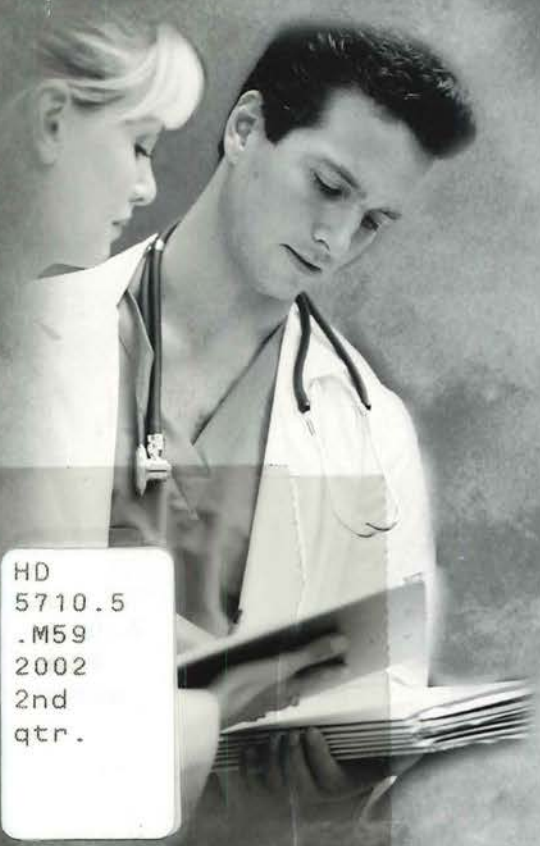


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# Minnesota Job Vacancy Survey

2nd QUARTER 2002



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**Research and  
Statistics Office**

**Minnesota  
Department of  
Economic Security**

**August 2002**

# Project Purpose and Background

**S**tatewide job vacancy surveys contribute new information to our understanding of labor market dynamics. Job vacancies, after all, represent immediate opportunities that the current pool of jobseekers can pursue. Survey findings presented here 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 help students and jobseekers to identify occupations in demand.
- Policymakers are informed of the magnitude of labor market imbalances and the quantity and quality of current open-for-hire positions in Minnesota.

Job vacancies— positions open for hire at the time of this survey— were reported by employers who participated in the *Minnesota Job Vacancy Survey*. 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 71 percent that did participate (5,386 responses from a survey of 7,633) enable us to produce statistically reliable findings. Exact counts of job vacancies cannot be known with certainty. Rather, this study provides estimates of the demand for workers on a statewide and regional level during second quarter (April to June) 2002.

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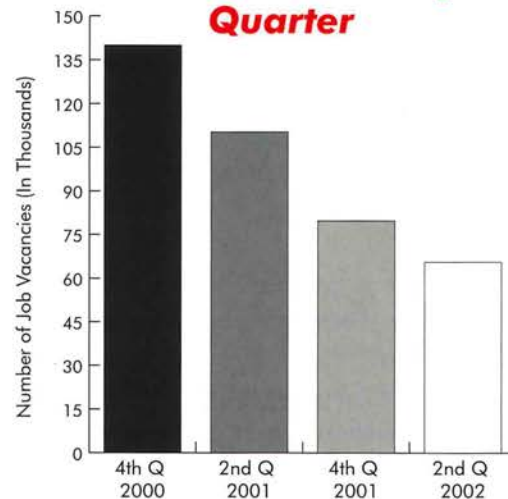
# Major Findings

## Summary

**A**fter 18 years of expansion, Minnesota fell into a recession during the beginning of 2001. Following closely behind the nation, Minnesota's recession resulted in increased layoffs, higher unemployment and a slide in the number of jobs and job vacancies statewide. In fact, the number of job vacancies declined 43 percent between the fourth quarters of 2000 and 2001 and 41 percent between the second quarters of 2001 and 2002.<sup>1</sup> (See Figure 1.) With this drop in job vacancies and a rise in Unemployment Insurance claimants seeking work, second quarter 2002 may turn out to be the most difficult period during the recession to find work, particularly in hard-hit occupations. The economic recovery has certainly started, but jobseekers may not benefit for months to come.

The current round of the *Minnesota Job Vacancy Survey* reveals an estimated 65,500 job vacancies in Minnesota during second quarter (April to June) 2002. The 65,500 job vacancies translate into a job vacancy rate of 2.5 percent— or fewer than three job vacancies for every 100 filled jobs in Minnesota. This is down from a 4.3 percent job vacancy rate during second quarter 2001. During this same quarter, we estimate that there are almost twice as many unemployed people as there are job vacancies statewide. During second quarter 2001, there was one job vacancy for every unemployed worker.<sup>2</sup>

**Figure 1: Job Vacancies in Minnesota by Quarter**



<sup>1</sup> Comparisons to the fourth quarter of 2001 job vacancy survey round may be made without caution. However, due to changes in survey sampling and estimation methodology, job vacancy totals from second quarter 2001 have been re-estimated. Comparisons to previous job vacancy survey rounds are based on the re-estimated job vacancy totals. For more information, see the "About this Study" section at the end of this report.

