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Minnesota Job Vacancy Survey

4th QUARTER 2002

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**Research and
Statistics Office**

**Minnesota
Department of
Economic Security**

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About this Study

Information on job vacancies comes from a survey of 8,807 Minnesota employers conducted over a three-month period from October to December 2002.

Surveyed employers were randomly selected from Minnesota's Covered Employment and Wage Statistics (ES-202) database. The sample was stratified by major industry and size class to represent the universe of employers in planning regions throughout the state of Minnesota.

The *Minnesota Job Vacancy Survey* produces point-in-time estimates: employers were asked to provide information on current job vacancies at the time of survey, including job titles, number of job vacancies, education and experience requirements, wages and benefits, and the length of time job vacancies had been open. Approximately 68 percent of those surveyed participated enabling Minnesota Department of Economic Security (MDES) analysts to produce statistically reliable findings. Exact counts of all job vacancies in the market cannot be known with certainty. Rather, this study provides statewide and regional estimates of the demand for workers during fourth quarter 2002.

Job titles were coded into 521 detailed occupations using the Standard Occupational Classification (SOC) System. After survey data collection and editing were complete, data were scaled to produce estimates representative of six planning regions. The scaling process takes into account the distribution of employment by industry and size class in the respondent group and in the universe of statewide employers.

For the purpose of this study, a job vacancy is defined as a position that is currently open-for-hire at the time the employer filled out the survey. This study excludes job vacancies reserved for contract consultants, employees of contractors, and others not considered employees of surveyed firms.

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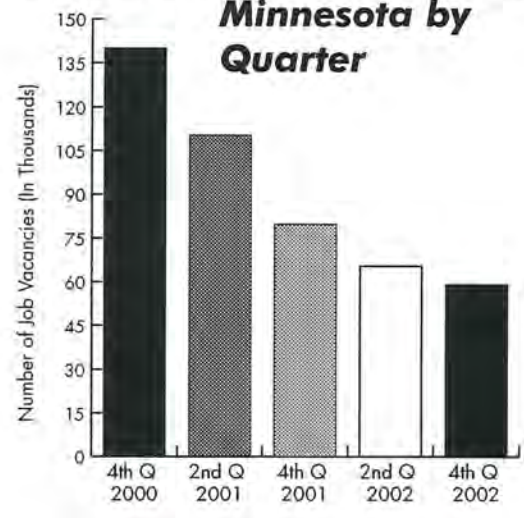
Major Findings

Summary

Until early 2001, Minnesota and the nation enjoyed an unprecedented economic expansion during which labor market conditions grew increasingly tight. This led to a "seller's market" with plentiful job opportunities, low unemployment, and many job vacancies. With the onset of the recession in March 2001, these conditions shifted dramatically, with increased layoffs, higher unemployment, and declining job vacancies. In fact, the number of job vacancies declined 31 percent between the fourth quarters of 2001 and 2002 and 16 percent between the second and fourth quarters of 2002. (See Figure 1.) With this further drop in job vacancies and a consistent number of unemployed seeking work, the end of 2002 was the most difficult time so far during this recession to find work, particularly in hard-hit occupations.

The current round of the *Minnesota Job Vacancy Survey* reveals an estimated 55,200 job vacancies in Minnesota during fourth quarter (October to December) 2002. These job vacancies translate into a job vacancy rate of 2.1 percent— or just over two job vacancies for every 100 filled positions in Minnesota. This is down from a 3.1 percent job vacancy rate during fourth quarter 2001. During this same quarter, we estimate that there are approximately twice as many unemployed people as there are job vacancies statewide. During fourth quarter 2001, there were seven job vacancies for every 10 unemployed workers.

Figure 1: Job Vacancies in Minnesota by Quarter



Slightly more than half of all job vacancies, 32,000, are located in the Twin Cities seven-county area. Greater Minnesota has a job vacancy rate of 2.3 percent while the Twin Cities job vacancy rate is 2.0 percent. In the Twin Cities, job vacancies are down 32 percent from a year ago, while job vacancies in Greater Minnesota are down 30 percent.

Despite the decrease in job vacancies from last year, high job vacancy rates persist in some occupations. Four occupational groups show evidence of having the greatest need for workers based on a combination of the number of job vacancies, the job vacancy rate and the hiring demand index (a calculation that controls for turnover in the occupational group). These are:

- *healthcare practitioners and technical occupations* (including registered nurses and licensed practical nurses),
- *community and social services occupations* (including counselors and social workers),
- *personal care and services occupations* (including childcare workers, and personal and home care aides), and
- *healthcare support occupations* (including nursing aides, orderlies and attendants).

Moreover, the healthcare sector outstrips all other industry groups in the number of job vacancies. At 3.8 percent, it has the second-highest job vacancy rate (or job vacancies per 100 filled positions) after administrative and support (5.0 percent).

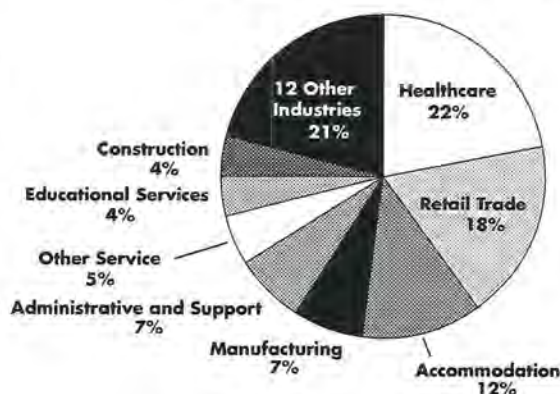
Firms with less than 50 employees account for 45 percent of total job vacancies. Small (five to 49 employees) and very small (less than five employees) firms also have higher-than-average job vacancy rates at 2.7 and 2.2 percent, respectively.

This report also discusses characteristics associated with the job vacancies, including education and experience requirements, starting

wage and benefit offers, and whether job vacancies are temporary or seasonal, and part- or full-time. Some key characteristics of job vacancies in fourth quarter 2002 are as follows:

- Fifty-seven percent are full-time; 43 percent are part-time.
- Fourteen percent are temporary or seasonal.
- Thirty-five percent require a high school diploma but no education beyond that. Thirty-six percent require some level of post-secondary education or training.
- One-third call for experience related to the field.
- The median (50th percentile) wage offer for all job vacancies is \$9.50 per hour. One year ago, the median wage offer for all job vacancies was \$9.31 per hour. Wage offers are highly correlated with experience and education requirements and other occupational characteristics.
- Most offer paid vacation (65 percent), health benefits (60 percent), retirement plans (57 percent), and sick leave (44 percent). Benefits are less common for part-time job vacancies than for full-time job vacancies.

Figure 2: Minnesota Job Vacancies by Industrial Division, Second Quarter 2002



Comparison of Fourth Quarter 2002 to Previous Job Vacancy Surveys

- There was a 31 percent decline in job vacancies in Minnesota between fourth quarter 2001 and fourth quarter 2002.
- Food preparation and serving related occupations lost the most job vacancies over the year. The drop of 4,800 was partly due to the slower than usual shopping season. Sales and related job vacancies were also down, falling by 2,600 job vacancies compared to one year prior.
- Other occupational groups that saw sharp losses in job vacancies include education, training and library, which has been impacted by budget cuts; production, which is still suffering from the slump in manufacturing; and office and administrative support.
- In fact, the only occupational group with stable demand is protective services, which experienced a slight gain in job vacancies compared to one year ago.

NR= Data are not reported due to failure to meet reliability standards.

Table 1.1: Comparison of Fourth Quarter 2002 to Fourth Quarter 2001 by Occupational Group

Major Occupational Group	Minnesota		Greater Minnesota		Twin Cities	
	Percent Change from Fourth Quarter 2001	Numeric Change from Fourth Quarter 2001	Percent Change from Fourth Quarter 2001	Numeric Change from Fourth Quarter 2001	Percent Change from Fourth Quarter 2001	Numeric Change from Fourth Quarter 2001
Sales and Related	-24.0%	-2,604	0%	1	-37.0%	-2,605
Office and Administrative Support	-24.1	-2,117	-19.1	-515	-26.3	-1,602
Food Preparation and Serving Related	-41.7	-4,761	-42.5	-2,117	-41.1	-2,644
Healthcare Practitioners and Technical	-20.0	-1,490	-31.6	-1,119	-9.5	-371
Transportation and Material Moving	-18.6	-1,126	10.5	263	-39.1	-1,389
Personal Care and Services	-8.0	-270	-17.7	-182	-3.7	-88
Healthcare Support	-30.0	-1,251	-19.4	-374	-39.2	-877
Production	-48.9	-2,316	-60.5	-1,948	-24.3	-368
Education, Training and Library	-50.2	-2,212	-24.0	-365	-64.0	-1,847
Construction and Extraction	-33.8	-809	-72.9	-1,294	78.2	485
Business and Financial Operations Management	-50.1	-1,560	-51.4	-340	-49.8	-1,220
Community and Social Services	-26.9	-499	-24.6	-196	-28.6	-303
Installation, Maintenance and Repair	-32.7	-646	-26.0	-243	-38.7	-403
Building, Grounds Cleaning and Maintenance	-40.3	-799	-47.2	-480	-33.1	-319
Protective Services	4.6	42	74.4	90	-6.1	-48
Architecture and Engineering	-21.8	-202	-35.5	-91	-16.5	-111
Computer and Mathematical	-11.4	-80	76.9	83	-27.3	-163
Art, Design, Entertainment and Media	-30.5	-272	-4.0	-14	-47.7	-258
Life, Physical and Social Sciences	-53.6	-436	-72.3	-138	-47.8	-298
Farming, Fishing and Forestry	-62.6	-578	-57.1	-457	NR	NR
Legal	-76.6	-255	-63.2	-12	-77.4	-243
Total	-30.8%	-24,588	-29.5%	-9,660	-31.8%	-14,928

- The healthcare industry lost over 5,400 job vacancies.
- Other sectors that lost a substantial number of job vacancies compared to one year prior include retail trade, accommodation, manufacturing and technical services.
- Job vacancies in the information industry, which is largely comprised of high-tech firms, remained virtually unchanged from one year ago.
- The administrative and support industry gained the most job vacancies (1,400) over the year compared to other industries, largely due to an increase in demand for bill collectors and protective services workers.

