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# Minnesota Job Vacancy Survey

2nd QUARTER 2001

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Research and  
Statistics Office

Minnesota  
Department of  
Economic Security

August 2001

# Project Purpose and Background

**A** statewide job vacancy report contributes to our understanding of occupational supply and demand and provides an economic indicator of workforce shortages. This valuable survey information can serve the following needs:

Hiring managers and human resource professionals use this information to determine hiring competition and to prioritize human resource needs.

Employment and training service providers utilize this information to plan employment service and workforce development strategies.

Counselors, instructors and educational planners use this information to identify workforce development priorities and aid students and jobseekers in identifying occupations that are in demand.

Policymakers are informed of the location and magnitude of labor market imbalances and the quantity and quality of current open-for-hire positions in Minnesota.

Job vacancies— positions open-for-hire during the time of the survey— were reported by employers who participated in the Minnesota Job Vacancy Survey. The exact count of job vacancies cannot be known with certainty. Rather, these estimates indicate the demand for workers on a statewide and regional level during second quarter (April to June) 2001.

The data were collected from a sample of firms and organizations throughout the state of Minnesota. The sample was randomly drawn to represent the industry and size characteristics of employers in 11 regions. Not all surveyed firms participated. Still, the 69 percent that did participate (5,783 responses from a survey of 8,412) enable us to produce statistically reliable findings.

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# Major Findings

## Summary

**The national and state economies have slowed significantly during the last nine months. Minnesota's over-the-year job growth rate is hovering around one percent and layoffs are up; both indicators are at levels comparable to those seen during the economic slowdown in 1991. Despite the dark economic clouds, a significant number of job opportunities are available for Minnesota's jobseekers.**

The current round of the statewide job vacancy survey reveals an estimated 97,000 job vacancies in Minnesota during second quarter (April to June) 2001. This represents a decrease of 22 percent from the last time the survey was conducted in fourth quarter 2000. Some of the decrease may be due to seasonal differences in hiring, but most of it can probably be attributed to a shift in the economy. The 97,000 job vacancies translate into a job vacancy rate of four percent—or four job vacancies for every 100 filled jobs in Minnesota. This is down slightly from a five percent job vacancy rate during the fourth quarter of 2000.

In keeping with the regional distribution of all jobs in Minnesota, the majority of job vacancies, 66 percent, are located in the Twin Cities seven-county metropolitan area. Both the Twin Cities and Greater Minnesota have a job vacancy rate of four percent.

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 turnover-adjusted demand (a calculation that controls for turnover in the field). These occupational groups are healthcare practitioners and technical (including registered and licensed practical nurses), personal care and service (including childcare workers, personal and home care aides), healthcare support (including nursing aides, orderlies and attendants), and construction and extraction (including carpenters and construction laborers) occupations. Of these four occupational groups, two are highly seasonal: 62 percent of the job vacancies in personal care and service and 32 percent in construction and extraction are temporary or seasonal positions.

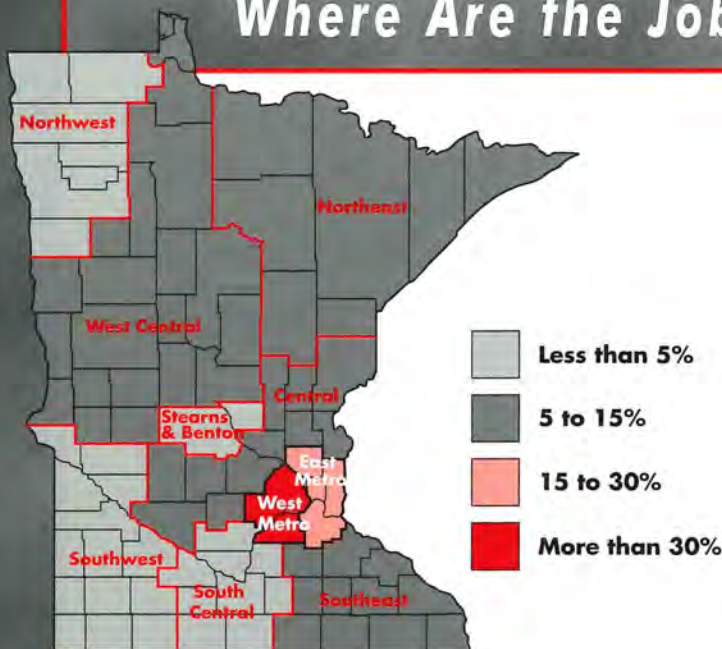


Healthcare outstrips all other industry groups in the number of job vacancies, has the third-highest job vacancy rate, and has the highest number of job vacancies that are not temporary or seasonal. By firm size, firms with 25 or fewer employees account for 50 percent of total job vacancies and have higher-than-average job vacancy rates.

This report also includes information on important characteristics associated with the job vacancies including: education and experience requirements, median wage and benefit offers, and whether job vacancies are temporary or seasonal and part- or full-time. Following are some key findings on job characteristics of job vacancies reported during the second quarter of 2001 in Minnesota:

- Sixty-one percent are full-time and 39 percent are part-time.
- Eighteen percent are temporary or seasonal.
- Thirty-eight percent require a high school diploma but no education beyond that. Twenty-nine percent require some level of post-secondary education or training.
- Almost one-third call for previous experience in either a specific occupation or a related field.
- The median (50th percentile) wage offer for all job vacancies is \$9.25 per hour. One-fourth of all job vacancies offer wages of at least \$12.00 an hour. Wage offers are highly correlated with experience and education requirements of job vacancies and other occupational characteristics.
- Most offer health benefits (67 percent), paid vacation (67 percent), retirement plans (63 percent), and sick leave (60 percent). Part-time job vacancies are less likely to offer benefits.

## Where Are the Job Vacancies?



### Regional Distribution of Job Vacancies

- The region with the largest number of job vacancies (38,000) is the West Metro (Carver, Hennepin and Scott counties).
- The region with the fewest job vacancies (1,700) is the Northwest, comprising Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau counties.

## Fourth Quarter 2000 and Second Quarter 2001 Comparison

**T**he data from the second quarter 2001 survey are comparable to the data from the fourth quarter 2000 survey. Because the survey is new, however, we have no way to measure what portion of the difference in the number of job vacancies is due to seasonal differences in hiring and what portion is due to changes in the labor market.

Regional shifts in hiring patterns between the two time periods are apparent. Hiring demand decreased more sharply in the Twin Cities than in Greater Minnesota—a 27 percent decline in job vacancies in the Twin Cities compared to a seven percent decline in Greater Minnesota.

Occupational shifts in hiring patterns between the two time periods are also apparent. Hiring in community and social services, architecture and engineering, computer and mathematical, and production occupations dropped the most sharply. While the decrease in community and social services hiring may be largely due to differences in seasonal hiring patterns, the drop in architecture and engineering is probably related to a slowdown in construction, the drop in computer and mathematical to the dot.com bust and the drop in production to the slowdown in manufacturing.

Job vacancies in farming, fishing and forestry; education, training and library; and personal care and service rose the most sharply. All of these occupations have seasonal hiring patterns with spring and summer being the hiring season. The majority of job vacancies in the personal care and service occupational group were reported as temporary or seasonal during second quarter 2001.

The following table shows job vacancies in Minnesota during second quarter 2001 and the percent change in job vacancies from fourth quarter 2000 to second quarter 2001. The stars (\*) indicate where the proportion of seasonal or temporary job vacancies reported was 40 percent or more.<sup>1</sup>

**Table 1: Comparison of Job Vacancies Between Fourth Quarter 2000 and Second Quarter 2001**

Major Occupational Group	Total Minnesota Job Vacancies 2nd quarter 2001	Percent Change in Job Vacancies, 4th quarter 2000 to 2nd quarter 2001		
		Minnesota	Greater Minnesota	Twin Cities
Food Preparation and Serving Related	13,998	-2%*	61%	-30%*
Sales and Related	13,435	-40	-4	-48
Office and Administrative Support	11,817	-31	-42	-27
Transportation and Material Moving	7,008	17	7	23
Healthcare Practitioners and Technical	6,662	-4	5	-9
Personal Care and Service	6,563	27*	31	26*
Healthcare Support	5,851	-20	-16	-23
Construction and Extraction	5,548	1	22	-11
Production	4,956	-50	-45	-53
Education, Training and Library	3,792	62	77	57
Building, Grounds Cleaning and Maintenance	3,464	-29*	-24*	-32
Management	3,108	-8	-15	-7
Installation, Maintenance and Repair	2,287	-46	-26	-54
Business and Financial Operations	1,843	-49	-71	-45
Architecture and Engineering	1,132	-53	-65	-46
Art, Design, Entertainment and Media	1,108	-25	-45	-19
Computer and Mathematical	1,094	-52	-55	-51
Community and Social Services	1,053	-58	-64	-55
Protective Services	889	-29	18	-37
Life, Physical and Social Science	727	22	14	24
Farming, Fishing and Forestry	592	94	92	102*
Legal	244	13	7	14
<b>Total</b>	<b>97,171</b>	<b>-22%</b>	<b>-7%</b>	<b>-27%</b>

<sup>1</sup> See Tables 1a, 1b and 1c for the percent of job vacancies reported as temporary or seasonal by occupational group.

## Workforce Supply and Demand Measures

**J**obseekers and employers want to know “who’s hiring— and for what fields of work?” But they also need to know about the balance (or imbalance) between vacancies and the pool of jobseekers.

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 staffing turnover. 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 turnover-adjusted demand.

### 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 total filled jobs.

- The estimated average job vacancy rate for all occupations in second quarter 2001 is four percent— or four job vacancies for every 100 filled jobs in the state.
- The occupational groups with a large number of job vacancies and high job vacancy rates are: personal care and service (12 percent), food preparation and serving related (eight percent), and healthcare support (eight percent).
- The lowest job vacancy rates are found in the following occupational groups: architecture and engineering (two percent); business and financial operations (two percent); computer and mathematical (two percent); installation, maintenance and repair (two percent); legal (two percent); management (two percent), and protective services (two percent).

### Duration of Job Vacancies

Another important indicator of a workforce demand 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, that is, employers cannot find qualified, willing job applicants. For example, in professional, high-skill or technical fields, this longer duration of job vacancies is often due to the specialized education or training needed to fill positions. 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. Additionally, these may indicate that the positions need to be filled quickly or are seasonal, like lifeguards or snow removal workers.

Employers could also classify positions as being “always open.” A workforce shortage— or lack of workers to fill positions— can prevent employers from achieving full staffing. However, a concentration of “always open” job vacancies often indicates something else: high turnover.

Jobs in high-turnover fields may need to be refilled multiple times in a single year, resulting in the appearance of many vacancies. Employers consider such job vacancies to be “always open” since they are always recruiting and hiring new staff for these positions.

Twenty-four percent of total job vacancies are reported as open for 60 days or more, but are not considered “always open.”

