

Northwest & Rural Resort Region

Job Vacancy Survey

April 2002

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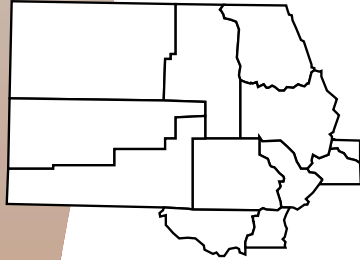
Counties

- | | |
|-------------|------------|
| Clear Creek | Lake |
| Eagle | Moffat |
| Garfield | Pitkin |
| Gilpin | Rio Blanco |
| Grand | Routt & |
| Jackson | Summit |



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





Northwest & Rural Resort Region Job Vacancy Survey

*Conducted
January 28 - February 4, 2002*

State of Colorado

Bill Owens, *Governor*

Colorado Department of Labor & Employment

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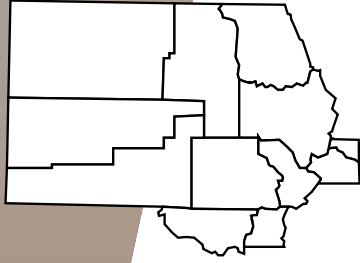
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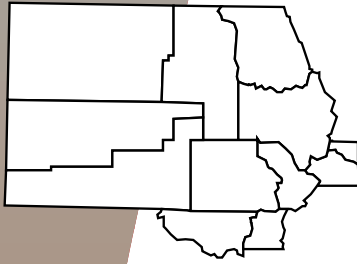
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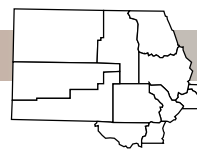


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Introduction

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

Job seekers and employers, as well as Workforce Centers and economic developers need more than a measure of demand for workers at a specific point in time. They also need a measure of where in the economy that demand is located and what education and experience levels are most preferred. The Colorado Department of Labor and Employment (CDLE) developed the Job Vacancy Survey (JVS) to meet this need. The JVS is designed to provide a snapshot estimate of job vacancies along with detailed information and analysis on accompanying wages, skill requirements and work experience.

The CDLE's survey unit collects original data by conducting phone interviews with a representative

Colorado Job Vacancy Survey Regions



sample of employers in a given region. The department's economists analyze the raw data, estimate the number of vacancies in the area and publish the report within weeks of the original data collection, providing a timely portrait of the employment situation.

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

This publication is a product of the Colorado Department of Labor and Employment's Labor Market Information Section, Bill LaGrange-Director. This report was prepared by LMI's office of Workforce Research and Analysis. Members of this unit are:

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How to Use This Report

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

- ◆ Is there a labor shortage in the region?
- ◆ If so, what types of labor are in short supply?
- ◆ Is there a shortage of skills?
- ◆ What skills are necessary to fill current vacancies?

The answers to these and similar questions are important in the decision-making processes of employers, employees, job seekers, trainers, and planning officials. While Labor Market Information (LMI) provides data on the local labor force supply, the Job Vacancy Survey complements this by providing information about the demand for labor and offers a more complete picture of local labor markets.

Employers

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

◆ *Employee Recruitment*—

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

◆ *Employee Training*—

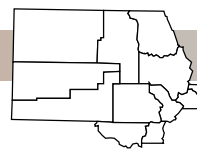
A firm may also choose to increase investment in training for their current employees instead of expanding recruitment efforts.

◆ *Compensation and Benefits Planning*—

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

◆ *New Site Selection*—

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



Job Seekers

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

Information's occupational projections, which provide a long-term outlook of occupational demand, along with the survey, which illustrates the current level of demand in the local job market to determine how current employment opportunities can contribute to their long-term career goals. Career minded individuals can tailor education, training, and work-experience to fit future high-demand positions.

Workforce Centers

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

Public officials, educational institutions, and government agencies can use this survey information

to effectively apply resources to education, training, and job placement programs.

While this report is a picture of the area's current employment needs and historical seasonal patterns, other Labor Market Information products provide projections of occupational growth and anticipated openings (www.coworkforce.com/lmi/oeo/oeo.htm). The projections highlight growing as well as declining occupations. Investments in the workforce can be directed toward occupations or industries that continuously contribute to the local economy or to those where there is a constant need for workers.

Economic Developers

Economic development professionals can use the Job Vacancy Survey to track the labor situation in key industries and evaluate the area's economic growth and development potential. The survey results help determine where bottlenecks may occur should current vacancies persist. Economic developers can

also generate a comprehensive picture of the region by determining where current labor demand stands today, as identified by the survey, and where the local market is trending using Labor Market Information's employment projections.

Caveats

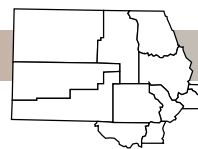
The Job Vacancy Survey statistics are indicators of the demand for workers in the region and should not be interpreted as actual values. We rely on information from surveyed companies to obtain a representative sample of institutions and the occupations that fuel them. Not all surveyed firms participate; however, the employers who do participate enable the production of statistically reliable results.

The study provides estimates of job openings for a point-in-time; they do not necessarily portray the distribution of job vacancies in the region. This report does not attempt to explain the cause of vacancies—whether these current vacancies are due to actual growth or to job turnover in an occupation. Readers should also keep in mind that the authors are not attempting to project the level of vacancies into the future. Be aware that events having occurred since the time period analyzed such as plant closings or the migration of people in and out of the area might

significantly affect the vacancy status of some occupations. Job openings are very dynamic – current openings are being filled, new positions are being created, and some roles are being phased-out.

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

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



Executive Summary

The second Northwest & Rural Resort Job Vacancy Survey (JVS) was conducted between January 28th and February 4th, 2002. The goal of the survey is to obtain knowledge about current job market conditions in this Colorado region. A random sample of small to mid-size private employers with at least five employees is contacted over the survey period. The survey unit also attempts to interview all large

employers and government agencies in the region. Employers are asked about current hiring activity.

A total of 730 employers, representing approximately one-quarter of the region's total employment, responded to the survey. Of these, 88 were government agencies, 56 were large employers and 586 were small to mid-sized employers. The survey had a 64% effective response rate. The major findings of the survey follow:

- ◆ An estimated 940 jobs were available for hire during the survey period, coinciding with a 0.8% vacancy rate.
- ◆ Thirteen percent of the surveyed employers reported job vacancies.
- ◆ Small to mid-size employers account for 74% of the estimated vacancies.
- ◆ Eighty-five percent of the openings are permanent, full-time positions.
- ◆ The average wage for all reported vacancies is \$15.30 per hour. The average wage offered for government openings is higher than that for private sector jobs.
- ◆ Forty-three percent of the openings require more than a high-school education.
- ◆ Over 60% of the vacancies require experience either in or related to the vacant occupation.
- ◆ According to employer responses, 25% of the vacancies are considered very difficult to fill.
- ◆ One-third of surveyed firms offered medical premium coverage with their open positions.

Northwest & Rural Resort Region

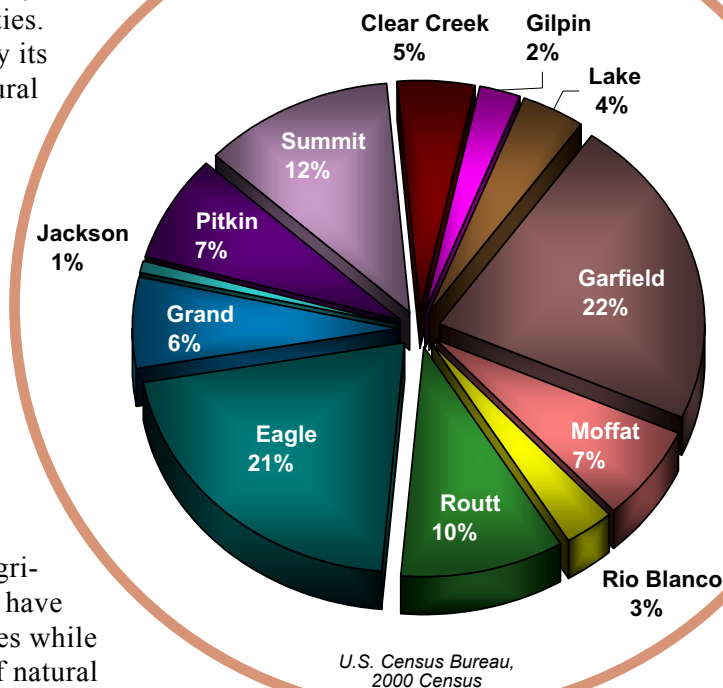
The Northwest & Rural Resort (NW&RR) region encompasses a large geographic area. The economic drivers and concerns vary from county to county and even within counties. The region is generally characterized by its mountainous terrain, and wealth of natural resources – from minerals to grazing lands to recreational opportunities. Much of the land area is publicly owned.

Many northwest counties have seen mining and ranching jobs fade as higher levels of productivity have reduced the need for worker-hours, mineral reserves have been depleted, environmental concerns have curbed land use, and the economic base has diversified to other industries. Currently, only 3% of the region's workers are employed in the agriculture and mining sectors. Some areas have been adversely affected by these changes while others have capitalized on the wealth of natural resources as a magnet for tourism and recreation. The NW&RR region is home to the state's largest ski resort complexes, accounting for a vast majority of the state's skier days.

Twelve counties compose this region. Tourism is a significant force behind the economies of Clear Creek, Eagle, Grand, Pitkin, Summit, and Lake counties. Garfield, Moffat, Routt, and Jackson benefit from mining, ranching, and farming along with tourism. Gilpin has emerged as a gaming center and bedroom community—about 80% of the working residents commute out of the county to work. A significant majority of Rio Blanco's residents are employed in services.

The Northwest & Rural Resort Region has welcomed many new residents over the past decade.

**Figure 1:
Population by County**



The 2000 census tallied the area's population at 198,640, a 47% increase since 1990. Colorado's population grew 31% over the same period. The region's population is concentrated in Garfield, Eagle, and Summit counties along the I-70 corridor. Over the ten-year census period, Eagle county's population grew 90% while Summit county's expanded by more than 80%. Grand and Gilpin counties' growth exceeded 50% over the decade. Rio Blanco and Jackson, already lightly populated, both experienced a slight decline in population.

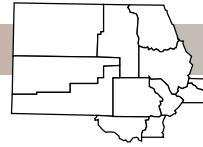
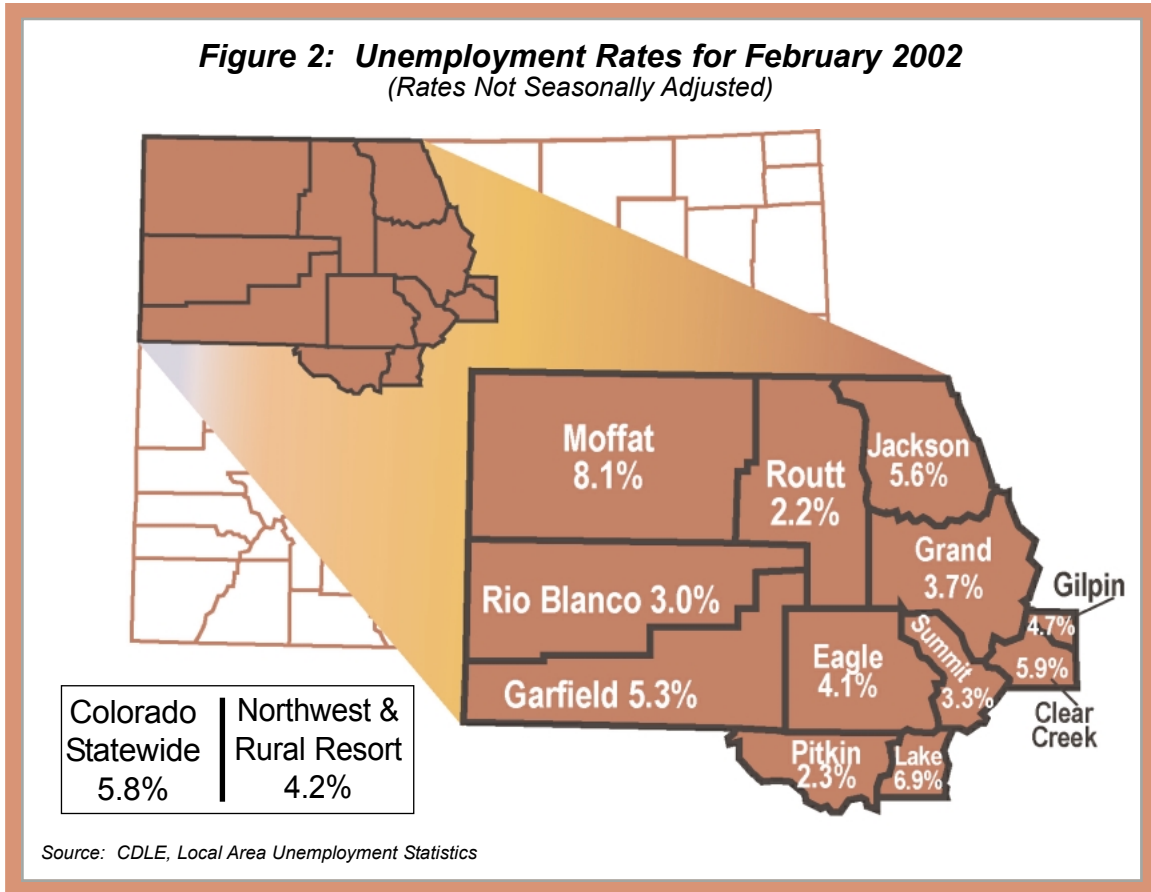


Figure 2: Unemployment Rates for February 2002
 (Rates Not Seasonally Adjusted)



The region's labor force is estimated at 115,277 for February of 2002. Of these 110,425 were employed in the Northwest & Rural Resort area. The region's

unemployment rate of 4.2% is lower than both that of the state and the U.S rate of 5.5% reported by the Bureau of Labor Statistics for February of 2002.

