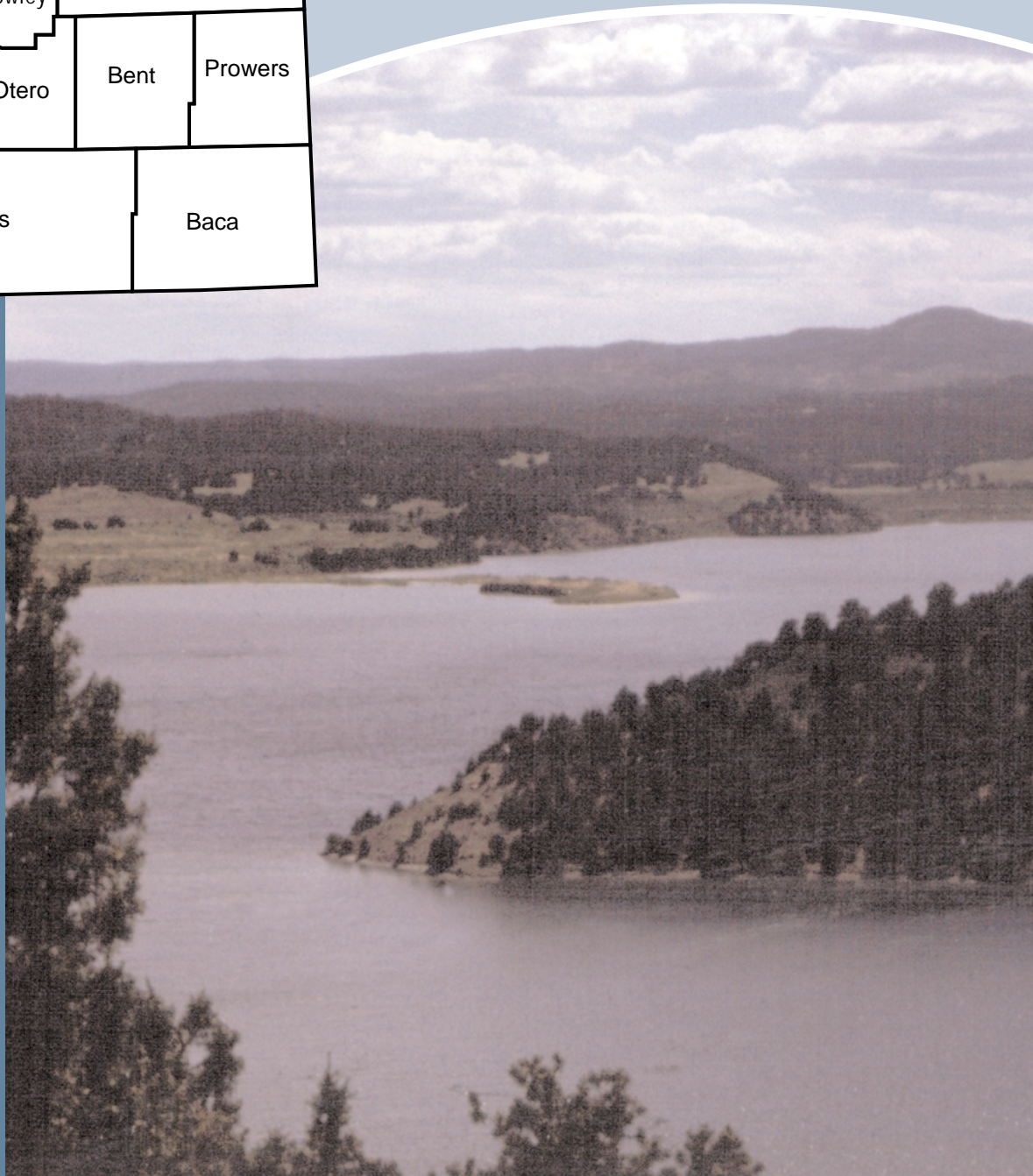
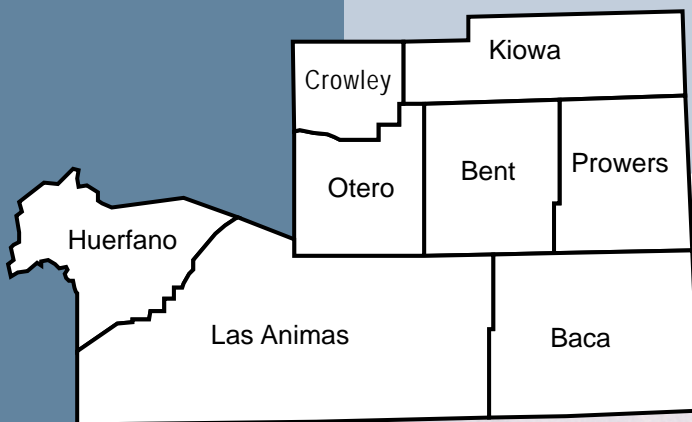


Southeast Region

Job Vacancy Survey

Summer 2003



See Colorado First

*Trinidad Lake State Park
Huerfano County
Photo Courtesy
Colorado State Parks*

Southeast Region Job Vacancy Survey



Conducted
August 28–September 5, 2003

State of Colorado

Bill Owens, *Governor*

Colorado Department of Labor & Employment

Jeffrey M. Wells
Executive Director

Funding Provided in Part by
The Colorado Workforce
Development Council

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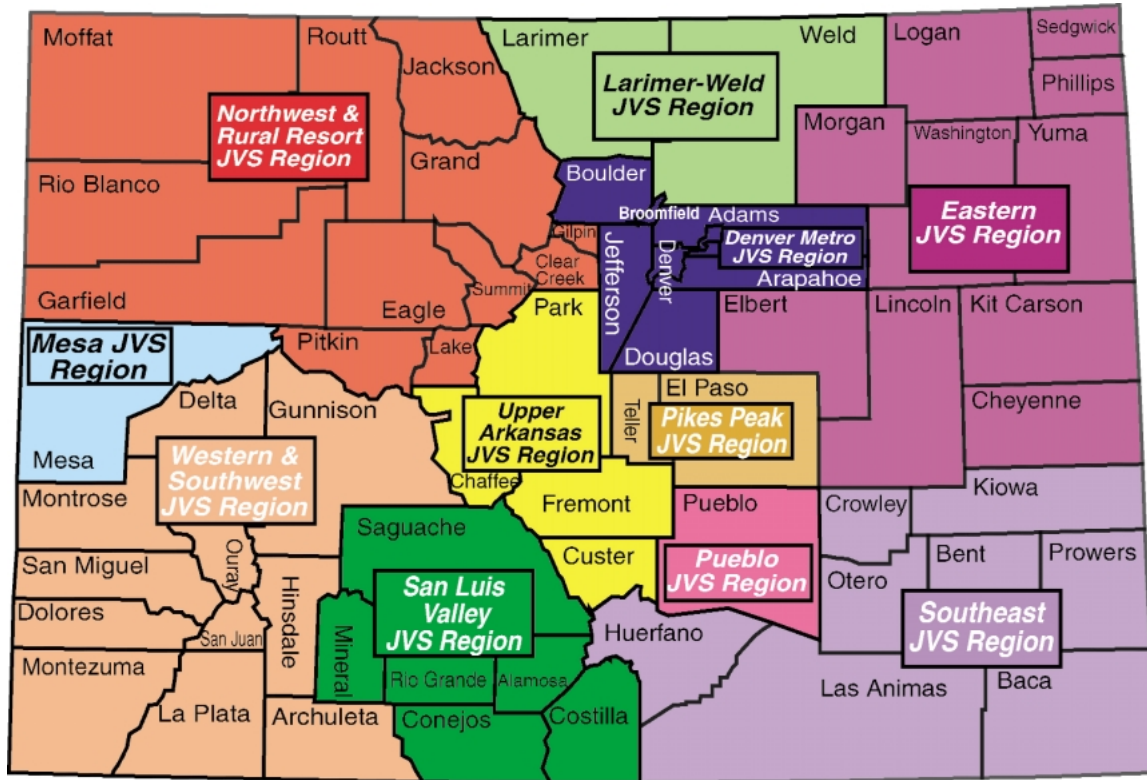
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Figure 1: Colorado Job Vacancy Survey Regions



Introduction to the Colorado Job Vacancy Survey

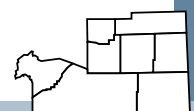
The unemployment rate, along with the level and growth rate of employment, has been used as an indicator of labor market conditions for decades. While this indicator provides information about changes in the supply and demand for labor, it reveals nothing about the skills most sought after by employers. As such, individuals preparing themselves for the job market have done so with limited knowledge of what skills are necessary to successfully compete in the contemporary labor market. Employers have had an equally difficult time determining appropriate compensation levels due to a limited knowledge of what similar firms in their region are currently offering.

Job seekers and employers, as well as Workforce Centers and economic developers need more than a measure of demand for workers at a specific point in time. They also need a measure of where in the economy that demand is located and what education and experience levels are most preferred. The Colorado Department of Labor

and Employment (CDLE) developed the Job Vacancy Survey (JVS) to meet this need. The JVS is designed to provide a snapshot estimate of job vacancies along with detailed information and analysis on accompanying wages, skill requirements and work experience.

The CDLE's survey unit collects original data by conducting phone interviews with a representative sample of employers in a given region. The department's economists analyze the raw data, estimate the number of vacancies in the area and publish the report within weeks of the original data collection, providing a timely portrait of the employment situation.

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



Executive Summary

The 2003 Summer Southeast Job Vacancy Survey was conducted from August 28th through September 5th. 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 the Southeast Region.

A random sample of small to mid-size private employers with at least five employees was contacted over the survey period. Additionally, the Colorado Department of Labor and Employment (CDLE) survey unit attempted to interview all large employers and Government entities.

Employers were asked if they were actively hiring at the time of the survey along with a variety of questions about the positions that they were seeking to fill.

A total of 550 employers, representing approximately 55% of the region's total employment, responded to the survey. Out of these, 109 were government agencies, 22 were large employers and 419 were small to mid-sized entities. The survey had a 82% response rate. The margin of sampling error for the overall result is plus or minus 8% or about 12 vacancies. The major findings of the report are as follows:

- ◆ An estimated 149 jobs were open for immediate hire in the region during the survey period, down from 200 a year ago.Page 7
- ◆ The unemployment rate for September 2003 was 4.5% compared to 4.2% a year ago.....Page 3
- ◆ The overall average wage offered by surveyed employers is \$7.50 per hour.Page 8
- ◆ Healthcare Practitioner & Technical occupations account for 30% of all vacancies found.Page 17
- ◆ Sixty vacancies are estimated to be open in the Education and Health Services JVS sector, the most in any category.Page 7
- ◆ Government employers offer higher wages than private employers.Page 9
- ◆ Sixty-one percent of the vacancies require either no diploma or a high school diploma or GED.Page 11
- ◆ Employers find open positions less difficult to fill than in last year's survey and vacancies have been open for shorter periods of time.Pages 13, 14
- ◆ Seventy-six percent of vacancies offer medical insurance and most of these offer to pay a portion of the policy premium.Page 15
- ◆ There were no vacancies that offered a sign-on bonus.Page 15
- ◆ Of the vacancies reported, Healthcare Practitioner & Technical jobs offer the highest wages while Transportation & Material Moving jobs offer the lowest average wages. ..Page 17

Southeast Region

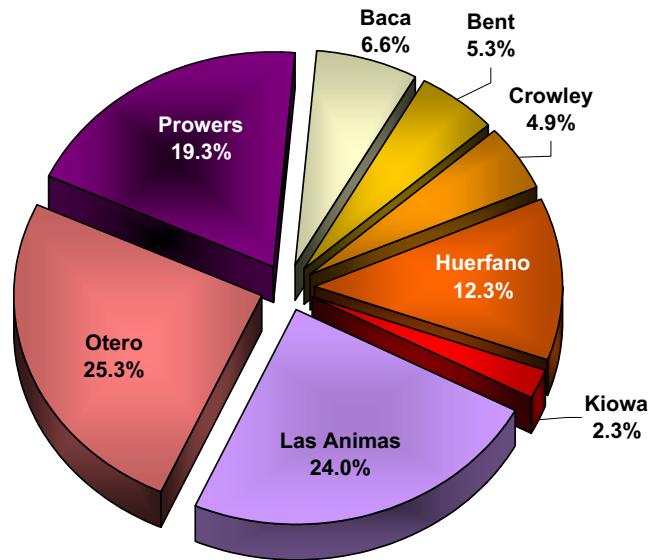
The Southeast Region consists of Baca, Bent, Crowley, Huerfano, Kiowa, Las Animas, Otero and Prowers counties. The Demography Section of the Colorado Department of Local Affairs estimated the region's population at 75,938 as of July of 2003. The region's population increased by 95 or 0.1% in the last year mainly due to migration into the area. The region employed 33,490 in September 2003 out of a labor force of 35,063.