Table 1.2: Comparison of Fourth Quarter 2002 to Fourth Quarter 2001 by Industry

Major Industrial Group	Minnesota		Greater Minnesota		Twin Cities	
	Percent Change from Fourth Quarter 2001	Numeric Change from Fourth Quarter 2001	Percent Change from Fourth Quarter 2001	Numeric Change from Fourth Quarter 2001	Percent Change from Fourth Quarter 2001	Numeric Change from Fourth Quarter 2001
Healthcare	-30.6%	-5,431	-28.6%	-2,354	-32.3%	-3,077
Retail Trade	-29.6	-4,194	-8.4	483	-44.1	-3,711
Accommodation	-37.7	-3,941	-37.9	-1,739	-37.5	-2,202
Manufacturing	-48.8	-3,664	-67.7	-3,294	-14.0	-370
Administrative and Support	63.0	1,409	17.7	91	76.5	1,318
Other Service	-21.3	-692	9.6	50	-27.1	-742
Educational Services	-43.9	-1,921	-7.3	-74	-54.9	-1,847
Construction	-3.3	-68	-48.6	-784	>100	716
Transportation and Warehousing	-30.4	-780	-15.1	-107	-36.2	-673
Finance and Insurance	-46.4	-1,488	-35.8	-223	-49.0	-1,265
Technical Services	-59.4	-2,136	-33.6	-179	-63.9	-1,957
Arts and Entertainment	-35.0	-740	-7.5	-70	-56.5	-670
Information	-0.1	-1	-17.3	-61	6.7	60
Public Administration	-24.2	-395	-13.0	-93	-32.9	-302
Wholesale Trade	-51.6	-1,210	-33.0	-333	-65.6	-877
Management	>100	678	>100	141	>100	537
Real Estate	10.6	51	-50.2	-116	66.5	167
Agriculture	-10.9	-53	-5.5	-25	NR	NR
Utilities	1.4	1	-7.4	-4	31.3	5
Mining	-38.2	-13	-12.5	-3	NR	NR
Total	-30.8%	-24,588	-29.5%	-9,660	-31.8%	-14,928

NR= Data are not reported due to failure to meet reliability standards.

- There was a 16 percent decline in job vacancies in Minnesota between second quarter 2002 and fourth quarter 2002. Job vacancies in the Twin Cities declined only 9.0 percent from six months prior, but the decline was more substantial in Greater Minnesota where job vacancies were down 24 percent.
- A number of occupational groups in Minnesota experienced an increase in job vacancies from six months prior: office and administrative support, sales and related (although the increase was entirely seasonal), and protective services.

Table 1.3: Comparison of Fourth Quarter 2002 to Second Quarter 2002 by Occupational Group

Major Occupational Group	Minnesota		Greater Minnesota		Twin Cities	
	Percent Change from Second Quarter 2002	Numeric Change from Second Quarter 2002	Percent Change from Second Quarter 2002	Numeric Change from Second Quarter 2002	Percent Change from Second Quarter 2002	Numeric Change from Second Quarter 2002
Sales and Related	14.4%	1,038	33.6%	962	1.7%	76
Office and Administrative Support	23.6	1,274	33.0	541	19.5	733
Food Preparation and Serving Related	-29.1	-2,736	-50.1	-2,880	4.0	144
Healthcare Practitioners and Technical	-13.8	-955	-27.2	-906	-1.4	-49
Transportation and Material Moving	4.6	217	62.0	1,057	-28.0	-840
Personal Care and Services	-27.2	-1,163	-48.4	-792	-14.1	-371
Healthcare Support	-44.2	-2,309	-56.4	-2,003	-18.3	-306
Production	-24.7	-795	-24.0	-401	-25.6	-394
Education, Training and Library	-4.7	-107	11.1	115	-17.6	-222
Construction and Extraction	-60.3	-2,406	-82.1	-2,215	-14.7	-191
Business and Financial Operations	-25.8	-539	47.2	103	-34.3	-642
Management	-9.6	-146	-38.0	-186	3.9	40
Community and Social Services	-16.6	-270	-51.7	-645	98.7	375
Installation, Maintenance and Repair	13.7	160	33.9	175	-2.3	-15
Building, Grounds Cleaning and Maintenance	-62.3	-1,958	-42.2	-392	-70.8	-1,566
Protective Services	54.0	333	-24.9	-70	>100	403
Architecture and Engineering	56.3	261	43.5	50	60.5	211
Computer and Mathematical	9.5	54	>100	146	-17.5	-92
Art, Design, Entertainment and Media	-20.6	-161	51.4	114	-49.3	-275
Life, Physical and Social Sciences	-18.2	-84	-59.2	-77	-2.1	-7
Farming, Fishing and Forestry	41.1	101	>100	179	NR	NR
Legal	-60.0	-117	-73.1	-19	-58.0	-98
Total	-15.7%	-10,308	-23.6%	-7,144	-9.0%	-3,164

NR= Data are not reported due to failure to meet reliability standards.

- Job vacancies in the healthcare industry dropped by 3,400 from six months ago with most of this change occurring in Greater Minnesota.
- Other industries with substantial drops over the period include accommodation, arts and entertainment, and construction.
- The educational services industry gained a few job vacancies in Greater Minnesota between the second and fourth quarters of 2002, but lost over 500 job vacancies in the Twin Cities.

Table 1.4: Comparison of Fourth Quarter 2002 to Second Quarter 2002 by Industry

Major Industrial Group	Minnesota		Greater Minnesota		Twin Cities	
	Percent Change from Second Quarter 2002	Numeric Change from Second Quarter 2002	Percent Change from Second Quarter 2002	Numeric Change from Second Quarter 2002	Percent Change from Second Quarter 2002	Numeric Change from Second Quarter 2002
Healthcare	-21.6%	-3,400	-26.8%	-2,159	-16.1%	-1,241
Retail Trade	35.3	2,609	81.2	2,372	5.3	237
Accommodation	-28.2	-2,552	-56.6	-3,705	45.9	1,153
Manufacturing	-25.2	-1,290	-28.4	-625	-22.7	-665
Administrative and Support	2.3	82	-21.1	-162	8.7	244
Other Service	8.7	205	-66.1	-1,113	>100	1,318
Educational Services	-18.5	-559	1.0	9	-27.2	-568
Construction	-49.3	-1,945	-70.4	-1,975	2.6	30
Transportation and Warehousing	-26.0	-628	-31.7	-280	-22.7	-348
Finance and Insurance	-18.4	-387	>100	246	-32.5	-633
Technical Services	-20.1	-366	77.4	154	-32.0	-520
Arts and Entertainment	-61.6	-2,206	19.6	141	-82.0	-2,347
Information	6.9	81	-42.3	-213	44.1	294
Public Administration	-31.1	-560	-28.4	-247	-33.7	-313
Wholesale Trade	-1.8	-21	45.2	210	-33.5	-231
Management	>100	742	>100	124	>100	618
Real Estate	-15.1	-95	-45.5	-96	0.2	1
Agriculture	42.1	128	95.5	210	NR	NR
Utilities	-58.0	-98	-13.8	-8	-81.1	-90
Mining	-69.6	-48	-56.3	-27	NR	NR
Total	-15.7%	-10,308	-23.6%	-7,144	-9.0%	-3,164

NR= Data are not reported due to failure to meet reliability standards.

Workforce Supply and Demand Measures

Jobseekers and employers want to know “who’s hiring— and for what fields of work?” They also need to know about the balance (or imbalance) between job vacancies and the pool of jobseekers. Job vacancy counts alone are not a complete picture of labor market demand. A large number of job vacancies may indicate a lack of workers qualified for open positions— or it may be related to continuous turnover and replacement hiring. This report provides three measures for the comparison of hiring demand across occupational groups and industries: job vacancy rates, the duration of job vacancies, and the hiring demand index.

Job Vacancy Rate

The demand for workers is not uniform across occupational groups and industries. One measure of workforce demand is a job vacancy rate— the number of job vacancies as a percent of all filled positions.

- The average job vacancy rate across all occupations in fourth quarter 2002 is 2.1 percent— or approximately two job vacancies for every 100 filled positions in the state.
- The occupational groups with a large number of job vacancies and high job vacancy rates are: personal care and service (4.9 percent), healthcare practitioners and technical (4.5 percent), and healthcare support (4.1 percent).
- The lowest job vacancy rates are found in the following occupational groups: legal (0.5 percent), computer and mathematical (0.9 percent), production (1.0 percent) and management (1.1 percent).

Duration of Job Vacancies

Another measure of labor market dynamics is the duration of a job vacancy. Employers were asked how long current job vacancies have been open for hire. Longer hiring cycles— job vacancies open for 60 days or more— generally indicate that a “market-clearing” problem exists. In professional, high-skill or technical fields, this longer duration of job vacancies is often due to the specialized education or training required. On the other hand, there may be a shortage of qualified, willing workers. Shorter hiring cycles— with few job vacancies open more than 30 days— may indicate there is no shortage of workers. On the other hand, these may indicate that the positions, like life-guards or snow removal workers, need to be filled quickly.

