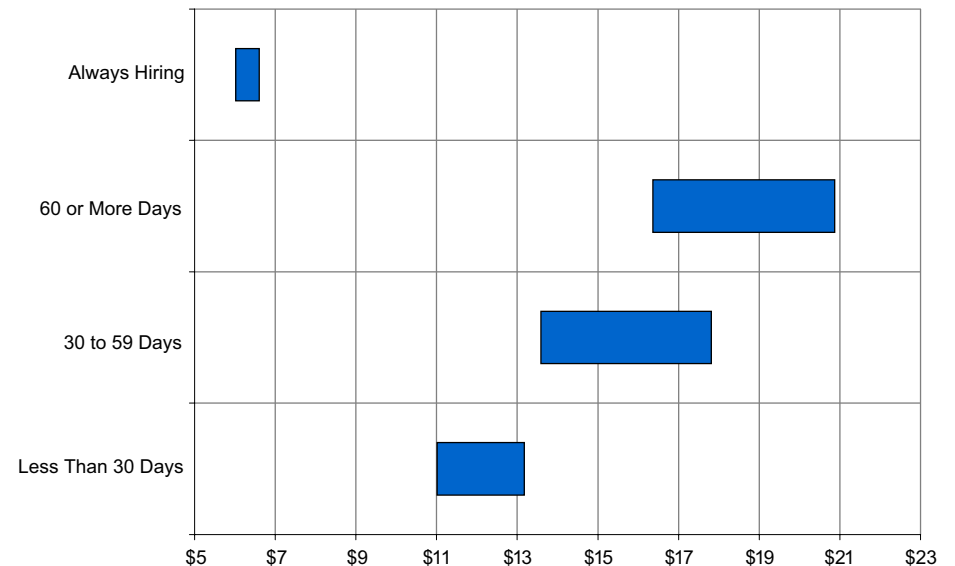


Figure 19: Reported Average Wage Ranges by Time Open for Hire



Additional
Compensation

Survey Findings

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, or 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 current survey, 74% of all reported vacancies include a medical insurance plan, up from 69% in the Summer 2003 survey. Essentially, all the vacancies that have medical insurance available offer to pay at least part of the premium. In times when healthcare costs are rising much faster than the rate of inflation, it is a positive sign for employees that one of the most widespread ways by which they can have access to insurance plans remains in place.

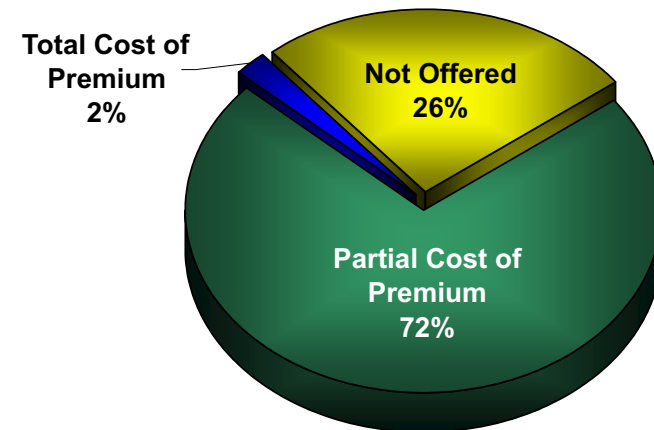
Following are the occupation groups most in demand in this survey by medical insurance contribution:

Not Offered: Healthcare Practitioner & Technical occupations make up the largest portion of reported vacancies that do not offer medical insurance. This is due to their large majority of overall vacancies.

Partial Contribution to Premium: Sales & Related occupations are the most frequently demanded occupations which offer partial contribution to the premium. Also strongly represented are Education, Training, & Library and Office & Administrative Support occupations.

Total Cost of Premium: Healthcare Practitioner & Technical occupations are the majority of vacancies identified in the survey as paying the total cost of the premium.

Figure 20: Employers' Contribution to Medical Insurance

**Sign-On Bonus**

There were no sign-on bonuses offered for this survey report. 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, there are still a relatively large number of job seekers competing for a limited amount of open positions, and therefore these recruiting tools may not be necessary.