Area establishments have been categorized into the ten major Standard Industrial Classifications (SIC) to provide a better picture of the industries that drive the Northwest & Rural Resort economy. First quarter 2001 statistics reveal that 44% of the wage and salary employment in the region is in the Services sector. Retail trade accounts for another 24% of jobs.

Looking at Major Group Industries within the SIC classification, amusement and recreation businesses employ the most people in the services sector followed by hotels and lodging establishments. Almost 50% of the people working in retail trades are employed in eating and drinking establishments. Each of these industries is bolstered by area tourism.

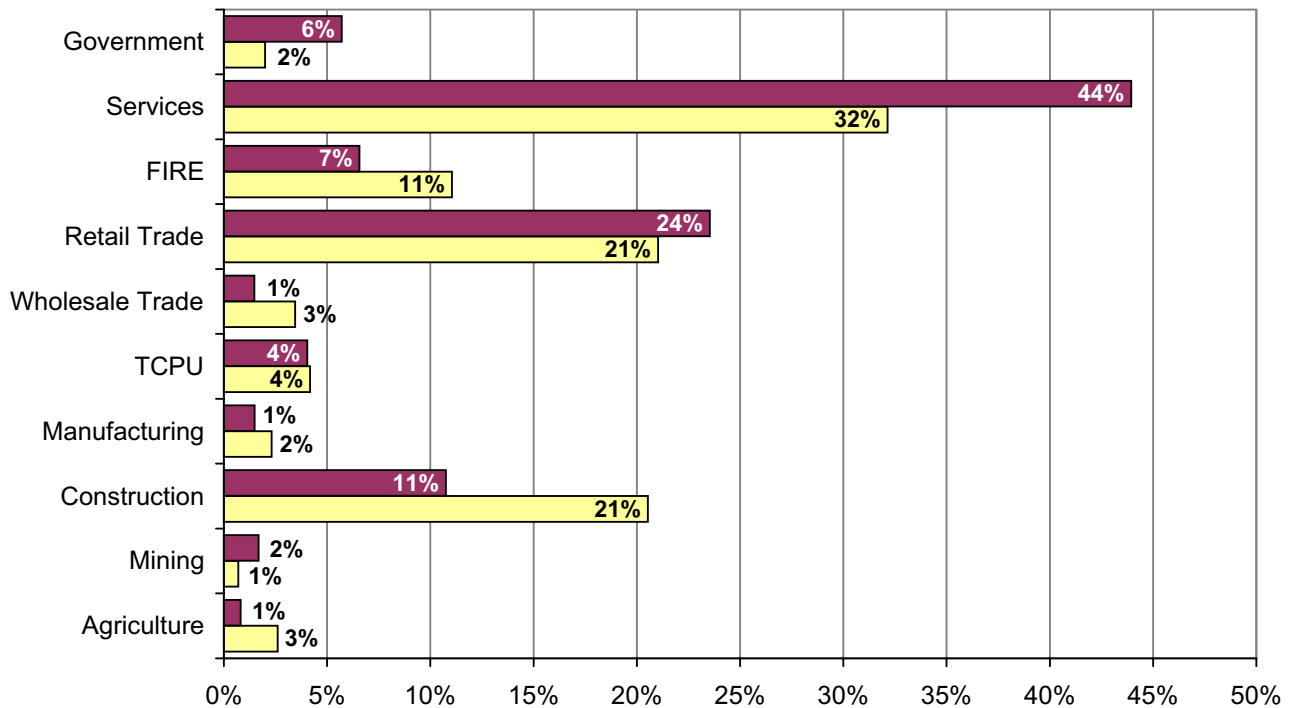
The number of employers in the Services sector is actually dominated by Business Service organizations and Engineering, Accounting, Research, and

Management firms. These businesses are often sole-proprietorships or employ only a few professionals.

Like the rest of Colorado, Services and Retail Trade are major economic drivers. The Northwest & Rural Resort region's economy is in fact more dependent on Services, Retail Trade, and Construction than the rest of the state. Combined, these industries make up 74% of the region's employers and 79% of the employment. The strength of the construction industry is reflective of the area's population growth.

Wholesale Trade and Manufacturing play a smaller role in the NW&RR economy than they do in the state as a whole. FIRE is the abbreviation for the Finance, Insurance, and Real Estate industries; TCPU represents the Transportation, Communications, Electric, Gas, and Sanitary Service industries. Both hold a similar position in the regional economy as they do in the state.

Figure 3: Northwest & Rural Resort Region Employers & Employees, 1st Quarter, 2001



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

Source: Colorado Employment and Wages (ES-202)

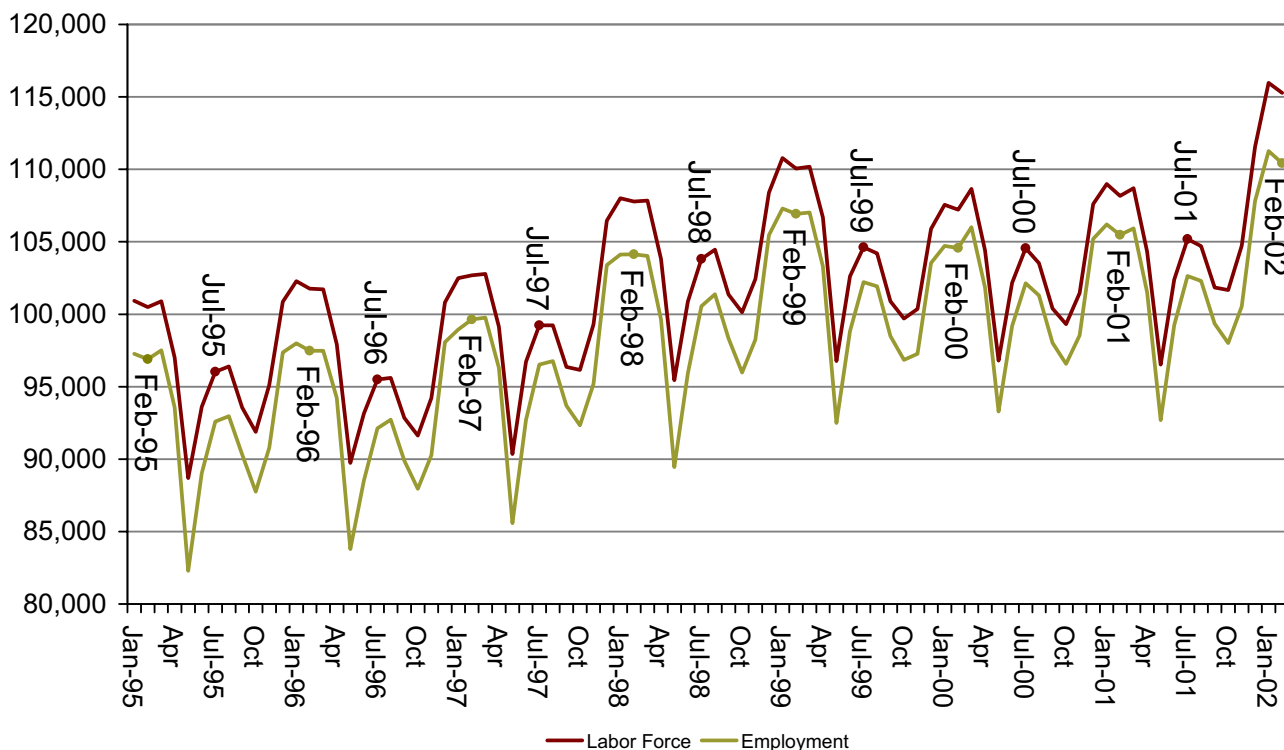


The chart below illustrates the historical progression of both the region’s labor force and employment levels. The upward trends of the lines demonstrate the growth in both the labor force and employment since 1995. Employment has grown 14.0% in the region and 13.9% in the state from February 1995 to February 2002.

The graph also provides a visual representation of unemployment. Unemployment is represented by the gap between the labor force and the employment lines; the larger the distance between the two lines, the greater the number of unemployed. Unemployment tends to peak in May each year; it hit a high for this time-span of 7.8% in May 1995. The lowest unemployment rate in this timeframe was observed in August 2000 at 2.2%.

Figure 4 also reveals a seasonal trend in the region’s labor market. Both the labor force and the employment level peak in the 1st and 3rd quarters each year. The labor force surges as people migrate to the area for the prime recreation months. The ski industry boosts population and employment in the 1st quarter while myriad summer recreation options bring people to the Northwest & Rural Resort region in the 3rd quarter of the year. Employment expands at a slower rate while the newcomers who have augmented the labor force numbers look for work. The Job Vacancy Survey is conducted semi-annually in winter and summer in order to measure the demand for labor at peak periods.

Figure 4: Employment & Labor Force Trends for the Northwest & Rural Resort Region



Source: CDLE, Local Area Unemployment Statistics

The Job Vacancy Survey Sample

The second Northwest & Rural Resort regional survey was conducted from January 28th through February 4th, 2002. For the purpose of this report, employers with five or more employees (5,259 in the region) are referred to as the “sample universe.” Although firms with less than five employees account for about 60% of the region’s employers, they only represent 15% of the total employment. The possibility of employing statistical methods to estimate vacancies for this group is currently being explored.

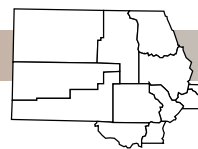
The Job Vacancy Survey first separates employers from this sample universe into government or private industry classifications. Next, private firms are split into large (more than 150 employees) and small to mid-size (from 5 to 149 employees) categories. The remaining small to mid-size firms are split into goods and service producing industries, and a random sample of each category is contacted. The survey unit attempts to contact all government and large employers in the region.

Eleven percent of the sample universe employment is represented by government entities, including public schools. Large private employers represent 17% while small to mid-size firms account for 72% of the employment. The survey included responses from 730 employers representing 14% of all those with five or more employees in the Northwest & Rural Resort region; those surveyed provide employment for 23% of employed people in the region. Of these respondents, 88 were government, 56 were large employers and 586 were from the small to mid-sized category.

As there are not a sufficient number of regional firms in each of the Standard Industrial Classification categories to support job vacancy estimates at this detailed level, the industrial classifications are grouped into broader Goods and Service Producing segments. Goods producing firms represent 13% of the sample universe; 233 of these were contacted during the survey period. Service businesses comprise 84% of the sample universe; 409 provided information for the Job Vacancy Survey. The survey also included 88 government entities.

Table 1: Industry Categories

Government	
Public Administration	
Private Industry	
Goods Producing Industries	Service Producing Industries
Agriculture, Forestry, and Fishing (except Agricultural Services)	Transportation, Communications, and Public Utilities
Mining	Wholesale Trade
Construction	Retail Trade
Manufacturing	Finance, Insurance, and Real Estate Services (including Agricultural Services)



Data Collection

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

Professional interviewers, trained in economic data collection processes, gather information from a call center located in the Colorado Department of Labor and Employment. This interview process results in increased control over the survey process, better accuracy, and dependable results.