Employers may also classify positions as being “always open.” Jobs in high-turnover fields may need to be refilled multiple times in a single year, resulting in the appearance of many job vacancies. Employers consider such job vacancies to be “always open”

since they are always recruiting and hiring new staff for these positions.

- Fifty-six percent of total job vacancies are reported as open for less than 60 days. One year ago, 43 percent of total job vacancies were reported as open for less than 60 days.
- Eleven percent of total job vacancies are reported as open for 60 days or more, but are not considered "always open." This is down from one year ago when 22 percent were open 60 or more days.
- The remainder, 33 percent, are "always open" for hire— meaning that employers recruit and place workers on a continuous basis.

Hiring Demand Index

Several market factors drive job vacancy levels: changes in the demand or supply of labor in a particular segment of the market, the balance (or imbalance) of workforce supply and demand, and the rate of turnover—the rate at which workers cycle in and out of jobs.

The hiring demand index is a measure that compares job vacancy rates while controlling for expected hiring that results from turnover.

Fields of work with higher turnover rates are expected to have higher job vacancy rates. In other words, this index measures workforce demand due to factors other than turnover.¹

- Four occupational groups have a large number of job vacancies and a high hiring demand index, possibly indicating workforce shortages: healthcare practitioners and technical, community and social services, personal care and services, and healthcare support.
- Four occupational groups have a large number of job vacancies, but a low hiring demand index: building, grounds cleaning and maintenance; food preparation and serving related; construction and extraction; and production. Low hiring demand index values in these fields suggest a low level of hiring difficulty faced by employers.

Summary

In summary, these three measures—the job vacancy rate, hiring demand index, and the duration of job vacancies— must be considered together when comparing hiring demand across occupational groups and industries.

Hiring demand index is calculated as (job vacancy rate in the occupation/job vacancy rate in all jobs) divided by (turnover rate in the occupation/turnover rate in all jobs.) Job vacancy rates were calculated from this fourth quarter 2002 Minnesota Job Vacancy Survey. Turnover rates were calculated using the Current Population Survey's Job Tenure Supplement microdata, produced by the U.S. Census Bureau.

Statewide Findings

Job Vacancies by Occupational Group and Firm Size

- Sixty-four percent of all job vacancies are concentrated in six of 22 occupational groups.²
- In Minnesota, firms with fewer than 50 employees account for 45 percent of total job vacancies while they constitute only 37 percent of all employment.
- The job vacancy rates for very small and small firms (2.2 percent and 2.7 percent) indicate that these firms may be having a more difficult time finding qualified, willing job applicants than larger firms.

* Employment estimates by occupational group are from the Estimates Delivery System (EDS) 2001, using the 2001 Occupational Employment Statistics (OES) data.

** The index value for all jobs is 1.0, High (High)=HDI above 1.2, Average (Avg)=HDI between 0.8 and 1.2, Low (Low)=HDI below 0.8.

*** The occupational group wages below are median hourly wage rates calculated from wages reported by employers.

NR= Data are not reported due to failure to meet reliability standards.

NA= Not Available

Table 1a: Employment and Job Vacancies by Major Occupational Group in Minnesota

Major Occupational Group	Number of Job Vacancies	Job Vacancy Rate* (%)	Hiring Demand Index** (HDI)	Part-Time (%)	Temporary or Seasonal (%)	Requiring Education Beyond a High School Diploma (%)	Requiring Experience Related to the Position (%)	Requiring a Certificate or License (%)	Offer Health Benefits (%)	Median Wage Offer*** (\$)
Sales and Related	8,258	2.8%	Avg	62%	40%	9%	18%	3%	44%	\$ 7.00
Office and Administrative Support	6,678	1.5	Low	37	11	19	26	2	65	10.00
Food Preparation and Serving Related	6,655	3.4	Low	63	6	7	18	2	25	6.50
Healthcare Practitioners and Technical	5,959	4.5	High	48	1	98	45	77	82	17.49
Transportation and Material Moving	4,924	2.8	Avg	44	31	5	20	58	53	10.00
Personal Care and Services	3,106	4.9	High	59	17	51	15	43	45	8.00
Healthcare Support	2,913	4.1	Avg	61	1	53	17	53	64	9.60
Production	2,418	1.0	Low	4	7	26	34	10	90	10.27
Education, Training and Library	2,192	1.5	Avg	46	9	58	40	27	48	10.00
Construction and Extraction	1,587	1.4	Low	0	15	30	58	16	94	15.87
Business and Financial Operations	1,552	1.3	Low	2	5	86	69	17	88	18.99
Management	1,368	1.1	Avg	2	1	94	80	10	97	22.76
Community and Social Services	1,357	3.4	High	35	3	52	34	16	64	10.50
Installation, Maintenance and Repair	1,330	1.3	Avg	17	5	52	58	12	78	12.02
Building, Grounds Cleaning and Maintenance	1,183	1.4	Low	49	14	1	17	4	55	8.25
Protective Services	950	2.0	Avg	47	4	30	21	32	50	9.62
Architecture and Engineering	725	1.4	Avg	1	1	97	80	7	98	24.04
Computer and Mathematical	624	0.9	Low	6	8	97	76	4	97	20.00
Art, Design, Entertainment and Media	619	1.9	Avg	52	43	46	76	8	46	9.00
Life, Physical and Social Sciences	378	1.6	Avg	15	5	94	73	17	96	17.60
Farming, Fishing and Forestry	345	NR	NR	22	0	11	6	0	78	7.50
Legal	78	0.5	Low	12	1	86	88	53	99	22.84
Firm Size										
Small (5 to 49 employees)	22,039	2.7	NA	46	17	29	27	24	48	8.00
Medium (50 to 249 employees)	16,020	2.0	NA	46	15	31	28	18	63	9.00
Large (250 or more employees)	14,574	1.8	NA	39	11	52	37	29	77	10.50
Very Small (Less than 5 employees)	2,566	2.2	NA	27	8	45	55	36	50	12.00
All Job Vacancies	55,199	2.1%		43%	14%	36%	31%	24%	60%	\$ 9.50

² For a definition of occupational groups, please see the Minnesota Job Vacancy Survey Methodological Note available on the Internet at www.MnWorkForceCenter.org/lmi/public.htm

Job Vacancies by Occupation

- Job vacancies are grouped into 521 unique occupations. The top 25 occupations with the most job vacancies account for 53 percent of total job vacancies.
- In Minnesota, there are 11 occupations with 1,000 or more job vacancies. The

five occupations with the most job vacancies are retail salespersons (3,800); registered nurses (2,400); combined food preparation and serving workers, including fast food (2,400); cashiers (2,300); and truck drivers, light or delivery services (1,700).

Table 2a: Top 25 Occupations with the Most Job Vacancies in Minnesota

Job Title	Number of Job Vacancies	Job Vacancy Rate (%)	Median Wage Offer* (\$)
Retail Salespersons	3,750	4.4%	\$ 6.75
Registered Nurses	2,436	5.0	20.24
Combined Food Preparation and Serving Workers, Including Fast Food	2,389	6.1	6.00
Cashiers	2,324	3.6	7.00
Truck Drivers, Light or Delivery Services	1,667	8.3	8.00
Waiters and Waitresses	1,366	3.2	5.15
Nursing Aides, Orderlies, and Attendants	1,328	4.2	9.65
Hairdressers, Hairstylists, and Cosmetologists	1,318	17.4	8.00
Licensed Practical and Licensed Vocational Nurses	1,167	6.3	14.42
Truck Drivers, Heavy and Tractor-Trailer	1,107	3.7	12.02
Bill and Account Collectors	1,041	16.0	10.00
Customer Service Representatives	932	2.5	10.00
Laborers and Freight, Stock, and Material Movers, Hand	835	2.2	9.00
Office Clerks, General	828	1.1	10.10
Healthcare Support Workers, All Other	780	NR	8.75
Assemblers and Fabricators, All Other	714	NR	9.00
Security Guards	706	5.2	9.00
Stock Clerks and Order Fillers	645	1.8	7.00
Cooks, Restaurant	636	4.4	8.00
Teacher Assistants	624	2.4	10.17
Teachers and Instructors, All Other	594	NR	8.00
First-Line Supervisors/Managers of Food Preparation and Service Workers	562	3.8	8.00
Personal and Home Care Aides	547	4.0	8.50
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	535	1.3	8.25
Receptionists and Information Clerks	458	2.1	9.14

* The occupation wages above are median hourly wage rates calculated from wages reported by employers.

NR= Data are not reported due to failure to meet reliability standards.

Job Vacancies by Industry

- Twenty-two percent of all job vacancies in Minnesota are in the healthcare industry.³
- The administrative and support industry has the highest job vacancy rate at 5.0 percent. This industry includes firms that provide routine support activities for the day-to-day operations of other organizations such as telephone call centers, credit bureaus, travel agencies and investigation and security services.
- The highest concentrations of job vacancies reported as temporary or seasonal are found in arts and entertainment (59 percent) and retail trade (43 percent).