Introduction

Occupational Details

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

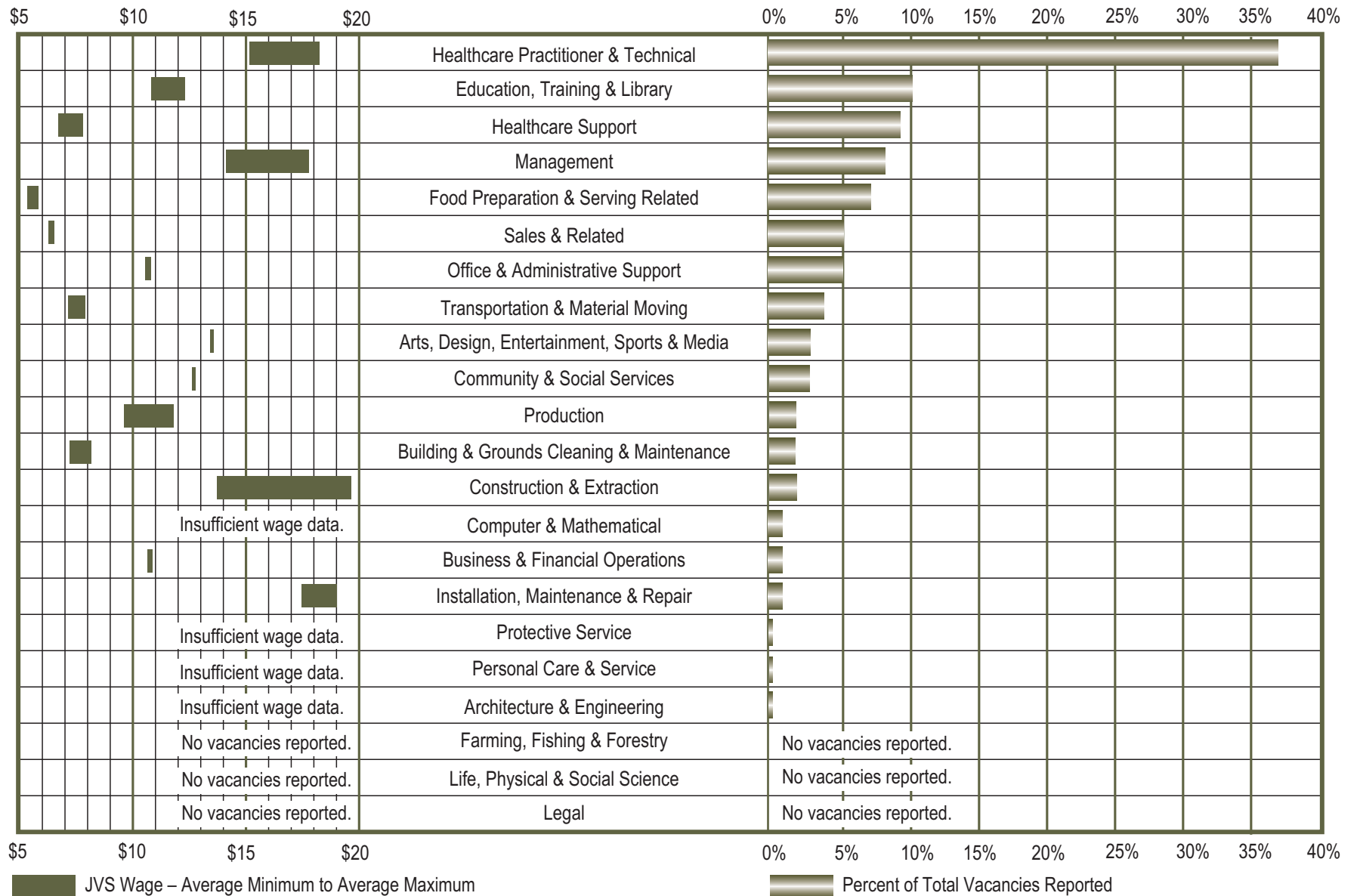
occupation titles that fall into 23 major occupational groups. Vacancies found in this survey were coded into 17 of the 23 major occupational groups.

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, as with other recent surveys, around three-fourths of all vacancies reported fall into just six major occupational groups. Healthcare Practitioners & Technical occupations and Education, Training, & Library occupations 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. Healthcare Practitioners & Technical occupations which account for the majority of vacancies, offers the fourth highest wages. The group with the fifth most vacancies, Food Preparation & Serving Related, offers the lowest wages. This indicates that vacancy characteristics other than the employer's demand influence wages.