<sup>2</sup> This is based on revised job vacancy totals as explained in the above note.

Slightly more than half of all job vacancies, 35,000, are located in the Twin Cities seven-county area. Greater Minnesota has a job vacancy rate of 3.2 percent, while the Twin Cities job vacancy rate is 2.1 percent. In the Twin Cities, job vacancies are down 50 percent from a year ago, while job vacancies in Greater Minnesota are only down 24 percent.

Despite the dramatic drop 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 turnover-adjusted demand (a calculation that controls for turnover in the occupational group). These are:

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

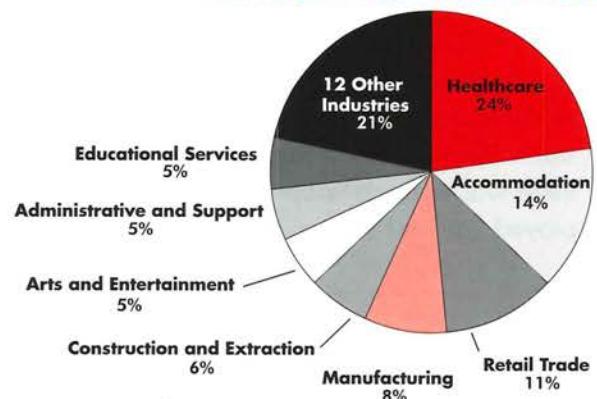
Moreover, the healthcare sector outstrips all other industry groups in the number of job vacancies. Also, at 4.8 percent, it has the second-highest job vacancy rate, after arts and entertainment (7.5 percent), which is in the peak of its seasonal hiring cycle during the second quarter.

By firm size, firms with less than 50 employees account for 48 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 4.5 and 3.2 percent, respectively.

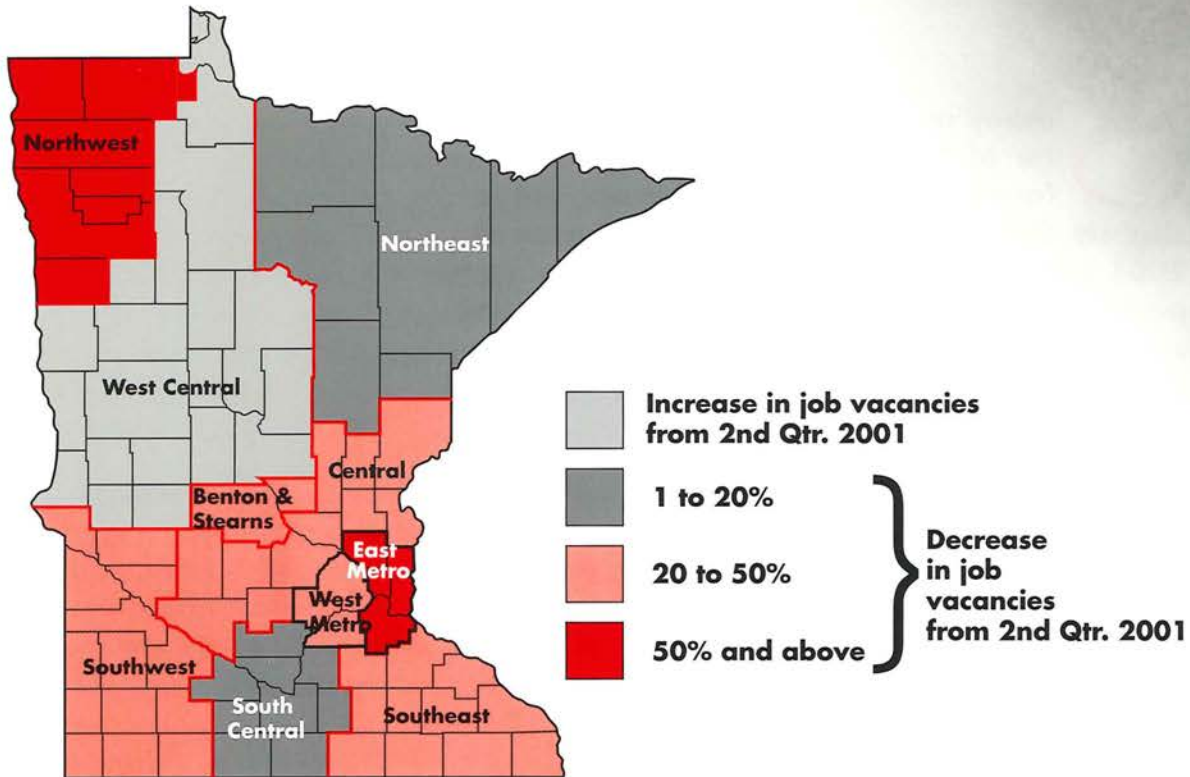
This report also includes analysis of characteristics associated with the job vacancies including: education and experience requirements, starting wage and benefit offers, and whether job vacancies are temporary or seasonal, and part- or full-time. Following are some key characteristics of Minnesota job vacancies for second quarter 2002:

- Fifty-seven percent are full-time; 43 percent are part-time.
- Eighteen percent are temporary or seasonal.
- Thirty-three percent require a high school diploma but no education beyond that. Thirty-five percent require some level of post-secondary education or training.
- 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 \$9.01 per hour.
- Wage offers are highly correlated with experience and education requirements and other occupational characteristics.
- Most offer health benefits (65 percent), paid vacation (65 percent), retirement plans (62 percent), and sick leave (56 percent).

**Figure 1: Minnesota Job Vacancies by Industrial Division, Second Quarter 2002**



# Where Are the Job Vacancies?



- The West Central region experienced a 10 percent increase in job vacancies between second quarter 2001 and second quarter 2002. This region was the only region where job vacancies increased from one year ago.
- The economic downturn is hitting job markets in all regions of the state. Job vacancies decreased 77 percent in the Northwest region, 51 percent in the East Metro, 49 percent in the West Metro, and 42 percent in the Southwest region.
- Slightly more than half of all job vacancies in Minnesota are still in the Twin Cities seven-county area.

## Comparison of Second Quarter 2002 to Previous Job Vacancy Surveys

**S**urvey methodology for the second quarter of 2002 has not changed from the fourth quarter of 2001 survey but is slightly different from the second quarter of 2001 survey. In order to make consistent comparisons between this survey and the earlier surveys, we have re-estimated the number of job vacancies for the fourth quarter 2000 and second quarter 2001.

Regional shifts in hiring patterns between the three time periods are apparent. In keeping with the regional distribution of all jobs in Minnesota, the majority of job vacancies, 57 percent, are located in the Twin Cities seven-county metropolitan area. However, the number of job vacancies decreased more sharply in the Twin Cities than in Greater Minnesota—a 50 percent decline in job vacancies in the Twin Cities from one year ago compared to a 24 percent decline in job vacancies in Greater Minnesota. Moreover, Greater Minnesota has a job vacancy rate of 3.2 percent compared to 4.4 percent one year ago, while the Twin Cities job vacancy rate has dropped to 2.1 percent compared to 4.3 percent last year.<sup>3</sup>

Shifts in occupational hiring patterns between the two years are also apparent. Largely due to flooding and wet conditions in many parts of the state, hiring in farming, fishing and forestry is down 70 percent from a year ago. As real estate and new construction has slid, so have architecture and engineering job vacancies, down 65 percent from a year ago. Other occupations that have felt the effects of the recession on hiring include

office and administrative support; management; installation, maintenance and repair; computer and mathematical; education, training and library; and sales and related occupations—all with over 50 percent fewer job vacancies this spring compared to one year ago.

Only one occupational group added job vacancies compared to one year ago: community and social services. This is likely due, at least in part, to the increased stress on families and individuals that results from a layoff and/or difficulty finding employment. With layoffs up and jobs harder to find, stress levels are up as is eligibility for social support programs.

Industry shifts mirror occupational shifts in hiring. The real estate and retail trade industries experienced the largest drops in job vacancies from second quarter 2001 to second quarter 2002. On the other hand, the information industry has rebounded slightly, with more job vacancies than one year ago, although these job vacancies are, for the most part, not in the computer and mathematical fields.

<sup>3</sup> These job vacancy rates are based on the revised job vacancy estimates.

The following table shows the percent change in second quarter 2002 job vacancies from second quarter 2001 and fourth quarter 2001 by occupational group.