Many job vacancies (36 percent) are “always open” for hire, meaning that employers recruit and place workers on a continuous basis.

### **Turnover-Adjusted Demand**

Job vacancy rates and the duration of job vacancies alone do not provide conclusive proof that a workforce shortage exists. Three market factors drive job vacancy levels: the demand for new entries to the field, the balance (or imbalance) of workforce supply and demand, and turnover— the rate at which workers cycle in and out of jobs.

Turnover-adjusted demand is a tool to compare job vacancy rates while controlling for turnover. This index measures workforce

demand due to factors other than turnover, namely the demand for new entries into the field.<sup>2</sup>

Four occupational groups have a large number of job vacancies and an above-average turnover-adjusted demand indicating a higher demand for new entries to the field. These occupational groups are: construction and extraction, healthcare practitioners and technical, healthcare support, and personal care and service.

Six occupational groups have a below-average turnover-adjusted demand: art, design, entertainment and media; business and financial operations; computer and mathematical; legal; office and administrative support; and production.

### **Summary**

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

<sup>2</sup> Turnover-adjusted demand is calculated:  $(\text{Job Vacancy Rate} / \text{Turnover Rate})$  for the occupational group divided by  $(\text{Job Vacancy Rate} / \text{Turnover Rate})$  for all jobs. Job vacancy rates were obtained from the 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-one percent of total statewide job vacancies are concentrated in six of 22 occupational groups. (See Appendix for occupational group definitions.)
- In Minnesota, firms with less than 25 employees account for 50 percent of total job vacancies.
- The job vacancy rate for very small firms (six percent) indicates 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 2000 Occupational Employment Statistics (OES) data.

\*\* The index value for all jobs is 1.0, Above Average (AA)=TAD above 1.2, Average (A)=TAD between 0.8 and 1.2, Below Average (BA)=TAD below 0.8.

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

NA=Not Applicable

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

Major Occupational Group	Number of Job Vacancies	Employment Estimate of Total Filled Jobs*	Job Vacancy Rate (%)	Turnover Adjusted Demand** (TAD)	Part-Time (%)	Temporary or Seasonal (%)	Requiring Field or Occupational Experience (%)	Requiring Education Beyond a High School Diploma (%)	Offer Health-care Benefits (%)	Median Wage Offer*** (\$)
Food Preparation and Serving Related	13,998	176,770	8%	A	56%	42%	6%	1%	41%	\$ 6.25
Sales and Related	13,435	269,550	5	A	49	22	17	13	60	7.50
Office and Administrative Support	11,817	438,700	3	BA	33	6	33	15	80	10.00
Transportation and Material Moving	7,008	184,260	4	A	48	14	21	3	68	10.00
Healthcare Practitioners and Technical	6,662	127,060	5	AA	41	1	51	93	86	16.89
Personal Care and Service	6,563	56,040	12	AA	44	62	28	18	41	8.00
Healthcare Support	5,851	71,030	8	AA	63	3	14	56	69	9.22
Construction and Extraction	5,548	97,130	6	AA	31	32	56	14	53	12.00
Production	4,956	272,020	2	BA	7	8	34	14	91	10.00
Education, Training and Library	3,792	140,580	3	A	22	12	41	84	89	17.00
Building, Grounds Cleaning and Maintenance	3,464	79,430	4	A	49	40	18	2	37	8.00
Management	3,108	144,010	2	A	7	1	87	64	95	12.98
Installation, Maintenance and Repair	2,287	101,700	2	A	12	30	58	49	83	11.00
Business and Financial Operations	1,843	109,540	2	BA	6	2	76	80	96	16.35
Architecture and Engineering	1,132	54,400	2	A	3	2	78	86	91	18.27
Art, Design, Entertainment and Media	1,108	35,840	3	BA	16	31	67	54	58	11.50
Computer and Mathematical	1,094	68,570	2	BA	3	1	77	68	99	23.08
Community and Social Service	1,053	37,430	3	A	36	5	50	66	82	16.76
Protective Service	889	37,010	2	A	38	34	21	12	65	9.25
Life, Physical and Social Science	727	21,380	3	A	8	20	75	92	88	11.06
Farming, Fishing and Forestry	592	4,230	14	AA	48	38	34	34	42	11.00
Legal	244	12,310	2	BA	34	20	29	51	67	12.79
<b>Firm Size</b>										
Small (5 to 24 employees)	41,327	818,272	5	NA	40	17	31	17	64	8.50
Medium (25 to 249 employees)	27,109	802,679	3	NA	44	17	27	30	71	9.00
Large (250 or more employees)	21,630	803,767	3	NA	31	18	34	45	73	10.60
Very Small (Less than 5 employees)	7,105	116,150	6	NA	32	21	46	43	53	10.00
<b>All Job Vacancies</b>	<b>97,171</b>	<b>2,538,990</b>	<b>4%</b>		<b>39%</b>	<b>18%</b>	<b>31%</b>	<b>29%</b>	<b>67%</b>	<b>\$ 9.25</b>

# Job Vacancies by Occupation

- Job vacancies are grouped into 560 unique occupations. The top 25 occupations with the most job vacancies account for 50 percent of total job vacancies.
- In Minnesota, there are 24 occupations with 1,000 or more job vacancies. The

top five occupations with the most job vacancies are retail salespersons (6,200); nursing aides, orderlies, and attendants (3,900); cashiers (3,200); registered nurses (3,000); and combined food preparation and serving workers, including fast food workers (3,000).

**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	6,226	8%	\$ 7.00
Nursing Aides, Orderlies and Attendants	3,908	13	9.75
Cashiers	3,242	5	6.50
Registered Nurses	3,047	7	18.40
Combined Food Preparation and Serving Workers, Including Fast Food Workers	3,009	8	6.00
Customer Service Representatives	2,442	6	10.60
Waiters and Waitresses	2,333	7	5.15
Truck Drivers, Heavy and Tractor-Trailer	1,761	6	12.00
Counter Attendants, Cafeteria, Food Concession and Coffee Shop	1,721	43	6.50
Hairdressers, Hairstylists and Cosmetologists	1,709	22	10.00
Truck Drivers, Light or Delivery Services	1,612	9	11.00
Laborers and Freight, Stock and Material Movers, Hand	1,562	4	8.50
Personal and Home Care Aides	1,495	16	8.00
Licensed Practical and Licensed Vocational Nurses	1,485	8	12.50
Stock Clerks and Order Fillers	1,329	4	9.00
Carpenters	1,302	9	15.00
Office Clerks, General	1,284	2	9.87
Food Preparation Workers	1,247	10	6.10
Amusement and Recreation Attendants	1,231	30	6.00
Construction Laborers	1,209	12	10.00
Receptionists and Information Clerks	1,200	5	8.50
Elementary School Teachers, Except Special Education**	1,165	4	18.21
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1,148	3	8.64
Tellers	1,043	11	8.00
Landscaping and Groundskeeping Workers	952	10	8.00
<b>Total of Top 25 Occupations</b>	<b>48,662</b>		

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

\*\* Median wage was calculated based on a 9-1/2 month year.

# Job Vacancies by Industry

- Twenty percent of total job vacancies in Minnesota are in the healthcare industry.<sup>3</sup>
- The arts and entertainment industry has the highest job vacancy rate at 11 percent indicating that this industry may be having

a more difficult time finding qualified, willing job applicants. However, 78 percent of job vacancies in the arts and entertainment industry are temporary or seasonal.

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

Industry	Number of Job Vacancies	Employment Estimate of Total Filled Jobs	Job Vacancy Rate (%)	Temporary or Seasonal (%)	Median Wage Offer* (\$)
Healthcare	19,242	319,668	6%	2%	\$ 10.65
Retail Trade	16,233	322,796	5	12	7.50
Accommodation	14,800	196,973	8	16	6.50
Manufacturing	6,803	426,057	2	7	7.80
Arts and Entertainment	4,935	46,875	11	78	10.60
Construction	4,722	128,168	4	29	13.00
Educational Services	4,709	204,238	2	14	16.29
Other Services	4,518	84,954	5	13	10.00
Finance and Insurance	4,303	126,946	3	2	9.00
Transportation and Warehousing	4,132	100,486	4	15	11.00
Technical Services	3,081	111,637	3	5	14.00
Administrative and Support	2,971	74,827	4	10	9.00
Wholesale Trade	1,825	128,172	1	9	11.00
Public Administration	1,782	116,750	2	41	9.80
Real Estate	1,452	36,893	4	8	10.10
Information	934	73,738	1	4	9.00
Agriculture	408	16,143	3	30	8.50
Management	161	3,903	4	12	11.00
Utilities	94	14,348	1	8	15.69
Mining	66	7,308	1	48	11.50
<b>Total</b>	<b>97,171</b>	<b>2,540,868</b>	<b>4%</b>	<b>18%</b>	<b>\$ 9.25</b>

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

<sup>3</sup> For a definition of industries, please see the Second Quarter 2001 State of Minnesota Job Vacancy Survey Methodological Note available on the Internet at [www.MnWorkForceCenter.org/lmi/public.htm](http://www.MnWorkForceCenter.org/lmi/public.htm)

# Workforce Supply and Demand Indicators

- In Minnesota, the greatest workforce demand—a large number of job vacancies and job vacancy rates of seven percent or higher—are found in the following occupational groups: personal care and service (12 percent), food preparation and serving related (eight percent), and healthcare support (eight percent).
- Four occupational groups have a large number of job vacancies and an above-average turnover-adjusted demand indicating a higher demand for new entries to the field. These occupational groups are: healthcare practitioners and technical, personal care and service, healthcare support, and construction and extraction.