Occupational Details *—continued*

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



Occupational Details *—continued*

High Demand Occupations

The most demanded occupations in the survey come from several different occupational groups. Registered Nurses are in the Healthcare Practitioners & Technical group, Nursing Aides, Orderlies, and Attendants are in Healthcare Support occupational group, while Retail Salespersons are from the Sales and Related group.

Of the different occupations with the 20 highest average wages, nearly two-thirds are from just four occupational groups: Management, Healthcare Practitioners & Technical, Office & Administrative Support, and Production occupations. By far, the greatest number of vacancies in these high-paying occupations is, as in past surveys, for Registered Nurses. Also strongly in demand are Licensed Practical & Licensed Vocational Nurses, while several other occupational categories have only a handful of open positions. People currently preparing to work in the healthcare field should feel confident they will be able to find employment and receive excellent wages.

Occupational Estimates

Tables 1 and 2 contain a list of detailed SOC job titles that were assigned to vacancies reported in this survey which had five or more estimated vacancies. 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.

Vacancies estimated and reported along with wages offered are displayed in *Table 1* for those occupations where at least 5 vacancies are estimated.

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 accounting of the vacancies. However, in addition to the number found, vacancies are estimated for occupations reported by small to mid-size private firms. The estimated vacancies are calculated per the current mix of occupations filled in the region at the major occupational group level. Estimated vacancies by major occupational group are then proportionally distributed among the specific detailed occupations reported in the survey.

Vacancies Found

The number of vacancies by occupation reported in the survey.

Average JVS Wage Offered

The average of all wages reported in the survey is given for each occupation. The average wage is based solely on information provided by employers responding to this survey, and does not reflect information from other sources or wages paid for currently filled positions. Wage information accompanied 29% of reported vacancies.

Average (OES) Wage Paid

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 the Southeast Region when available and statewide otherwise. Data are collected for the three-year rolling OES panels, concluding in May 2003. A complete description of the OES survey is available on the Internet at: <http://www.bls.gov/>. Occupational Employment Statistics (OES) Wage Data

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

Occupational Details —continued

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 (2003)							
					Average Wages			Percentile Distribution				
					Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
29-1111	Registered Nurses	76	74	\$20.50	\$17.82	\$22.19	\$24.38	\$16.25	\$19.10	\$22.34	\$25.94	\$28.21
31-1012	Nursing Aides, Orderlies, and Attendants	20	18	†	\$7.91	\$9.47	\$10.25	\$7.50	\$8.14	\$9.33	\$10.60	\$11.45
41-2031	Retail Salespersons	19	11	\$6.40	\$6.46	\$10.56	\$12.60	\$6.06	\$7.01	\$8.49	\$12.57	\$18.44
43-4081	Hotel, Motel, and Resort Desk Clerks	18	1	\$5.20	\$6.31	\$7.56	\$8.18	\$6.00	\$6.63	\$7.54	\$8.52	\$9.22
29-2061	Licensed Practical and Licensed Vocational Nurses	13	8	\$13.00	\$10.64	\$13.91	\$15.54	\$9.16	\$12.02	\$14.51	\$16.35	\$17.47
53-3031	Driver/Sales Workers	9	5	\$5.70	\$6.06	\$9.95	\$11.89	\$5.69	\$6.21	\$7.83	\$11.97	\$17.21
25-2022	Middle School Teachers, Except Special and Vocational Education	8	8	\$17.50	\$14.07	\$18.27	\$20.37	\$12.91	\$14.88	\$17.48	\$21.28	\$25.61
35-2014	Cooks, Restaurant	8	5	\$7.10	\$7.26	\$8.48	\$9.09	\$6.85	\$7.50	\$8.25	\$9.27	\$10.88
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	8	5	\$5.30	\$5.83	\$6.21	\$6.40	\$5.38	\$5.68	\$6.16	\$6.64	\$7.76
41-2011	Cashiers	7	4	\$8.00	\$6.24	\$8.43	\$9.53	\$5.96	\$6.66	\$7.66	\$8.83	\$14.32
37-2012	Maids and Housekeeping Cleaners	7	4	\$7.30	\$6.17	\$7.45	\$8.08	\$5.77	\$6.23	\$7.00	\$8.53	\$10.16
29-1123	Physical Therapists	7	7	†	\$20.71	\$26.16	\$28.89	\$19.46	\$22.17	\$26.05	\$30.25	\$34.50
11-1021	General and Operations Managers	7	3	\$8.70	\$16.84	\$34.23	\$42.93	\$14.12	\$19.85	\$28.38	\$40.46	\$61.39
25-9041	Teacher Assistants	6	4	\$7.70	\$7.51	\$10.29	\$11.69	\$6.81	\$8.46	\$10.30	\$11.84	\$13.97
35-3031	Waiters and Waitresses	6	4	\$5.20	\$6.02	\$7.27	\$7.90	\$5.64	\$6.05	\$6.72	\$8.24	\$10.40
* 27-2022	Coaches and Scouts	6	6	†	\$8.11	\$16.30	\$20.40	\$6.70	\$9.52	\$12.49	\$17.62	\$29.69
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	6	2	\$18.30	\$11.22	\$16.63	\$19.33	\$9.95	\$12.95	\$16.07	\$20.41	\$25.22
11-9032	Education Administrators, Elementary and Secondary School	5	5	†	\$29.62	\$34.07	\$36.29	\$28.30	\$31.39	\$34.40	\$37.85	\$43.14
11-9111	Medical and Health Services Managers	5	5	†	\$29.37	\$36.90	\$40.67	\$27.11	\$31.25	\$35.44	\$41.46	\$46.76