Table 3a: Employment and Job Vacancies by Industry in Minnesota

Industry	Number of Job Vacancies	Job Vacancy Rate (%)	Temporary or Seasonal (%)	Offer Healthcare Benefits (%)	Median Wage Offer* (\$)
Healthcare	12,345	3.8 %	1%	70%	\$ 11.10
Retail Trade	9,998	3.2	43	39	7.00
Accommodation	6,512	3.3	2	37	6.50
Manufacturing	3,838	1.0	7	84	11.00
Administrative and Support	3,646	5.0	13	49	10.00
Other Service	2,563	2.9	8	66	9.00
Educational Services	2,458	1.2	16	71	12.03
Construction	2,003	1.5	17	95	15.87
Transportation and Warehousing	1,788	1.7	13	60	11.00
Finance and Insurance	1,717	1.3	1	88	14.42
Technical Services	1,457	1.2	18	69	15.38
Arts and Entertainment	1,376	3.1	59	21	6.00
Information	1,251	1.7	1	70	8.25
Public Administration	1,239	1.1	18	72	11.83
Wholesale Trade	1,134	1.0	1	94	14.42
Management	817	1.3	2	81	12.10
Real Estate	533	1.5	5	14	7.00
Agriculture	432	2.8	0	80	8.00
Utilities	71	0.5	17	95	16.81
Mining	21	0.4	0	90	19.23
Total	55,199	2.1%	14%	60%	\$ 9.50

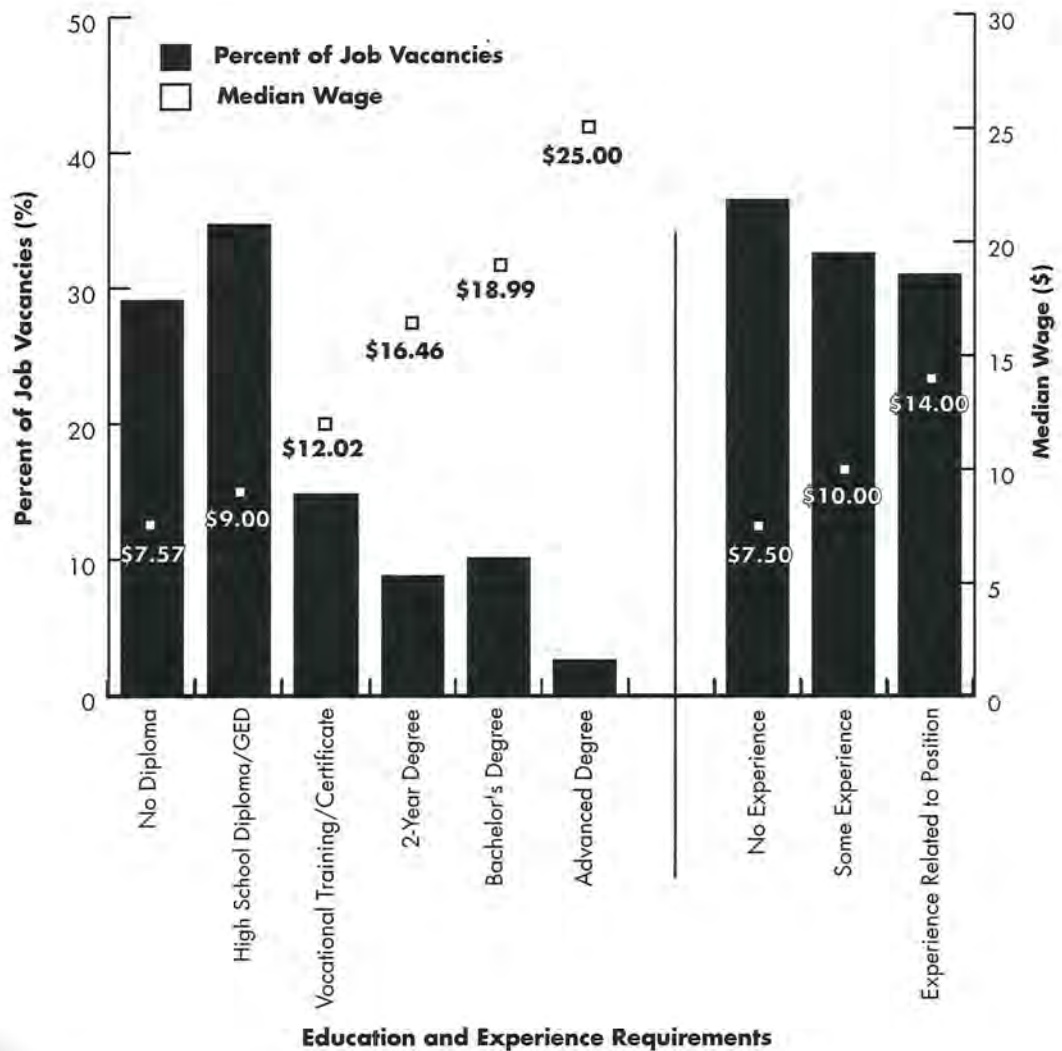
* The industry wages above are median hourly wage rates calculated from wages reported by employers.

³ For a definition of industries, please see the Minnesota Job Vacancy Survey Methodological Note available on the Internet at www.MnWorkForceCenter.org/Imi/public.htm

Education and Experience

- Thirty-six percent of job vacancies require post-secondary education— that is, a vocational degree or certificate, two-year degree, bachelor's degree or advanced degree. Occupations that require a high school diploma or less (64 percent) tend to have higher turnover than those requiring post-secondary education.
- One-third of total job vacancies require experience related to the field.
- Eighteen percent of total job vacancies are truly entry-level; they do not require any education or previous experience.

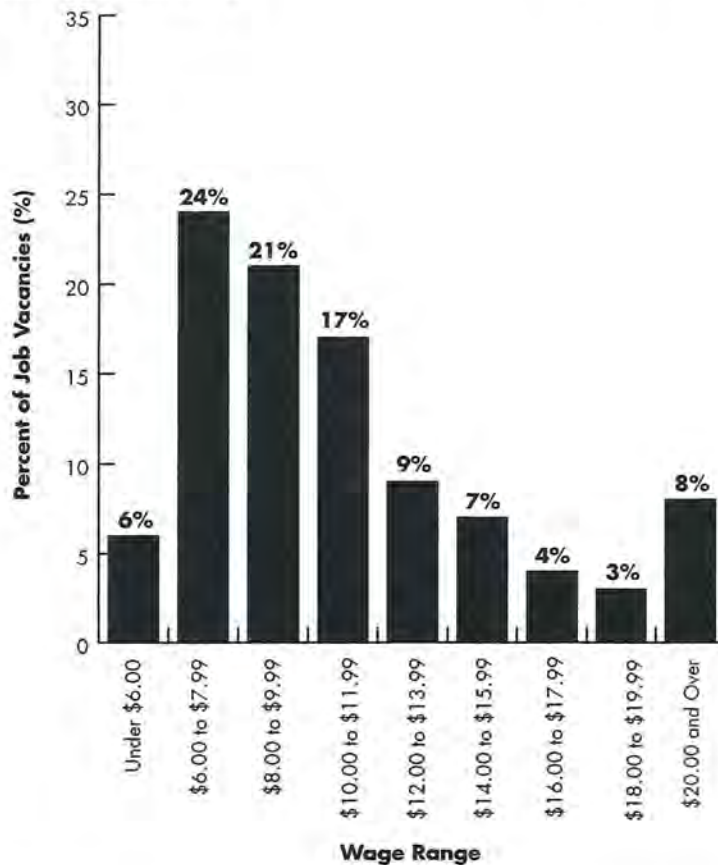
Figure 1a: Education and Experience Requirements and Median Wage Offers of Job Vacancies in Minnesota



Wages

- The median wage offer (50th percentile—half are below, half are at this level or above) for all job vacancies is \$9.50 per hour in Minnesota. One year prior, the median wage offer for all job vacancies was \$9.31 per hour.
- Full-time job vacancies offer a higher median starting wage (\$11.50 per hour) than part-time job vacancies (\$7.95 per hour).
- Fifty-two percent of total job vacancies offer starting wages below \$10.00 per hour; six percent offer a wage of less than \$6.00 per hour.
- As education and experience requirements increase, so do the wage rates offered on average. (See Figure 1 a.)

Figure 2a: Percent of Job Vacancies by Hourly Wage Range in Minnesota



Benefits

- In Minnesota, a majority of full-time job vacancies offer paid vacation (85 percent), health benefits (84 percent), retirement plans (75 percent), and sick leave (58 percent).
- Part-time job vacancies are less likely to offer benefits; only 37 percent offer paid vacation; 33 percent offer retirement plans; 27 percent offer health insurance; and 24 percent offer sick leave.

Greater Minnesota Findings

Job Vacancies by Occupational Group and Firm Size

- Sixty-eight percent of total job vacancies in Greater Minnesota are concentrated in six of 22 occupational groups.⁴
- In Greater Minnesota, firms with fewer than 50 employees account for 53 percent of total job vacancies while they constitute only 44 percent of all employment.
- The job vacancy rates for small and very small firms (2.9 percent and 2.3 percent) indicate that these firms may be having a more difficult time finding qualified, willing job applicants than larger firms.

* Employment estimates by occupational group are from the Estimates Delivery System (EDS) 2001, using the 2001 Occupational Employment Statistics (OES) data.

** The index value for all jobs is 1.0, High (High)=HDI above 1.2, Average (Avg)=HDI between 0.8 and 1.2, Low (Low)=HDI below 0.8.

*** The occupational group wages below are median hourly wage rates calculated from wages reported by employers.

NR= Data are not reported due to failure to meet reliability standards.