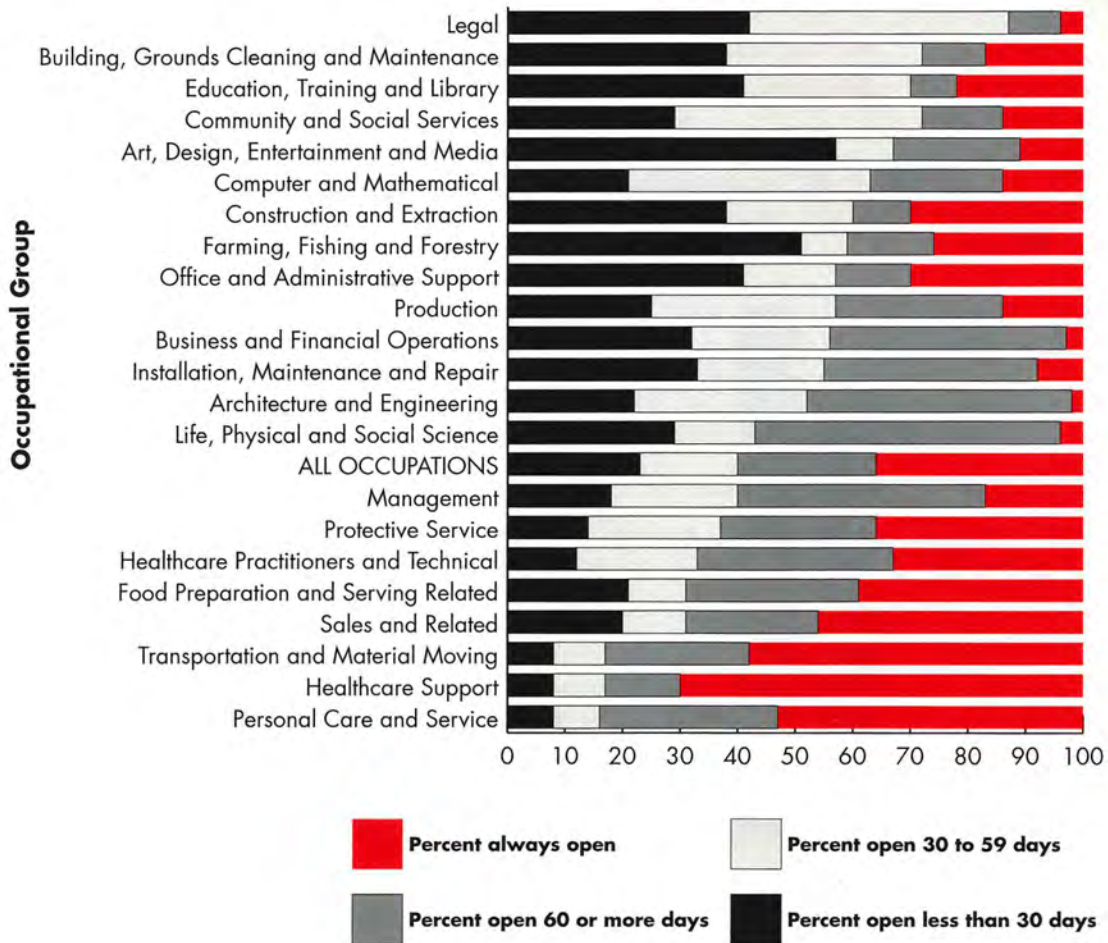
**Figure 1a: Turnover-Adjusted Demand for Occupational Groups with 1,000 or more Job Vacancies in Minnesota**



# Duration of Job Vacancies

- Thirty-six percent of job vacancies are reported as “always open” for hire.
- Twenty-four percent have been vacant 60 days or more, but are not considered “always open.”
- Seventeen percent of job vacancies have been vacant between 30 and 59 days, and 23 percent have been vacant less than 30 days.

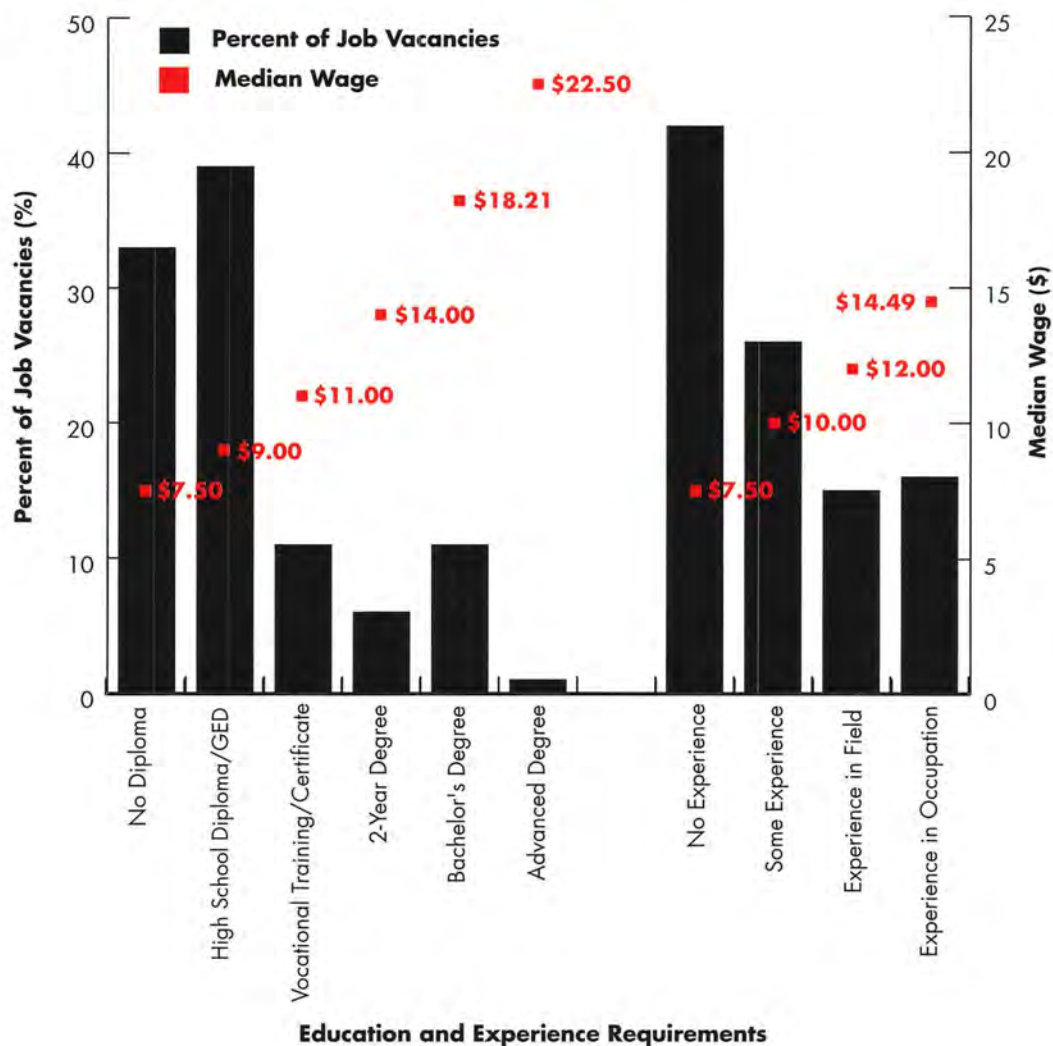
**Figure 2a: Duration of Job Vacancies in Minnesota**



# Education and Experience

- Twenty-nine percent of job vacancies require a vocational degree or certificate, two-year degree, bachelor's degree or advanced degree. High turnover occupations often require a high school diploma or less.
- In Minnesota, the demand for experienced workers is strong. Almost one-third of total job vacancies require previous experience in a related field or occupation.
- Twenty-five percent of total job vacancies require no education or experience.

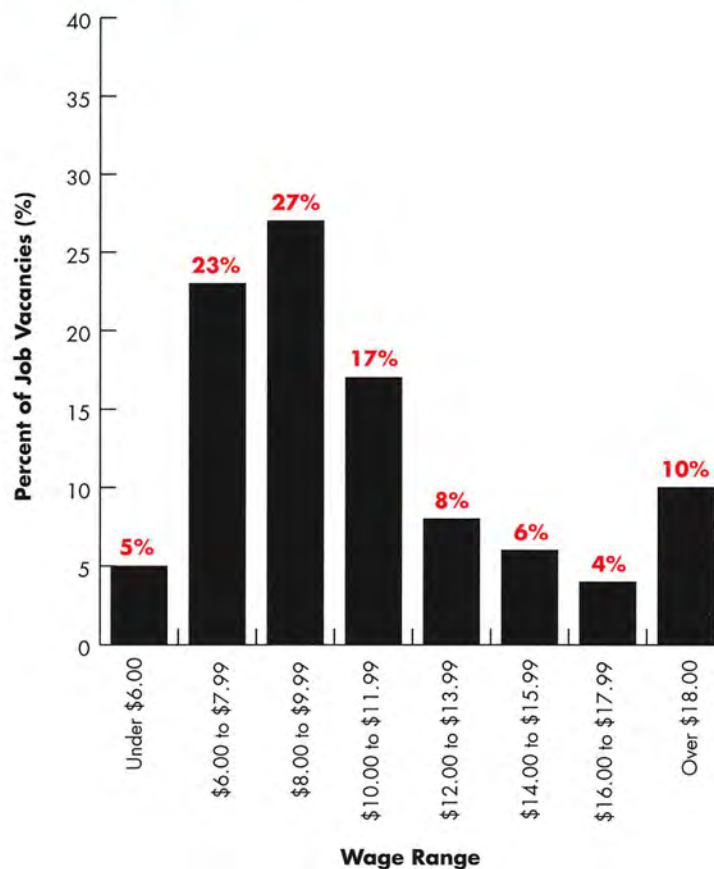
**Figure 3a: Education and Training Requirements of Job Vacancies with Median Wage Offers in Minnesota**



# Wages

- The median wage offer (50th percentile—half are below, half are above) for all job vacancies is \$9.25 per hour in Minnesota. Full-time job vacancies offer a higher median starting wage (\$10.60 per hour) than part-time job vacancies (\$8.00 per hour).
- Fifty-five percent of total job vacancies offer starting wages below \$10.00 per hour; five percent offer a wage below \$6.00 per hour.
- As training and experience requirements increase, so do the wage rates offered. (See Figure 3a.)

**Figure 4a: Percent of Job Vacancies by Hourly Wage Range in Minnesota**



# Benefits

- In Minnesota, a majority of full-time job vacancies offer health benefits (84 percent), paid vacation (84 percent), retirement plans (81 percent), and sick leave (79 percent).
- Part-time job vacancies are less likely to offer benefits; 41 percent offer paid vacation, 35 percent offer health insurance, 33 percent offer retirement plans, and 30 percent offer sick leave.

# Greater Minnesota Findings

## Job Vacancies by Occupational Group and Firm Size

- Sixty-three percent of total job vacancies in Greater Minnesota are concentrated in six of 22 occupational groups. (See Appendix for occupational group definitions.)
- In Greater Minnesota, firms with less than 25 employees account for 59 percent of total job vacancies.
- The job vacancy rate for very small and small firms (four percent) indicates 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 2000 Occupational Employment Statistics (OES) data.

\*\* The index value for all jobs is 1.0, Above Average (AA)=TAD above 1.2, Average (A)=TAD between 0.8 and 1.2, Below Average (BA)=TAD below 0.8.