Since the first Southeast Job Vacancy Survey was conducted in the summer of 2001, the number of estimated vacancies has decreased steadily. It is clear that the drop from 340 vacancies in the summer of 2001 to 149 vacancies in the summer of 2003 suggests a decline in employer hiring levels. At the same time the number of people looking for work increased. During the summer 2001 survey the unemployment rate was 3.1% and there were approximately 1,105 unemployed. The unemployment rate increased to 4.2% a year later and the number of unemployed increased to 1,333. During the summer 2003, survey the unemployment rate was 4.5% with a total number of 1,573 people unemployed.

Increased unemployment and fewer openings increase competition for job seekers in the Southeast Region, but they are not alone. This trend is occurring throughout the state and the nation as the U.S. economy struggles to sustain a weak economic recovery. Ideally, economic expansions are accompanied by large increases in output, increasing employment, decreasing unemployment and rising equity markets. Output – the total amount of goods and services produced in the U.S. economy, increased each quarter in 2002 and the first quarter of 2003, although many people do not feel that they are experiencing a growing economy. Fewer people are working in both the state and the nation and wages have only increased slightly.

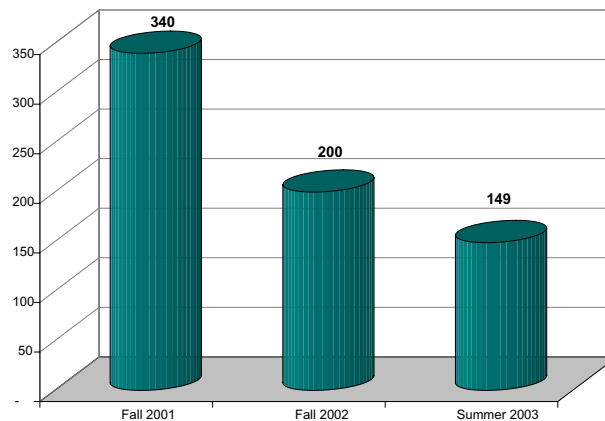
The last two years have been difficult for job seekers, but there are signs that the national, state and local economic environment may soon improve. The U.S. equity markets have

Figure 2: Employment by County, September 2003



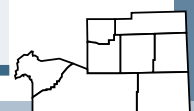
Source: CDLE, Local Area Unemployment Statistics Released October 2003

Figure 3: Historical Vacancies Southeast Region



	Fall 2001	Fall 2002	Summer 2003
Vacancies	340	200	149
Employment	31,568	32,269	33,490
Unemployed	1,225	1,582	1,573
Unemployment Rate	3.7%	4.7%	4.5%

Source: CDLE, Local Area Unemployment Statistics, Released October 2003



climbed steadily since March 2003 and are on pace to finish the year in positive territory for the first time since 1999¹. Historically, the stock market has been an excellent predictor of national economic activity². Interest rates are at the lowest levels in decades encouraging both individuals and businesses to continue spending. Two of the most promising signs for the national economy are increased business confidence and corporate profits. While consumers have continued to spend over the last two years, businesses have cut back on payrolls and been reluctant to invest in new capital. Business confidence has increased in 2003 and is up approximately 30% this year³. Corporate profits decreased in 2001, and it was not until the fourth quarter of 2002 that they topped 2000 levels. In the first quarter of 2003 corporate profits increased by 2.4% from the fourth quarter of 2002⁴. The improvement in corporate profits will likely mean that corporations will be willing to start investing in new capital and to hire more workers.

In the Southeast Region, the tourism and agricultural industries are among the most important drivers of the local economy. Government, however, has the highest employment. Economic driver industries are found in the Trade, Transportation, Utilities & Other Services JVS Sector, as well as the Goods Producing JVS Sector. Both have been adversely affected by one of the worst droughts in Colorado history and the national economic downturn. As the drought lessens in severity and the economy

improves, both agriculture and tourism are expected to strengthen. Although there is typically a lag, overall economic improvement usually creates more opportunities for job seekers in the labor market.

Figure 4 shows a 4-year history of both the region's labor force and employment levels from January 1999 to September 2003. Several conclusions may be drawn from this graph:

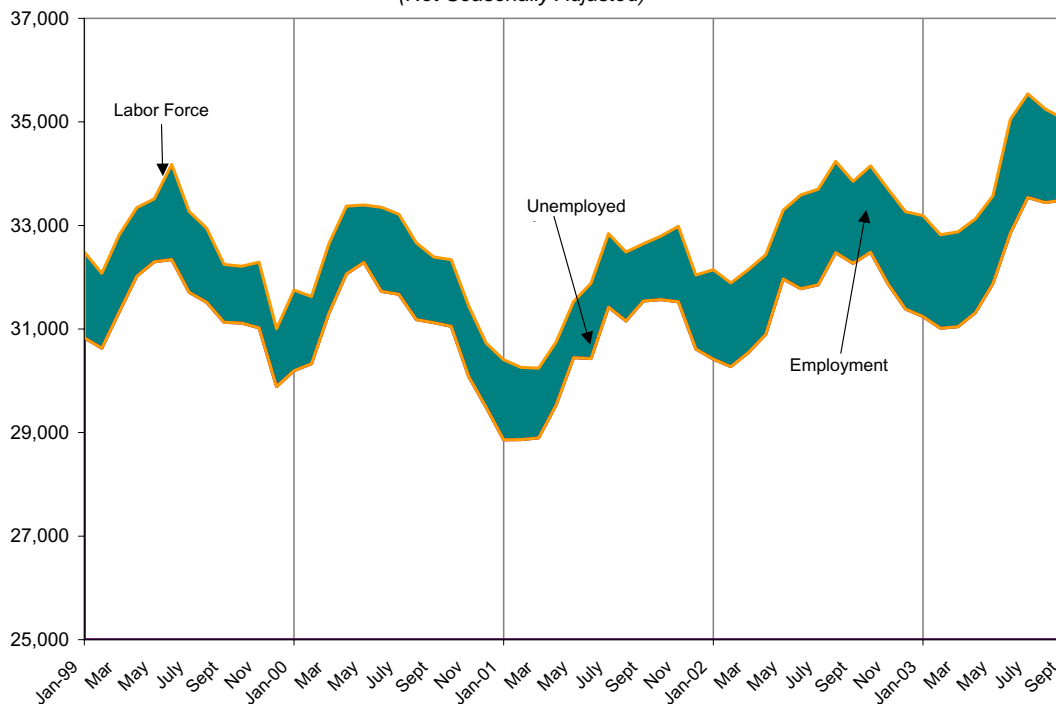
◆ **Both labor force and employment levels in the region have grown since 1999.**

The labor force of the Southeast Region has grown from 32,488 in January 1999 to 35,063 in September 2003. A person is in the labor force if he/she is either currently working or looking for work. There is also an increase in employment from 30,830 to 33,490 during the same period.

◆ **Unemployment decreased.**

Unemployment is the difference between the number of people in the labor force and the number employed. A wider gap between the two lines indicates more people are unemployed. In January 1999 there were 1,658 unemployed compared to 1,573 in September 2003. During the same period the unemployment rate dropped from 5.1% to 4.5%.

Figure 4: Employment and Labor Force Trends for the Southeast Region
(Not Seasonally Adjusted)



Source: CDLE, Local Area Unemployment Statistics, Released October 2003

¹www.nytimes.com: closing day prices of the Dow Jones Industrial Average, S&P 500 Index and the NASDAQ 100 average.

²www.conference-board.com: Business Cycle Indicators, Leading Indicators.

³Economy.com, Survey of Business Confidence.

⁴Bureau of Economic Analysis. Corporate Profit Series.

◆ **In addition, Figure 4 demonstrates the region's labor demand is near its seasonal peak.**

Both employment levels and the labor force peak in the middle of the summer and bottom out in the middle of winter. The Job Vacancy Survey is conducted annually in the summer and represents the demand for labor at a time when employers are nearing peak employment, yet are still in the process of actively recruiting.

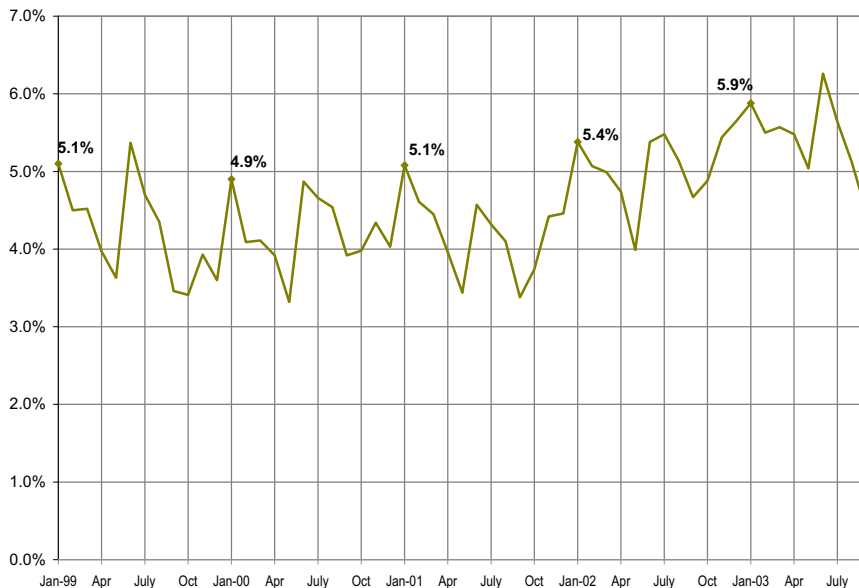
Over the last four years the unemployment rate has decreased from 5.1% to 4.5%. Over that period, the rate

peaked at 6.3% in June 2003 and bottomed in May of 2000 at 3.3%. The current 4.5% rate is higher than the 3.4% rate in September of 2001 and lower than the 4.7% rate in September of 2002.

The month-to-month changes of the unemployment rate are less accurate and important than the overall pattern of the unemployment rate over several years. Within a six month period or even a year (July 2000 to July 2002 is a good example), the unemployment rate moves somewhat erratically. Over several years, however, clear trends in the unemployment rate emerge. It is the general employment and unemployment trends that the unemployment rate accurately measures.