NA= Not Available

Table 1b: Employment and Job Vacancies by Major Occupational Group in Greater Minnesota

Major Occupational Group	Number of Job Vacancies	Job Vacancy Rate* (%)	Hiring Demand Index** (HDI)	Part-Time (%)	Temporary or Seasonal (%)	Requiring Education Beyond a High School Diploma (%)	Requiring Experience Related to the Position (%)	Requiring a Certificate or License (%)	Offer Health Benefits (%)	Median Wage Offer*** (\$)
Sales and Related	3,826	3.8%	Avg	66%	47%	2%	17%	3%	39%	\$ 6.00
Food Preparation and Serving Related	2,870	3.2	Low	63	4	3	18	4	23	6.00
Transportation and Material Moving	2,761	3.9	High	51	39	2	17	76	50	8.00
Healthcare Practitioners and Technical	2,421	4.2	High	45	1	98	42	89	85	16.48
Office and Administrative Support	2,178	1.4	Low	54	19	24	27	1	53	8.00
Healthcare Support	1,551	4.4	Avg	60	2	49	10	54	64	9.00
Production	1,270	1.1	Low	6	4	24	15	13	91	9.08
Education, Training and Library	1,154	1.7	Avg	36	4	50	22	17	39	8.00
Personal Care and Services	846	3.5	Avg	46	34	38	7	21	6	6.50
Installation, Maintenance and Repair	691	1.7	Avg	2	9	70	61	13	91	14.00
Community and Social Services	602	3.2	High	30	4	48	24	14	59	9.05
Building, Grounds Cleaning and Maintenance	537	1.5	Low	43	15	2	11	1	65	8.00
Construction and Extraction	482	1.0	Low	1	2	9	51	2	96	9.62
Farming, Fishing and Forestry	343	NR	NR	22	0	11	6	0	78	7.50
Art, Design, Entertainment and Media	336	3.7	High	71	67	15	72	10	20	6.00
Business and Financial Operations	321	1.2	Low	4	6	90	83	35	90	16.98
Management	304	0.8	Low	1	0	98	66	22	97	21.54
Protective Services	211	1.1	Low	40	0	62	57	45	62	12.99
Computer and Mathematical	191	1.7	Avg	12	4	97	91	2	91	19.23
Architecture and Engineering	165	1.2	Low	0	0	98	70	4	96	21.88
Life, Physical and Social Sciences	53	0.8	Low	6	0	90	80	47	98	17.60
Legal	7	0.2	Low	0	14	57	100	71	86	10.70
Firm Size										
Small (5 to 49 employees)	10,824	2.9	NA	47	21	21	25	27	47	8.00
Medium (50 to 249 employees)	5,993	2.0	NA	48	19	32	20	21	60	8.34
Large (250 or more employees)	4,984	2.0	NA	41	12	50	30	34	79	9.60
Very Small (Less than 5 employees)	1,319	2.3	NA	49	14	30	38	40	20	8.00
All Job Vacancies	23,120	2.3%		46%	18%	30%	26%	28%	55%	\$ 8.00

Job Vacancies by Occupation

- The top 25 occupations with the most job vacancies account for 61 percent of all job vacancies in Greater Minnesota.
- In Greater Minnesota, there are five occupations with approximately 1,000 or more job vacancies: retail salespersons (1,500); truck drivers, light or delivery services (1,500); cashiers (1,300); combined food preparation and serving workers, including fast food (1,300); and registered nurses (1,000).

* The occupation wages below are median hourly wage rates calculated from wages reported by employers.

NR= Data are not reported due to failure to meet reliability standards.

Table 2b: Top 25 Occupations with the Most Job Vacancies in Greater Minnesota

Job Title	Number of Job Vacancies	Job Vacancy Rate (%)	Median Wage Offer* (\$)
Retail Salespersons	1,544	5.1%	\$ 6.00
Truck Drivers, Light or Delivery Services	1,455	18.5	8.00
Cashiers	1,320	4.2	6.00
Combined Food Preparation and Serving Workers, Including Fast Food	1,297	7.0	6.00
Registered Nurses	1,010	4.5	18.83
Nursing Aides, Orderlies, and Attendants	876	5.1	9.00
Licensed Practical and Licensed Vocational Nurses	563	5.1	13.00
Truck Drivers, Heavy and Tractor-Trailer	558	3.6	13.00
Waiters and Waitresses	518	2.9	5.15
Teachers and Instructors, All Other	493	NR	8.00
Healthcare Support Workers, All Other	433	NR	8.29
Assemblers and Fabricators, All Other	402	NR	8.50
Stock Clerks and Order Fillers	392	2.9	6.00
First-Line Supervisors/Managers of Retail Sales Workers	383	3.3	10.50
Office Clerks, General	343	1.2	10.00
Teacher Assistants	323	2.6	10.57
Laborers and Freight, Stock, and Material Movers, Hand	311	2.3	8.00
Cooks, Restaurant	294	5.0	8.00
Coaches and Scouts	248	NR	6.00
Amusement and Recreation Attendants	248	8.1	5.50
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	211	1.3	9.00
Electrical Power-Line Installers and Repairers	202	17.3	14.00
Bartenders	200	2.6	7.00
Rehabilitation Counselors	196	19.0	9.00
Farmworkers, Farm and Ranch Animals	194	NR	7.50

Job Vacancies by Industry

- Twenty-five percent of total job vacancies in Greater Minnesota are in the healthcare industry.
- The highest concentrations of job vacancies reported as temporary or seasonal are found in arts and entertainment (70 percent) and retail trade (52 percent).
- The arts and entertainment industry has the highest job vacancy rate at 4.4 percent.

Table 3b: Employment and Job Vacancies by Industry in Greater Minnesota

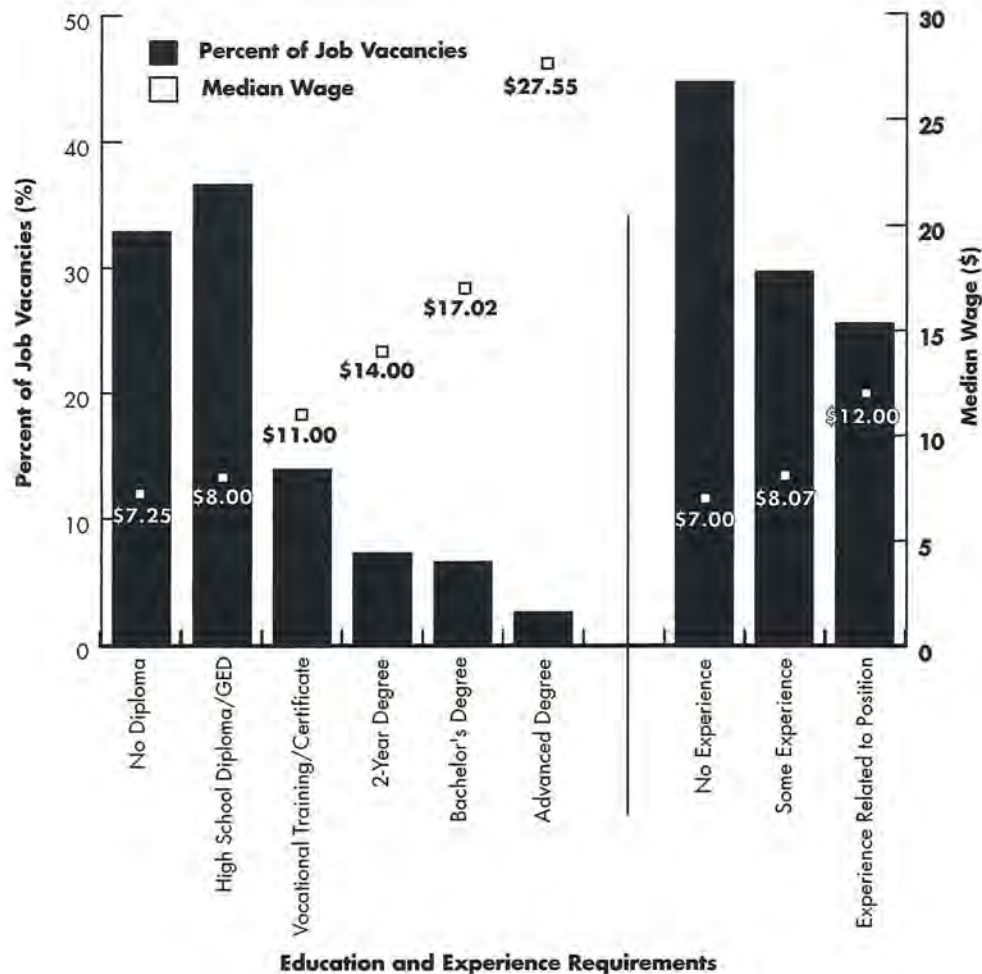
Industry	Number of Job Vacancies	Job Vacancy Rate (%)	Temporary or Seasonal (%)	Offer Healthcare Benefits (%)	Median Wage Offer* (\$)
Healthcare	5,891	3.7 %	2%	66%	\$ 9.68
Retail Trade	5,294	3.9	52	38	6.50
Accommodation	2,849	3.6	1	37	6.00
Manufacturing	1,574	0.9	5	88	9.84
Educational Services	938	1.0	10	71	12.22
Arts and Entertainment	861	4.4	70	16	6.00
Construction	830	1.6	14	88	14.00
Wholesale Trade	675	1.9	0	93	12.02
Public Administration	623	1.2	3	79	14.00
Administrative and Support	604	3.3	29	50	7.50
Transportation and Warehousing	603	1.9	11	37	10.00
Other Service	572	1.8	1	18	8.00
Agriculture	430	3.3	0	80	8.00
Finance and Insurance	400	1.4	1	62	8.00
Technical Services	353	1.7	49	28	13.00
Information	291	1.6	3	76	9.00
Management	146	3.8	4	62	10.00
Real Estate	115	1.5	22	43	7.00
Utilities	50	0.7	8	93	16.83
Mining	21	0.4	0	90	19.23
Total	23,120	2.3%	18%	55%	\$ 8.00

* The industry wages above are median hourly wage rates calculated from wages reported by employers.

Education and Experience

- Thirty-one percent of total job vacancies in Greater Minnesota require post-secondary education— that is, a vocational degree or certificate, two-year degree, bachelor's degree or advanced degree. Occupations that require a high school diploma or less (69 percent) tend to have higher turnover than those requiring post-secondary education.
- Twenty-six percent of total job vacancies require experience related to the field.
- Twenty-two percent of job vacancies are truly entry-level; they do not require any education or previous experience.