* OES wages reported for Colorado statewide

† Insufficient wage data

Occupational Details —continued

Table 2: Occupations with Fewer than Five Estimated Vacancies

SOC Code	SOC Occupational Title	Occupational Employment Statistics Wage Data (2003)							
		Average Wages			Percentile Distribution				
		Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
31-1011	Home Health Aides	\$6.80	\$7.80	\$8.30	\$6.14	\$7.29	\$7.94	\$8.60	\$9.13
11-3049	Human Resources Managers, All Other	†	†	†	†	†	†	†	†
21-1012	Educational, Vocational, and School Counselors	\$15.73	\$23.58	\$27.51	\$14.23	\$18.10	\$23.18	\$30.13	\$34.21
53-3032	Truck Drivers, Heavy and Tractor-Trailer	\$11.01	\$14.75	\$16.62	\$10.09	\$11.89	\$14.07	\$17.03	\$20.48
47-2061	Construction Laborers	\$8.24	\$11.45	\$13.06	\$7.67	\$8.87	\$10.73	\$13.35	\$16.42
47-2121	Glaziers	\$8.73	\$12.35	\$14.15	\$8.05	\$9.20	\$11.59	\$15.59	\$17.44
47-2181	Roofers	\$9.54	\$14.39	\$16.81	\$9.01	\$10.59	\$13.61	\$17.44	\$21.75
35-2021	Food Preparation Workers	\$6.55	\$8.61	\$9.64	\$6.07	\$7.05	\$8.17	\$9.67	\$12.21
33-9091	Crossing Guards	\$14.51	\$15.27	\$15.64	\$14.03	\$14.60	\$15.60	\$16.61	\$17.22
* 25-2021	Elementary School Teachers, Except Special Education	\$14.02	\$19.24	\$21.84	\$13.08	\$15.13	\$18.06	\$23.30	\$27.73
* 25-2031	Secondary School Teachers, Except Special and Vocational Education	\$14.71	\$21.09	\$24.28	\$14.05	\$16.05	\$20.27	\$26.00	\$31.17
* 25-2043	Special Education Teachers, Secondary School	\$15.38	\$21.83	\$25.05	\$14.43	\$16.81	\$21.43	\$26.73	\$31.48
29-1122	Occupational Therapists	\$19.82	\$24.65	\$27.06	\$18.92	\$20.90	\$23.94	\$27.30	\$32.91
29-2034	Radiologic Technologists and Technicians	\$12.83	\$16.99	\$19.08	\$12.30	\$13.73	\$16.47	\$19.88	\$22.50
* 29-2055	Surgical Technologists	\$11.42	\$15.77	\$17.95	\$10.83	\$12.40	\$14.99	\$18.63	\$22.34
31-2021	Physical Therapist Assistants	\$12.98	\$15.64	\$16.97	\$12.41	\$13.66	\$15.60	\$17.47	\$19.49
43-6013	Medical Secretaries	\$9.05	\$10.70	\$11.52	\$8.42	\$9.23	\$10.18	\$11.39	\$14.64
43-9061	Office Clerks, General	\$6.99	\$10.59	\$12.38	\$6.39	\$7.81	\$10.11	\$12.44	\$16.20
53-7064	Packers and Packagers, Hand	\$7.01	\$8.98	\$9.96	\$6.41	\$7.47	\$8.54	\$10.60	\$12.41
* 11-9033	Education Administrators, Postsecondary	\$20.99	\$34.04	\$40.56	\$18.99	\$23.51	\$29.82	\$40.82	\$55.02
15-1041	Computer Support Specialists	\$12.59	\$18.04	\$20.76	\$10.75	\$14.27	\$16.41	\$19.35	\$26.76
* 25-1194	Vocational Education Teachers, Postsecondary	\$14.34	\$23.06	\$27.42	\$13.27	\$15.86	\$22.00	\$28.61	\$37.52
29-1051	Pharmacists	\$26.55	\$36.15	\$40.94	\$21.27	\$31.04	\$35.19	\$39.98	\$44.22