Employers are asked if they have job vacancies or open positions which they are actively seeking to fill.

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

The survey is conducted so as to ensure the statistical integrity of this report. When necessary, employers are contacted a second time to clarify responses.

Vacancies: Industry, Size and Status

During the survey period, an estimated 940 vacancies were open for immediate hire in firms with at least five employees in the Northwest & Rural Resort Region. The overall region employment is estimated at approximately 112,000 resulting in an estimated vacancy rate of 0.8%.

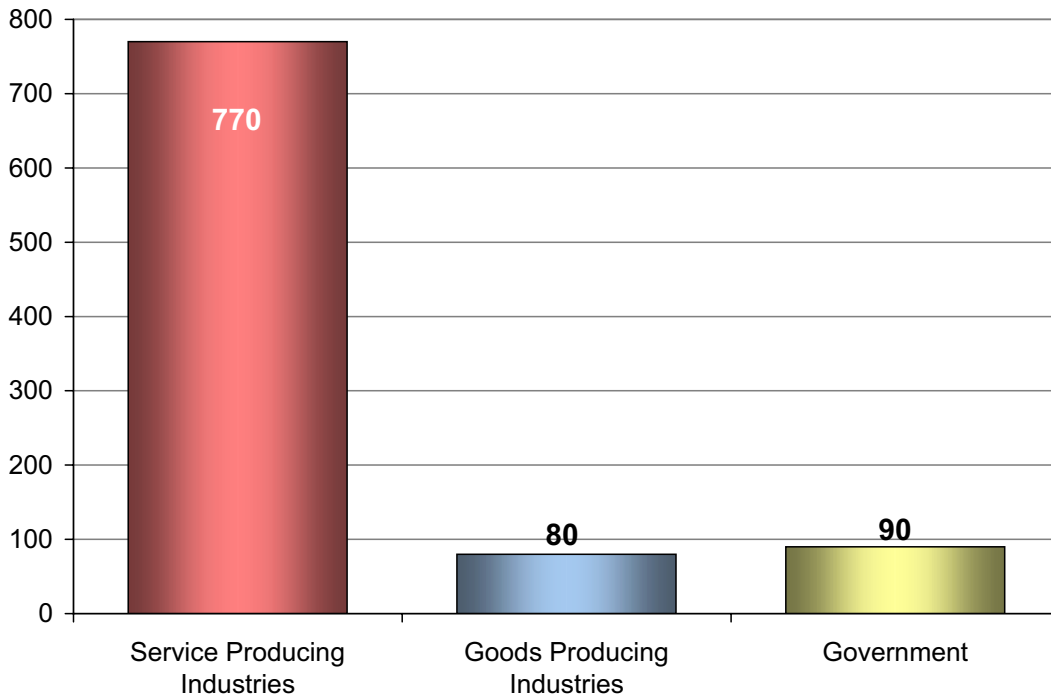
This survey was conducted during a peak period in the labor force trend with a demand for jobs to support the winter ski industry. Just as the majority of the region's employers and employees are in the service producing industries, so are the current job vacancies. The service producing industries represent 84% of the

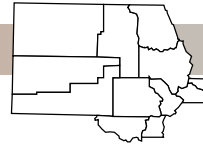
region's firms, account for 79% of the employment and 82% of the vacancies.

Goods producing industries account for 13% of regional businesses, 10% of the jobs and 8% of the vacancies. Fewer vacancies in goods producing industries may be explained by weak growth in the area's manufacturing, agriculture, and mining jobs, along with lower job turnover rates.

Three percent of employers, 11% of employment and 10% of open positions fall into the government sector.

Figure 5: Estimated Vacancies by Industry Group

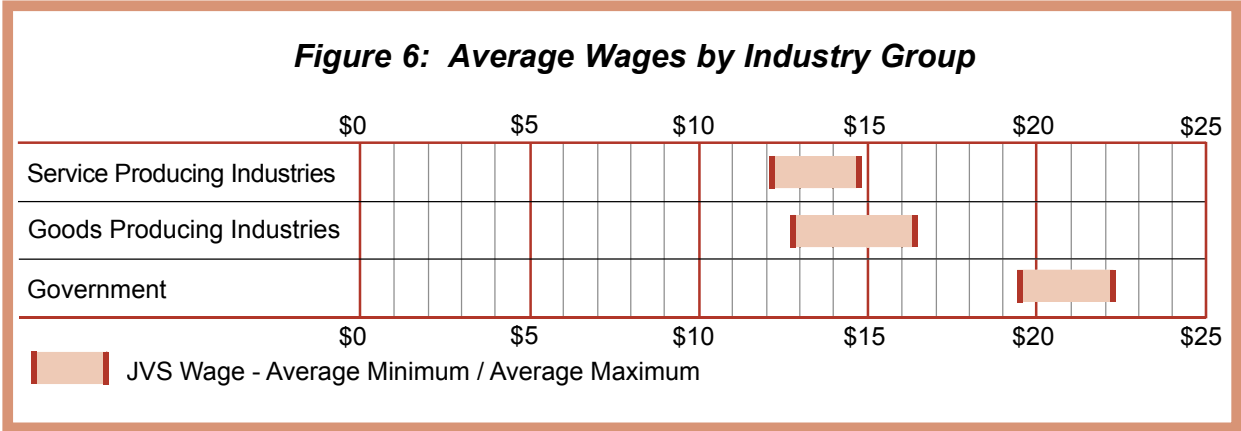




Wages reflect labor force supply and demand along with the skill and experience requirements for occupations. Seventy-six percent of employers surveyed provided minimum and maximum wages offered for the vacancies they reported. The overall mid-point wage for vacancies in this survey is \$15.30.

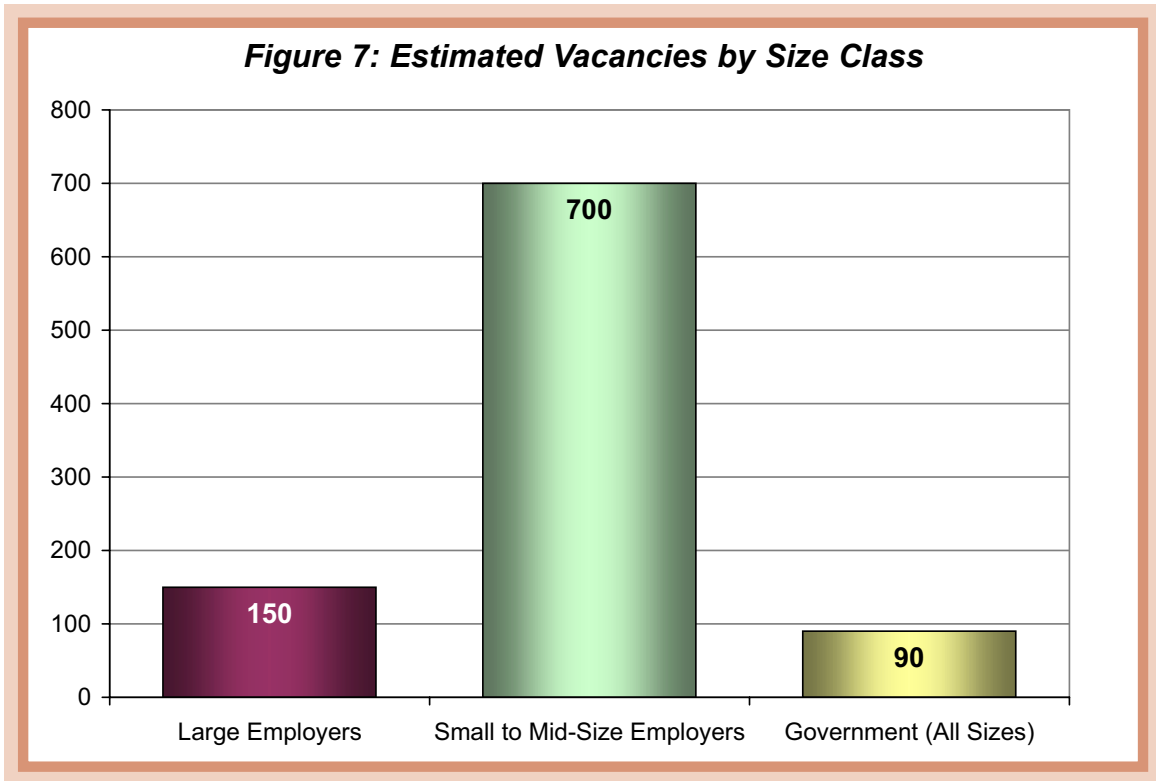
Vacancies reported in the government category offered higher wages than in either the service or goods producing industries.

Figure 6: Average Wages by Industry Group



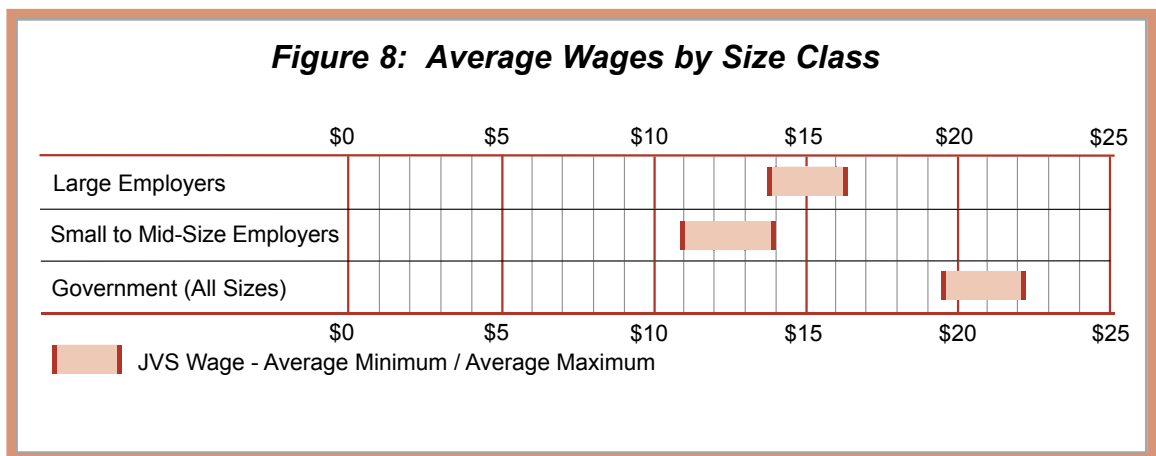
The survey labels employers as government, large, or small to mid-size based on ownership and the number of people they employ. Notice how the estimated vacancies are skewed to the small to mid-size employer group. The job vacancy rate for both the government and large employer groups is close to 0.8%. Job seekers will likely find more employment opportunities with small to mid-size firms where the vacancy rate is about 1.7%, and where there are more employers and more current employment.

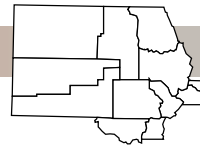
Of those employers with more than five employees small to mid-size firms represent 96% of the firms, 72% of the employment, and 74% of the estimated vacancies. Large employers (represented by the 1st bar in *Figure 7*) account for only 1% of the firms, but provide 17% of the existing jobs and offer 16% of the vacancies. Government represents 3% of the employers, 11% of employment and 10% of the job openings.



This chart displays wages offered for surveyed job vacancies. Again, government organizations offer the highest wages, followed by large employers, then

small to mid-size. Keep in mind that each of these employer size categories represents a range of industries and occupations offered.





For a great majority of the surveyed vacancies, Full-time/Permanent status is offered. Permanent employment does not seem to fit with the highly seasonal employment trend noted in *Figure 4*, but sometimes employers offer positions knowing that turn-over in certain occupations is high.

The American Staffing Association reported a dramatic increase in temporary employment in the U.S. over the decade, 1990 to 2000; daily temporary employment grew 157%. Temporary workers provide a cost effective and productive solution to certain staffing needs, but most vacancies are still filled permanently. Nine percent of reported vacancies were for temporary positions that may be seasonal or contract in nature.