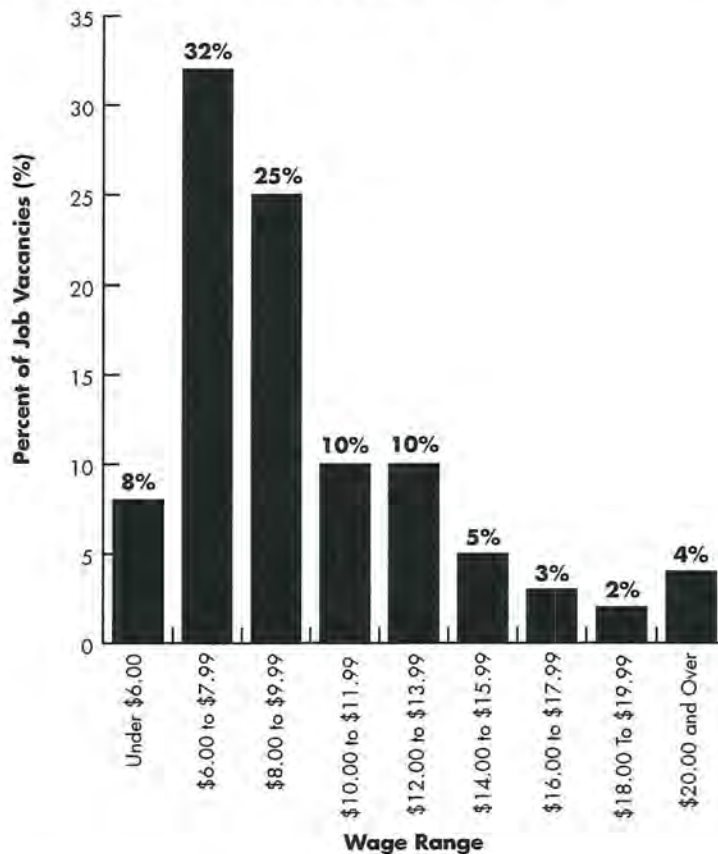
Figure 1b: Education and Experience Requirements and Median Wage Offers of Job Vacancies in Greater Minnesota



Wages

- The median wage offer (50th percentile—half are below, half are at this level or above) for all job vacancies is \$8.00 per hour in Greater Minnesota. One year prior, the median wage offer for all job vacancies was \$8.50 per hour.
- Full-time job vacancies offer a higher median wage (\$10.00 per hour) than part-time job vacancies (\$7.00 per hour).
- Sixty-five percent of total vacancies offer starting wages below \$10.00 per hour; eight percent offer a wage of less than \$6.00 per hour.
- As education and experience requirements increase, so do the wage rates offered on average. (See Figure 1b.)

Figure 2b: Percent of Job Vacancies by Hourly Wage Range in Greater Minnesota



Benefits

- In Greater Minnesota, a majority of full-time job vacancies offer paid vacation (83 percent), health benefits (79 percent), retirement plans (67 percent) and sick leave (52 percent).
- Part-time job vacancies are less likely to offer benefits; only 29 percent offer paid vacation; 26 percent offer health insurance; 26 percent offer retirement plans; and 23 percent offer sick leave.

Twin Cities Findings

Job Vacancies by Occupational Group and Firm Size

- Sixty-four percent of job vacancies in the Twin Cities are concentrated in six of 22 occupational groups.⁵
- In the Twin Cities, firms with fewer than 50 employees account for 39 percent of total job vacancies while they constitute only 33 percent of all employment.
- The job vacancy rates for small and very small firms (2.5 percent and 2.1 percent) indicate that these firms may be having a more difficult time finding qualified, willing job applicants than larger firms.

* Employment estimates by occupational group are from the Estimates Delivery System (EDS) 2001, using the 2001 Occupational Employment Statistics (OES) data.

** The index value for all jobs is 1.0, High (High)=HDI above 1.2, Average (Avg)=HDI between 0.8 and 1.2, Low (Low)=HDI below 0.8.

*** The occupational group wages below are median hourly wage rates calculated from wages reported by employers.

NR= Data are not reported due to failure to meet reliability standards.

NA= Not Available

Table 1c: Employment and Job Vacancies by Major Occupational Group in the Twin Cities

Major Occupational Group	Number of Job Vacancies	Job Vacancy Rate* (%)	Hiring Demand Index** (HDI)	Part-Time (%)	Temporary or Seasonal (%)	Requiring Education Beyond a High School Diploma (%)	Requiring Experience Related to the Position (%)	Requiring a Certificate or License (%)	Offer Health Benefits (%)	Median Wage Offer*** (\$)
Office and Administrative Support	4,500	1.6%	Avg	29%	7%	17%	25%	3%	70%	\$ 10.00
Sales and Related	4,432	2.4	Avg	59	34	15	18	3	48	7.25
Food Preparation and Serving Related	3,785	3.5	Low	62	8	11	18	0	26	7.00
Healthcare Practitioners and Technical	3,538	4.7	High	50	1	97	47	70	80	19.00
Personal Care and Services	2,260	5.8	High	64	11	56	18	51	57	8.50
Transportation and Material Moving	2,163	2.2	Avg	35	22	9	24	34	58	10.95
Healthcare Support	1,362	3.7	Avg	63	1	58	25	51	64	10.45
Business and Financial Operations	1,231	1.4	Avg	2	4	85	65	12	88	18.99
Production	1,148	0.8	Low	3	9	28	52	6	88	11.06
Construction and Extraction	1,105	1.6	Low	0	21	39	61	22	94	15.87
Management	1,064	1.2	High	2	1	93	84	6	97	24.04
Education, Training and Library	1,038	1.3	Low	57	16	69	60	37	61	12.00
Community and Social Services	755	3.5	High	39	2	56	43	18	69	12.00
Protective Services	739	2.8	High	48	5	21	10	28	47	9.00
Building, Grounds Cleaning and Maintenance	646	1.4	Low	54	14	1	22	7	46	8.25
Installation, Maintenance and Repair	639	1.0	Low	32	1	32	55	12	63	11.00
Architecture and Engineering	560	1.5	Avg	2	2	97	82	8	99	24.04
Computer and Mathematical	433	0.8	Low	4	10	97	69	5	99	28.85
Life, Physical and Social Sciences	325	2.0	High	17	6	95	72	12	96	17.42
Art, Design, Entertainment and Media	283	1.2	Low	28	16	91	83	6	83	16.66
Legal	71	0.5	Low	13	0	89	87	51	100	23.95
Farming, Fishing and Forestry	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR
Firm Size										
Small (5 to 49 employees)	11,215	2.5	NA	44	13	36	29	20	49	9.00
Medium (50 to 249 employees)	10,027	2.0	NA	44	12	31	33	17	63	10.00
Large (250 or more employees)	9,590	1.8	NA	39	10	54	41	26	81	11.00
Very Small (Less than 5 employees)	1,247	2.1	NA	4	1	68	80	31	93	15.87
All Job Vacancies	32,079	2.0%		41%	11%	41%	35%	21%	64%	\$10.00

⁵ For a definition of occupational groups, please see the Minnesota Job Vacancy Survey Methodological Note available on the Internet at www.MnWorkForceCenter.org/lmi/public.htm

Job Vacancies by Occupation

- The top 25 occupations with the most job vacancies account for 51 percent of all job vacancies in the Twin Cities.
- In the Twin Cities, there are six occupations with 1,000 or more job vacancies: retail salespersons (2,200); registered nurses (1,400); hairdressers, hairstylists and cosmetologists (1,200); combined food preparation and serving workers, including fast food (1,100); bill and account collectors (1,000); and cashiers (1,000).

* The occupation wages below are median hourly wage rates calculated from wages reported by employers.

NR= Data are not reported due to failure to meet reliability standards.

Table 2c: Top 25 Occupations with the Most Job Vacancies in the Twin Cities

Job Title	Number of Job Vacancies	Job Vacancy Rate (%)	Median Wage Offer* (\$)
Retail Salespersons	2,206	4.0%	\$7.00
Registered Nurses	1,426	5.3	21.24
Hairdressers, Hairstylists, and Cosmetologists	1,179	22.2	10.00
Combined Food Preparation and Serving Workers, Including Fast Food	1,092	5.3	6.00
Bill and Account Collectors	1,036	21.7	10.00
Cashiers	1,004	3.1	7.25
Waiters and Waitresses	848	3.4	5.25
Customer Service Representatives	789	2.9	10.00
Security Guards	668	6.4	9.00
Licensed Practical and Licensed Vocational Nurses	604	8.1	15.00
Truck Drivers, Heavy and Tractor-Trailer	549	4.0	10.00
Laborers and Freight, Stock, and Material Movers, Hand	524	2.2	10.95
Office Clerks, General	485	1.1	11.53
Nursing Aides, Orderlies, and Attendants	452	3.2	10.40
First-Line Supervisors/Managers of Food Preparation and Service Workers	440	5.7	8.00
Personal and Home Care Aides	426	5.8	8.50
Electricians	416	6.5	15.87
Receptionists and Information Clerks	359	2.5	10.00
Healthcare Support Workers, All Other	347	NR	9.46
Cooks, Restaurant	342	4.0	8.00
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	324	1.3	8.25
Assemblers and Fabricators, All Other	312	NR	11.06
Teacher Assistants	301	2.2	9.55
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	277	13.5	6.00
Travel Agents	272	9.4	10.00

Job Vacancies by Industry

- Twenty percent of total job vacancies in the Twin Cities are in the healthcare industry.
- The administrative and support industry has the highest job vacancy rate at 5.6 percent. This industry includes firms who provide routine support activities for the day-to-day operations of other organizations such as telephone call centers, credit bureaus, travel agencies and investigation and security services.
- The highest concentrations of job vacancies reported as temporary or seasonal are found in arts and entertainment (40 percent) and utilities (38 percent).