* OES wages reported for Colorado statewide

† Insufficient wage data

Occupational Details *—continued*

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
29-1127	Speech-Language Pathologists	\$20.93	\$25.64	\$28.00	\$19.39	\$23.02	\$25.80	\$28.58	\$33.30
29-2053	Psychiatric Technicians	\$12.57	\$15.27	\$16.62	\$11.95	\$13.31	\$15.31	\$16.98	\$18.75
* 31-2011	Occupational Therapist Assistants	\$13.10	\$16.03	\$17.49	\$12.26	\$13.95	\$16.04	\$18.09	\$20.55
* 31-9094	Medical Transcriptionists	\$11.27	\$15.26	\$17.25	\$10.35	\$12.57	\$14.95	\$17.36	\$21.58
43-3071	Tellers	\$8.12	\$10.55	\$11.77	\$7.66	\$8.69	\$10.20	\$11.78	\$13.62
51-1011	First-Line Supervisors/Managers of Production and Operating Workers	\$12.31	\$19.16	\$22.59	\$11.41	\$13.51	\$17.89	\$24.03	\$28.27
51-4121	Welders, Cutters, Solderers, and Brazers	\$11.30	\$16.10	\$18.50	\$10.42	\$12.28	\$15.59	\$19.98	\$22.37
41-2021	Counter and Rental Clerks	\$6.34	\$9.29	\$10.77	\$5.98	\$6.85	\$8.61	\$10.56	\$14.16
53-3033	Truck Drivers, Light or Delivery Services	\$9.27	\$13.96	\$16.31	\$7.85	\$10.96	\$14.71	\$16.94	\$18.85
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	\$9.25	\$13.14	\$15.08	\$8.31	\$10.33	\$12.28	\$13.81	\$22.62
35-2012	Cooks, Institution and Cafeteria	\$7.57	\$10.40	\$11.81	\$7.14	\$8.36	\$10.40	\$12.46	\$13.91
35-3011	Bartenders	\$5.95	\$6.94	\$7.43	\$5.55	\$5.90	\$6.49	\$7.46	\$10.09
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	\$6.12	\$6.59	\$6.82	\$5.67	\$5.99	\$6.54	\$7.11	\$8.09
* 11-2011	Advertising and Promotions Managers	\$17.92	\$31.13	\$37.74	\$16.29	\$20.53	\$27.72	\$38.82	\$50.88
* 11-2031	Public Relations Managers	\$19.14	\$35.05	\$43.00	\$16.42	\$22.67	\$30.69	\$43.56	\$64.71
11-3011	Administrative Services Managers	\$18.84	\$27.71	\$32.14	\$18.31	\$21.01	\$26.16	\$34.97	\$42.78
11-3041	Compensation and Benefits Managers	†	†	†	†	†	†	†	†
11-9039	Education Administrators, All Other	†	†	†	†	†	†	†	†
* 13-1071	Employment, Recruitment, and Placement Specialists	\$13.90	\$22.93	\$27.44	\$12.52	\$15.78	\$20.10	\$27.40	\$35.06
* 13-1072	Compensation, Benefits, and Job Analysis Specialists	\$15.48	\$23.57	\$27.61	\$14.65	\$17.10	\$22.07	\$28.72	\$35.28
* 13-1111	Management Analysts	\$18.34	\$39.02	\$49.35	\$14.95	\$22.26	\$30.80	\$47.58	†
* 13-2051	Financial Analysts	\$19.16	\$31.08	\$37.04	\$17.75	\$21.40	\$27.49	\$35.47	\$45.55