The overall unemployment rate in the Southeast Region is lower than the statewide rate of 5.4%. The lowest rate of unemployment occurs in Baca County at 2.4% while the highest rate is in Bent at 5.9%. Because both counties have a very small labor force, less than 500 people, a small change in the number of unemployed has a large effect on the unemployment rate. Baca County has 56 more people unemployed than Bent County. Of the larger counties in the region, Otero has an unemployment rate of 5.0% and Las Animas has an unemployment rate of 4.3%.

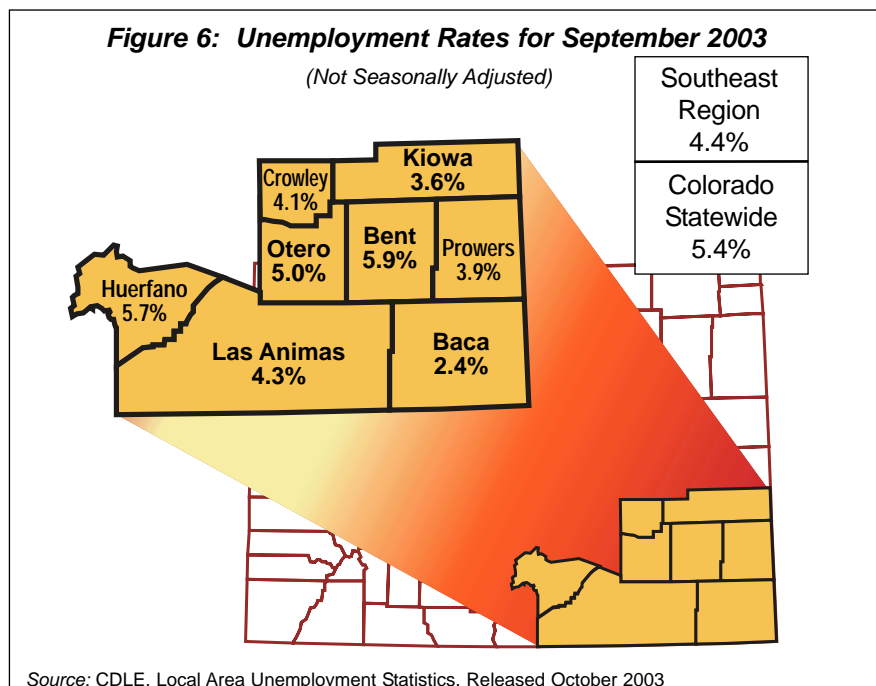
Figure 5: Southeast Region Unemployment Rate Trend
(Not Seasonally Adjusted)



Source: CDLE, Local Area Unemployment Statistics, Released October 2003

Figure 6: Unemployment Rates for September 2003

(Not Seasonally Adjusted)



Source: CDLE, Local Area Unemployment Statistics, Released October 2003

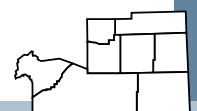
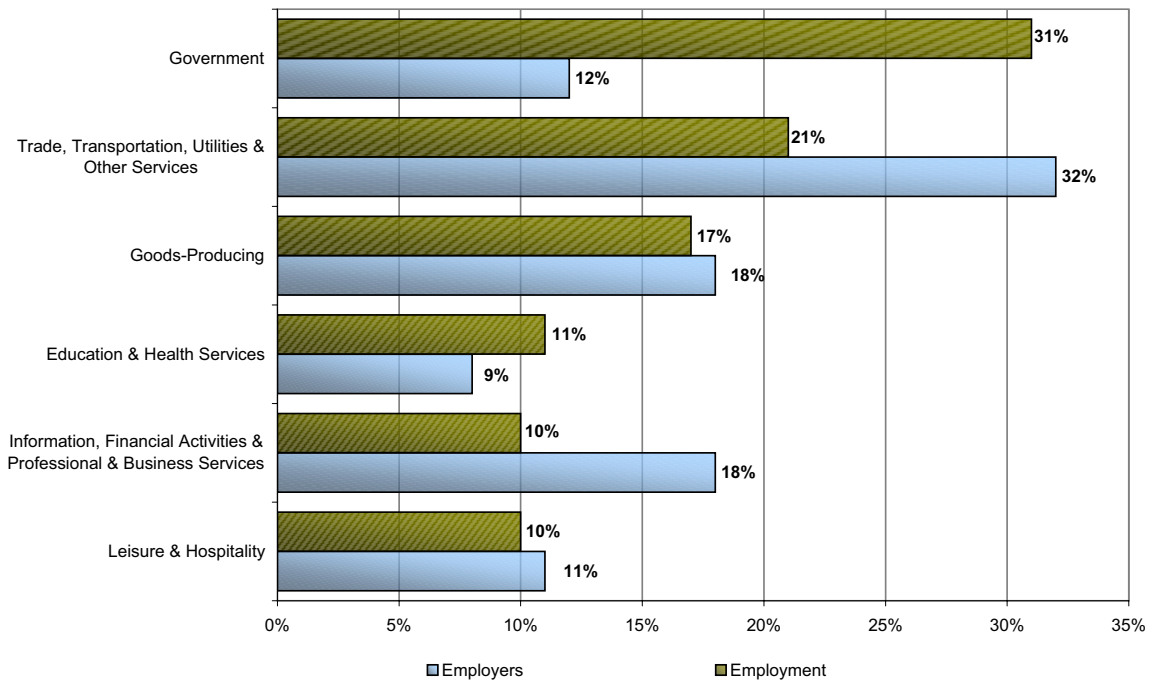


Figure 7 presents employer and employee data for the six JVS sectors used in rural areas in Colorado (Page 25). The JVS sectors are based on the 2002 manual of the North American Industry Classification System (NAICS), which is being used in the Job Vacancy Survey for the first time in 2003. This new classification system presents vacancies in a more relevant and detailed manner that better reflects today's service based economy⁵.

Utilities, & Other Services employs the second highest number of people, and has the highest number of firms. The majority of employment in this JVS sector is in retail trade which includes general merchandisers, car dealerships, grocery stores and gas stations. The Goods Producing JVS Sector is the third largest JVS sector in the region.

Government employs more people in the Southeast Region than any other JVS sector. Trade, Transportation,

Figure 7: Southeast Region Employers and Employees, 3rd Quarter, 2003



Source: CDLE, Colorado Employment and Wages (ES-202)

⁵For more information on the industry changes please see *North American Industry Classification System*, Page 26.

Estimated Vacancies

JVS Sectors and Employer Size

During the survey period, an estimated 149 vacancies were open for immediate hire with private firms having at least 5 employees and all government employers in the Southeast Region. The total number of estimated vacancies is down from the 200 found in the summer of 2002. Both surveys were conducted within two weeks of each other, using similar methods. While the drop in vacancies may suggest a decline in hiring activity in line with the general weak economic recovery nationwide, one needs to keep in mind that the Job Vacancy Survey provides a snapshot of the demand for labor at the time of the survey.

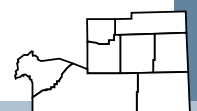
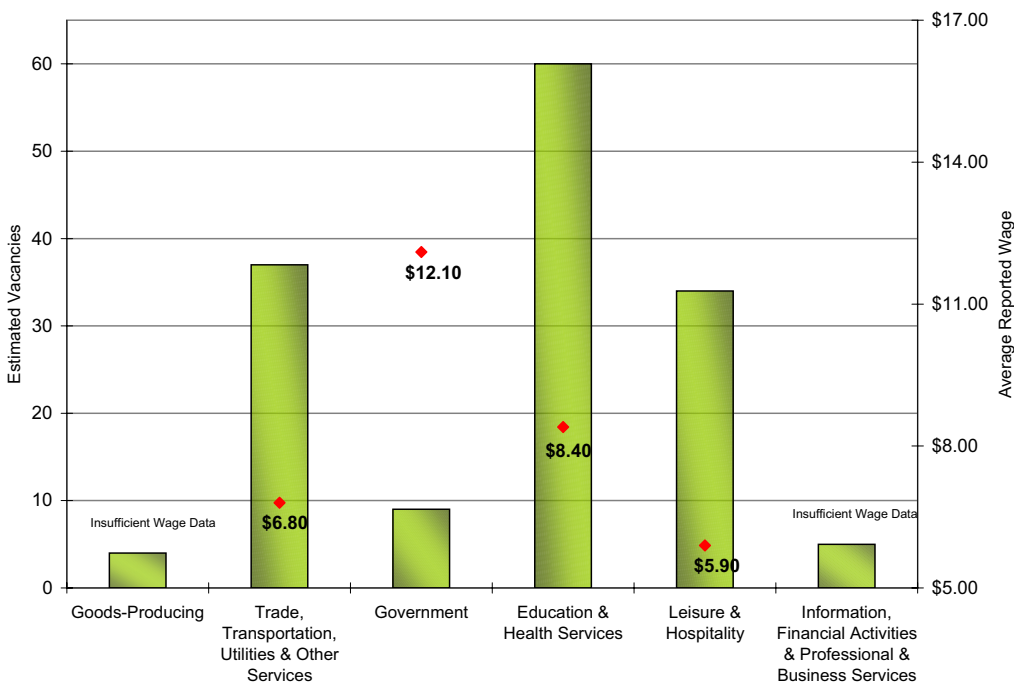
The region's estimated vacancy rate is .7%, meaning that there are approximately 7 vacancies in the survey for every 1,000 positions. This is a drop from last year's vacancy rate of 1%. The overall vacancy rate is calculated by dividing the estimated number of vacancies by the sum of estimated number of vacancies and total employment. Unemployment is at the same level as a year ago and job vacancies have declined, leaving job seekers in the Southeast Region with a more difficult labor market in which to find work.

The total and JVS sector-specific vacancy rates are two of the most important pieces of information that the Job

Vacancy Survey produces. Because of the switch to the North American Industry Classification System, it will be impossible to compare the JVS sector vacancy rates for several years. Also, the survey has only been conducted for two and a half years so it is difficult to determine exactly what an overall vacancy rate of .7% tells us about the demand for workers in the economy. Watching the change in the vacancy rates through several economic expansions and contractions will help to better gauge the level of demand for labor. When several years of Job Vacancy Survey results are available, the vacancy rate will become a telling indicator of the demand for additional workers, much as the unemployment rate serves as a telling measure of the supply of available workers.

In this survey the most openings occur in Education & Health Services. Trade, Transportation, Utilities, & Other Services as well as Leisure & Hospitality also have many vacancies. *Figure 8* shows estimated vacancies and the overall wage range offered in each JVS sector. The highest wages are offered in Government and Education & Health Services. The lowest wages are offered in Leisure & Hospitality; the second lowest wages are offered in Trade, Transportation, Utilities & Other Services.

Figure 8: Estimated Vacancies and Average Wages by JVS Sectors



Why is the average wage so much higher in some JVS Sectors and lower in others? While increasing or decreasing demand for labor will put pressure on the average wage offered, the JVS sector specific mix of occupations probably has the greatest impact. Vacancies in a particular occupation tend to offer similar wages regardless of the JVS sector. For example, while Janitors and Cleaners are found in a variety of JVS sectors, most JVS sectors have very different occupational mixes. If occupations that are found across industries offer similar wages, then the large discrepancy in average wages across JVS sectors must be due to different occupations found in each industry category.