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

NA=Not Applicable

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

Major Occupational Group	Number of Job Vacancies	Employment Estimate of Total Filled Jobs*	Job Vacancy Rate (%)	Turnover-Adjusted Demand** (TAD)	Part-Time (%)	Temporary or Seasonal (%)	Requiring Field or Occupational Experience (%)	Requiring Education Beyond a High School Diploma (%)	Offer Health-care Benefits (%)	Median Wage Offer*** (\$)
Food Preparation and Serving Related	7,022	72,710	10%	AA	65%	17%	5%	1%	34%	\$ 6.10
Sales and Related	4,080	90,080	5	A	52	13	13	23	43	7.00
Healthcare Support	2,498	32,910	8	AA	76	6	10	40	59	8.50
Construction and Extraction	2,429	42,810	6	AA	43	29	35	12	38	8.00
Production	2,306	112,440	2	BA	8	14	24	21	87	9.00
Healthcare Practitioners and Technical	2,295	50,500	5	AA	35	1	49	95	94	15.33
Office and Administrative Support	2,288	139,830	2	BA	39	6	34	22	80	8.00
Transportation and Material Moving	2,270	66,270	3	BA	37	15	28	4	68	10.00
Personal Care and Service	1,791	25,320	7	A	56	26	25	24	42	6.90
Building, Grounds Cleaning and Maintenance	1,456	37,010	4	A	56	52	5	1	22	7.50
Education, Training and Library	950	62,250	2	BA	25	8	49	93	90	16.86
Installation, Maintenance and Repair	840	45,390	2	BA	18	12	76	41	75	10.00
Management	587	41,400	1	BA	12	2	77	67	91	14.42
Farming, Fishing and Forestry	483	2,720	18	AA	50	31	30	25	40	10.00
Architecture and Engineering	336	13,630	2	A	1	3	62	79	80	15.00
Community and Social Service	316	14,280	2	A	40	6	37	51	84	10.70
Art, Design, Entertainment and Media	208	8,800	2	BA	18	0	62	88	85	11.50
Protective Service	206	14,910	1	BA	41	35	13	20	40	7.13
Business and Financial Operations	182	22,240	1	BA	22	0	57	66	79	12.00
Computer and Mathematical	137	11,120	1	BA	2	0	75	94	99	20.00
Life, Physical and Social Science	131	4,830	3	A	9	6	66	97	95	14.00
Legal	29	1,660	2	BA	41	17	14	59	57	8.50
<b>Firm Size</b>										
Small (5 to 24 employees)	16,887	377,291	4	NA	53	23	20	16	41	7.50
Medium (25 to 249 employees)	8,110	299,569	3	NA	47	18	23	31	74	8.25
Large (250 or more employees)	5,402	246,315	2	NA	32	7	34	50	87	9.89
Very Small (Less than 5 employees)	2,441	55,672	4	NA	30	17	41	42	44	8.50
<b>All Job Vacancies</b>	<b>32,840</b>	<b>913,110</b>	<b>4%</b>		<b>46%</b>	<b>12%</b>	<b>25%</b>	<b>27%</b>	<b>59%</b>	<b>\$ 8.00</b>

# Job Vacancies by Occupation

- The top 25 occupations with the most job vacancies account for 60 percent of all job vacancies.
- In Greater Minnesota, there are seven occupations with 1,000 or more job vacancies: nursing aides, orderlies, and attendants (2,000); retail salespersons (1,700); cashiers (1,600); counter attendants, cafeteria, food concession and coffee shop (1,300); combined food preparation and serving related workers, including fast food workers (1,300); food preparation workers (1,100); and registered nurses (1,000).

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

\*\* Twenty-three percent of these vacancies are temporary or seasonal.

\*\*\* Median wage was calculated based on a 9-1/2 month year.

\*\*\*\* Seventy-eight percent of these vacancies are temporary or seasonal.

NA=Not Applicable

**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* (\$)
Nursing Aides, Orderlies and Attendants	1,994	12%	\$ 8.43
Retail Salespersons	1,658	7	8.00
Cashiers	1,587	6	6.00
Counter Attendants, Cafeteria, Food Concession and Coffee Shop**	1,317	68	6.50
Combined Food Preparation and Serving Workers, Including Fast Food	1,268	9	6.20
Food Preparation Workers	1,120	19	6.10
Registered Nurses	1,011	6	18.74
Waiters and Waitresses	891	6	5.15
Food Preparation and Serving Related Workers, All Other	811	NA	6.10
Construction Laborers	806	17	10.00
Truck Drivers, Heavy and Tractor-Trailer	798	6	12.00
Maids and Housekeeping Cleaners	629	6	7.10
Laborers and Freight, Stock and Material Movers, Hand	598	4	7.50
Licensed Practical and Licensed Vocational Nurses	593	6	11.64
Carpet Installers	562	NA	7.00
Landscaping and Groundskeeping Workers	542	13	7.50
Personal and Home Care Aides	503	9	7.00
Assemblers and Fabricators, All Other	497	NA	9.00
Operating Engineers and Other Construction Equipment Operators	482	12	8.00
Customer Service Representatives	411	4	8.00
Recreation Workers	370	19	6.00
Bartenders	357	6	6.50
Receptionists and Information Clerks	341	5	8.00
Secondary School Teachers, Except Special Education and Vocational***	323	4	17.77
Farmworkers and Laborers, Crop, Nursery, and Greenhouse****	308	162	13.46
<b>Total of Top 25 Occupations</b>	<b>19,777</b>		

# Job Vacancies by Industry

- Twenty-two percent of total job vacancies in Greater Minnesota are in the accommodation industry.
- The accommodation industry has the highest job vacancy rate at nine percent, indicating that this industry may be having a more difficult time finding qualified, willing job applicants. However, 24 percent of the job vacancies in the accommodation industry are temporary or seasonal.
- Fifty-three percent of job vacancies in the public administration industry are temporary or seasonal.

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

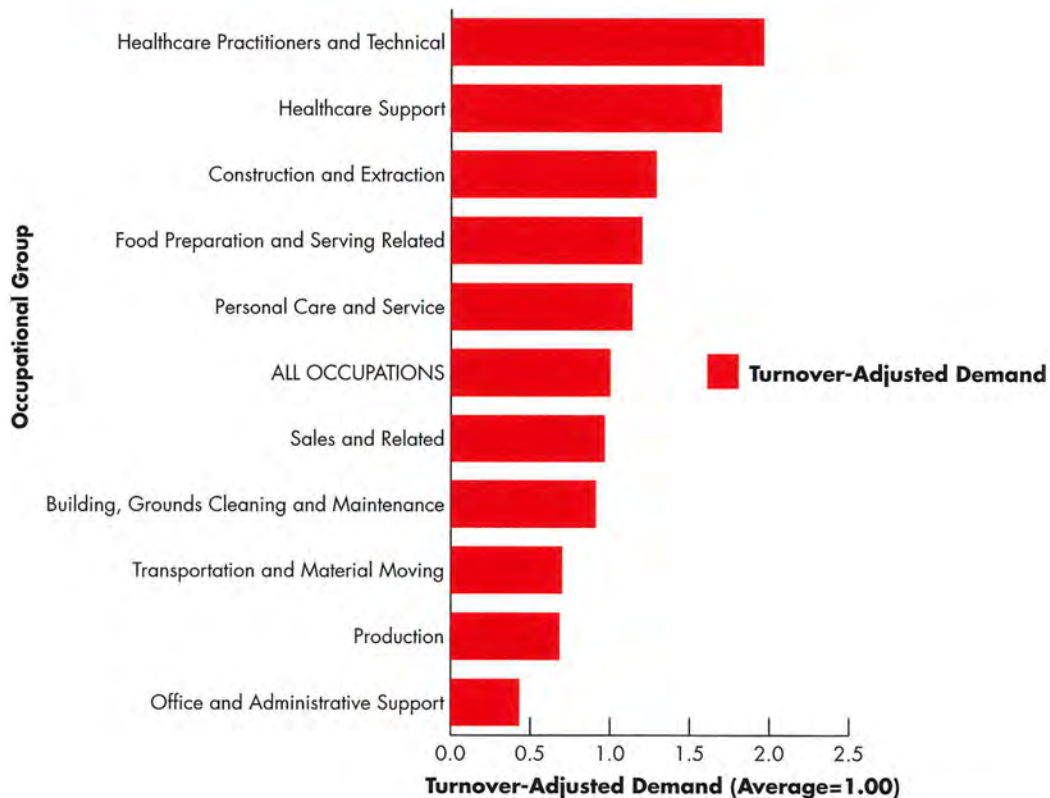
Industry	Number of Job Vacancies	Employment Estimate of Total Filled Jobs	Job Vacancy Rate (%)	Temporary or Seasonal (%)	Median Wage Offer* (\$)
Accommodation	7,238	81,463	9%	24%	\$ 6.10
Healthcare	6,774	151,869	4	3	9.00
Retail Trade	6,502	135,731	5	9	7.00
Manufacturing	2,894	178,622	2	10	9.35
Transportation and Warehousing	1,376	28,912	5	19	16.90
Construction	1,280	50,960	3	26	11.00
Educational Services	1,177	92,259	1	8	10.00
Arts and Entertainment	1,140	20,468	6	15	7.40
Public Administration	743	53,726	1	53	9.00
Other Services	723	30,412	2	30	7.00
Administrative and Support	700	18,599	4	5	8.00
Wholesale Trade	696	35,589	2	20	10.65
Finance and Insurance	412	26,702	2	1	8.28
Agriculture	350	12,536	3	20	8.50
Technical Services	317	19,256	2	2	8.50
Information	216	18,965	1	7	9.18
Real Estate	195	8,243	2	20	8.00
Mining	56	6,860	1	51	11.00
Utilities	45	7,425	1	10	13.50
Management	6	250	2	0	19.23
<b>Total</b>	<b>32,840</b>	<b>978,847</b>	<b>4%</b>	<b>12%</b>	<b>\$ 8.00</b>

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

# Workforce Supply and Demand Indicators

- In Greater Minnesota, the greatest workforce demand—a large number of job vacancies and job vacancy rates of seven percent or higher—is found in the following occupational groups: food preparation and serving related (10 percent), healthcare support (eight percent), and personal care and service (seven percent).
- Four occupational groups have a large number of job vacancies and an above-average turnover-adjusted demand indicating a higher demand for new entries into the field. These occupational groups are: healthcare practitioners and technical, healthcare support, construction and extraction, and food preparation and serving related.