* OES wages reported for Colorado statewide

† Insufficient wage data

Occupational Details *—continued*

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
15-1071	Network and Computer Systems Administrators	\$18.23	\$24.37	\$27.44	\$16.75	\$19.76	\$24.20	\$28.47	\$33.39
* 15-1081	Network Systems and Data Communications Analysts	\$21.80	\$31.10	\$35.75	\$19.93	\$24.63	\$31.08	\$37.62	\$42.79
17-2051	Civil Engineers	\$27.43	\$35.23	\$39.13	\$24.74	\$30.63	\$36.04	\$41.39	\$45.72
* 21-1091	Health Educators	\$10.14	\$18.21	\$22.25	\$9.42	\$10.95	\$16.13	\$24.54	\$30.53
21-1093	Social and Human Service Assistants	\$11.70	\$15.01	\$16.66	\$11.33	\$12.45	\$14.33	\$17.78	\$20.64
21-1099	Community and Social Service Specialists, All Other	†	†	†	†	†	†	†	†
* 21-2011	Clergy	\$7.95	\$17.91	\$22.88	\$6.33	\$9.95	\$16.44	\$20.47	\$26.08
* 25-1032	Engineering Teachers, Postsecondary	\$21.57	\$36.97	\$44.66	\$19.43	\$25.65	\$34.46	\$44.87	\$56.38
* 25-1081	Education Teachers, Postsecondary	\$14.86	\$23.93	\$28.47	\$13.59	\$17.50	\$22.59	\$28.91	\$37.94
* 25-1111	Criminal Justice and Law Enforcement Teachers, Postsecondary	\$15.66	\$36.43	\$46.82	\$13.44	\$18.64	\$26.77	\$52.15	\$69.68
* 25-2041	Special Education Teachers, Preschool, Kindergarten, and Elementary School	\$15.50	\$21.97	\$25.20	\$14.60	\$16.84	\$21.72	\$26.85	\$31.50
* 25-3011	Adult Literacy, Remedial Education, and GED Teachers and Instructors	\$10.94	\$16.48	\$19.25	\$10.04	\$12.32	\$15.82	\$19.76	\$23.41
* 25-4031	Library Technicians	\$9.00	\$12.42	\$14.13	\$8.47	\$9.95	\$12.06	\$14.38	\$17.42
25-9099	Education, Training, and Library Workers, All Other	†	†	†	†	†	†	†	†
27-1012	Craft Artists	†	†	†	†	†	†	†	†
* 27-3031	Public Relations Specialists	\$12.31	\$22.23	\$27.18	\$11.40	\$13.33	\$19.59	\$26.85	\$38.19
27-4014	Sound Engineering Technicians	†	†	†	†	†	†	†	†
* 29-1061	Anesthesiologists	†	\$96.65	†	\$69.91	†	†	†	†
* 29-1062	Family and General Practitioners	\$39.50	\$63.46	†	\$36.50	\$44.68	\$56.47	†	†
29-1069	Physicians and Surgeons, All Other	\$41.78	\$75.36	\$92.15	\$38.25	\$48.86	†	†	†
* 29-1124	Radiation Therapists	\$22.14	\$26.67	\$28.93	\$20.25	\$23.72	\$26.66	\$30.32	\$34.43
* 29-1126	Respiratory Therapists	\$15.19	\$18.93	\$20.81	\$14.50	\$16.52	\$19.11	\$21.49	\$23.82