Table 3c: Employment and Job Vacancies by Industry in the Twin Cities

Industry	Number of Job Vacancies	Job Vacancy Rate (%)	Temporary or Seasonal (%)	Offer Healthcare Benefits (%)	Median Wage Offer* (\$)
Healthcare	6,454	3.8 %	1%	73%	\$ 13.00
Retail Trade	4,704	2.6	34	41	7.25
Accommodation	3,663	3.2	3	37	7.50
Administrative and Support	3,042	5.6	10	49	10.00
Manufacturing	2,264	1.1	9	81	11.54
Other Service	1,991	3.6	10	78	12.02
Educational Services	1,520	1.3	20	70	12.00
Finance and Insurance	1,317	1.3	1	97	16.00
Transportation and Warehousing	1,185	1.6	13	71	11.18
Construction	1,173	1.5	20	100	15.87
Technical Services	1,104	1.1	8	83	18.99
Information	960	1.8	0	68	6.00
Management	671	1.1	1	85	14.00
Public Administration	616	1.0	32	64	11.83
Arts and Entertainment	515	2.1	40	29	6.00
Wholesale Trade	459	0.5	1	7	15.00
Real Estate	418	1.5	0	100	7.00
Utilities	21	0.3	38	100	13.46
Agriculture	NR	NR	NR	NR	NR
Total	32,079	2.0%	11%	64%	\$ 10.00

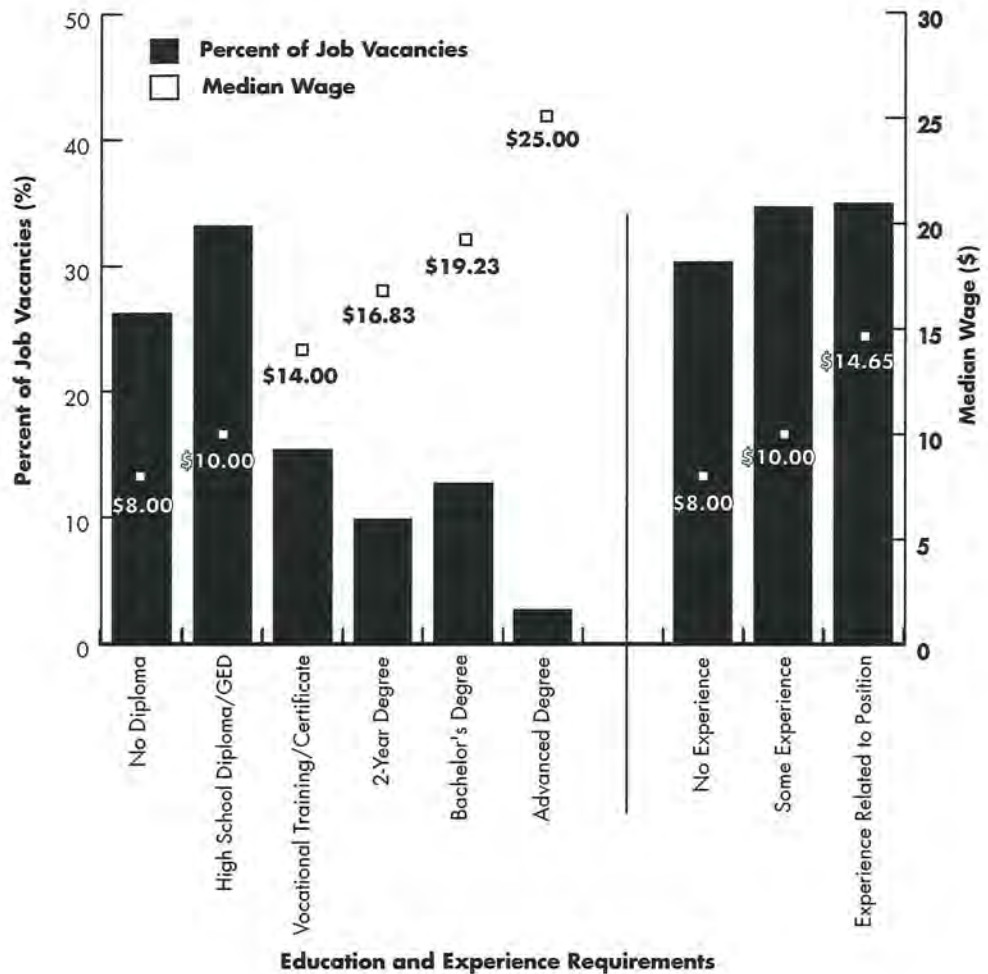
* The industry wages above are median hourly wage rates calculated from wages reported by employers.

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Education and Experience

- Forty-one percent of total job vacancies in the Twin Cities require a post-secondary education— that is, a vocational degree or certificate, two-year degree, bachelor's degree or advanced degree. Occupations that require a high school diploma or less (59 percent) tend to have higher turnover than those requiring post-secondary education.
- Thirty-five percent of job vacancies require experience related to the field.
- Fifteen percent of total job vacancies are truly entry-level; they do not require any education or previous experience.

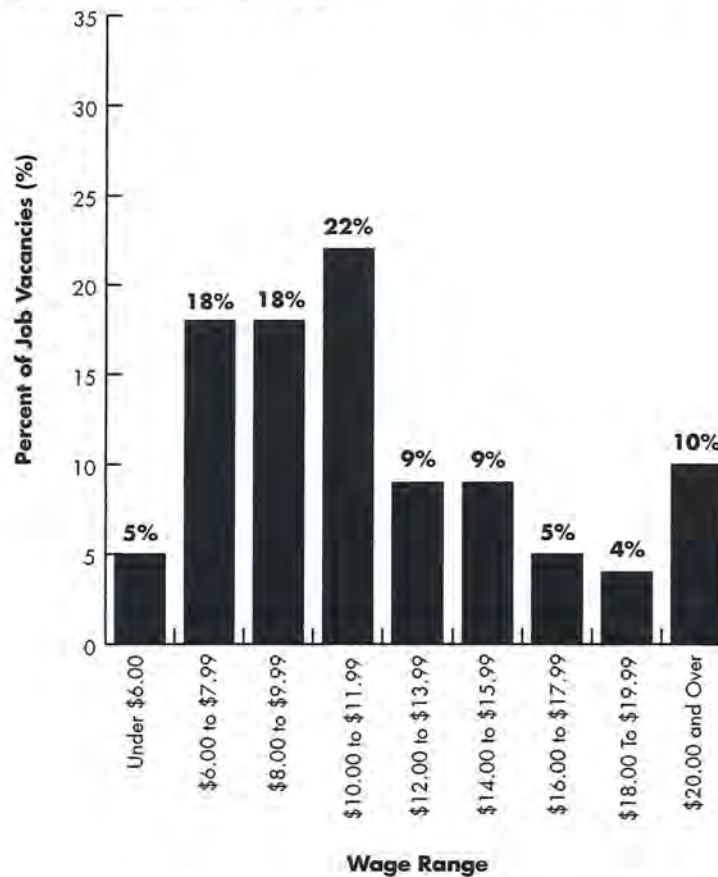
Figure 1c: Education and Experience Requirements and Median Wage Offers of Job Vacancies in the Twin Cities



Wages

- The median wage offer (50th percentile—half are below, half are at this level or above) for all job vacancies is \$10.00 per hour in the Twin Cities. One year prior, the median wage offer for all job vacancies was also \$10.00 per hour.
- Full-time job vacancies offer a higher median wage (\$12.00 per hour) than part-time job vacancies (\$8.00 per hour).
- Forty-two percent of vacancies offer starting wages below \$10.00 per hour; five percent offer a wage of less than \$6.00 per hour.
- As education and experience requirements increase, so do the wage rates offered on average. (See Figure 1c.)

Figure 2c: Percent of Job Vacancies by Hourly Wage Range in the Twin Cities



Benefits

- In the Twin Cities, a majority of full-time job vacancies offer health benefits (87 percent), paid vacation (85 percent), retirement plans (80 percent), and sick leave (62 percent).
- Part-time job vacancies are less likely to offer benefits; only 43 percent offer paid vacation; 38 percent offer retirement plans; 28 percent offer health insurance; and 25 percent offer sick leave.

Regional Findings

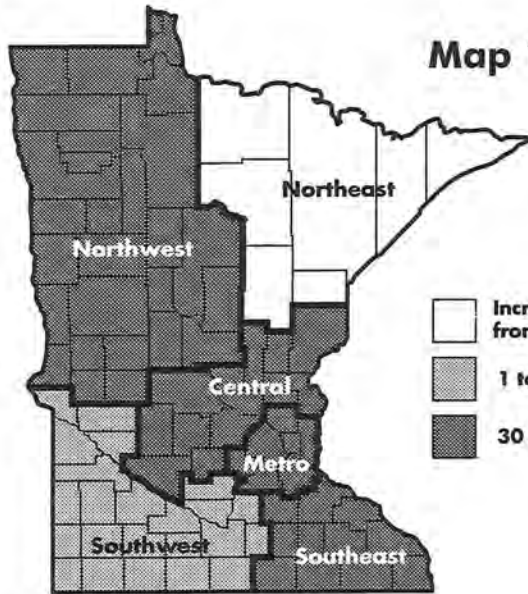
Where Are the Job Vacancies?