Occupations with the most vacancies by JVS sectors are as follows:

Education & Health Services

- Registered Nurses
- Licensed Practical and Licensed Vocational Nurses

Trade, Transportation, Utilities & Other Services

- Cashiers
- Laborers and Freight, Stock, and Material Movers, Hand

Leisure & Hospitality

- Combined Food Preparation and Serving Workers, Including Fast Food

Government

- Child, Family, and School Social Workers

Information, Financial Activities & Professional & Business Services

- Advertising Sales Agents

Goods-Producing

- Carpenters

The amount of employment in a JVS sector does not solely predict the number of vacancies found in that category. For example, Government employs more people than any other JVS sector in the region, but has the fourth highest number of vacancies. Leisure & Hospitality has the third highest number of vacancies, but the least amount of employment.

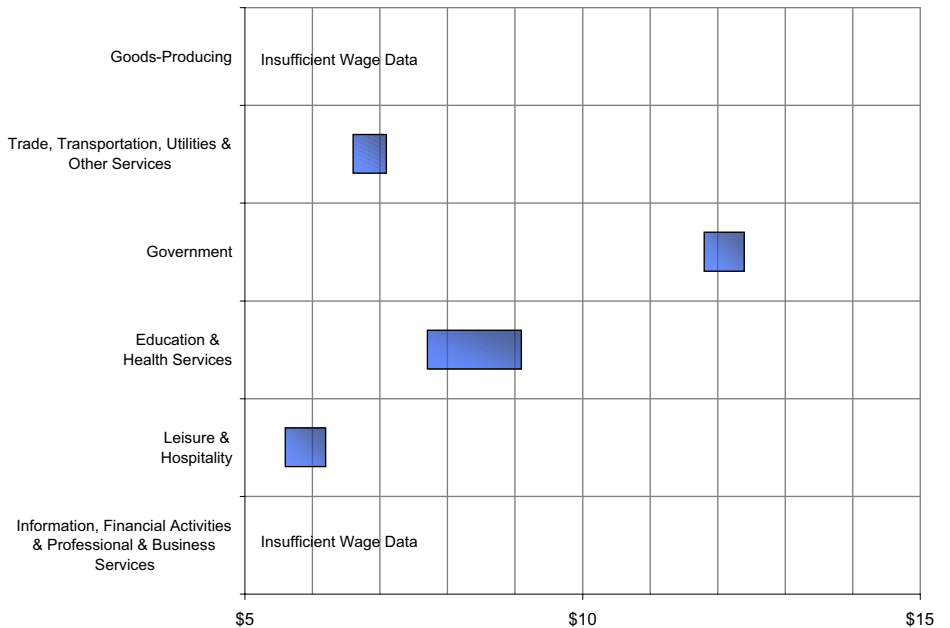
The differences in demand among JVS sectors illustrates the importance of conducting a job vacancy survey. People in the Southeast Region need to know which JVS sectors are demanding new workers and which are not.

Because wages vary according to an individual's qualifications, employers are asked to provide the range of wages offered for their vacancies. The average wage is then calculated based on the mid-point of that range. The overall average wage offered for all vacancies in the region is \$7.50 per hour. A year ago the average wage offered in the survey was \$11.30. This does not imply an overall decrease in the region's average wage.

While wages do reflect the labor force supply and demand, they are also heavily affected by the particular occupations that employers are looking to fill during the survey period. Last year's survey includes an unusual amount of high paying positions for Labor and Employment Specialists, which results in a higher average hourly wage. The type and distribution of vacancies found this year is different from a year ago. The decrease in average wage is due to changes in the occupational mix in the survey rather than people being paid less in general.

On average, employers in Government and Education & Health services offer the highest wages. The open positions in these JVS Sectors tend to require more skill, education and experience. Leisure & Hospitality as well as Trade, Transportation, Utilities, & Other Services offer the lowest wages. Open positions in these groups tend to require minimal degrees of skill, education and experience.

Figure 9: Reported Average Wage Ranges by JVS Sectors



Most vacancies are found in the small to mid-size (5 to 74 employees) category. Large employers and Government agencies combined make up 42% of the vacancies. Does this imply that job seekers should target small to mid-size firms? Not necessarily. In fact, further examination of the data shows that for each small to mid-size employer, there are 0.1 vacancies per employer compared to 1.6 vacancies per employer for large firms (private firms with more than 74 employees). Additionally, Government agencies have 0.1 vacancies per employer.

When considering the relative demand for new employees across size classifications it is best to turn to vacancy rates. Large employers have an average vacancy rate of 1.1%, small to mid-size employers 0.9% and Government 0.1%. Thus, relative to the number of people employed in

each size class, large private employers are looking to fill more positions than small to mid-size and Government employers combined.

The percent of total vacancies estimated in the small to mid-size employer category rose from 42% a year ago to 58% in the current survey. The percent of total estimated vacancies in government dropped from 14% to 8%. The percentage of vacancies found in large companies also dropped from 45% to 36%. The decrease in overall vacancies is due to decreased demand from government entities and large employers. While a drop or increase from one survey to another does not signify in itself any trend, it will be interesting to see in the future how employers of different sizes adjust their hiring practices at different points in the economic cycle.

Figure 10: Estimated Vacancies and Average Wages by Employer Size

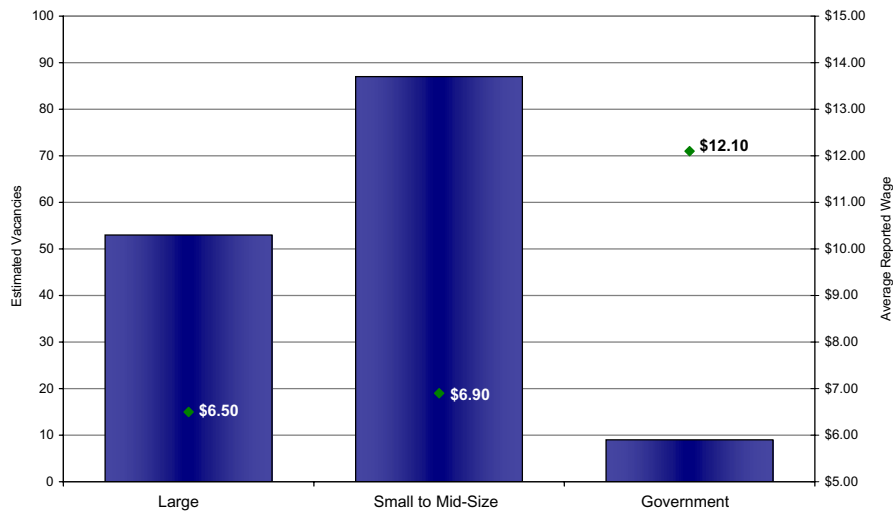
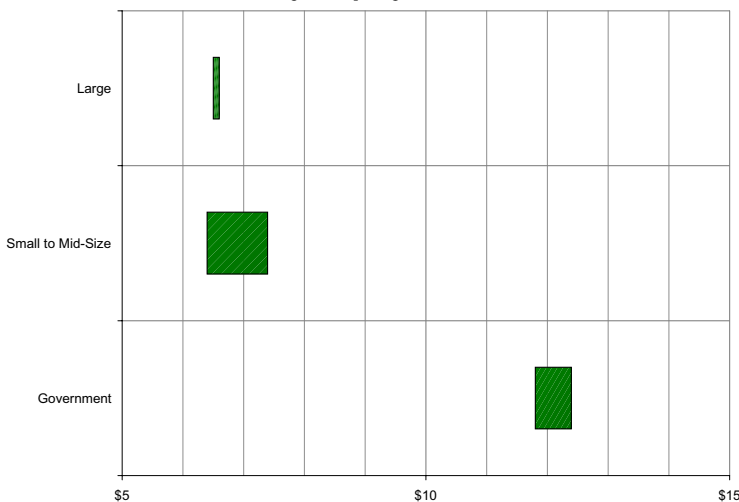
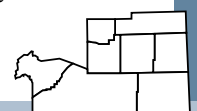


Figure 11: Reported Average Wage Ranges by Employer Size



In this survey, government agencies offer higher wages than small to mid-size firms. Like all the categories discussed in this report, occupations found in a size class play a major role in determining the average wage in that category. The vast majority of healthcare related occupations are found in the large size category, but because most of these employers chose not to disclose wages offered the average wage for large employers is much lower than would be the case if all of the vacancies included wage information. There are a variety of occupations demanded in the Government category, but the highest wages are reported for Registered Nurses, Teachers & Instructors and Correctional Officers & Jailers. These relatively high paying positions push up the average wages. The most prominent occupational groups in the small to mid-size category are Food Preparation & Serving Related Occupations, Cashiers and Laborers & Freight, Stock, & Material Movers.



Vacancies

Employment Status, Education, and Experience Requirements

The remainder of this report provides descriptive statistics of the vacancies reported in and unique to this survey; this is supplemental data 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 and occupations reported.

Ninety-seven percent of the vacancies reported are permanent employment opportunities. Sixty-nine percent are full-time/permanent positions, 28% are part-time/permanent positions. Three percent of the positions are temporary, down from 4% last year. Compared to last year's survey, there are no full-time/temporary positions.

The distribution of vacancies across employment status categories has changed over the past three job vacancy surveys. Specifically, the number of Full-Time/Permanent vacancies have gone down, and the number of Part-Time/Permanent positions have gone up. It will be interesting to see if this pattern reverses itself when unemployment once again decreases and the number of job openings increases. If it does, then it is likely that economic and labor market cycles have an effect on whether employers in the region favor part-time or full-time workers.

In this survey, full-time/permanent positions offer the highest average wages. This is consistent with most of the Job Vacancy Surveys conducted throughout the state in the last three years. However, as seen in the last Job Vacancy Survey, this is not always the case. Last year's Job Vacancy Survey reports Full-time/Temporary positions to have the highest wages. The vacancies available for Full-time/Temporary positions in that survey were for highly skilled individuals in the Education field. Vacancies were for Counselors, Special Education Aides and Sign Language Aides.