Figure 9: Vacancies by Status

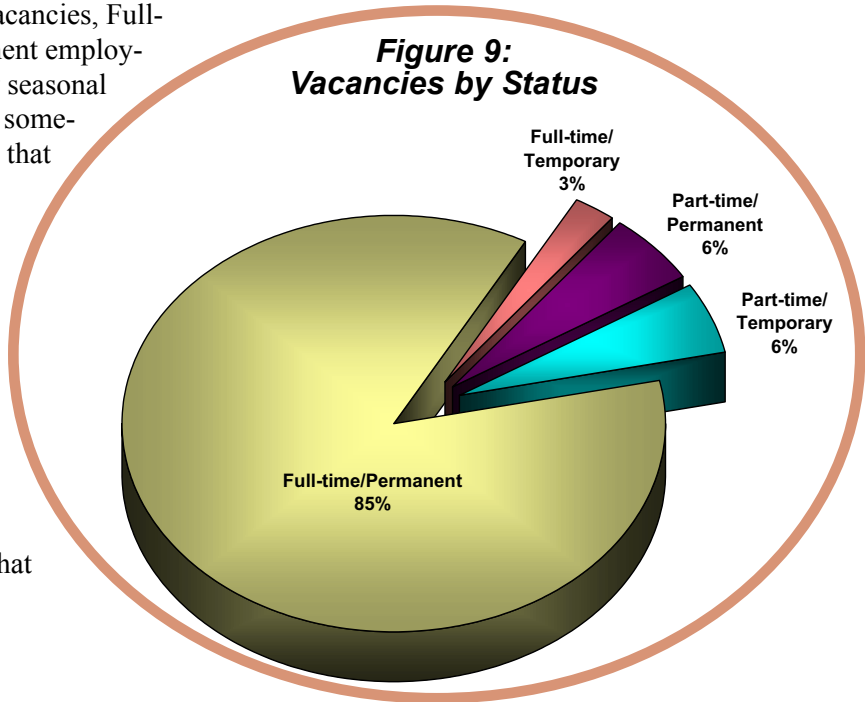
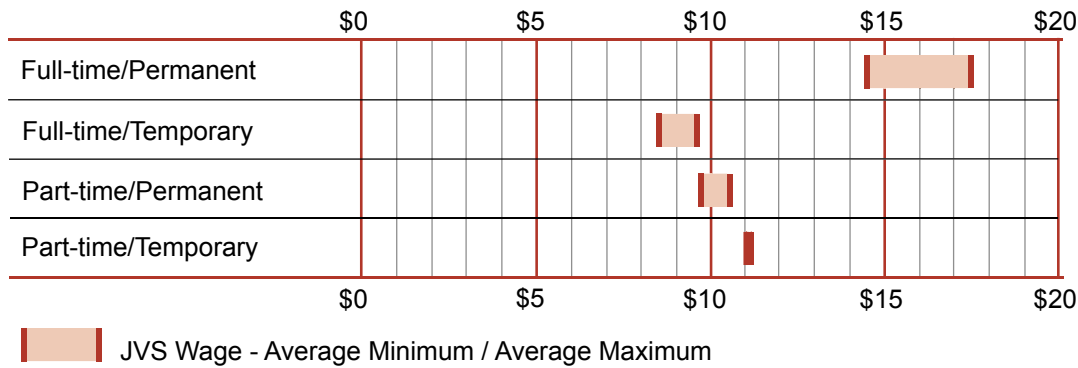
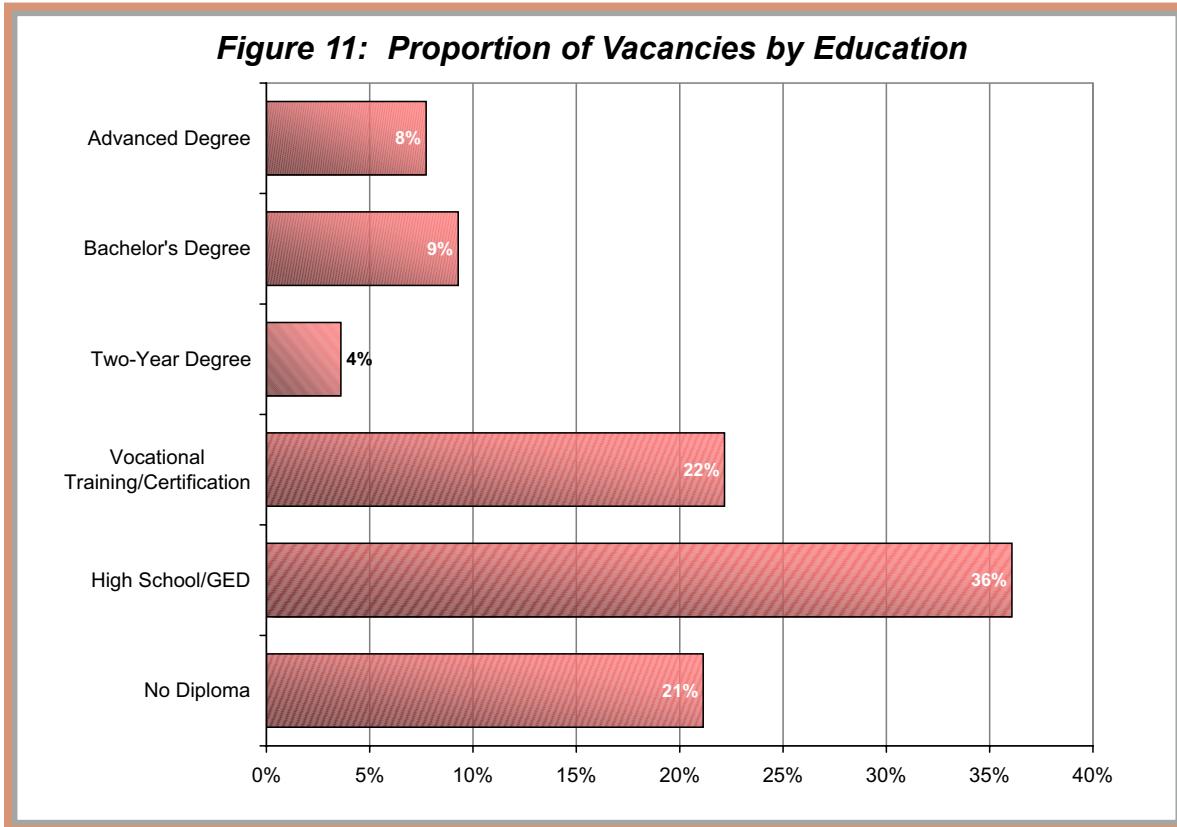


Figure 10: Average Wages by Status



Full-time/Permanent positions not only account for the majority of vacancies, but also offer the highest wages.

Vacancies: Education and Experience Requirements



During periods of high unemployment, one might assume that there are too many qualified candidates and too few job openings. The reality is that even in recessions there are many employers who cannot find qualified candidates to fill their open positions. Actually, a region's overall labor force is made up of multiple smaller labor groups defined by skills, experience, and education; only a certain number of qualified candidates can compete for any given job. It is very important, therefore, that job seekers have accurate information regarding what types of education and experience are in highest demand.

The majority of vacancies reported in the region require lower levels of education. Vacancies requiring either no diploma or a high-school diploma/GED comprise 57% of the job openings. Many technical jobs require vocational training or certification and are in relatively high demand in the Northwest & Rural

Resort region. Seventeen percent of reported job openings required either a bachelor's or advanced degree.

Looking at the occupations that coincide with the required education levels provides a better understanding of the vacancies. For this kind of analysis, reported job vacancies are assigned an occupational code from the *2000 Standard Occupational Classification Manual* which groups jobs into one of 22 major categories as shown in *Figure 22* on page 22.

The Job Vacancy Survey found Sales and Related, Office and Administrative Support, and Food Preparation and Serving occupations represented the greatest number of job openings for candidates with a high school diploma, GED, or no diploma. The surveyed openings most frequently reported requiring vocational training are: Healthcare Practitioner and Technical; Installation, Maintenance, and Repair; and Protective Service occupations.



Generally, the more education required for a position, the higher the wages offered. Job vacancies requiring a bachelors degree offer wages twice as high as those requiring a high-school diploma. The highest wages for reported openings were most often found in management occupations. Vocations requiring specific

training and experience may offer a relatively high wage due to their technical nature. As a high school diploma or GED was most demanded for reported job vacancies, this places a significant portion of the vacancies in the \$12 to \$15 range.

Figure 12: Average Wages by Education

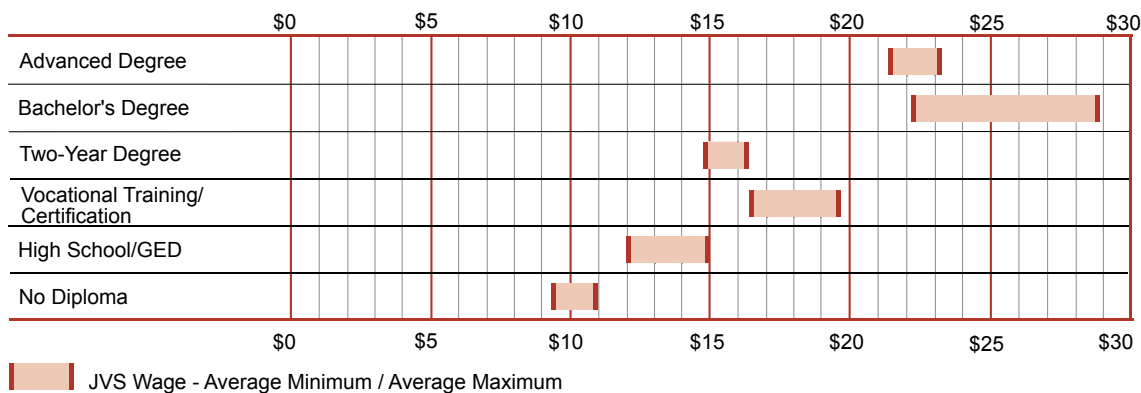
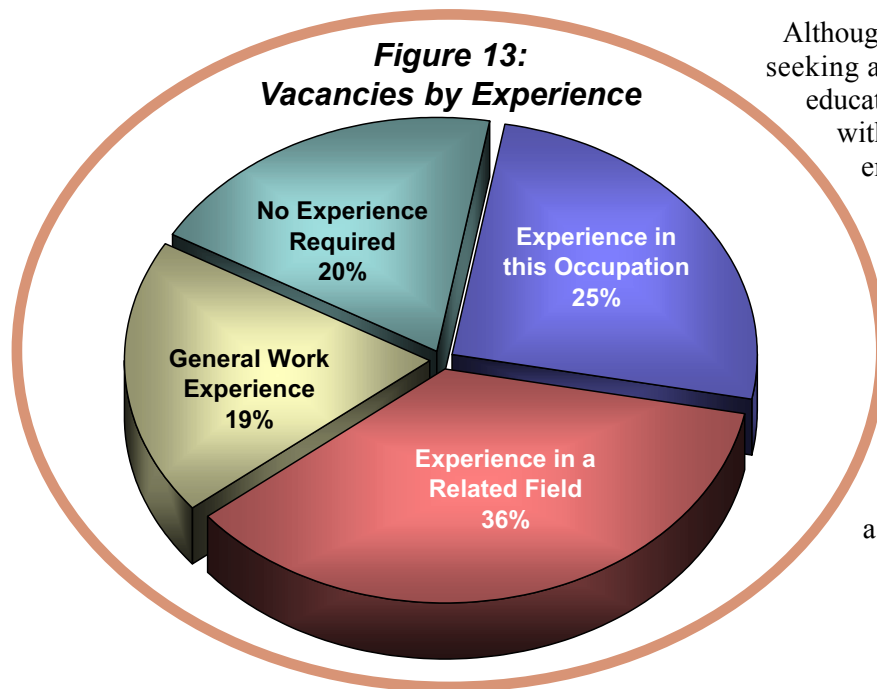


Figure 13: Vacancies by Experience



Although most sampled employers are not seeking applicants with higher levels of education, they are looking for candidates with experience. More than half of employers reporting vacancies require experience in the occupation or in a related field.

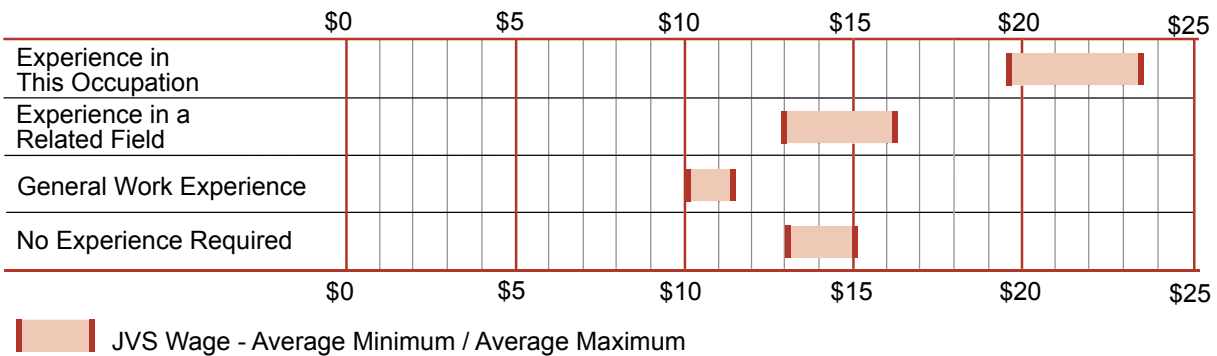
A good portion of the vacancies in Healthcare, Management, and Construction require prior experience in that field. The majority of sales and office and administrative support vacancies seek candidates with experience in a related field.