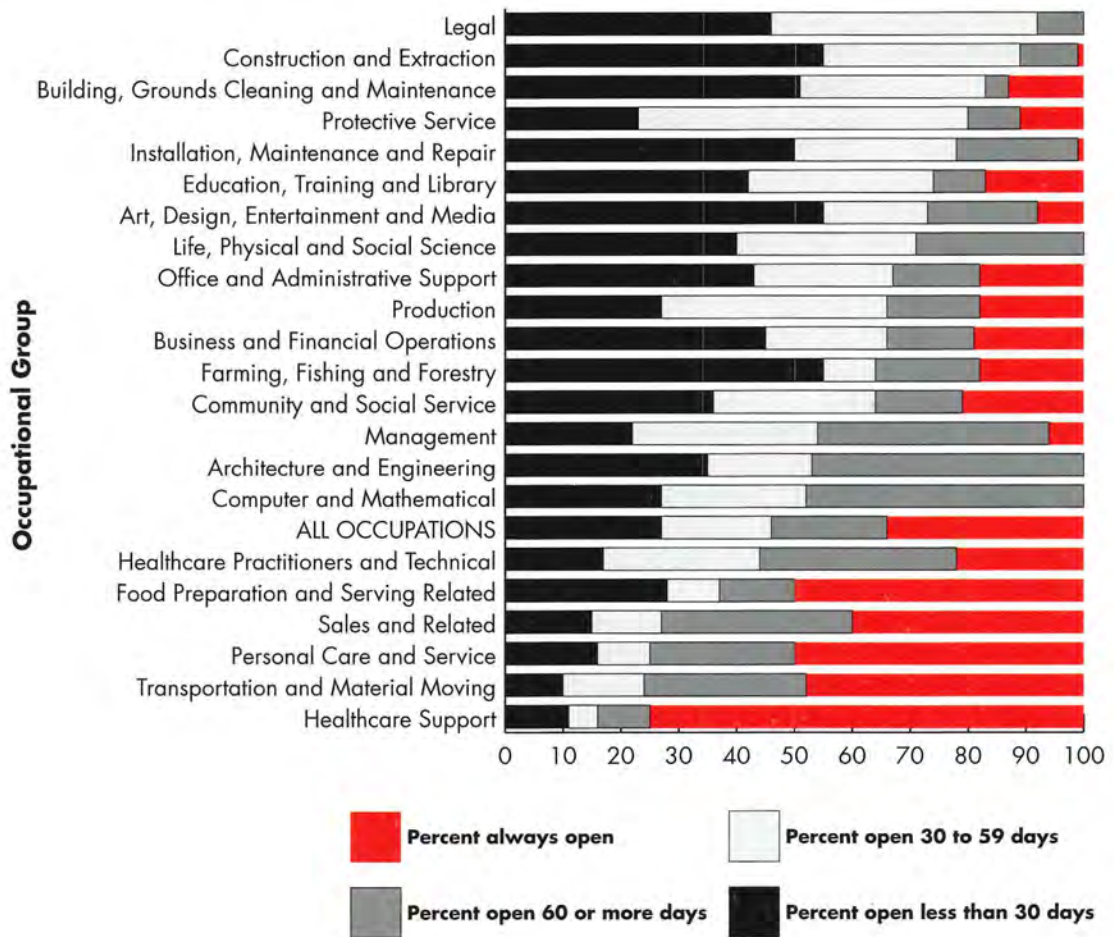
**Figure 1b: Turnover-Adjusted Demand for Occupational Groups with 1,000 or More Job Vacancies in Greater Minnesota**



# Duration of Job Vacancies

- Thirty-four percent of job vacancies are reported as "always open" for hire.
- One in five job vacancies has been vacant 60 days or more, but is not considered "always open."
- Nineteen percent of job vacancies have been vacant between 30 and 59 days, and 27 percent have been vacant less than 30 days.

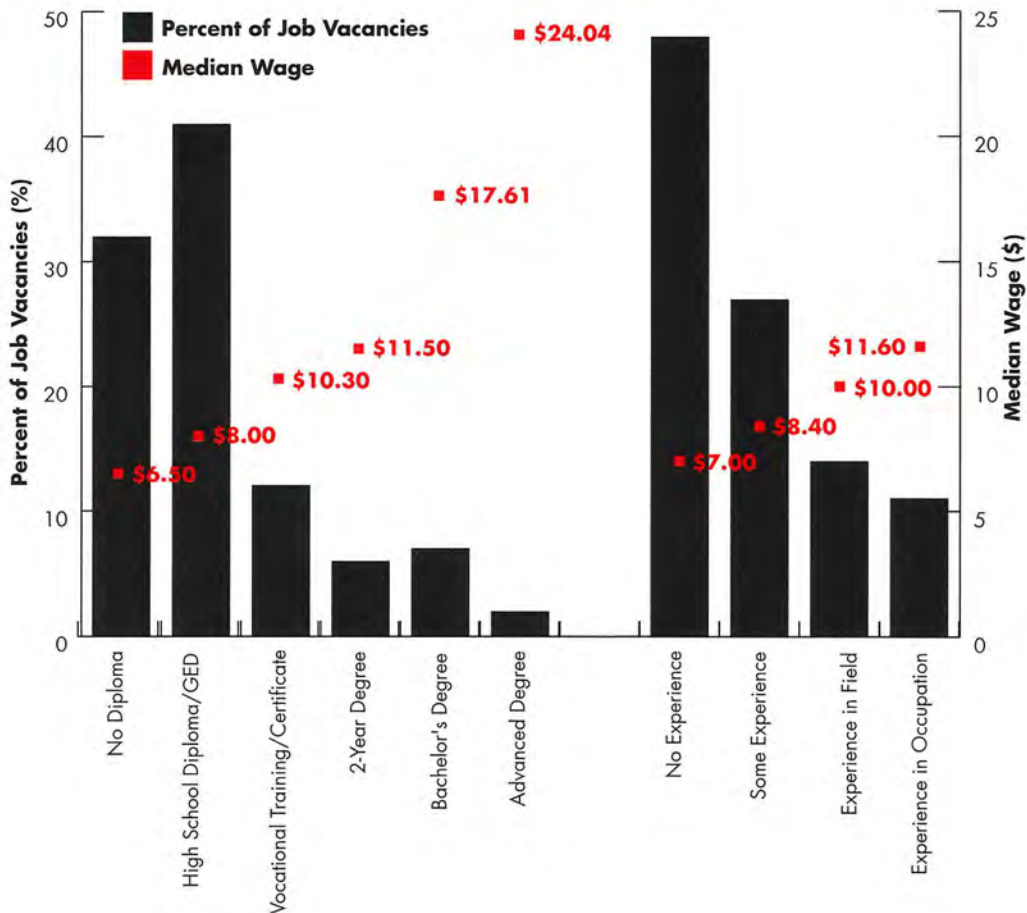
**Figure 2b: Duration of Job Vacancies in Greater Minnesota**



# Education and Experience

- Twenty-seven percent of total job vacancies in Greater Minnesota require a vocational degree or certificate, two-year degree, bachelor's degree or advanced degree. High-turnover occupations often require a high school diploma or less.
- In Greater Minnesota, the demand for experienced workers is strong. One-fourth of total job vacancies require previous experience in a related field or occupation.
- Twenty-three percent of job vacancies require no education or previous experience.

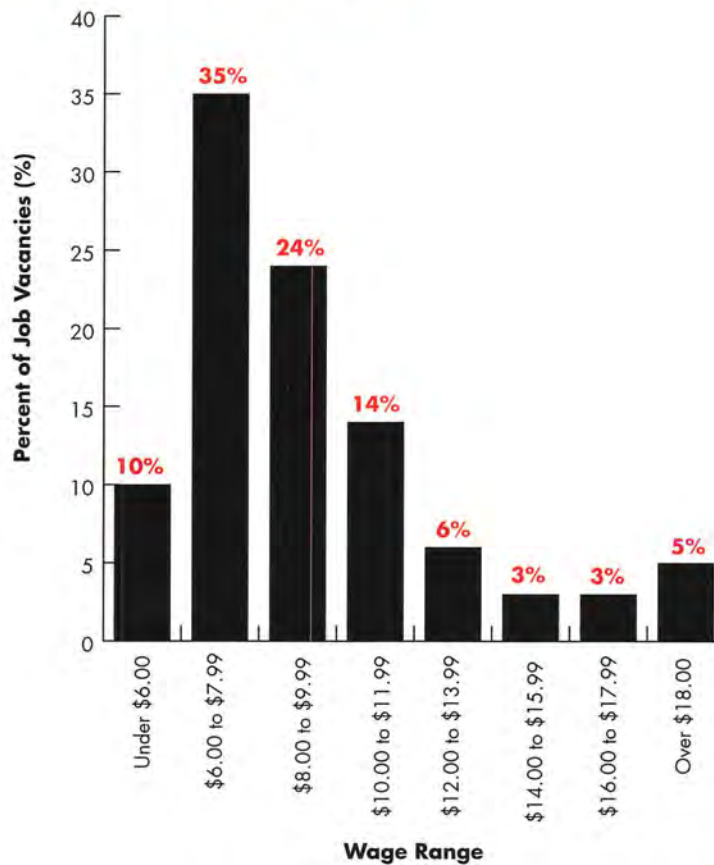
**Figure 3b: Education and Training Requirements of Job Vacancies with Median Wage Offers in Greater Minnesota**



# Wages

- The median wage offer (50th percentile—half are below, half are above) for all job vacancies is \$8.00 per hour in Greater Minnesota. Full-time job vacancies offer a higher median wage (\$9.50 per hour) than part-time job vacancies (\$7.00 per hour).
- Sixty-nine percent of total vacancies offer starting wages below \$10.00 per hour, and 10 percent offer below \$6.00 per hour.
- As training and experience requirements increase, so do the wage rates offered. (See Figure 3b.)

**Figure 4b: Percent of Job Vacancies by Hourly Wage Range in Greater Minnesota**



# Benefits

- In Greater Minnesota, a majority of full-time job vacancies offer health benefits (83 percent), paid vacation (83 percent), retirement plans (81 percent), and sick leave (78 percent).
- Part-time job vacancies are less likely to offer benefits; 37 percent offer paid vacation, 32 percent offer retirement plans, 30 percent offer sick leave and 26 percent offer health insurance.

# Twin Cities Findings

## Job Vacancies by Occupational Group and Firm Size

- Sixty-two percent of job vacancies in the Twin Cities are concentrated in six of 22 occupational groups. (See Appendix for occupational group definitions.)
- In the Twin Cities, firms with less than 25 employees account for 45 percent of total job vacancies.
- The job vacancy rate for very small firms (eight percent) indicates 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 2000 Occupational Employment Statistics (OES) data.

\*\* The index value for all jobs is 1.0, Above Average (AA)=TAD above 1.2, Average (A)=TAD between 0.8 and 1.2, Below Average (BA)=TAD below 0.8.