Figure 12: Vacancies by Employment Status

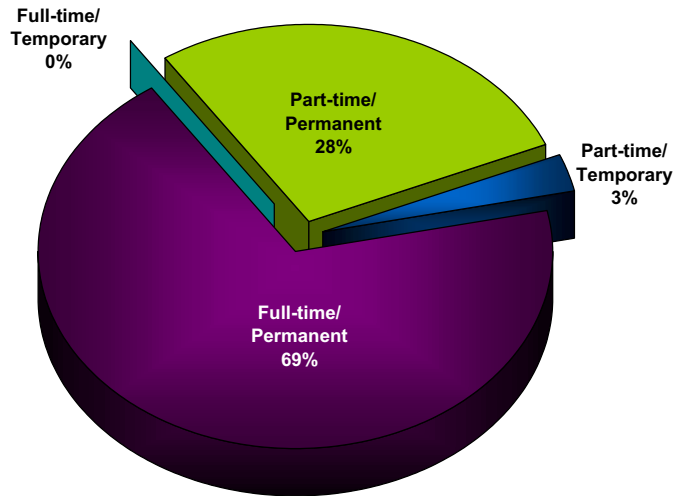
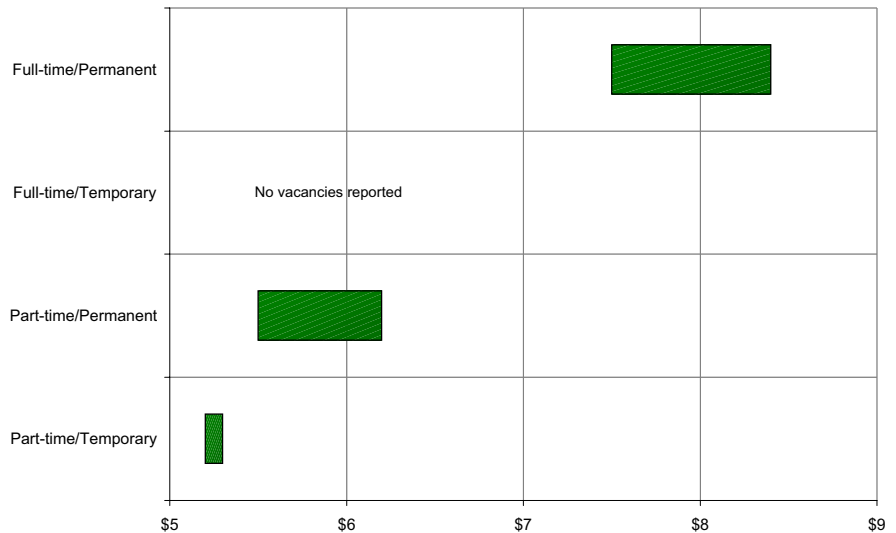


Figure 13: Reported Average Wage Ranges by Employment Status

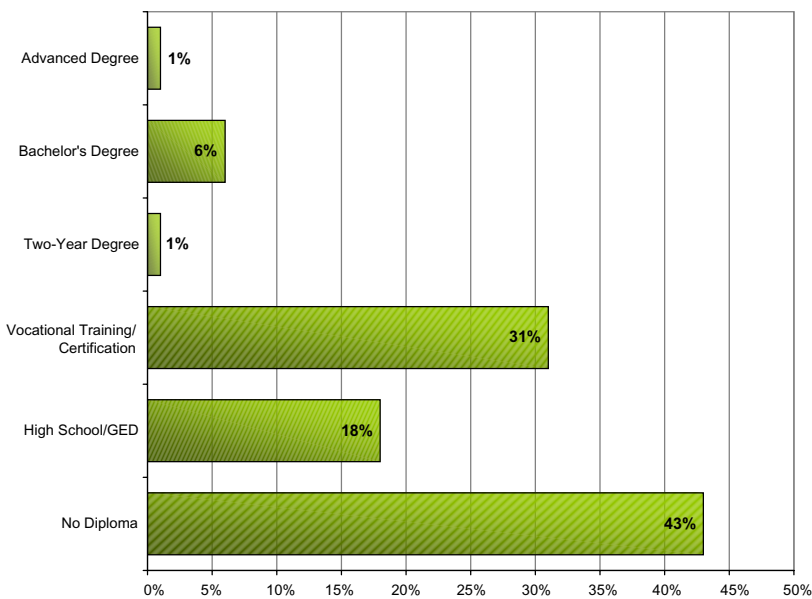


The majority of economic reporting treats all workers as if they are part of the same labor market. For example, if the unemployment rate is high, one might assume there are plenty of qualified candidates and no job openings. The reality is that even in recessions there are many employers who cannot find qualified candidates for their open positions. It is important, therefore, that job seekers have information regarding what education and experience levels are in highest demand.

Eighteen percent of the vacancies in the survey require a high school diploma or GED and 31% require vocational training or certification. The Job Vacancy Surveys conducted in the Southeast Region consist largely of vacancies

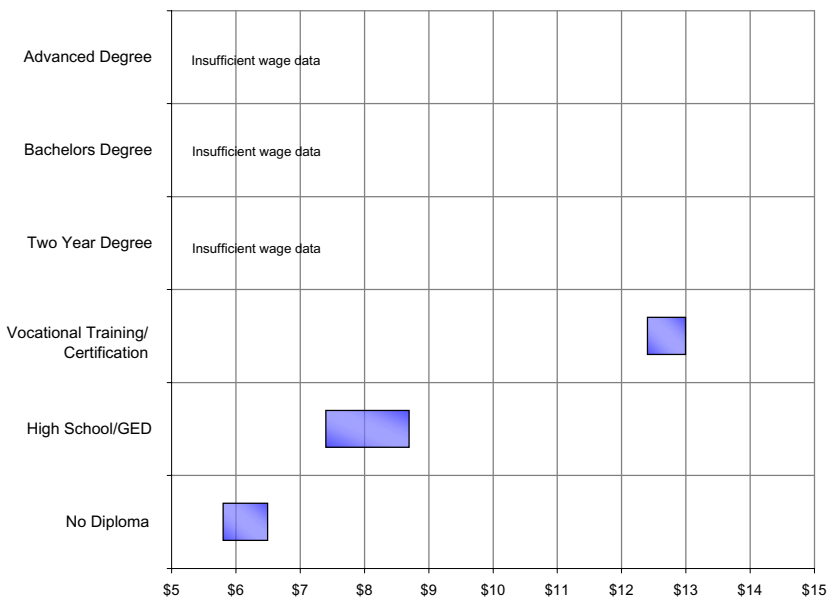
requiring only graduation from high school/GED or no diploma than any other education level. The smallest number of vacancies required a two-year degree or an advanced degree. The distribution of vacancies across educational categories has been fairly consistent in the three surveys conducted so far. Vacancies requiring a high school diploma, GED or no diploma have made up between 50% and 60% in every survey. Vacancies requiring vocational training/certification have made up between 21% and 31% percent each survey, while jobs that require applicants to have a two-year degree or advanced degree have made up between 1% and 7% each survey. Positions requiring a bachelor's degree made up between 4% and 8% of the overall vacancies.

Figure 14: Vacancies by Education

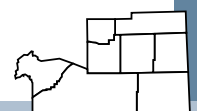


Generally, the higher the education required for a position, the higher the wage offered. It is important for people considering whether or not to continue their education to have an idea of how it will affect their earnings. In this survey, those with vocational training/certification command on average between \$12.40 and \$13.00 an hour, while a high school diploma or GED command on average between \$7.40 and \$8.70 an hour. Although the vacancies available for this survey do not provide wage data for higher levels of education, general patterns suggest that pay differentials for educational attainment offers a powerful incentive to continue one's education.

Figure 15: Reported Average Wage Ranges by Education



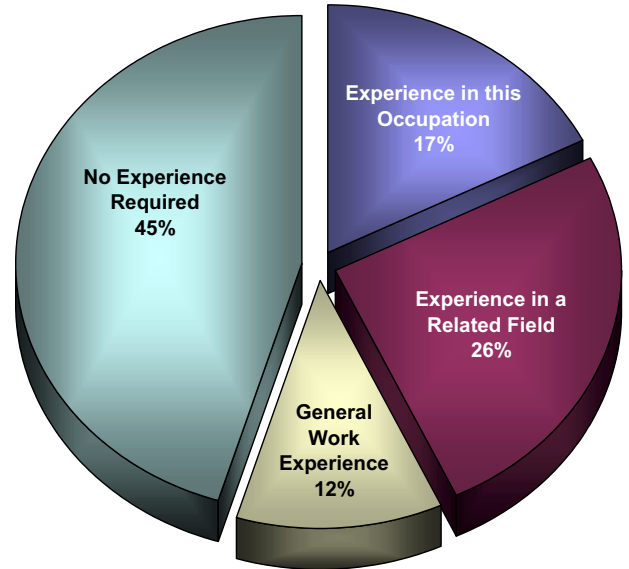
Crew Member & Cashier positions dominate vacancies requiring No Diploma and Registered Nurse & Licensed Practical Nurse positions make up the majority of vacancies requiring Vocational Training/Certification.



Employers demand a range of experience levels. In this survey, 26% of the vacancies require applicants to have related experience, while 57% of the vacancies require either no experience or general work experience.

Vacancies that either require general work experience or no work experience are most frequently found as Cashiers and Crew Members. Experience in a related field is a common requirement for several occupational groups including: Business Office Managers, Carpenters, Executive Directors and Maintenance/Refrigeration Specialists. Healthcare Practitioner & Technical occupations dominate positions requiring experience in the occupation.

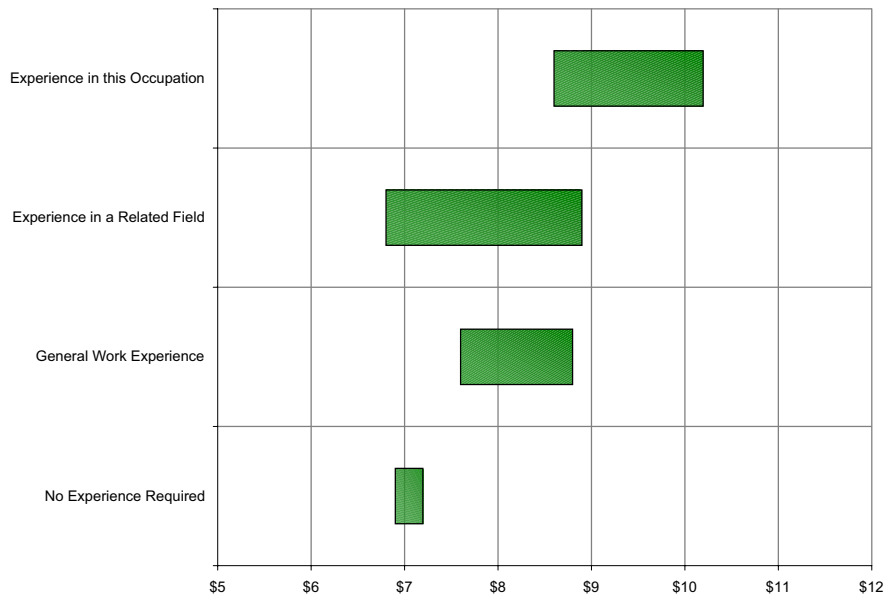
Figure 16: Vacancies by Experience



Positions requiring higher levels of experience generally pay higher wages. The primary reason for this is that workers with higher levels of experience are often more productive. Also, higher-level positions such as manage-

ment require related experience to be effective. In this survey, the average wage for positions requiring experience in a particular occupation is about 30% higher than for those not requiring experience.

Figure 17: Reported Average Wage Ranges by Experience



Vacancies

Difficulty to Fill and Time Open for Hire

The level of difficulty an employer experiences when filling a vacancy can vary dramatically depending on the nature of the individual vacancy as well as the prevailing labor market conditions. For example, finding a high level executive with the right qualifications is usually more difficult than a waiter or waitress. In tight labor markets, such as the one in Colorado during the late 1990s, it may be difficult to fill vacancies no matter what the position. Who is available to work will also affect the difficulty employers experience when trying to fill vacancies. The availability of candidates suited to fill a vacancy requiring a specific skill set is not always sufficient to meet all of the region's demand. If employers are finding the same positions difficult to fill one survey after another, then local education and training institutions may want to design programs to train candidates to meet that demand.

In addition to asking employers about their perceived difficulty in filling vacant positions, the Job Vacancy

Survey also measures the amount of time for which employers have been actively recruiting for positions. This additional information allows the reader to make a better judgment regarding the difficulty employers are having than if the survey relied wholly on employers' perceptions of how difficult a vacancy is to fill.

Employers are finding it easier to hire qualified workers than in the summer of 2002. In comparing the summer 2002 Job Vacancy Survey with the summer 2003 Job Vacancy Survey:

- ◆ The proportion of vacancies reported as very difficult to fill dropped from 31% to 11%.
- ◆ Openings reported as somewhat difficult to fill decreased from 36% to 19%.
- ◆ Vacancies reported as not difficult to fill increased from 33% a year ago to 70%.