Positions demanding higher levels of experience generally pay higher wages. Vacancies requiring experience in the particular occupation for which the vacancy exists pay the highest wages.

Management occupations offer the highest wages for candidates with prior experience in the field or related

job experience. A few positions for hire in Management; Education, Training, and Library; and Protective Service jobs had no experience requirements and raised the average wage for the “No Experience Required” category. In general, firms offer experienced candidates better compensation packages, in part because experience usually increases worker productivity.

Figure 14: Average Wages by Experience



The survey results confirm a notion generally held as true—the higher the level of education demanded, the higher the level of experience required. Internships and apprenticeships are important options to consider; in today’s job market employers are looking for candidates with experience as well as academic knowledge. More than 80% of positions requesting a bachelor’s degree or higher also desire the candidate to have experience.

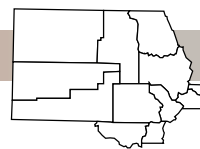
In the Northwest & Rural Resort region, most employers are expecting new hires to have some level of experience regardless of educational requirements for the position. However, there are still a significant proportion of vacancies requiring lower levels of education and requiring no experience.

Table 2: Experience Requirements by Educational Level

	No Experience	General Work Experience	Experience in a Related Field	Experience in This Occupation
No Diploma	17%	46%	34%	2%
High School Diploma/GED	33%	17%	42%	7%
Vocational Training/Certification	8%	8%	31%	53%
Two-Year Degree	0%	29%	14%	57%
Bachelor’s Degree	11%	0%	17%	72%
Advanced Degree	13%	0%	53%	33%

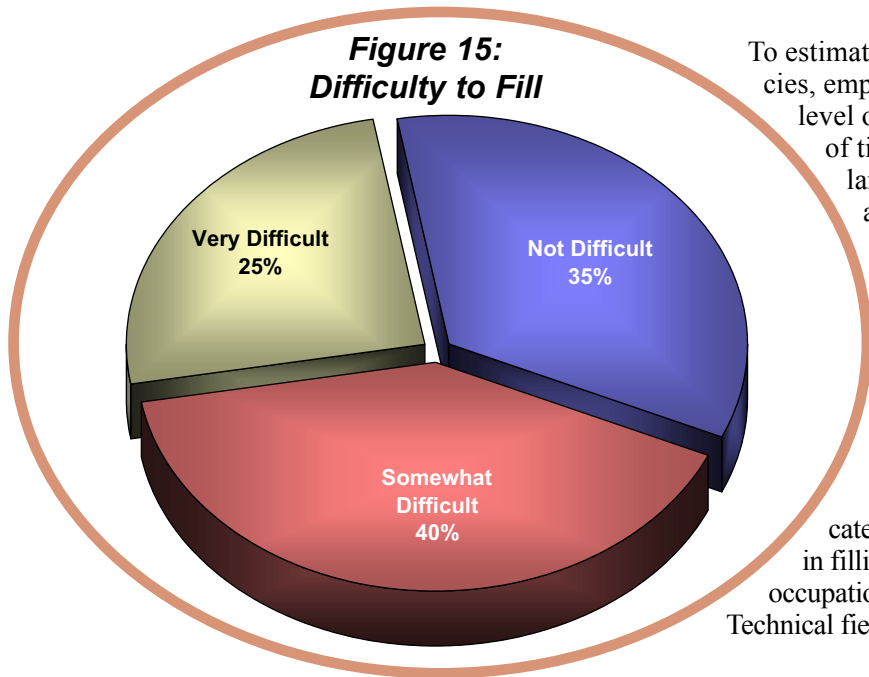
Note: Percentages based on each educational category.

Shading added to highlight trend.



Vacancies: Difficulty to Fill

Figure 15: Difficulty to Fill



To estimate the level of difficulty in filling vacancies, employers are asked about their perceived level of difficulty in filling a job and the length of time that a position has been open. If a large proportion of vacancies in a region are difficult to fill, it may signal one of the following: a) too few specifically skilled workers to satisfy the labor demand, b) a need for alternate employer recruitment efforts, c) a mismatch between jobs offered and work desired by job seekers d) unattractive compensation.

The majority of surveyed employers indicated that they had some degree of difficulty in filling open positions. They most often found occupations in the Healthcare Practitioner and Technical fields very difficult to fill.

In this survey vacancies that are difficult to fill tend to offer higher wages – those considered “very difficult” offer an average minimum wage of \$18.20

while positions that are not difficult to fill offer an average maximum wage of \$13.70.

Figure 16: Average Wages by Difficulty to Fill

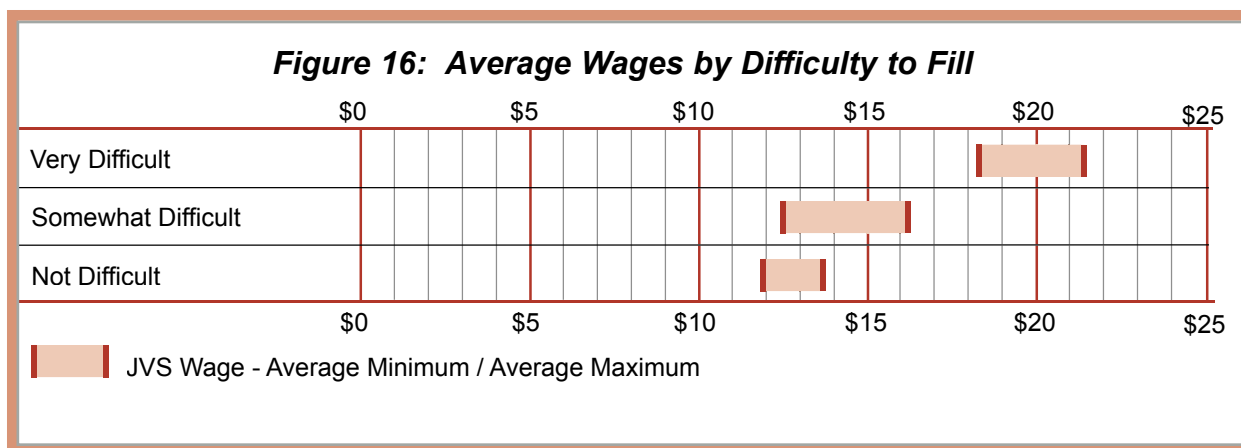
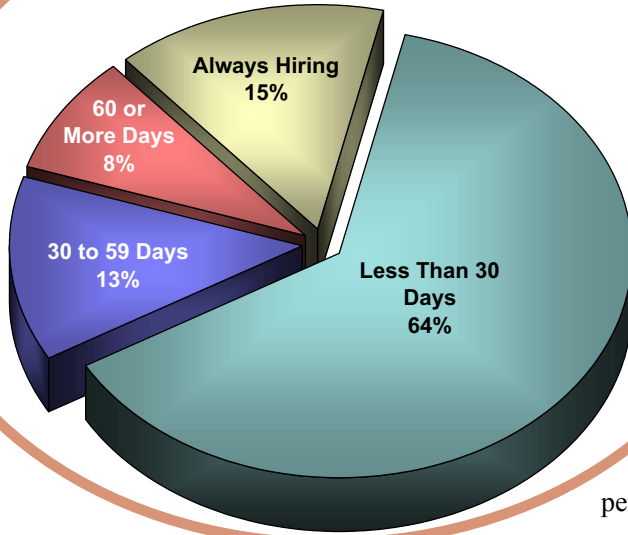


Figure 17: Vacancies by Time Open for Hire



Although employers indicated a degree of difficulty in filling open positions, 64% of the reported vacancies have been open for less than 30 days.

Most surveyed positions requiring 60 or more days to hire are those demanding experience in the particular occupation along with higher levels of education. Employers may allow more time to fill a position in order to ensure the fit of the candidate with the organization, or because there may be a limited number of qualified applicants.

Healthcare Practitioner and Technical Occupations were found in both the “taking 60 or more days to fill” group and, in the “always hiring” category.

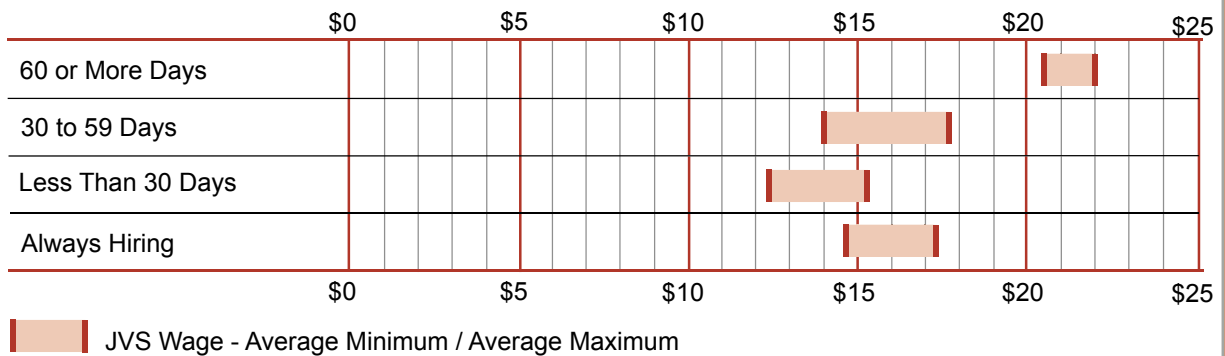
Fifteen percent of reported vacancies are constantly open for hire – this could be due to high turnover, growing demand for these roles, or a perpetual short supply of qualified candidates.

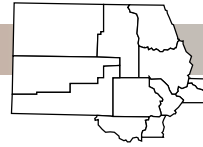
Positions open for 60 or more days offer the highest wages – in line with the idea that many of these positions require specialized skills for which employers are willing to pay higher compensation.

Management and Protective Service occupations are representative of the higher wages offered for

positions surveyed as open for 60 or more days. As mentioned, Healthcare Practitioners and Technical workers are in constant demand and command the highest salaries in the “Always Hiring” group.

Figure 18: Average Wages by Time Open for Hire

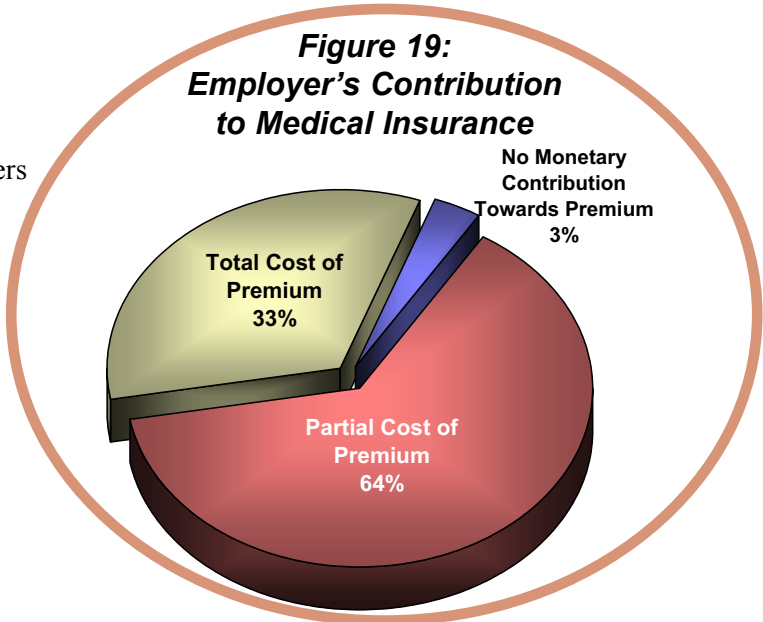




Vacancies: Medical Insurance

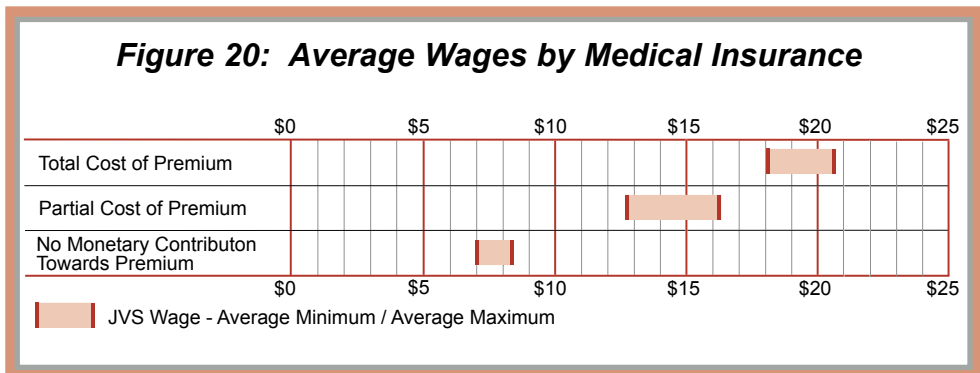
A vast majority of employers reporting job vacancies are offering to pay either partial or full medical insurance premiums for open positions. Employers may offer health insurance coverage as an incentive in addition to attractive wages to recruit skilled employees.