- Job vacancy rates vary greatly by occupational group across the regions of Minnesota.
- High job vacancy rates are found in the healthcare practitioners and technical occupational group in the Northeast and Metro regions.

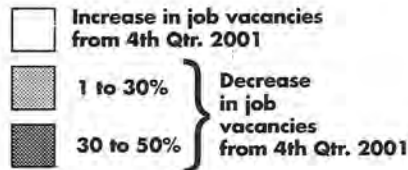
Table 1d: Job Vacancies by Region

Major Occupational Group	Minnesota		Central		Metro		Northeast	
	Number of Job Vacancies	Job Vacancy Rate (%)	Number of Job Vacancies	Job Vacancy Rate (%)	Number of Job Vacancies	Job Vacancy Rate (%)	Number of Job Vacancies	Job Vacancy Rate (%)
Sales and Related	8,258	2.8%	342	1.4%	4,432	2.4%	1,780	12.5%
Office and Administrative Support	6,678	1.5	631	1.8	4,500	1.6	552	2.2
Food Preparation and Serving Related	6,655	3.4	365	1.5	3,785	3.5	718	5.8
Healthcare Practitioners and Technical	5,959	4.5	488	4.5	3,538	4.7	511	6.0
Transportation and Material Moving	4,924	2.8	455	2.5	2,163	2.2	400	4.6
Personal Care and Services	3,106	4.9	163	2.9	2,260	5.8	397	9.8
Healthcare Support	2,913	4.1	301	3.9	1,362	3.7	150	2.8
Production	2,418	1.0	235	0.8	1,148	0.8	50	0.5
Education, Training and Library	2,192	1.5	258	1.6	1,038	1.3	21	0.2
Construction and Extraction	1,587	1.4	NR	NR	1,105	1.6	34	0.5
Business and Financial Operations	1,552	1.3	25	0.4	1,231	1.4	33	0.8
Management	1,368	1.1	82	0.9	1,064	1.2	30	0.6
Community and Social Services	1,357	3.4	105	2.3	755	3.5	140	3.9
Installation, Maintenance and Repair	1,330	1.3	272	3.0	639	1.0	13	0.2
Building, Grounds Cleaning and Maintenance	1,183	1.4	140	1.7	646	1.4	172	3.1
Protective Services	950	2.0	93	2.1	739	2.8	21	0.5
Architecture and Engineering	725	1.4	29	0.8	560	1.5	19	1.1
Computer and Mathematical	624	0.9	119	6.3	433	0.8	12	1.1
Art, Design, Entertainment and Media	619	1.9	79	4.7	283	1.2	150	8.9
Life, Physical and Social Sciences	378	1.6	9	0.8	325	2.0	9	0.6
Farming, Fishing and Forestry	345	NR	NR	NR	NR	NR	NR	NR
Legal	78	0.5	NR	NR	71	0.5	NR	NR
Total Job Vacancies	55,199	2.1%	4,210	1.8%	32,079	2.0%	5,215	3.7%

NR= Data are not reported due to failure to meet reliability standards.



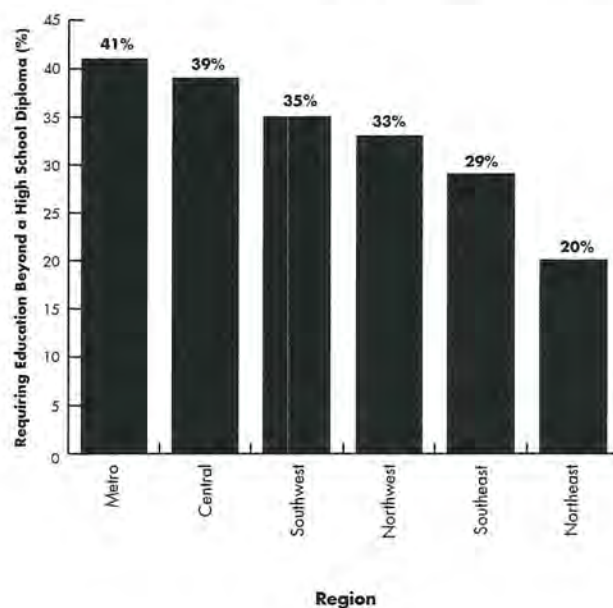
Map 1: Job Vacancies by Region



- Largely due to seasonal hiring, the Northeast region had a high job vacancy rate for sales and related occupations.
- Job vacancy rates in production occupations are lower than average in all regions.
- The Northeast region experienced a 33 percent increase in job vacancies between fourth quarter 2001 and fourth quarter 2002. This was the only region where job vacancies increased from one year prior.
- The economic downturn has hit job markets in all regions of the state. Job vacancies decreased 42 percent in the Central region and 39 percent in the Northwest and Southeast regions.
- Slightly more than half of all job vacancies in Minnesota are in the Twin Cities seven-county area.

Northwest		Southeast		Southwest	
Number of Job Vacancies	Job Vacancy Rate (%)	Number of Job Vacancies	Job Vacancy Rate (%)	Number of Job Vacancies	Job Vacancy Rate (%)
455	2.0%	993	4.4%	256	1.5%
329	1.1	377	1.0	289	1.1
674	2.9	568	3.1	545	4.3
308	2.8	821	4.3	293	3.5
293	2.1	1,199	NR	414	2.8
250	5.2	17	0.3	19	0.4
237	3.0	535	7.0	328	4.9
266	1.3	407	1.4	312	1.3
653	4.8	90	0.7	132	0.9
382	3.6	3	0.0	55	0.7
89	1.9	60	0.9	114	2.5
40	0.5	105	1.2	47	0.6
157	3.4	53	1.5	147	5.7
209	2.3	24	0.3	173	2.8
65	0.8	61	0.9	99	1.5
6	0.1	42	1.4	NR	NR
69	2.6	13	NR	35	1.6
15	1.3	26	NR	19	1.2
78	3.9	25	1.3	NR	NR
8	0.5	24	1.4	3	0.3
230	NR	NR	NR	37	NR
NR	NR	NR	NR	NR	NR
4,814	2.3%	5,511	2.4%	3,370	1.9%

Figure 1d: Post-Secondary Education Requirements for Job Vacancies by Region



- The regions with the greatest share of job vacancies requiring post-secondary education are the Metro (41 percent) and Central (39 percent) regions. At 29 and 20 percent, the Southeast and Northeast planning regions have the lowest shares of job vacancies that require post-secondary education.
- Wages of job vacancies vary by region, with the highest median wage in the Metro and Central planning regions. The lowest median wage is found in the Northeast planning region.

Table 2d: Median Wage Offers for Job Vacancies by Region

Regions	Median Wage Offer (\$)*
Metro	\$10.00
Central	10.00
Southwest	8.76
Southeast	8.50
Northwest	8.00
Northeast	6.00
State	\$9.50

* The wages above are median hourly wage rates calculated from wages reported by employers

Please Tell us What you Think!

Minnesota Job Vacancy Survey Reader Questionnaire

Instructions

Please cut out this page and

- fold as indicated, tape closed, avoiding the bar code, and mail

OR

- fax both sides to 651.282.5429

**1. Tell us about yourself.
(Check all that apply.)**

- Jobseeker

Business professional

- Business owner, executive, or manager
 Business planner or market researcher
 Human resources or compensation
 Other _____

- Workforce Council/WIB member

- Workforce development professional

- Economic development professional

Educational institution: _____

- Student
 Faculty/instructor
 Counselor or student support
 Administrator or planner

- Other _____

2. How did you become aware of the Job Vacancy Survey?

- Report or other info circulated by colleagues
 Referral by someone
 Searching the Internet
 Other _____

3. What was your purpose or reason for seeking this research product?

- Hiring demand comparisons
 Determining hot fields
 Assessing wage offers associated with opening
 Other _____

4. Did the information meet your needs?

1 2 3 4 5 6 7 8 9 10
Not at all **Partially** **Yes**

5. Was the information presented in a clear and understandable manner?

1 2 3 4 5 6 7 8 9 10
Not at all **Partially** **Yes**

6. Do you have suggestions about the content of this research product? What needs to be changed?

7. Is this a research product you would recommend to colleagues or clients?

1 2 3 4 5 6 7 8 9 10
No **Maybe** **Yes**

8. Are there other new research products or services you would like to see offered?

Continued on reverse

cut here →

9. Have you visited the *Minnesota Job Vacancy Survey* section of our website, www.mnwfc.org/lmi/?

Yes (if yes, answer questions a - c below)

No

a. How easy was it to use the website?

1 2 3 4 5 6 7 8 9 10
Very difficult Somewhat difficult Very easy

b. Was the website information presented in a clear and understandable manner?

1 2 3 4 5 6 7 8 9 10
Not at all Partially Yes

c. Did the website information meet your needs?

1 2 3 4 5 6 7 8 9 10
Not at all Partially Yes

10. How likely are you to use labor market information from MDES in the future?

1 2 3 4 5 6 7 8 9 10
Not at all Somewhat likely Certain to use again

See mailing instructions on front.

Thank you for your feedback and suggestions.

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Job Vacancy Statistics Workgroup

The Workforce Information Council has determined that obtaining accurate job vacancy information from within the States and also nationwide is a vital goal. To meet this goal, the Employment and Training Administration and the Bureau of Labor Statistics have partnered with eight States nationwide to form the Job Vacancy Statistics Workgroup.

Information on the Job Vacancy Statistics Workgroup may be obtained by visiting:
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Minnesota Job Vacancy Survey

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For additional copies of this report, call 651.296.6545 or toll
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This report is available on the Internet at
www.MnWorkForceCenter.org/lmi/public.htm

A complete discussion of the *Minnesota Job Vacancy Survey*
methodology is available on the Internet at
www.MnWorkForceCenter.org/lmi/public.htm