* OES wages reported for Colorado statewide

† Insufficient wage data

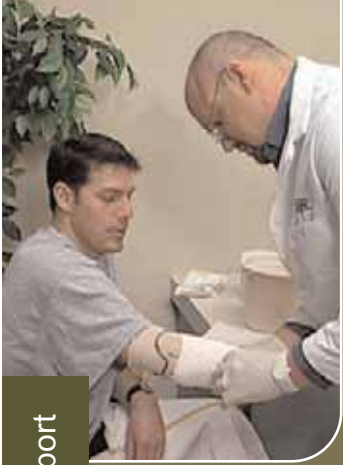
Occupational Details *—continued*

Table 2: Occupations with Fewer than Five Estimated Vacancies — Page 4

		Occupational Employment Statistics Wage Data (2002)							
		Average Wages			Percentile Distribution				
SOC Code	SOC Occupational Title	Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
* 29-2071	Medical Records and Health Information Technicians	\$11.71	\$15.73	\$17.74	\$10.81	\$12.79	\$15.58	\$18.54	\$21.50
29-2031	Cardiovascular Technologists and Technicians	\$9.96	\$16.14	\$19.24	\$9.58	\$10.75	\$14.31	\$20.71	\$27.17
29-2052	Pharmacy Technicians	\$9.27	\$13.73	\$15.97	\$8.68	\$9.88	\$11.88	\$14.67	\$17.17
* 29-2054	Respiratory Therapy Technicians	\$9.72	\$15.02	\$17.66	\$8.20	\$11.64	\$15.48	\$18.14	\$21.28
29-9099	Healthcare Practitioner and Technical Workers, All Other	†	†	†	†	†	†	†	†
31-9092	Medical Assistants	\$9.97	\$12.26	\$13.40	\$9.47	\$10.35	\$11.97	\$14.28	\$15.98
35-3041	Food Servers, Nonrestaurant	\$6.24	\$7.17	\$7.64	\$5.80	\$6.21	\$6.88	\$8.03	\$9.53
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	\$7.00	\$9.75	\$11.13	\$6.35	\$7.74	\$9.57	\$11.30	\$13.35
39-9011	Child Care Workers	\$6.22	\$7.42	\$8.02	\$5.83	\$6.30	\$7.07	\$8.34	\$9.93
43-2011	Switchboard Operators, Including Answering Service	\$6.13	\$8.56	\$9.77	\$5.82	\$6.42	\$7.86	\$10.12	\$13.24
43-3051	Payroll and Timekeeping Clerks	\$10.88	\$14.46	\$16.24	\$9.85	\$12.02	\$13.99	\$16.73	\$20.27
43-4071	File Clerks	\$7.30	\$9.06	\$9.94	\$6.77	\$7.84	\$9.18	\$10.39	\$11.22
43-6011	Executive Secretaries and Administrative Assistants	\$12.36	\$17.44	\$19.97	\$10.66	\$14.25	\$17.45	\$20.90	\$23.45
43-6014	Secretaries, Except Legal, Medical, and Executive	\$8.06	\$11.42	\$13.10	\$6.90	\$9.22	\$10.97	\$13.95	\$16.56
47-2131	Insulation Workers, Floor, Ceiling, and Wall	†	†	†	†	†	†	†	†
47-4051	Highway Maintenance Workers	\$13.48	\$17.39	\$19.35	\$11.34	\$15.61	\$18.32	\$20.17	\$21.29
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$13.16	\$17.15	\$19.15	\$12.40	\$14.12	\$16.59	\$20.23	\$23.06
* 51-4032	Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic	\$10.20	\$13.42	\$15.03	\$9.49	\$11.27	\$12.94	\$15.39	\$17.84
51-4041	Machinists	\$12.33	\$14.17	\$15.09	\$11.71	\$12.38	\$13.50	\$14.62	\$19.38
* 51-9196	Paper Goods Machine Setters, Operators, and Tenders	\$8.89	\$13.59	\$15.94	\$7.79	\$10.28	\$14.07	\$16.51	\$19.30
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	\$7.64	\$10.06	\$11.27	\$7.32	\$8.13	\$9.55	\$11.21	\$14.39

* OES wages reported for Colorado statewide

† Insufficient wage data



Health Care & Social Assistance

Sector Briefs

The Health Care & Social Assistance sector accounts for 11% of Pueblo's employers and employs about 17% of the region's workers. However, this sector was found to account for 44% of the vacancies estimated in this survey. This section of the report details information specifically provided by employers in the Health Care & Social Assistance sector. It is important to understand that this analysis of the sector deals with employers whose primary activity is in the sector, and while they employ nearly all doctors and nurses, they may also employ some

people in occupations that do not specifically deal with the practice of medicine.