Figure 19: Employer's Contribution to Medical Insurance



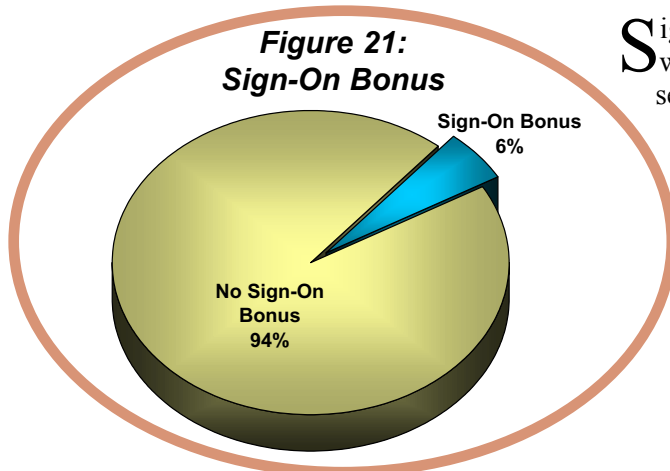
There is a clear correlation in the survey between higher paying jobs and greater contributions toward medical insurance premiums. As higher paying jobs require higher levels of education and experience, employers offer better medical insurance packages to attract qualified candidates.

Figure 20: Average Wages by Medical Insurance



Sign-On Bonus

Figure 21: Sign-On Bonus



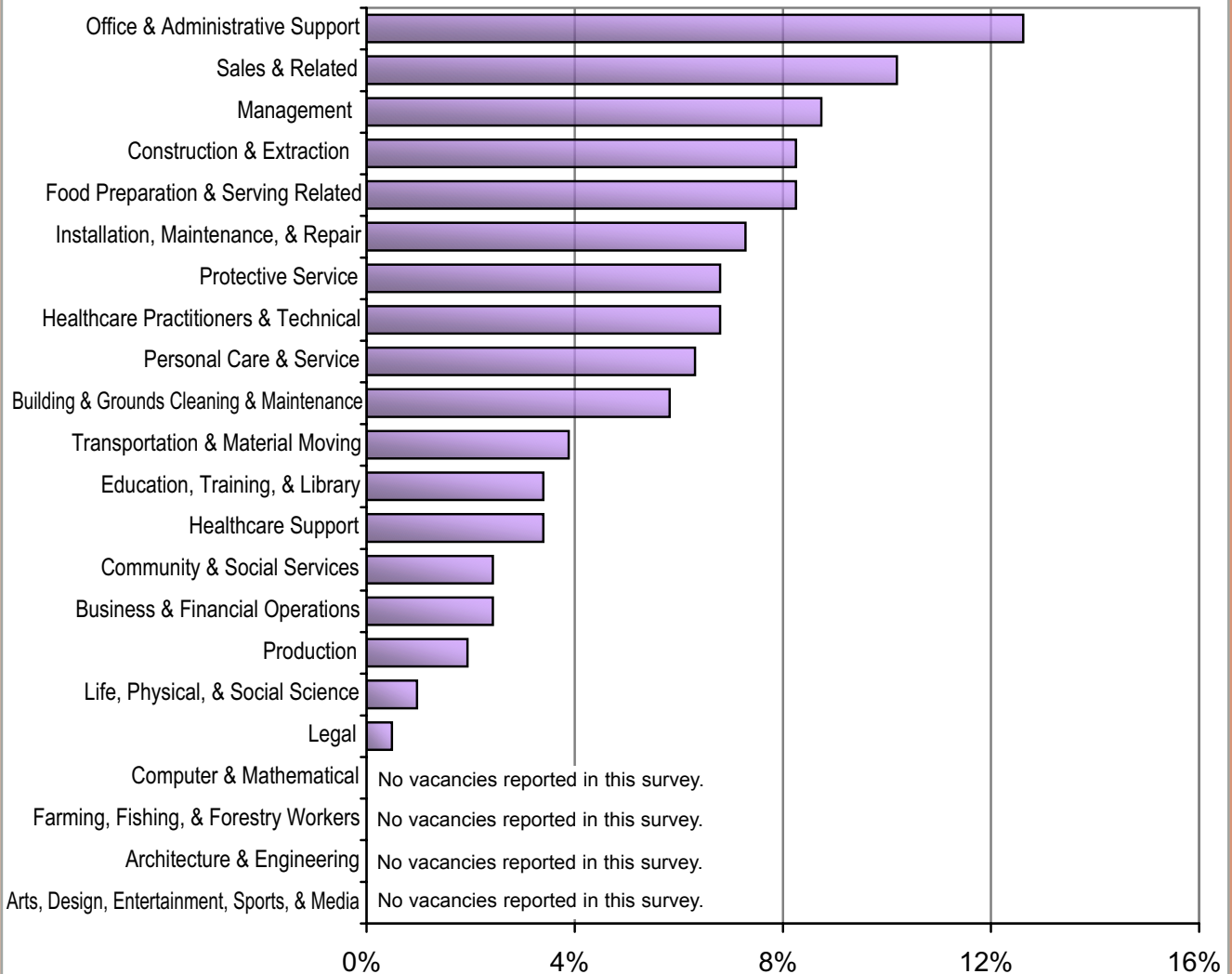
Sign-on bonuses became popular lore in the late 1990s when a tight labor market existed in many occupational sectors. It is unclear whether the actual size and frequency of sign-on bonuses deserved the hype. Nine of the 163 employers responding to this question offer a sign-on bonus. When offered, this bonus is currently used to attract professionals in the Healthcare Practitioner and Technical field. As the economy climbs out of recession and the labor market once again tightens, it will be interesting to see if sign-on bonuses are offered more frequently.

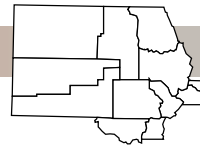
Occupations

In order to help make comparisons between the results of this survey and other sources of employment statistics, all jobs reported are assigned a Standard Occupational Classification code from the 2000 Standard Occupational Classification Manual. Figure 22 shows the distribution of job vacancies by

major occupational groups. Figure 22 depicts the distribution of vacancies by occupation. Not surprisingly, the most frequently occurring job vacancies fall into occupational groups that are most often associated with the largest industries in the region: services, retail trade, and construction.

Figure 22: Proportion of Actual Vacancies by Major Occupational Group

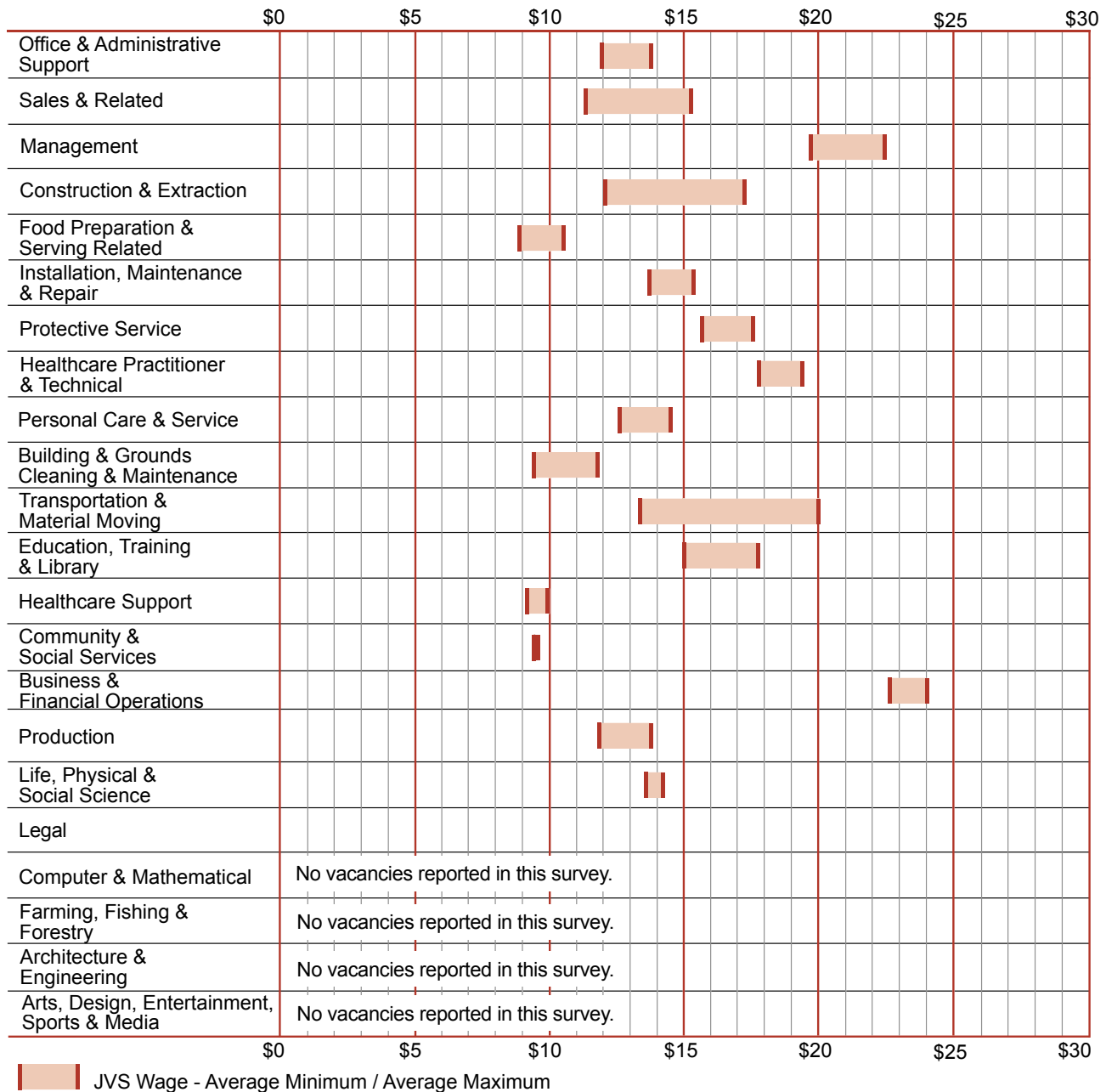




The survey results show that the most frequently occurring job vacancies are not necessarily offering the highest wages. This indicates that compensation for workers can be explained by looking at other vacancy characteristics. Occupations offering the lowest wage ranges also tend to be those typically requiring

lower levels of education and experience. Management, Business and Financial, Healthcare and some Transportation and Material Moving vacancies are offering the highest wages. These occupations typically require specific knowledge acquired through education and experience.