Figure 18: Vacancies by Difficulty to Fill

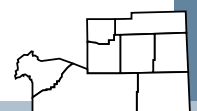
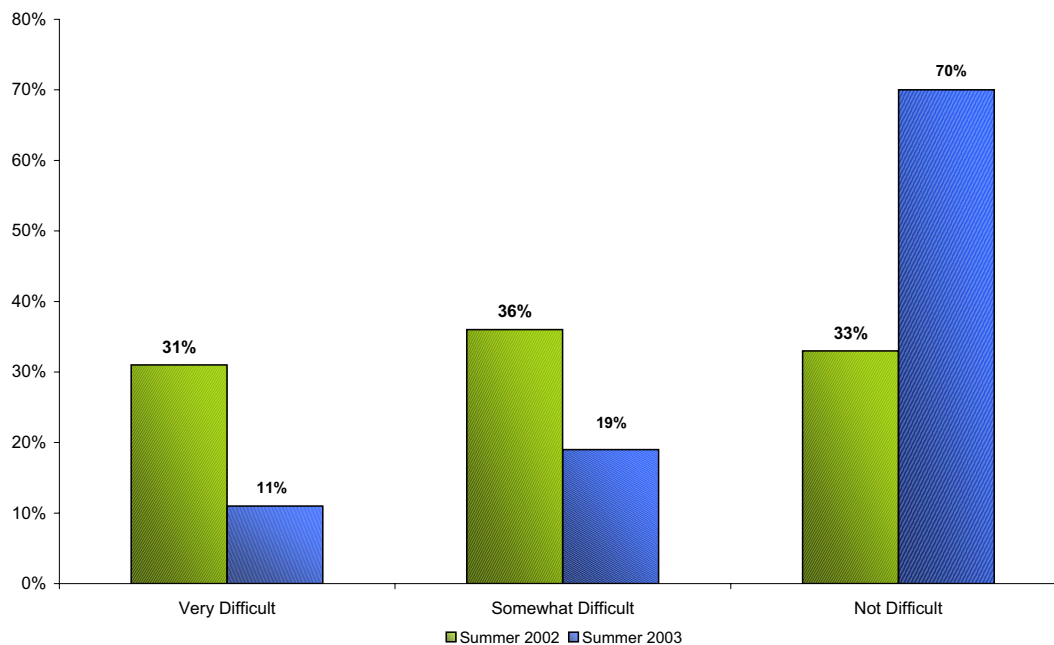
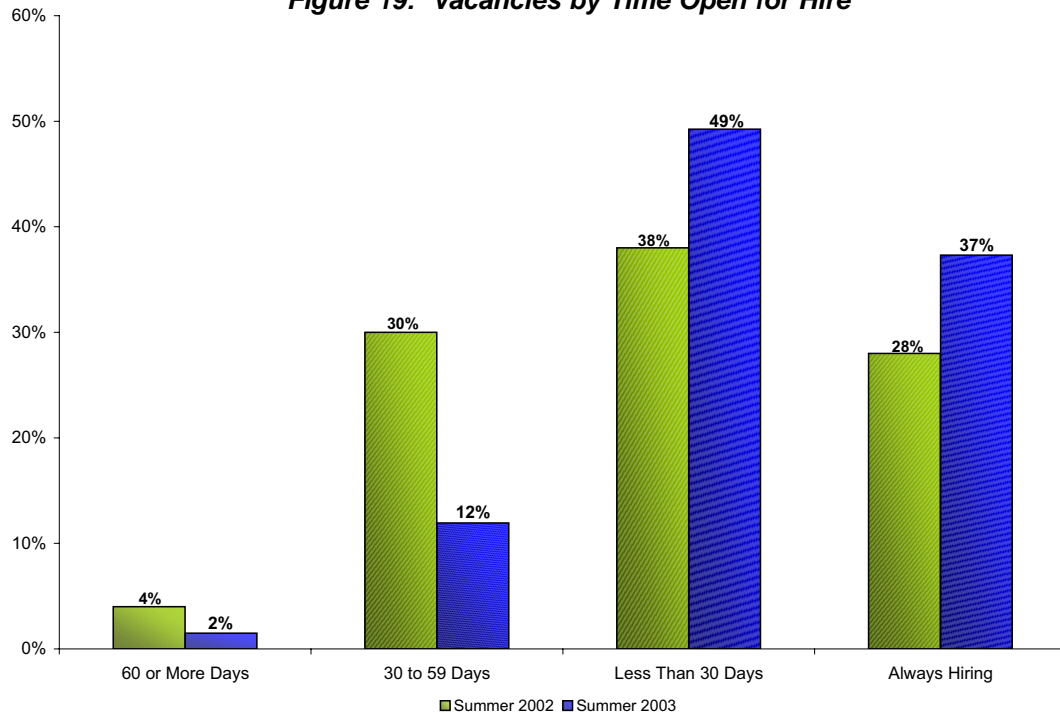


Figure 19: Vacancies by Time Open for Hire

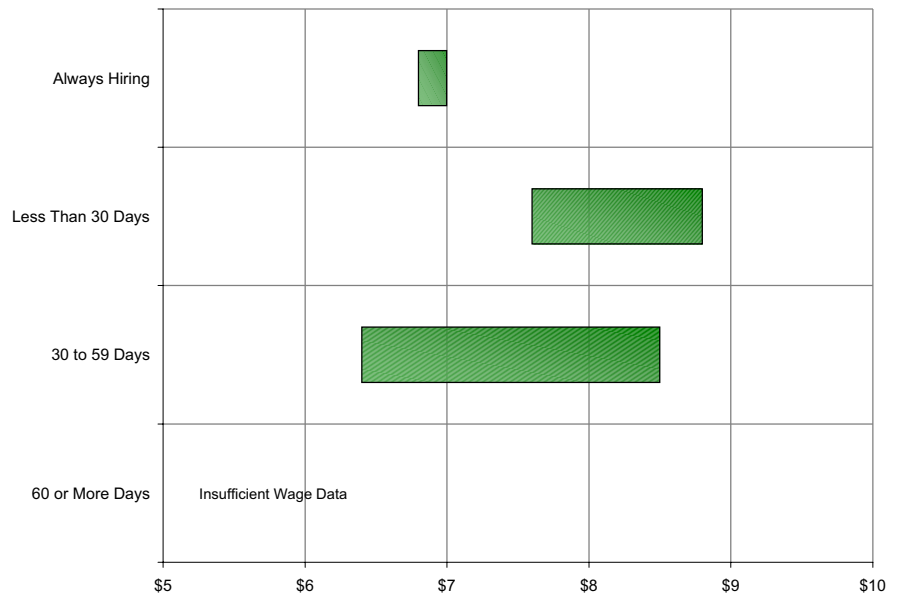


How long a vacancy is open can indicate the degree of difficulty an employer is having in filling the position. Factors include: the availability of qualified candidates; competition among employers for similar candidates; and the willingness of candidates to accept job duties considering wages and benefits offered. Also, employers may allow more time to fill a vacancy in order to ensure the fit of the candidate with the organization, or because there may be a limited number of qualified applicants.

In this survey vacancies have been open for shorter lengths of time than they were a year ago, suggesting that employers are currently finding it much easier to attract qualified candidates.

- ◆ Vacancies open for less than 30 days increased from 38% to 49%.
- ◆ Positions open between 30 and 59 days decreased from 30% to 12%.
- ◆ Vacancies open for 60 days or more dropped from 4% to 2%.
- ◆ Positions for which companies are always hiring increased from 28% to 37%.

Figure 20: Reported Average Wage Ranges by Time Open for Hire



The survey found that positions open for longer periods of time often have higher associated wages. As higher wages usually accompany occupations that require more specialized skills, it may take an employer longer to recruit and hire a candidate with the desired background.

Vacancies

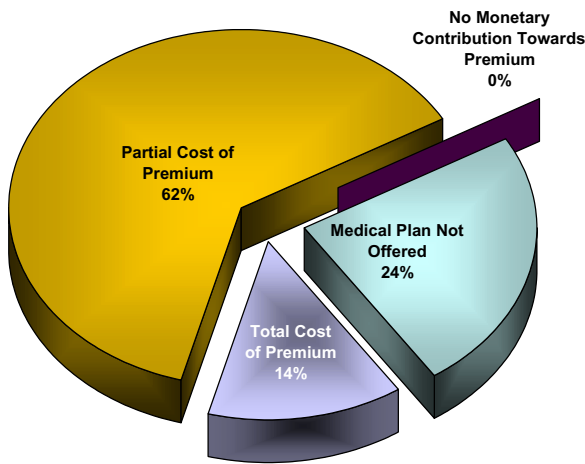
Additional Compensation

Medical Insurance

Employers frequently offer compensation related benefits to recruit qualified candidates. Some of these perks are paid time off, transportation or parking vouchers and subsidized childcare. One of the most important benefits offered to employees is medical insurance via an employer group plan. Employers may pay all, part of or none of the monthly insurance premium. How can an employer offer medical insurance and not pay for it? While this scenario is uncommon, employers can and do offer employees the opportunity to participate in their group medical insurance plans even though they do not contribute to the premium.

For 76% of the vacancies, employers offer medical insurance. In the last three surveys the percentage of

Figure 21: Employers' Contribution to Medical Insurance



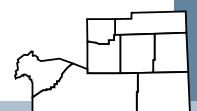
vacancies offering medical insurance has remained fairly constant, between 60%-70%. Most of the time, employers offer to contribute at least a partial payment of the premium when insurance is offered. In this survey 62% of the vacancies are offered with a portion of the premium paid and 14% of the vacancies have the entire insurance premium paid. In the past, this report has examined which occupations fall into each employer contribution category. However, in many cases, employers offer the same contributions to all employees, rather than offering different contributions for employees of different occupations. Another meaningful approach is to examine the contribution patterns of various JVS Sectors:

- ◆ **Goods-Producing:** 50% Medical Plan Not Offered, 50% Partial Cost of Premium
- ◆ **Trade, Transportation, Utilities & Other Services:** 50% Medical Plan Not Offered, 45% Partial Cost of Premium, 5% Total Cost of Premium
- ◆ **Government:** 50% Medical Plan Not Offered, 50% Partial Cost of Premium
- ◆ **Education & Health Services:** 15% Medical Plan Not Offered, 70% Partial Cost of Premium, 15% Total Cost of Premium
- ◆ **Leisure & Hospitality:** 42% Medical Plan Not Offered, 58% Partial Cost of Premium
- ◆ **Information, Financial Activities & Professional & Business Services:** 33% Medical Plan Not Offered, 33% Partial Cost of Premium, 33% Total Cost of Premium.

Sign-On Bonus

There are no bonuses offered in this survey. Sign-on bonuses are used as tools to attract workers in tight labor market conditions. When the labor market once

again tightens it will be interesting to learn whether sign-on bonuses will again be frequently used as a recruitment tool.