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

NA=Not Applicable

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

Major Occupational Group	Number of Job Vacancies	Employment Estimate of Total Filled Jobs*	Job Vacancy Rate (%)	Turnover-Adjusted Demand** (TAD)	Part-Time (%)	Temporary or Seasonal (%)	Requiring Field or Occupational Experience (%)	Requiring Education Beyond a High School Diploma (%)	Offer Health-care Benefits (%)	Median Wage Offer*** (\$)
Office and Administrative Support	9,529	298,870	3%	BA	32%	6%	32%	13%	79%	\$ 10.00
Sales and Related	9,355	179,470	5	A	48	27	18	9	66	7.70
Food Preparation and Serving Related	6,976	104,060	7	BA	46	55	8	1	46	7.00
Personal Care and Service	4,772	30,720	16	AA	39	69	30	16	41	8.54
Transportation and Material Moving	4,738	117,990	4	BA	53	13	17	3	68	10.00
Healthcare Practitioners and Technical	4,367	76,560	6	AA	45	1	52	93	81	17.00
Healthcare Support	3,353	38,120	9	AA	53	1	17	68	77	9.90
Construction and Extraction	3,119	54,320	6	A	21	34	68	16	65	15.00
Education, Training and Library	2,842	78,330	4	AA	20	14	39	80	89	17.00
Production	2,650	159,580	2	BA	5	3	44	9	95	10.58
Management	2,521	102,610	2	A	5	1	90	63	96	12.98
Building, Grounds Cleaning and Maintenance	2,008	42,420	5	A	44	30	27	2	48	9.15
Business and Financial Operations	1,661	87,300	2	BA	4	3	79	81	97	16.35
Installation, Maintenance and Repair	1,447	56,310	3	A	8	39	49	54	89	12.00
Computer and Mathematical	957	57,450	2	BA	3	1	78	64	99	23.11
Art, Design, Entertainment and Media	900	27,040	3	BA	15	40	68	45	48	12.00
Architecture and Engineering	796	40,770	2	A	3	2	85	89	97	18.27
Community and Social Service	737	23,150	3	AA	35	4	56	74	80	12.98
Protective Service	683	22,100	3	A	37	34	23	10	70	9.25
Life, Physical and Social Science	596	16,550	4	A	8	27	78	90	86	16.83
Farming, Fishing and Forestry	109	1,510	7	AA	37	52	52	75	52	10.00
Legal	215	10,650	2	BA	33	20	31	50	68	12.98
<b>Firm Size</b>										
Small (5 to 24 employees)	24,440	440,981	6	NA	31	11	48	18	76	10.00
Medium (25 to 249 employees)	18,999	503,110	4	NA	43	17	28	30	70	9.50
Large (250 or more employees)	16,228	505,399	3	NA	31	22	33	43	69	10.72
Very Small (Less than 5 employees)	4,664	60,478	8	NA	34	25	48	43	57	12.00
<b>All Job Vacancies</b>	<b>64,331</b>	<b>1,625,880</b>	<b>4%</b>		<b>35%</b>	<b>21%</b>	<b>34%</b>	<b>30%</b>	<b>71%</b>	<b>\$ 10.00</b>

# Job Vacancies by Occupation

- In the Twin Cities, the top 25 occupations with the most job vacancies account for 52 percent of all job vacancies.
- There are 14 occupations with 1,000 or more job vacancies. The top five occupations with the most job vacancies are: retail salespersons (4,600); registered nurses (2,000); customer service representatives (2,000); nursing aides, orderlies and attendants (1,900); and combined food preparation and serving workers, including fast food workers (1,700).

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

\*\* Ninety-eight percent of these job vacancies are temporary or seasonal.

\*\*\* Median wage was calculated based on a 9-1/2 month year.

NA=Not Applicable

**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	4,568	9%	\$ 7.00
Registered Nurses	2,036	8	18.36
Customer Service Representatives	2,031	6	10.60
Nursing Aides, Orderlies and Attendants	1,914	14	9.90
Combined Food Preparation and Serving Workers, Including Fast Food	1,741	8	6.00
Cashiers	1,655	4	7.25
Truck Drivers, Light or Delivery Services	1,482	12	11.00
Hairdressers, Hairstylists and Cosmetologists	1,468	27	10.00
Waiters and Waitresses	1,442	7	6.00
Stock Clerks and Order Fillers	1,148	6	9.00
Amusement and Recreation Attendants**	1,114	49	7.95
Office Clerks, General	1,097	3	10.10
Carpenters	1,075	12	15.00
Elementary School Teachers, Except Special Education***	1,021	7	18.21
Personal and Home Care Aides	992	25	8.50
Laborers and Freight, Stock and Material Movers, Hand	964	4	8.50
Truck Drivers, Heavy and Tractor-Trailer	963	7	11.75
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	910	4	9.50
Licensed Practical and Licensed Vocational Nurses	892	11	13.04
Receptionists and Information Clerks	859	6	9.00
Tellers	832	27	8.00
Sales and Related Workers, All Other	818	NA	8.50
Home Health Aides	743	6	9.00
Teacher Assistants	741	5	9.53
Cutting, Punching and Press Machine Setters, Operators, Metal and Plastic	727	11	15.00
<b>Total of Top 25 Occupations</b>	<b>33,233</b>		

# Job Vacancies by Industry

- The arts and entertainment industry has the highest job vacancy rate at 14 percent, indicating that this industry may be having a more difficult time finding qualified, willing job applicants. However, 90 percent of job vacancies in the arts and entertainment industry are temporary or seasonal.
- Nineteen percent of total job vacancies in the Twin Cities are in the healthcare industry.

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

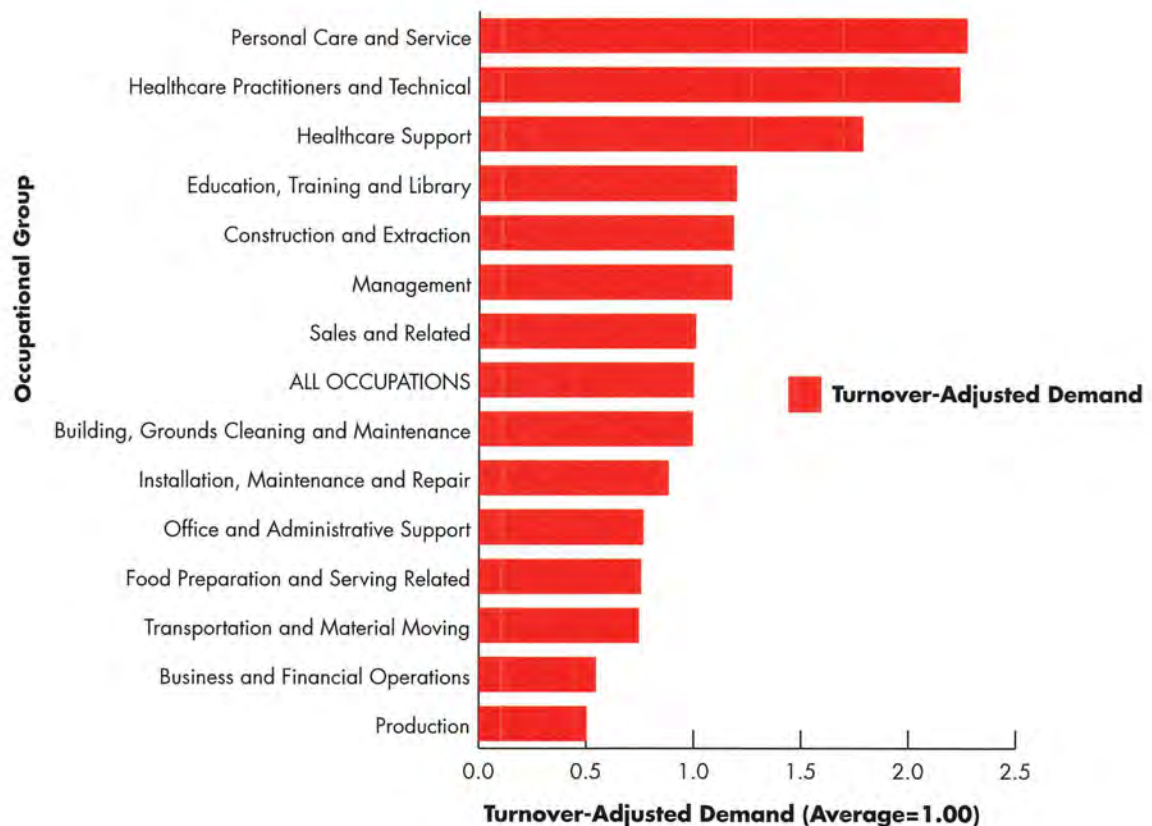
Industry	Number of Job Vacancies	Employment Estimate of Total Filled Jobs	Job Vacancy Rate (%)	Temporary or Seasonal (%)	Median Wage Offer* (\$)
Healthcare	12,468	167,799	7%	1%	\$ 11.00
Retail Trade	9,731	187,065	5	14	8.00
Accommodation	7,562	115,510	7	8	7.60
Manufacturing	3,909	247,435	2	4	10.60
Finance and Insurance	3,891	100,244	4	2	9.00
Other Services	3,795	54,542	7	8	8.75
Arts and Entertainment	3,795	26,389	14	90	10.00
Educational Services	3,532	111,979	3	18	16.00
Construction	3,442	77,208	4	30	15.00
Technical Services	2,764	92,381	3	6	15.00
Transportation and Warehousing	2,756	71,574	4	14	9.25
Administrative and Support	2,271	56,228	4	12	10.00
Real Estate	1,257	28,650	4	8	10.10
Wholesale Trade	1,129	92,583	1	0	11.54
Public Administration	1,039	63,024	2	33	10.69
Information	718	54,773	1	2	9.00
Management	155	3,653	4	13	11.00
Agriculture	58	3,607	2	60	8.50
Utilities	49	6,923	1	6	18.51
Mining	10	448	2	29	13.00
<b>Total</b>	<b>64,331</b>	<b>1,562,021</b>	<b>4%</b>	<b>21%</b>	<b>\$ 10.00</b>

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

# Workforce Supply and Demand Indicators

- In the Twin Cities, the greatest workforce demand—a large number of job vacancies and job vacancy rates of seven percent or higher—are found in the following occupational groups: personal care and service (16 percent), healthcare support (nine percent), and food preparation and serving related (seven percent).
- Five occupational groups have a large number of job vacancies and an above-average turnover-adjusted demand, indicating a higher demand for new entries to the field. These occupational groups are: personal care and service; healthcare practitioners and technical; healthcare support; community and social services; and education, training and library.