Figure 23: Average Wages by Major Occupational Group



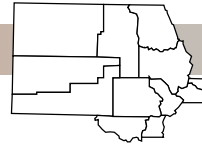


Table 3: Job Vacancy Survey Occupations with OES Wages – Page 2

SOC Code		SOC Occupational Title		‡ Vacancy Rank		Average JVS Wage		Occupational Employment Statistics Wage Data (2001)						
								Average Wages		Percentile Distribution				
								Entry-Level	Overall	Experienced	10th	25th	50th	75th
* 19-4091		Environmental Science and Protection Technicians, Including Health	L	\$12.40	\$14.28	\$20.92	\$24.24	\$13.42	\$16.23	\$20.60	\$25.17	\$27.90		
21-0000		Community and Social Services Occupations	†		\$10.95	\$16.08	\$18.64	\$10.00	\$12.12	\$15.40	\$19.42	\$23.73		
21-1012		Educational, Vocational, and School Counselors	L	†	\$17.16	\$22.27	\$24.82	\$15.90	\$18.04	\$20.83	\$26.11	\$31.93		
21-1022		Medical and Public Health Social Workers	L	†	\$15.10	\$17.80	\$19.14	\$14.24	\$15.77	\$17.76	\$20.06	\$21.82		
21-1029		Social Workers, All Other	H	†	†	†	†	†	†	†	†	†		
23-0000		Legal Occupations	†		\$11.71	\$15.52	\$17.43	\$11.58	\$12.21	\$13.25	\$14.29	\$22.19		
23-1011		Lawyers	L	†	\$25.14	\$36.29	\$41.86	\$24.20	\$26.85	\$35.29	\$46.31	\$52.61		
25-0000		Education, Training, and Library Occupations	†		\$9.08	\$16.62	\$20.41	\$8.05	\$10.46	\$15.63	\$21.76	\$26.96		
25-2031		Secondary School Teachers, Except Special and Vocational Education	M	\$15.30	\$29,298	\$39,610	\$44,765	\$26,974	\$31,194	\$37,109	\$45,285	\$56,728		
25-2043		Special Education Teachers, Secondary School	L	\$32.50	\$28,855	\$37,080	\$41,192	\$27,049	\$30,833	\$35,110	\$41,756	\$47,975		
25-4031		Library Technicians	L	\$11.00	\$7.66	\$10.54	\$11.99	\$7.27	\$7.99	\$9.77	\$12.72	\$15.50		
25-9031		Instructional Coordinators	L	\$11.00	\$14	\$19	\$22	\$12	\$15	\$18	\$22	\$27		
25-9041		Teacher Assistants	L	\$9.50	14,260	17,668	19,372	13,030	15,393	17,438	20,010	22,890		
25-9099		Education, Training, and Library Workers, All Other	L	\$7.90	†	†	†	†	†	†	†	†		
29-0000		Healthcare Practitioners and Technical Occupations	†		\$13.68	\$25.89	\$31.99	\$12.38	\$15.66	\$20.94	\$30.61	\$57.61		
29-1111		Registered Nurses	H	\$20.50	16	22	24	15	17	20	24	29		
29-2011		Medical and Clinical Laboratory Technologists	L	†	\$12.18	\$18.88	\$22.23	\$11.40	\$13.31	\$17.63	\$21.16	\$29.97		

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

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

SOC Code		SOC Occupational Title		‡ Vacancy Rank		Average JVS Wage		Occupational Employment Statistics Wage Data (2001)							
								Average Wages			Percentile Distribution				
								Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
29-2034		Radiologic Technologists and Technicians	L	\$11.30	\$15.38	\$18.63	\$20.26	\$14.68	\$16.21	\$18.51	\$21.01	\$23.07			
29-2041		Emergency Medical Technicians and Paramedics	M	\$32.50	\$12.06	\$15.99	\$17.94	\$11.56	\$12.85	\$15.17	\$17.73	\$22.12			
29-2055		Surgical Technologists	L	\$12.70	\$10.79	\$13.71	\$15.17	\$9.98	\$11.37	\$13.36	\$16.05	\$18.05			
31-0000		Healthcare Support Occupations		†	\$9.01	\$12.41	\$14.10	\$8.42	\$9.47	\$10.77	\$12.71	\$16.15			
* 31-1013		Psychiatric Aides	H	\$8.20	\$9.14	\$10.98	\$11.89	\$8.51	\$9.47	\$10.64	\$12.53	\$14.04			
31-9011		Massage Therapists	M	\$14.40	\$9.58	\$21.15	\$26.94	\$9.33	\$10.30	\$13.86	\$36.45	\$41.49			
33-0000		Protective Service Occupations		†	\$8.70	\$14.73	\$17.74	\$7.40	\$10.33	\$13.64	\$18.58	\$23.57			
33-1021		First-Line Supervisors/Managers of Fire Fighting and Prevention Workers	M	\$21.30	\$19.66	\$27.92	\$32.05	\$18.86	\$20.84	\$28.78	\$34.06	\$38.40			
* 33-2011		Fire Fighters	L	\$16.80	\$13.95	\$20.42	\$23.65	\$12.80	\$15.84	\$20.91	\$25.34	\$27.69			
* 33-2021		Fire Inspectors and Investigators	L	\$20.40	\$10.13	\$20.42	\$25.56	\$9.56	\$10.33	\$19.13	\$31.22	\$34.51			
33-3012		Correctional Officers and Jailers	L	\$15.20	\$12.44	\$16.86	\$19.08	\$11.39	\$14.36	\$16.72	\$20.12	\$23.56			
33-3051		Police and Sheriff's Patrol Officers	H	\$24.60	\$13.98	\$17.49	\$19.24	\$12.79	\$14.80	\$17.15	\$20.36	\$22.47			
33-9011		Animal Control Workers	L	\$9.50	\$5.97	\$8.30	\$9.47	\$5.51	\$5.86	\$6.42	\$10.93	\$14.91			
33-9031		Gaming Surveillance Officers and Gaming Investigators	L	\$16.80	\$9.74	\$11.73	\$12.73	\$9.29	\$10.15	\$11.53	\$13.06	\$14.47			
33-9032		Security Guards	L	†	\$7.09	\$9.73	\$11.04	\$6.49	\$8.00	\$9.71	\$11.03	\$13.09			
33-9092		Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	L	\$13.00	†	†	†	†	†	†	†	†			
35-0000		Food Preparation and Serving-Related Occupations		†	\$5.99	\$9.06	\$10.60	\$5.75	\$6.40	\$7.87	\$10.24	\$13.46			
35-1011		Chefs and Head Cooks	L	\$26.40	\$11.67	\$25.88	\$32.98	\$10.22	\$13.45	\$18.96	\$25.77	\$71.84			
35-2012		Cooks, Institution and Cafeteria	L	\$8.80	\$7.88	\$11.07	\$12.66	\$7.56	\$8.36	\$10.18	\$14.29	\$16.27			

* OES wages reported for Colorado statewide

† No wage data available

‡ L - lowest 25% of actual responses

M - middle 50% of actual responses

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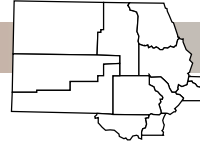


Table 3: Job Vacancy Survey Occupations with OES Wages – Page 4

SOC Code	SOC Occupational Title	‡ Vacancy Rank	Average JVS Wage	Occupational Employment Statistics Wage Data (2001)							
				Average Wages		Percentile Distribution					
				Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
35-2014	Cooks, Restaurant	H	\$8.60	\$8.54	\$10.24	\$11.09	\$7.65	\$9.13	\$10.07	\$11.00	\$13.37
35-2015	Cooks, Short Order	L	\$8.00	\$5.98	\$7.35	\$8.04	\$5.61	\$6.10	\$6.91	\$8.39	\$10.22
35-2019	Cooks, All Other	L	†	†	†	†	†	†	†	†	†
35-2021	Food Preparation Workers	L	\$8.50	\$7.60	\$9.72	\$10.78	\$7.26	\$7.92	\$9.19	\$11.14	\$13.43
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	L	\$11.80	\$6.43	\$8.05	\$8.85	\$6.01	\$6.96	\$7.81	\$8.72	\$10.51
35-3031	Waiters and Waitresses	M	\$6.00	\$5.98	\$7.77	\$8.65	\$5.56	\$5.96	\$6.62	\$8.64	\$11.41
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	M	\$7.30	\$6.00	\$7.33	\$7.99	\$5.65	\$6.16	\$7.00	\$8.37	\$9.80
35-9021	Dishwashers	M	\$9.00	\$5.98	\$7.47	\$8.21	\$5.70	\$6.30	\$7.35	\$8.44	\$9.85
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	L	\$9.00	\$6.00	\$8.03	\$9.04	\$5.76	\$6.42	\$7.66	\$9.02	\$10.87
35-9099	Food Preparation and Serving Related Workers, All Other	L	\$9.00	\$7.88	\$9.79	\$10.74	\$7.31	\$8.56	\$9.78	\$10.93	\$12.77
37-0000	Building and Grounds Cleaning and Maintenance Occupations		†	\$8.00	\$11.04	\$12.56	\$6.93	\$9.07	\$10.63	\$12.87	\$15.60
37-1011	First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	H	\$10.80	\$10.54	\$15.27	\$17.63	\$9.60	\$11.61	\$14.79	\$18.13	\$21.70
37-2012	Maids and Housekeeping Cleaners	H	\$9.90	\$8.77	\$10.45	\$11.28	\$8.10	\$9.22	\$10.27	\$11.68	\$13.35
39-0000	Personal Care and Service Occupations		†	\$6.62	\$11.80	\$14.40	\$6.05	\$7.31	\$9.99	\$14.76	\$21.71
39-1021	First-Line Supervisors/Managers of Personal Service Workers	L	\$17.50	\$9.44	\$13.52	\$15.56	\$6.40	\$11.67	\$13.10	\$15.95	\$20.19
* 39-5092	Manicurists and Pedicurists	M	†	\$6.04	\$8.62	\$9.91	\$5.82	\$6.48	\$7.68	\$9.05	\$10.80
39-6012	Concierges	L	\$12.00	\$9.72	\$12.14	\$13.35	\$9.25	\$10.07	\$11.38	\$13.54	\$16.73
39-9011	Child Care Workers	L	\$9.30	\$7.73	\$9.65	\$10.60	\$7.44	\$8.14	\$9.30	\$10.96	\$12.95

* OES wages reported for Colorado statewide

† No wage data available

‡

L - lowest 25% of actual responses

M - middle 50% of actual responses

H - highest 25% of actual responses

Table 3: Job Vacancy Survey Occupations with OES Wages – Page 5

SOC Code	SOC Occupational Title	‡ Vacancy Rank	Average JVS Wage	Occupational Employment Statistics Wage Data (2001)							
				Average Wages		Percentile Distribution					
				Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
39-9031	Fitness Trainers and Aerobics Instructors	H	†	\$11.71	\$19.57	\$23.51	\$8.85	\$14.95	\$19.40	\$26.07	\$28.18
41-0000	Sales and Related Occupations		†	\$8.09	\$12.96	\$15.40	\$7.44	\$8.89	\$10.66	\$14.77	\$21.32
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	L	†	\$11.84	\$18.41	\$21.70	\$11.17	\$13.18	\$16.56	\$21.34	\$27.86
41-2012	Gaming Change Persons and Booth Cashiers	H	\$11.40	\$6.81	\$9.66	\$11.07	\$6.22	\$7.46	\$9.35	\$11.43	\$13.85
41-2021	Counter and Rental Clerks	H	\$10.50	\$7.10	\$10.65	\$12.43	\$6.59	\$7.95	\$9.75	\$12.89	\$16.70
41-2022	Parts Salespersons	H	\$7.30	\$7.25	\$11.50	\$13.64	\$6.81	\$8.06	\$11.37	\$13.66	\$17.93
41-2031	Retail Salespersons	H	\$16.00	\$8.09	\$11.05	\$12.54	\$7.57	\$8.76	\$10.04	\$11.81	\$15.74
41-3011	Advertising Sales Agents	L	\$15.10	\$14.12	\$21.09	\$24.57	\$13.34	\$15.16	\$17.58	\$21.89	\$37.02
43-0000	Office and Administrative Support Occupations		†	\$8.91	\$13.36	\$15.59	\$8.30	\$10.28	\$12.77	\$15.92	\$19.31
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	L	\$25.20	\$12.66	\$18.56	\$21.52	\$11.23	\$14.21	\$16.61	\$20.44	\$28.33
43-2011	Switchboard Operators, Including Answering Service	M	\$11.00	\$9.05	\$11.05	\$12.04	\$8.30	\$9.49	\$10.91	\$12.70	\$13.95
* 43-2021	Telephone Operators	L	\$11.00	\$6.90	\$10.92	\$12.92	\$6.37	\$7.74	\$11.71	\$13.68	\$15.62
43-3031	Bookkeeping, Accounting, and Auditing Clerks	L	\$10.30	\$10.82	\$15.28	\$17.51	\$9.94	\$12.27	\$15.00	\$17.88	\$20.99
43-3071	Tellers	M	\$11.50	\$12.43	\$12.49	\$12.51	\$11.40	\$11.84	\$12.56	\$13.28	\$13.72
43-4031	Court, Municipal, and License Clerks	L	†	\$7.27	\$13.33	\$16.35	\$6.19	\$8.46	\$13.14	\$17.27	\$21.03
43-4061	Eligibility Interviewers, Government Programs	L	\$13.20	\$11.47	\$15.21	\$17.07	\$10.64	\$12.07	\$14.02	\$18.01	\$21.66
43-4081	Hotel, Motel, and Resort Desk Clerks	H	\$10.10	\$9.66	\$10.57	\$11.03	\$9.05	\$9.56	\$10.38	\$11.35	\$13.09
43-4171	Receptionists and Information Clerks	L	\$10.50	\$8.33	\$11.42	\$12.96	\$6.91	\$9.67	\$11.81	\$13.42	\$14.58