The Health Care & Social Assistance sector offered the fourth highest average wages for open positions within this survey. Employers within this sector have faced great difficulty during the late 1990s and early 2000s recruiting and retaining employees. Spiraling demand for healthcare services due to an increasing and aging population increased the need for qualified healthcare workers. This need was unfulfilled for the most part of the 1990s due to factors such as the hi-tech boom that diverted employment from the Health Care sector to more lucrative emerging technology fields. Some typical characteristics such as long working hours, inflexible scheduling, and difficult working conditions had further exacerbated recruitment problems for employers in the sector.

The number of estimated vacancies in the sector, and their percentage of overall estimated vacancies has varied over the past several surveys.

The number has increased in this survey to 174 from 165 in the Winter 2004 survey, 112 in Summer 2003, and 137 in the Winter 2003 survey. The percentage of overall estimated vacancies has fluctuated from the current 44%, to 30% seen in the most recently conducted survey in Winter 2004, and is slightly higher than the 42% reported in the survey of Summer 2003. Nearly 11% of employers surveyed had at least one vacancy which is down from 14% a year ago. This is much higher than the overall average of 6% for the survey. These factors may indicate that the sector is still experiencing strong demand for labor and/or that the recruitment problems of finding qualified candidates still exist.

Fifty-one percent of the vacancies reported within the sector are full-time/permanent openings while 48% are part-time/permanent positions. Eighty-seven percent of the reported vacancies require some form of post-secondary education and 97% require experience in a related field to the occupations for which the employer is hiring. Seventy-five percent of the vacancies reported within the sector are reported as somewhat or very difficult to fill. Nearly two-thirds of the vacant positions had already been open for 30 or more days or were always hiring. Medical insurance is offered for nearly three-quarters of the vacancies reported within the sector with 99% of these vacancies offering partial payment towards the medical insurance premium.

Forty-four percent of the estimated vacancies within the sector are for Registered Nurses positions (SOC Code 29-1111). This occupation also represents the occupation with the most estimated vacancies in the whole region. The average JVS wage of \$20.50 offered for this occupation in this survey is over twice the average wage of \$9.63 reported in the overall survey.



How to Use This Report

Appendix

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 bottlenecks 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.

Appendix *—continued*

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 positions 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 78% of the non-estimated information comes from large employers and government agencies, and they represent approximately 36% of the employment in the region. The vacancy characteristics therefore are somewhat disproportionately 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 36% of the region's employment is found with large and government employers that make up only 4% 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.

Appendix: Methodology —continued

Survey Sample

The Pueblo County Job Vacancy Survey was conducted from July 26th through August 5th, 2004. For the purpose of this report, private and government 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 provide only 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 22% of the employment in the sample frame, while private industry employers make up the remaining 78%. Large firms account for 26% 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 74% of private industry employment.

The margin of error for the overall vacancy estimate is plus or minus 2.2% or about 9 vacancies at a 95% confidence level. In other words, in 95 out of 100 samples, the actual number of vacancies in the region will be between 386 and 404 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 91%. 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 Pueblo, 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 30.

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 (except Public Administration)		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

Appendix: Methodology —continued

North American Industry Classification System

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.

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

Appendix: NAICS *—continued*

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 & 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 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 & 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	Public Administration
(parts of all divisions)	Management of Companies & Enterprises

Glossary

Appendix

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*.

Appendix: Glossary —continued

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 the Quarterly Census of Employment and Wages 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

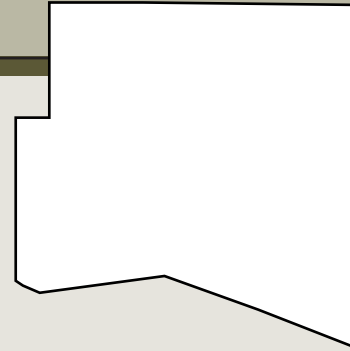
Persons 16 years of age and over who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the four-week period ending with the reference week. Persons who were waiting to be recalled to a job 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.



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