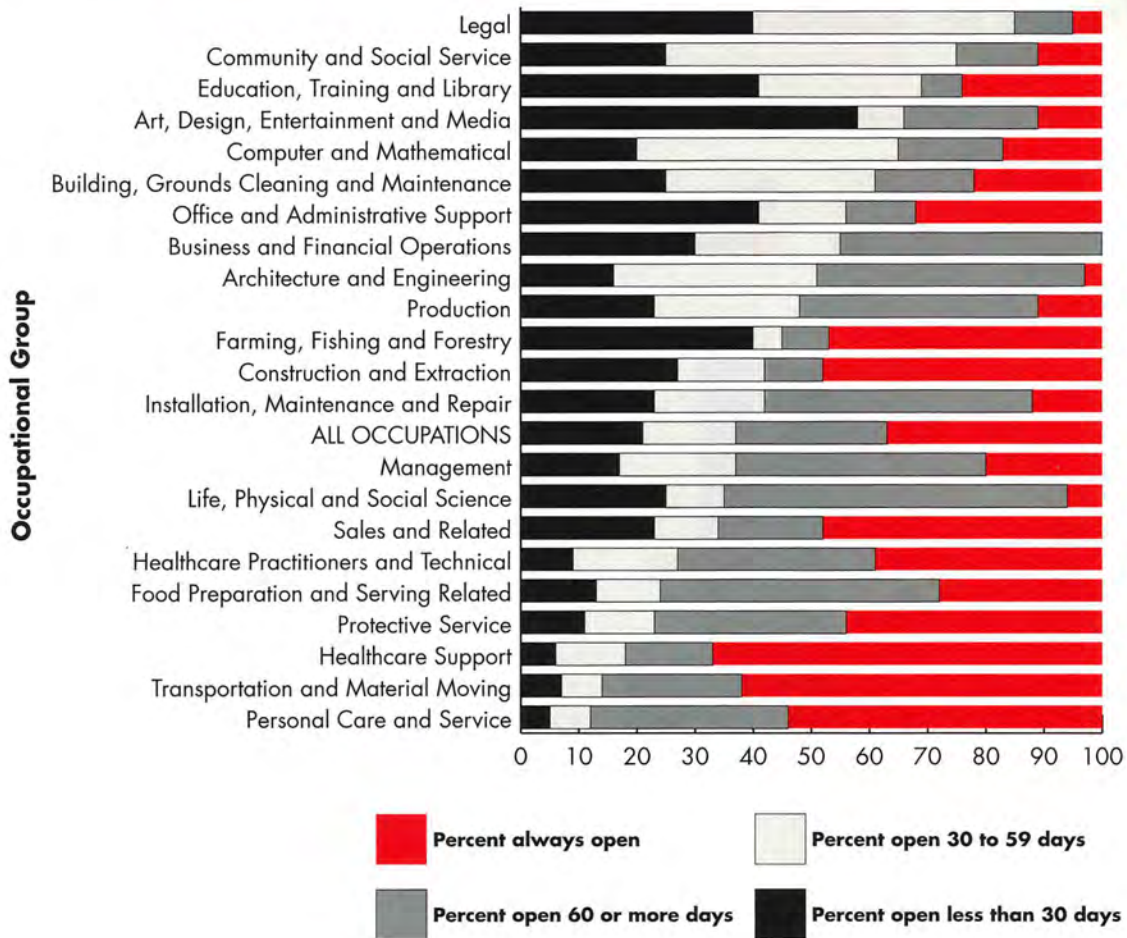
**Figure 1c: Turnover-Adjusted Demand for Occupational Groups with 1,000 or more Job Vacancies in the Twin Cities**



# Duration of Job Vacancies

- Thirty-seven percent of job vacancies in the Twin Cities are reported as “always open” for hire.
- Twenty-six percent of job vacancies have been vacant 60 days or more but are not considered “always open.”
- Sixteen percent of job vacancies have been vacant between 30 and 59 days, and 21 percent have been vacant less than 30 days.

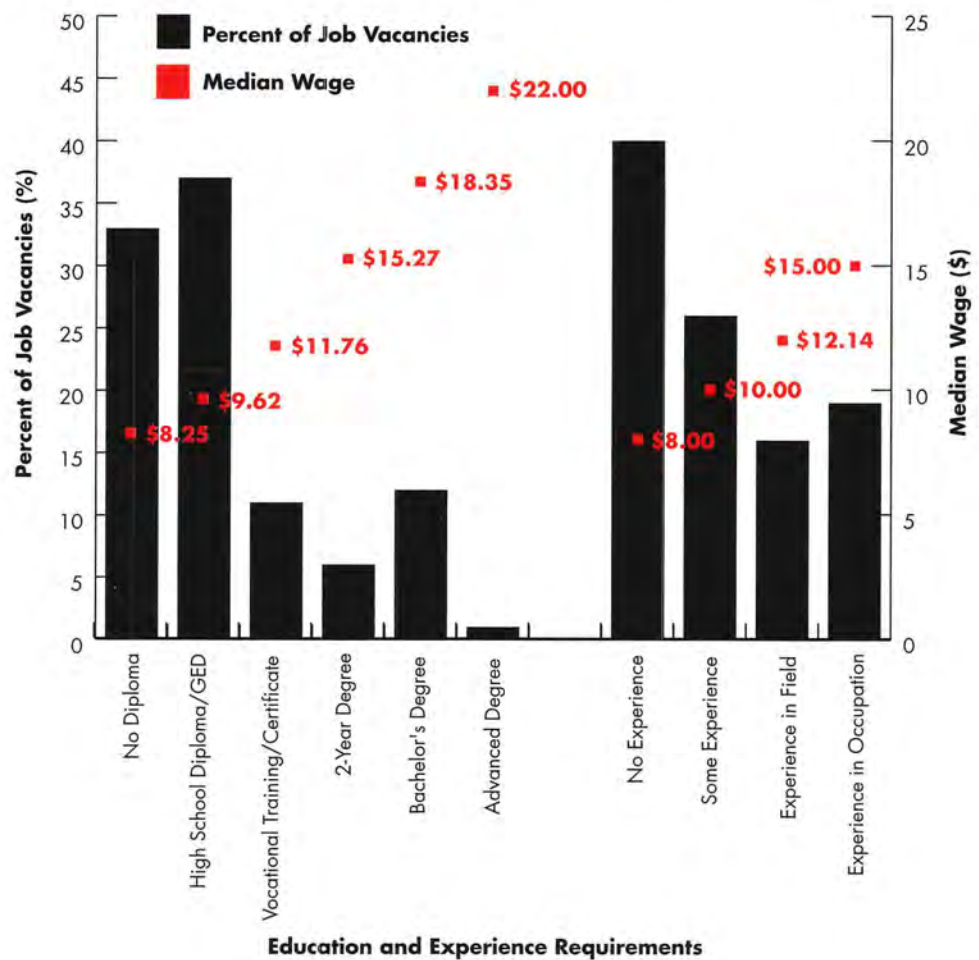
**Figure 2c: Duration of Job Vacancies in the Twin Cities**



# Education and Experience

- Thirty percent of total job vacancies in the Twin Cities require a vocational degree or certificate, two-year degree, bachelor's degree or advanced degree. High-turnover occupations often require a high school diploma or less.
- In the Twin Cities, the demand for experienced workers is strong. One in three job vacancies requires previous experience in either a related field or occupation.
- Twenty-six percent of total job vacancies require no education and no previous experience.

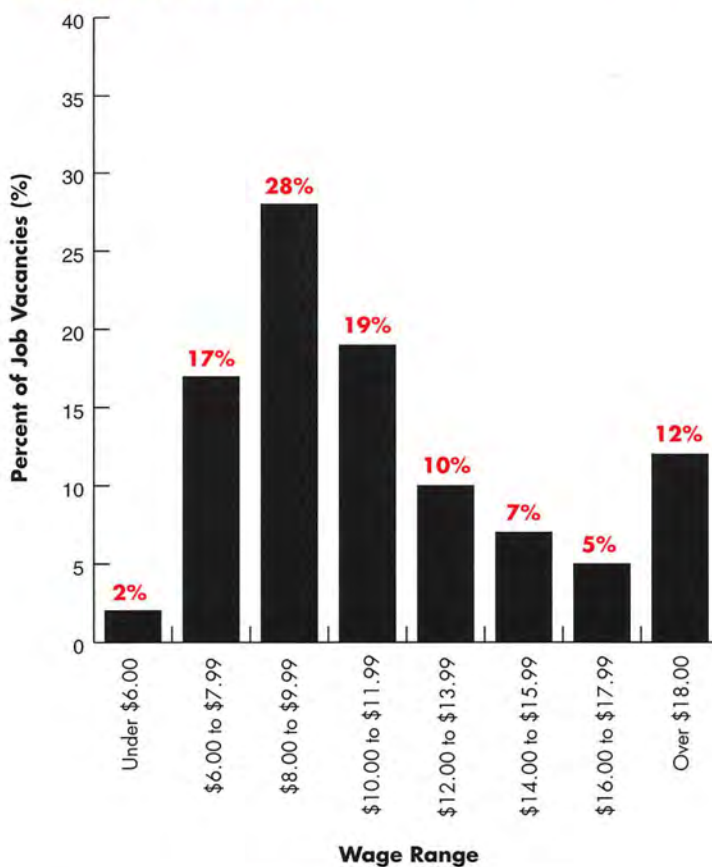
**Figure 3c: Education and Training Requirements of Job Vacancies with Median Wage Offers in the Twin Cities**



# Wages

- The median wage offer (50th percentile—half are below, half are above) for all job vacancies is \$10.00 per hour in the Twin Cities. Full-time job vacancies offer a higher median wage (\$11.00 per hour) than part-time job vacancies (\$8.50 per hour).
- Forty-seven percent of vacancies offer starting wages below \$10.00 per hour, while two percent offer a wage below \$6.00 per hour.
- As training and experience requirements increase, so do the wage rates offered. (See Figure 3c.)

**Figure 4c: Percent of Job Vacancies by Hourly Wage Range in the Twin Cities**

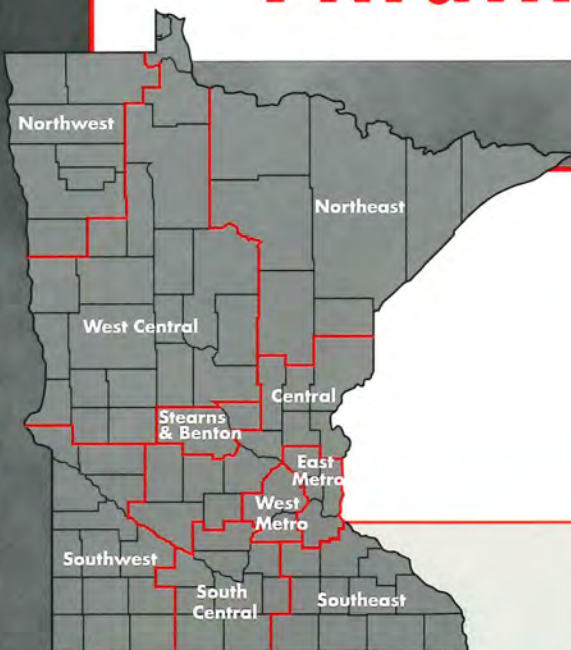


# Benefits

- In the Twin Cities, a majority of full-time job vacancies offer health benefits (85 percent), paid vacation (84 percent), retirement plans (81 percent), and sick leave (80 percent).
- Part-time job vacancies are less likely to offer benefits; 44 percent offer paid vacation, 41 percent offer health insurance, 34 percent offer retirement plans, and 31 percent offer sick leave.