* OES wages reported for Colorado statewide

† No wage data available

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

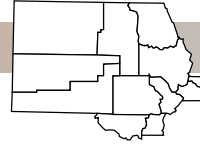


Table 3: Job Vacancy Survey Occupations with OES Wages – Page 6

Occupational Employment Statistics Wage Data (2001)											
SOC Code	SOC Occupational Title	‡ Vacancy Rank	Average JVS Wage	Average Wages			Percentile Distribution				
				Entry-Level	Overall	Experienced	10th	25th	50th	75th	90th
43-5031	Police, Fire, and Ambulance Dispatchers	M	\$13.70	\$9.22	\$13.27	\$15.31	\$7.12	\$11.30	\$13.32	\$16.11	\$18.34
43-5041	Meter Readers, Utilities	L	\$16.00	\$13.45	\$17.62	\$19.70	\$11.74	\$15.11	\$18.39	\$20.66	\$22.02
43-6011	Executive Secretaries and Administrative Assistants	H	\$14.70	\$12.32	\$16.71	\$18.90	\$11.86	\$13.24	\$16.14	\$19.55	\$22.84
43-9061	Office Clerks, General	H	\$11.90	\$7.04	\$11.25	\$13.36	\$6.17	\$8.05	\$11.15	\$14.33	\$16.52
47-0000	Construction and Extraction Occupations	†		\$12.03	\$18.14	\$21.19	\$10.96	\$13.69	\$17.76	\$21.98	\$26.72
47-2031	Carpenters	L	\$17.00	\$15.86	\$19.42	\$21.21	\$14.60	\$17.65	\$19.61	\$21.65	\$24.91
47-2061	Construction Laborers	M	†	\$9.45	\$13.14	\$14.99	\$9.08	\$10.42	\$12.75	\$15.49	\$17.39
47-2111	Electricians	H	\$18.60	\$12.44	\$17.69	\$20.31	\$11.96	\$13.21	\$17.04	\$21.29	\$25.57
47-2152	Plumbers, Pipefitters, and Steamfitters	H	\$19.00	\$14.17	\$21.10	\$24.56	\$13.14	\$15.97	\$20.49	\$26.34	\$31.58
47-3015	Helpers--Pipefitters, Plumbers, Pipefitters, and Steamfitters	H	\$11.00	\$11.36	\$14.51	\$16.08	\$11.22	\$12.10	\$13.59	\$17.64	\$20.38
49-0000	Installation, Maintenance, and Repair Occupations	†		\$11.23	\$17.89	\$21.23	\$10.31	\$12.77	\$16.94	\$22.05	\$27.12
49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	L	\$27.00	\$13.95	\$20.59	\$23.91	\$12.75	\$14.99	\$23.23	\$26.09	\$27.80
49-3023	Automotive Service Technicians and Mechanics	H	\$16.30	\$12.06	\$20.43	\$24.62	\$9.96	\$14.77	\$19.85	\$25.92	\$32.92
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	M	†	\$14.27	\$18.68	\$20.88	\$13.74	\$15.79	\$18.29	\$21.98	\$25.74
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	L	†	\$14.54	\$18.37	\$20.28	\$14.39	\$16.35	\$18.63	\$20.99	\$22.97
49-9042	Maintenance and Repair Workers, General	H	\$11.30	\$11.03	\$15.06	\$17.07	\$10.13	\$12.01	\$14.37	\$17.54	\$21.64
49-9043	Maintenance Workers, Machinery	L	\$18.50	\$18.52	\$22.84	\$24.99	\$16.83	\$21.19	\$24.14	\$26.26	\$27.53

* OES wages reported for Colorado statewide

† No wage data available

‡ L - lowest 25% of actual responses

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Table 3: Job Vacancy Survey Occupations with OES Wages – Page 7

SOC Code	SOC Occupational Title	‡ Vacancy Rank	Average JVS Wage	Average Wages		Percentile Distribution					
				Entry-Level	Overall	10th	25th	50th	75th	90th	
				Experienced							
49-9091	Coin, Vending, and Amusement Machine Servicers and Repairers	M	\$14.30	\$11.33	\$15.16	\$17.09	\$10.33	\$12.40	\$15.13	\$18.04	\$20.63
51-0000	Production Occupations		†	\$8.88	\$15.17	\$18.32	\$8.12	\$10.20	\$13.98	\$19.16	\$25.36
51-4121	Welders, Cutters, Solderers, and Brazers	L	\$17.50	\$11.43	\$19.23	\$23.14	\$10.01	\$12.80	\$19.56	\$25.24	\$27.66
51-6011	Laundry and Dry-Cleaning Workers	L	\$7.30	\$7.34	\$9.33	\$10.32	\$7.00	\$7.64	\$8.69	\$10.68	\$12.80
51-8031	Water and Liquid Waste Treatment Plant and System Operators	M	\$13.30	\$11.22	\$16.32	\$18.87	\$9.96	\$12.77	\$16.10	\$19.64	\$23.55
53-0000	Transportation and Material Moving Occupations		†	\$8.83	\$14.39	\$17.16	\$8.10	\$10.18	\$13.64	\$17.64	\$22.10
53-3031	Driver/Sales Workers	H	\$15.40	\$7.11	\$9.94	\$11.36	\$6.09	\$8.78	\$9.87	\$10.98	\$13.85
53-3033	Truck Drivers, Light or Delivery Services	L	\$8.00	\$9.37	\$13.94	\$16.22	\$8.92	\$10.20	\$12.83	\$16.36	\$23.54
53-6021	Parking Lot Attendants	L	\$7.50	\$6.20	\$8.00	\$8.90	\$5.89	\$6.70	\$7.85	\$9.11	\$10.59
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	L	\$11.50	\$8.67	\$11.35	\$12.69	\$7.92	\$9.31	\$10.82	\$13.18	\$15.92
* 53-7064	Packers and Packagers, Hand	L	\$10.80	\$6.10	\$7.96	\$8.88	\$5.84	\$6.41	\$7.40	\$8.85	\$11.00

* OES wages reported for Colorado statewide

† No wage data available

‡

L - lowest 25% of actual responses

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Methodology

Many challenges exist in collecting and analyzing the data for the Job Vacancy Survey. Because methods selected to carry out a survey impact the final results, great effort is put into

making this survey statistically viable and, most importantly, accurate. Methods used in this survey will continue to be reviewed and, where statistical viability and accuracy can be improved, modified.

Computer Assisted Telephone Interview

Our professional survey unit developed the Computer Assisted Telephone Interview (CATI) to maximize accuracy and usefulness, while minimizing length and survey bias. In accordance with

recognized survey research standards, the following selection of questions are taken directly from the phone interview script.

In General

1. *How many employees do you have working within the region?*
2. *Do you have any job vacancies for which your firm is actively recruiting?*
3. *How many job vacancies is your firm recruiting to fill?*

For Each Vacancy

1. *What is the job title?*
2. *Briefly, what are the job duties?*
3. *Which of the following best describes this vacancy?*
 - ♦ Full-time/Permanent
 - ♦ Full-time/Temporary
 - ♦ Part-time/Permanent
 - ♦ Part-time/Temporary
4. *What is the maximum wage offered for this vacancy?*
5. *What is the minimum wage offered for this vacancy?*
6. *Is a sign-on bonus offered? If yes, how much?*

7. *Is medical insurance offered?*

8. *If yes, does your firm pay the total cost of the premium, partial cost of the premium or do you make no contribution at all to the premium?*

9. *Which of the following best describes the education level required to fill this vacancy?*

- ♦ No diploma required
- ♦ High School or GED diploma
- ♦ Two-year degree
- ♦ Bachelor's degree
- ♦ Advanced degree

10. *What best describes the type of experience required to qualify for this vacancy?*

- ♦ No experience is required
- ♦ General work experience
- ♦ Experience in a related field
- ♦ Experience in this occupation

11. *How long has this vacancy been open?*

- ♦ Less than 30 days
- ♦ 30 to 59 days
- ♦ 60 or more days
- ♦ Always hiring for this position

12. *How difficult is this vacancy to fill?*

- ♦ Not difficult
- ♦ Somewhat difficult
- ♦ Very difficult to fill

Survey Sample Methodology

This survey is designed to estimate the number of vacancies in the region and to provide detailed vacancy characteristics. Employers with at least five employees are placed into either government or private industry categories. Firms with fewer than five employees make up a very large portion of all employers in the region, but a small proportion of total employment. The possibility of employing statistical methods to estimate vacancies for this group is currently being explored.

Private firms are grouped by employment level into either large or small to mid-size categories. Attempts are made to contact each large private employer and government agency in the region. Small to mid-size firms are further divided by major industry and randomly sampled until a representative response is obtained for each category.

The original list of private industry firms used for the survey, along with their contact information, staff size and industry classification is obtained from the America's Labor Market Information System (ALMIS) database. Government contact information is provided by the Colorado Department of Labor and Employment's ES-202 employer database.

Data Editing

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

Occupational Coding

The job title and duties reported by employers are used to code vacancies in accordance with the latest release of the Standard Occupational Classification system. For more information on this occupational classification system, please refer to the definitions section.

Wage Conversion

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

All wages reported below the Federal minimum wage are adjusted to that amount. Currently, the Federal minimum wage is \$5.15 per hour.



Definitions

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

Average

The arithmetic average (also called the mean) for a group of items is defined as the sum of the values of the items divided by the number of items.

Average Minimum and Average Maximum Wage

When surveyed employers report wages offered for current vacancies, both a minimum and a maximum wage are recorded. All minimum wages are averaged to determine the reported average minimum wage. The same is true for the reported average maximum wage.

Employer

A person or establishment that pays one or more people a wage or salary.

Employment

Includes people who did any work for pay or profit in the reference period, worked 15 hours or more without pay in a family business or farm, or were temporarily absent from their jobs.

Full-time and Part-time Employment

To be classified as full-time employment, a position must require a minimum of 35 hours of work per week. Part-time employment refers to cases where a position requires less than 35 hours of work a week.

Industry Classification

Employers are grouped into industries on the basis of their principal product or activity in accordance with the *1987 Standard Industrial Classification Manual*.

Job Seekers

People actively looking for employment or researching career options.

Job Vacancy

A specific position of employment at an establishment with the condition that there is work available for the position and the employer is actively recruiting for the position. The definition does not include positions that are anticipated, but not yet created.

Job Vacancy Rate

The number of openings in a specific industry or category expressed as a share of the total employment in that same industry.

Labor Force

Consists of all employed or unemployed civilians who are eligible to work, plus members of the Armed Forces stationed in the United States.

Level of Education

Refers to completed education programs - high school diplomas, associate, professional, vocational, bachelors, and graduate degrees all are examples of completed programs.

Medical Insurance Premium

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

Permanent and Temporary Employment

A vacancy is classified as permanent if it will be filled for more than six months. Temporary employment refers to those positions that will be filled for six months or less.

Sign-on Bonus

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

SOC

The Standard Occupational Classification is a system for classifying all occupations in the economy, including private, public, and military occupations. This classification system replaces all occupational

classification systems previously used by Federal statistical agencies. It will be used by all Federal statistical agencies and programs collecting occupational data, providing a means to compare occupational data across agencies. It is designed to cover all occupations in which work is performed for pay or profit, reflecting the current occupational structure in the United States.

Survey Sample Universe

All private industry and government employers with five or more employees in the region. Government entities are drawn from ES-202 while private companies come from the ALMIS database.

Unemployment

Includes people 16 years of age and over who had no employment during the reference period, were

available for work (except for temporary illness), and have made specific efforts to find employment. People who did not look for work because they were on temporary layoff or waiting to start new jobs within the next thirty days are also counted among the unemployed.

Unemployment rate

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

Wage

The monetary return per hour of work. The definition does not include benefits (*e.g.*, insurance, retirement program, or stock plans).