Occupations

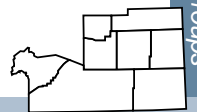
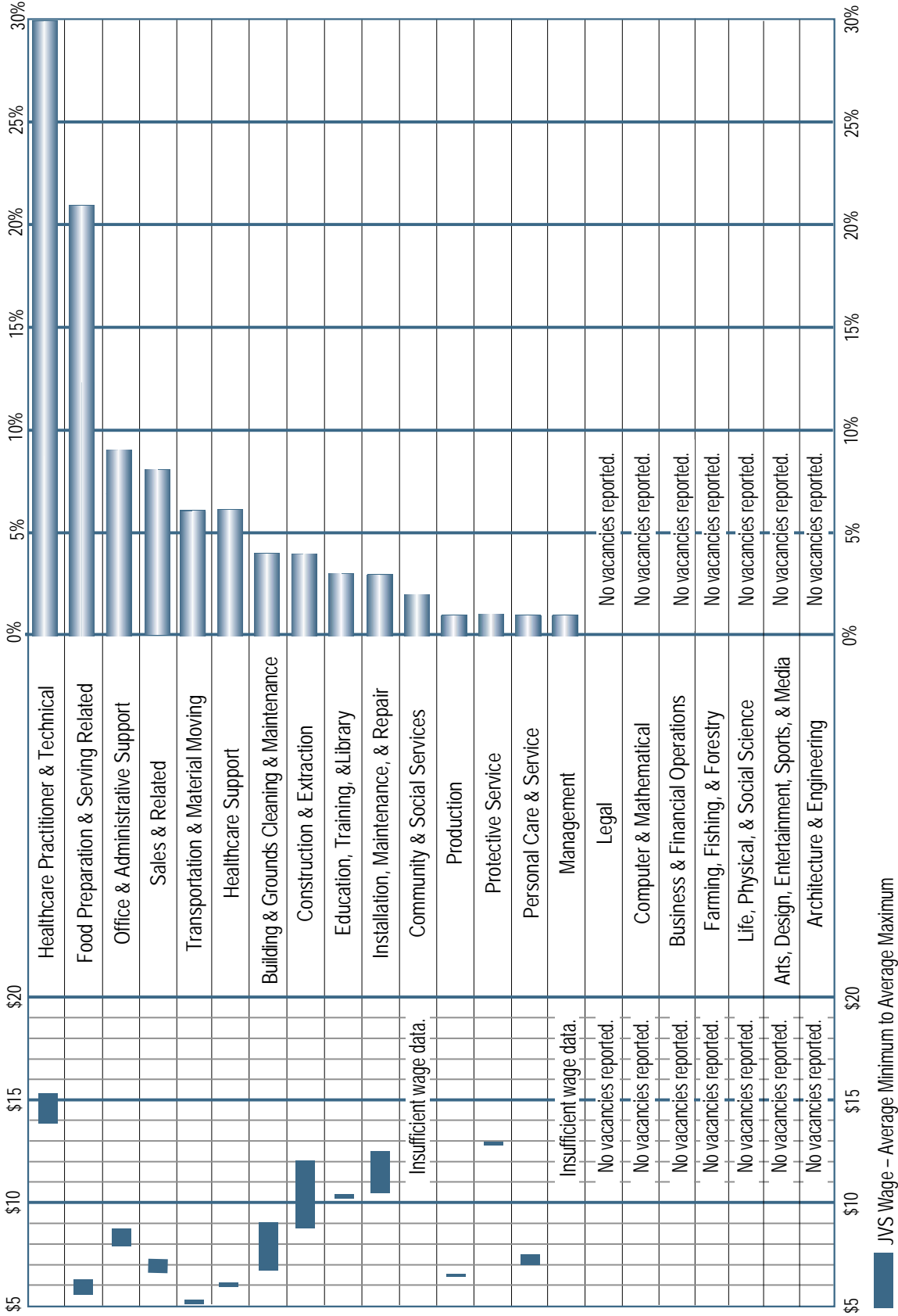
The information reported in the Job Vacancy Survey is partly intended to provide job seekers and employers with useful and current information to help them make informed decisions about job hunting and hiring. Estimating the number of overall vacancies in a region and breaking those numbers down by categories such as JVS sector and employer 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 participating employers.

To facilitate comparisons between the results of this survey and other sources of employment statistics, all jobs reported are assigned a Standard Occupational Classification (SOC) code from the *2000 Standard Occupational Classification Manual*.

The results of the survey show that the most frequently occurring job vacancies do not necessarily offer the highest wages. This indicates that compensation for workers can be explained by the investigation of other vacancy characteristics. Occupations offering the lowest wages tend to be occupations typically requiring lower levels of education and experience. Occupational groups offering the highest wages in the survey are Healthcare Practitioner & Technical Occupations, Installation, Maintenance & Repair Occupations and Construction & Extraction Occupations.

Throughout the state Healthcare Practitioners & Technical Occupations are in demand. People currently preparing to work in the healthcare field should feel confident that they will be able to find employment and receive excellent wages.

Figure 22: Vacancies and Reported Average Wage Ranges by Major Occupational Groups



Occupational Estimates

Tables 1 and 2 contain a list of all the detailed SOC job titles that were assigned to vacancies reported in this survey. Because a census of large employers and Government agencies is conducted, the list contains titles for nearly all of the vacancies available at the time of the survey for those employers. Almost one-third of all small to mid-size employers were contacted for the random sample, so the list also includes occupations reported by those employers. Given the large size of the random sample collected, the list of occupations should be fairly comprehensive; however it is not exhaustive. Most likely, if a different random sample had been drawn there would be some differences in the job titles reported, but there would also be many of the same.

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. Those vacancies reported by small to mid-size employers are then added to the others as well as additional estimated vacancies. The additional estimated vacancies are based on the assumption that the vacancies by occupation in the region are distributed exactly like the filled positions in the region at the major occupational group level. Estimated vacancies by major occupational group are then distributed among the specific occupations reported in the survey.

Vacancies Found

The number of vacancies by occupation reported in the survey.

Average JVS Wage

Average wages found in the survey are reported for each occupation. Reported averages are based solely on information provided by employers responding to this survey and do not reflect information from other sources or wages paid for currently filled positions.

Occupational Employment Statistics (OES) Wage Data

Occupational Employment Statistics (OES) wage data are provided for each occupation. OES data are based on a national survey of employers and refer to filled positions, not vacancies. The data provided here are reported for the Southeast Region when available and statewide otherwise. Data were collected in 2000 and 2001 and aged to 2002 using the Employment Cost Index (ECI). A complete description of the OES survey is available on the Internet at: <http://www.bls.gov/>.

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.

Table 1: Occupations with Four or More Estimated Vacancies

SOC Code	SOC Occupational Title	Vacancies Estimated	Vacancies Found	Average JVS Wage	Occupational Employment Statistics Wage Data (2002)							
					Average Wages		Percentile Distribution					
					Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	17	14	\$5.80	\$5.97	\$6.72	\$7.10	\$5.52	\$5.90	\$6.54	\$7.53	\$8.41
29-2061	Licensed Practical and Licensed Vocational Nurses	9	7	\$12.50	\$8.97	\$12.24	\$13.87	\$7.98	\$10.09	\$12.39	\$14.31	\$16.40
29-1111	Registered Nurses	9	9	\$18.60	\$17.63	\$23.01	\$25.70	\$16.34	\$18.46	\$20.96	\$25.96	\$33.40
41-2011	Cashiers	8	5	\$6.70	\$6.12	\$8.73	\$10.04	\$5.74	\$6.19	\$6.96	\$9.26	\$16.44
31-1012	Nursing Aides, Orderlies, and Attendants	6	5	\$6.00	\$6.40	\$8.19	\$9.07	\$6.11	\$6.90	\$7.95	\$9.21	\$10.82
43-4081	Hotel, Motel, and Resort Desk Clerks	5	2	†	\$6.11	\$6.49	\$6.69	\$5.62	\$5.93	\$6.44	\$6.98	\$8.00
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	5	3	\$5.20	\$6.90	\$8.46	\$9.23	\$6.41	\$7.32	\$8.21	\$9.29	\$11.11
29-2011	Medical and Clinical Laboratory Technologists	4	4	†	\$15.97	\$19.76	\$21.65	\$15.16	\$16.42	\$18.97	\$23.29	\$26.18

† Insufficient Wage Data Available

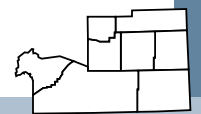


Table 2: Occupations with Fewer than Four Estimated Vacancies

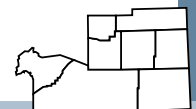
		Occupational Employment Statistics Wage Data (2002)									
SOC Code	SOC Occupational Title	Average Wages			Percentile Distribution						
		Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th		
41-3011	Advertising Sales Agents	\$7.83	\$11.18	\$12.85	\$7.37	\$7.92	\$8.98	\$13.10	\$19.75		
49-3023	Automotive Service Technicians and Mechanics	\$8.33	\$12.89	\$15.18	\$7.70	\$9.17	\$10.99	\$15.84	\$22.03		
* 35-3011	Bartenders	\$6.12	\$7.89	\$8.78	\$5.75	\$6.22	\$7.03	\$9.25	\$11.40		
47-2031	Carpenters	\$10.74	\$14.12	\$15.80	\$9.77	\$11.93	\$14.18	\$16.53	\$19.10		
21-1021	Child, Family, and School Social Workers	\$12.03	\$16.36	\$18.52	\$11.57	\$13.05	\$15.76	\$19.35	\$22.40		
53-7061	Cleaners of Vehicles and Equipment	\$6.25	\$7.01	\$7.40	\$5.78	\$6.10	\$6.63	\$7.17	\$9.98		
47-4011	Construction and Building Inspectors	\$12.05	\$14.03	\$15.01	\$11.26	\$12.31	\$13.32	\$14.47	\$17.12		
35-2012	Cooks, Institution and Cafeteria	\$6.24	\$7.88	\$8.69	\$6.01	\$6.68	\$7.84	\$8.99	\$10.38		
35-2014	Cooks, Restaurant	\$6.33	\$7.72	\$8.41	\$6.01	\$6.84	\$7.77	\$8.53	\$9.00		
33-3012	Correctional Officers and Jailers	\$11.57	\$13.86	\$15.00	\$10.86	\$11.99	\$13.47	\$15.57	\$17.21		
29-2041	Emergency Medical Technicians and Paramedics	\$8.21	\$10.12	\$11.07	\$7.20	\$9.30	\$10.49	\$11.55	\$12.68		
43-4071	File Clerks	\$6.22	\$8.63	\$9.84	\$5.97	\$6.71	\$8.15	\$10.46	\$12.82		
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	\$9.43	\$15.00	\$17.78	\$8.63	\$10.65	\$14.99	\$18.56	\$22.13		
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$11.42	\$14.75	\$16.42	\$8.68	\$14.02	\$15.36	\$16.76	\$19.15		
* 43-9041	Insurance Claims and Policy Processing Clerks	\$10.44	\$15.32	\$17.76	\$9.69	\$11.40	\$14.56	\$17.32	\$21.87		
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	\$6.13	\$7.85	\$8.71	\$5.80	\$6.35	\$7.32	\$9.13	\$10.98		
25-4031	Library Technicians	\$6.58	\$8.70	\$9.76	\$6.11	\$7.08	\$8.15	\$10.14	\$12.90		
43-4131	Loan Interviewers and Clerks	\$9.80	\$11.52	\$12.38	\$9.15	\$9.75	\$10.74	\$12.88	\$15.64		
37-2012	Maids and Housekeeping Cleaners	\$6.06	\$6.95	\$7.40	\$5.62	\$6.01	\$6.64	\$7.87	\$9.22		
11-9111	Medical and Health Services Managers	\$18.36	\$24.03	\$26.86	\$16.80	\$19.99	\$23.64	\$27.69	\$32.96		
43-6013	Medical Secretaries	\$7.78	\$9.38	\$10.18	\$7.39	\$8.01	\$8.97	\$10.41	\$12.05		
21-1014	Mental Health Counselors	\$12.06	\$19.25	\$22.84	\$11.57	\$13.27	\$18.85	\$21.87	\$32.26		
* 29-2033	Nuclear Medicine Technologists	\$19.26	\$22.78	\$24.55	\$18.46	\$20.30	\$23.07	\$25.90	\$27.71		