# Regional Findings

## Summary



Major Occupational Group	Minnesota		Benton and Stearns		Central		Duluth		East Metro	
	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 (%)	Number of Job Vacancies	Job Vacancy Rate (%)
Food Preparation and Serving Related	13,998	8%	571	6%	1,742	12%	494	NA	3,195	7%
Sales and Related	13,435	5	359	3	344	3	122	NA	4,185	6
Office and Administrative Support	11,817	3	560	4	387	2	221	NA	4,281	4
Transportation and Material Moving	7,008	4	194	4	417	4	89	NA	2,392	4
Healthcare Practitioners and Technical	6,662	5	145	5	235	3	263	NA	1,829	5
Personal Care and Service	6,563	12	174	12	597	11	149	NA	1,200	11
Healthcare Support	5,851	8	54	3	476	8	123	NA	1,172	6
Construction and Extraction	5,548	6	244	7	188	2	37	NA	1,083	4
Production	4,956	2	121	1	731	4	61	NA	1,075	2
Education, Training and Library	3,792	3	114	2	174	1	10	NA	1,521	4
Building, Grounds Cleaning and Maintenance	3,464	4	50	2	133	2	122	NA	1,071	7
Management	3,108	2	42	1	34	2	8	NA	831	2
Installation, Maintenance and Repair	2,287	2	36	1	113	2	9	NA	778	4
Business and Financial Operations	1,843	2	26	1	15	0	10	NA	374	1
Architecture and Engineering	1,132	2	2	0	25	NA	3	NA	246	2
Art, Design, Entertainment and Media	1,108	3	12	1	8	1	11	NA	163	2
Computer and Mathematical	1,094	2	7	1	4	0	1	NA	461	3
Community and Social Service	1,053	3	12	1	56	2	55	NA	294	3
Protective Service	889	2	2	0	86	NA	21	NA	285	4
Life, Physical and Social Science	727	3	1	1	14	NA	1	NA	263	4
Farming, Fishing and Forestry	592	14	16	NA	115	40	0	NA	22	NA
Legal	244	2	14	16	12	NA	0	NA	73	6
<b>Total</b>	<b>97,171</b>	<b>4%</b>	<b>2,756</b>	<b>3%</b>	<b>5,906</b>	<b>4%</b>	<b>1,810</b>	<b>NA</b>	<b>26,794</b>	<b>4%</b>

Regional

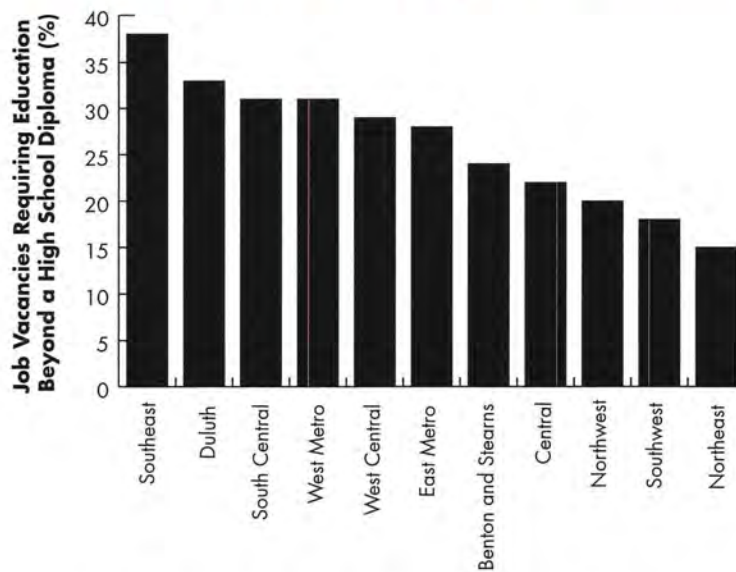
NA=Not Applicable

- Vacancy rates vary greatly by occupational group between the 11 regions of Minnesota with many of the highest vacancy rates probably driven by seasonal hiring.
- High vacancy rates are found in personal care and service in the West Metro, largely driven by summer recreation hiring.
- Vacancy rates in healthcare support are high in the Southeast and West Metro regions.
- Vacancy rates in food preparation and serving related are high in the Southeast, Northeast and Central regions.

**Table 1d: Job Vacancies by Region**

Northeast		Northwest		South Central		Southeast		Southwest		West Central		West Metro	
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 (%)	Number of Job Vacancies	Job Vacancy Rate (%)	Number of Job Vacancies	Job Vacancy Rate (%)	Number of Job Vacancies	Job Vacancy Rate (%)
1,447	12%	170	5%	192	2%	948	8%	932	15%	526	7%	3,781	6%
478	4	133	3	181	2	763	4	30	0	1,670	12	5,170	5
139	1	67	1	190	1	446	1	85	1	193	1	5,248	3
210	2	296	7	416	6	277	2	145	2	226	2	2,346	4
170	2	81	4	113	2	879	6	180	6	229	3	2,538	6
113	2	88	15	35	1	422	13	99	4	114	4	3,572	18
204	4	32	2	58	2	1,164	17	63	2	324	6	2,181	11
38	0	76	4	463	11	898	13	1	0	484	9	2,036	7
159	2	413	10	186	1	365	1	89	1	181	1	1,575	2
119	1	6	0	11	0	431	5	26	0	59	1	1,321	3
283	5	98	6	86	2	174	3	216	12	294	3	937	4
10	0	1	0	52	1	237	2	90	3	113	2	1,690	2
30	0	87	5	12	0	226	2	138	4	189	3	669	2
35	1	2	0	5	0	61	1	10	1	18	1	1,287	2
16	1	33	6	62	5	124	3	3	1	68	6	550	2
0	NA	0	NA	37	3	78	5	35	19	27	2	737	4
4	0	4	NA	10	1	93	1	12	2	2	0	496	1
12	0	56	15	14	1	71	3	10	1	30	1	443	3
0	NA	2	NA	18	1	31	2	1	NA	45	2	398	3
8	1	18	4	9	2	65	7	0	NA	15	3	333	3
30	7	4	NA	238	298	36	11	3	0	41	5	87	8
0	NA	0	NA	0	NA	3	1	0	NA	0	NA	142	2
<b>3,505</b>	<b>3%</b>	<b>1,667</b>	<b>4%</b>	<b>2,388</b>	<b>2%</b>	<b>7,792</b>	<b>4%</b>	<b>2,168</b>	<b>3%</b>	<b>4,848</b>	<b>4%</b>	<b>37,537</b>	<b>4%</b>

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



- Wages of job vacancies vary by region, with the highest median wages in the East Metro, South Central and West Metro regions, and the lowest in Northeast (less Duluth).
- The regions with the greatest percent of job vacancies requiring post-secondary education are the Southeast, Duluth and South Central regions. The Southwest and Northeast regions have the lowest percents.
- The variation in the median wages and educational requirements of job vacancies by region is largely driven by differences in industry and occupation mix by region.

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

Regions	Median Wage
Benton and Stearns	\$ 8.25
Central	8.00
Duluth	7.50
East Metro	10.00
Northeast	6.10
Northwest	7.34
South Central	10.00
Southeast	8.57
Southwest	7.50
West Central	8.00
West Metro	10.00
<b>State</b>	<b>\$10.00</b>

# Appendix

## Occupational Group Definitions

Twenty-two major occupational groupings defined by the Standard Occupational Classification (SOC) System are represented in this survey sample. Examples of occupations for each major occupational group include the following:

<b>Major Occupational Group</b>	<b>Sample Occupations</b>
<b>Management</b>	Educational Administrators, Marketing Managers, and Medical and Health Service Managers
<b>Business and Financial Operations</b>	Accountants, Financial Analysts, and Human Resource Specialists
<b>Computer and Mathematical</b>	Actuaries, Computer Programmers, and Computer Support Specialists
<b>Architecture and Engineering</b>	Architects, Chemical Engineers, and Drafters
<b>Life, Physical and Social Science</b>	Anthropologists, Chemists, and Geographers
<b>Community and Social Service</b>	Clergy, Health Educators, and Marriage and Family Therapists
<b>Legal</b>	Court Reporters, Lawyers, and Paralegals
<b>Education, Training and Library</b>	Librarians, Post-secondary Teachers, and Special Education Teachers
<b>Art, Design, Entertainment and Media</b>	Coaches, Producers and Directors, and Radio Operators
<b>Healthcare Practitioners and Technical Healthcare Support</b>	Dentists, Physicians, and Registered Nurses Dental Assistants, Home Health Aides, and Pharmacy Aides
<b>Protective Service</b>	Animal Control Workers, Detectives, and Police Officers
<b>Food Preparation and Serving Related</b>	Cooks, Food Preparation Workers, and Waiters and Waitresses
<b>Building, Grounds Cleaning and Maintenance</b>	Housekeeping Cleaners, Janitors, and Pest Control Workers
<b>Personal Care and Service</b>	Childcare Workers, Hairdressers and Hairstylists, and Personal and Home Care Aides
<b>Sales and Related</b>	Cashiers, Insurance Sales Agents, and Retail Salespersons
<b>Office and Administrative Support</b>	Customer Service Representatives, Tellers, and Secretaries
<b>Farming, Fishing and Forestry</b>	Agricultural Inspectors, Animal Breeders, and Farmers
<b>Construction and Extraction</b>	Construction Laborers, Carpenters, and Electricians
<b>Installation, Maintenance and Repair</b>	Automotive Service Technicians and Mechanics, Motorcycle Mechanics, and Millwrights
<b>Production</b>	Butchers and Meat Cutters, Foundry Mold and Coremakers, and Machinists
<b>Transportation and Material Moving</b>	Airline Pilots, Bus Drivers, and Truck Drivers

Source: Standard Occupational Classification System, U.S. Department of Labor, 1998. SOC webpage: [www.stats.bls.gov/soc/socguide.htm](http://www.stats.bls.gov/soc/socguide.htm)

## About this Study

**I**nformation on job vacancies comes from a survey of 8,412 Minnesota employers, conducted over a three-month period from April to June 2001. Surveyed employers were randomly selected from Minnesota's Covered Employment and Wages (ES-202) database. The sample was stratified by major industry and size class to represent the universe of employers in 11 defined regions throughout the state of Minnesota.

The second quarter 2001 Minnesota Job Vacancy Survey produces point-in-time estimates: employers were asked to provide information on current 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 the job vacancy has been open. Responses were received from 5,783 firms (69 percent). Job titles were coded into 560 detailed occupations using the 1998 Standard Occupational Classification (SOC) System. After the survey data collection and editing were completed, data were scaled to produce estimates representative of 11 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 with a surveyed employer. This study excludes job vacancies reserved for contract consultants, employees of contractors, and others not considered employees of surveyed firms.

For more detail on survey methodology, go to:  
**[www.MnWorkForceCenter.org/lmi/public.htm](http://www.MnWorkForceCenter.org/lmi/public.htm)**

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[www.MnWorkForceCenter.org/lmi/vacancy](http://www.MnWorkForceCenter.org/lmi/vacancy)