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

		Occupational Employment Statistics Wage Data (2002)									
		Average Wages					Percentile Distribution				
SOC Code	SOC Occupational Title	Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th		
29-1122	Occupational Therapists	\$12.92	\$19.87	\$23.34	\$12.28	\$13.72	\$22.01	\$25.49	\$27.42		
47-2073	Operating Engineers and Other Construction Equipment Operators	\$10.48	\$13.59	\$15.14	\$9.63	\$11.43	\$13.82	\$15.97	\$17.24		
* 29-1051	Pharmacists	\$28.55	\$34.33	\$37.21	\$28.27	\$31.49	\$35.23	\$39.38	\$43.32		
* 31-9095	Pharmacy Aides	\$9.13	\$10.73	\$11.54	\$8.43	\$9.52	\$10.59	\$11.86	\$13.64		
* 51-9131	Photographic Process Workers	\$7.89	\$11.27	\$12.96	\$7.56	\$8.62	\$10.58	\$13.38	\$16.79		
* 29-1123	Physical Therapists	\$19.24	\$24.95	\$27.80	\$18.33	\$21.72	\$24.90	\$27.73	\$32.42		
* 29-1071	Physician Assistants	\$18.93	\$26.97	\$31.00	\$15.92	\$22.38	\$27.05	\$32.79	\$37.60		
* 29-2034	Radiologic Technologists and Technicians	\$14.51	\$18.99	\$21.22	\$13.64	\$15.96	\$19.06	\$21.99	\$25.37		
43-4171	Receptionists and Information Clerks	\$6.64	\$8.63	\$9.63	\$6.15	\$7.15	\$8.35	\$9.82	\$11.20		
39-9032	Recreation Workers	\$7.57	\$10.16	\$11.46	\$7.19	\$7.87	\$8.88	\$11.66	\$14.18		
* 29-1126	Respiratory Therapists	\$14.88	\$18.36	\$20.10	\$14.15	\$15.89	\$18.52	\$20.99	\$22.61		
41-2031	Retail Salespersons	\$6.18	\$8.45	\$9.59	\$5.87	\$6.44	\$7.44	\$8.85	\$12.57		
43-5081	Stock Clerks and Order Fillers	\$6.65	\$9.04	\$10.24	\$6.21	\$7.21	\$8.19	\$9.19	\$14.87		
* 25-3099	Teachers and Instructors, All Others	†	†	†	†	†	†	†	†		
49-3093	Tire Repairers and Changers	\$7.68	\$8.76	\$9.30	\$7.29	\$7.91	\$8.85	\$9.82	\$10.53		
53-3032	Truck Drivers, Heavy and Tractor-Trailer	\$7.82	\$11.54	\$13.39	\$6.66	\$9.24	\$11.07	\$13.96	\$16.99		
35-3031	Waiters and Waitresses	\$6.11	\$8.80	\$10.15	\$5.73	\$6.23	\$7.11	\$9.71	\$10.86		

* OES wages reported for Colorado statewide

† Insufficient wage data



Sector Briefs

Trade, Transportation, Utilities & Other Services

The Trade, Transportation, Utilities and Other Services JVS sector includes the Utilities sector, the Wholesale Trade sector, the Retail Trade sector, the Transportation & Warehousing sector and the Other Services sector. In the Southeast region, the highest number of employers is in the Trade, Transportation, Utilities and Other Services sector. However, Government agencies have consistently employed more people.

Retail Trade, which includes store and non-store retailers, dominates this JVS sector in terms of the number of employers. Store retailers are described as attracting a large public customer base, offering large displays of goods and utilizing mass media advertising. Nonstore retailers are distinct in that they utilize different methods to reach their customers. They use infomercials, direct-response advertising, catalogs, door to door solicitation, in-home demonstration or vending machines.

In the Summer 2003 Southeast Job Vacancy Survey, an estimated 37 vacancies are open for immediate hire in Trade, Transportation, Utilities and Other Services. This JVS sector ranks second in terms of the number of vacancies

found. Education & Health Services ranks first. The average minimum wage offered is \$6.60 an hour and the average maximum wage is \$7.10 an hour. Cashier positions are most in demand, but Hand Laborers and Material Movers are also in high demand. Open positions for these occupations offer on average \$6.70 and \$5.20 an hour respectively.

The residual effect of the past recession on the Trade, Transportation, Utilities & Other Services JVS Sector are not as apparent as its effect on other sectors, such as Leisure & Hospitality. The Trade, Transportation, Utilities & Other Services JVS Sector is not as heavily dependent on changes in income as Leisure & Hospitality. This JVS Sector is less affected by economic downturns because people will cut down on non-essential spending, vacations and eating at restaurants, before they stop buying basic necessities, electricity and groceries. As the economy's recovery is more visible, expectations would be for a base increase in activity for all sectors. However, the increase in sectors more reliant on disposable income would again typically outpace that of Trade, Transportation, Utilities & Other Services.

How to Use This Report

With the analysis of labor market conditions, many questions regarding labor demand and supply, as well as labor skills requirements, often arise...

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

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

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

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

Employers

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

Employee Recruitment—

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

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

Compensation and Benefits Planning—

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

New Site Selection—

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

Job Seekers

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

given an individual's skills and level of education.

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

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

Workforce Centers

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

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

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

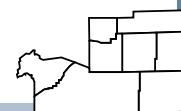
www.coworkforce.com/lmi/oeo/oeo.htm. Projections highlight growing as well as declining occupations. Public officials, educational institutions, and Government agencies can use this survey information to effectively apply resources to education, training, and job placement programs. Investments in the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

Economic Developers

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

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

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



Caveats

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

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

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

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

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

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

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

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

Methodology

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

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. 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 54% of the employment in the region is found in large and government employers that make up only 24% of the total number of firms. Conducting a census of these entities allows us to cover a large portion of the region's employment while contacting relatively few entities.

Survey Sample

The survey in the Southeast Region was conducted from August 28 through September 5. For the purpose of this report, all large employers, government and small to mid-size private employers with five or more employees are referred to as the sample frame. Firms with fewer than five employees make up a very large portion of all employers in the region, but a small proportion of the total employment. Employment in the sample frame accounts for 80% 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 75 employees are considered large employers. Attempts are made to contact all government agencies and large firms in the sample frame. The remaining small to

mid-size firms are split into JVS industry sectors.

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

Government makes up almost 31% of the employment in the sample frame, while private industry employers make up the remaining 69%. Large firms account for 33% of private industry employment in the sample frame. Firms employing from five

to 74 individuals are considered small to mid-size employers, and account for the remaining 67% of private industry employment.

The margin of error for the overall vacancy estimate is plus or minus 8.1% or 12 vacancies at a .95 certainty level. In other words, in 95 out of 100 samples taken, the actual number of vacancies in the region will be between 137 and 161 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 81.9%. This measures the quality of the survey database, or the success experienced in contacting eligible employers. The cooperation rate is 99.1% and measures the success in obtaining data once an employer is contacted.

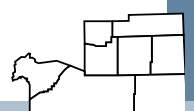
JVS Sectors

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

In the Southeast Region, the 20 NAICS sectors have been combined into six 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 26*.

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



Data Collection

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

Professional interviewers, trained in economic data collection processes, gather

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

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

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

Occupational Coding

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

Data Editing

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

Wage Conversion

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

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

North American Industry Classification System (NAICS)

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

History of Process

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

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

Industrial Classification vs. Occupational Classification

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

Benefits

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

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

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

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

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

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

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

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

Things to Consider

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

New Industries Reflected in NAICS

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

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

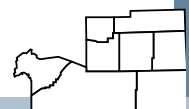
- ◆ Formerly, under SIC, corporate headquarters were not distinguished from the industry category of the product or service they produced. Now corporate headquarters are recognized in the new Management sector.
- ◆ Manufacturing is restructured to account for high-tech industries.
- ◆ An increase in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

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

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

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

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



Glossary

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

Average Maximum Wage

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

Average Minimum Wage

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

Computer Assisted Telephone Interviewing (CATI)

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

Cooperation Rate

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

Educational Attainment

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

Effective Response Rate

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

Employed Persons (Employment)

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

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

Employer

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

Full-time Employee

Employees who usually work 35 hours per week or more.

Goods Producing Industries (NAICS)

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

Industry

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

Job Seeker

A person actively looking for employment or researching career options.

Job Vacancy

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

Job Vacancy Rate

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

Labor Force

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

Medical Insurance

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

Medical Insurance Premium

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

North American Industry Classification System (NAICS)

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

Not Seasonally Adjusted

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

Occupation

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

Part-time Employee

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

Percentile Wage Estimate

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

Permanent Employment

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

Sample

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

Sample Frame

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

Seasonally Adjusted

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

Service Producing Industries (NAICS)

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

Sign-on Bonus

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

Standard Occupational Classification (SOC) System

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

Temporary Employment

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

Unemployed Persons

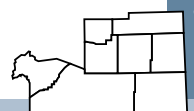
Persons 16 years of age and over who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the four-week period ending with the reference week. Persons who were waiting to be recalled to a job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

Unemployment Rate

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

Wages

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



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We urge you to

See
COLORADO
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Photo — Bruce W. Hill



Trinidad Lake State Park, Huerfano County
Courtesy Colorado State Parks

State Parks to explore
in the

Southeast Region

John Martin Reservoir State Park

Lathrop State Park

Trinidad Lake State Park

Colorado State Parks

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

Southeast Region

WORKFORCE CENTERS IN THE SOUTHEAST JOB VACANCY SURVEY REGION

Baca County Satellite

Baca County Library
733 Main Street
Springfield, CO 81073
Phone: 719-523-6962

Bent County Satellite

Community Center
1724 Ambassador Thompson Blvd.
Las Animas, CO 81054
Phone: 719-254-3396

Crowley County Satellite

600 Main Street
Ordway, CO 81063
Phone: 719-267-4405
Fax: 719-384-6955

Kiowa County Satellite

Kiowa County Library
1305 Goff Basement
P.O. Box 790
Eads, CO 81036
Phone: 719-438-5581

LaJunta Workforce Satellite

215 Raton Avenue
LaJunta, CO 81050
Phone: 719-384-5643
Fax: 719-384-8317
lajunta@cwfc.net

Lamar Workforce Center

405 E. Olive Street
Lamar, CO 81052
Phone: 719-336-2256
Toll-Free: 866-370-4931
Fax: 719-336-2259
Lamar@cwfc.net

Rocky Ford Workforce Center

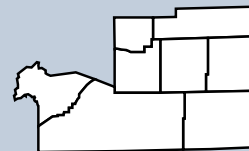
801 Chestnut Avenue
Rocky Ford, CO 81067
Phone: 719-254-3397
Fax: 719-254-3877
RockyFord@cwfc.net

Trinidad Workforce Center

309 North Commercial
Trinidad, CO 81082
Phone: 719-846-9221
Fax: 719-846-7594

Walsenburg Workforce Center

528 Main Street
Walsenburg, CO 81089
Phone: 719-738-2372
Fax: 719-738-1020



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

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

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