**Table 1: Comparison of Second Quarter 2002 Job Vacancies to Previous Job Vacancy Surveys**

Major Occupational Group	Minnesota		Greater Minnesota		Twin Cities	
	Change from Second Quarter 2001 (%)	Change from Fourth Quarter 2001 (%)	Change from Second Quarter 2001 (%)	Change from Fourth Quarter 2001 (%)	Change from Second Quarter 2001 (%)	Change from Fourth Quarter 2001 (%)
Architecture and Engineering	-65%	-50%	-72%	-55%	-61%	-48%
Art, Design, Entertainment and Media	-36	-13	-25	-37	-40	3
Building, Grounds Cleaning and Maintenance	-23	59	-50	-9	0	>100
Business and Financial Operations	-3	-33	-4	-67	-3	-24
Community and Social Services	39	-12	>100	56	-54	-64
Computer and Mathematical	-55	-19	-72	-58	-52	-12
Construction and Extraction	-38	67	-6	52	-63	>100
Education, Training and Library	-54	-48	-26	-32	-65	-56
Farming, Fishing and Forestry	-70	-74	-76	-80	-31	-35
Food Preparation and Serving Related	-38	-18	-27	15	-51	-43
Healthcare Practitioners and Technical	-8	-7	21	-6	-25	-8
Healthcare Support	-5	25	38	85	-42	-26
Installation, Maintenance and Repair	-56	-41	-53	-45	-59	-37
Legal	-33	-41	-30	37	-33	-46
Life, Physical and Social Sciences	-43	-43	-29	-32	-47	-47
Management	-58	-12	-35	-5	-64	-15
Office and Administrative Support	-60	-39	-42	-39	-65	-38
Personal Care and Services	-38	27	-20	59	-46	12
Production	-43	-32	-39	-48	-46	2
Protective Services	-40	-32	-7	>100	-54	-57
Sales and Related	-53	-34	-42	-25	-59	-38
Transportation and Material Moving	-48	-22	-51	-32	-46	-16
<b>Total</b>	<b>-41%</b>	<b>-18%</b>	<b>-24%</b>	<b>-8%</b>	<b>-50%</b>	<b>-25%</b>

The following table shows the percent change in second quarter 2002 job vacancies from second quarter 2001 and fourth quarter 2001 by industry.

**Table 1: Comparison of Second Quarter 2002 Job Vacancies to Previous Job Vacancy Surveys**  
(Continued)

Major Industrial Group	Minnesota		Greater Minnesota		Twin Cities	
	Change from Second Quarter 2001 (%)	Change from Fourth Quarter 2001 (%)	Change from Second Quarter 2001 (%)	Change from Fourth Quarter 2001 (%)	Change from Second Quarter 2001 (%)	Change from Fourth Quarter 2001 (%)
Accommodation	-45%	-13%	-20%	43%	-70%	-57%
Administrative and Support	7	59	-10	49	12	62
Agriculture	-60	-37	-68	-52	45	>100
Arts and Entertainment	-20	69	-44	-23	-10	>100
Construction	-27	91	77	74	-70	>100
Educational Services	-52	-31	-47	-8	-53	-38
Finance and Insurance	-59	-34	-65	-75	-58	-25
Healthcare	-23	-11	7	-2	-40	-19
Information	9	-7	92	43	-18	-26
Management	-51	-46	>100	>100	-64	-60
Manufacturing	-32	-32	-35	-55	-31	11
Mining	-18	>100	-32	100	62	>100
Other Services	-54	-28	>100	>100	-84	-75
Public Administration	-33	10	-39	22	-26	1
Real Estate	-61	30	-16	-9	-69	66
Retail Trade	-60	-48	-62	-49	-59	-47
Technical Services	-47	-49	-46	-63	-48	-47
Transportation and Warehousing	-59	-6	-65	24	-55	-18
Utilities	31	>100	-11	7	73	>100
Wholesale Trade	-42	-51	-40	-54	-44	-48
<b>Total</b>	<b>-41%</b>	<b>-18%</b>	<b>-24%</b>	<b>-8%</b>	<b>-50%</b>	<b>-25%</b>

## Workforce Supply and Demand Measures

**J**obseekers 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 ways to compare 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 average job vacancy rate for all occupations in second quarter 2002 is 2.5 percent— or slightly less than three job vacancies for every 100 filled jobs in the state.
- The occupational groups with large numbers of job vacancies and high job vacancy rates are: healthcare support (7.5 percent), personal care and services (6.6 percent), healthcare practitioners and technical (5.4 percent), and food preparation and serving related (4.8 percent).
- The lowest job vacancy rates are found in the following occupational groups: computer and mathematical (0.8 percent); architecture and engineering (0.9 percent); management (1.1 percent); and installation, maintenance and repair (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. Additionally, shorter hiring cycles may indicate that the positions need to be filled quickly, 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: continuous turnover and replacement hiring.

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-four percent of total job vacancies are reported as open for less than 60 days. One year ago, 41 percent of total job vacancies were reported as open for less than 60 days.
- Eighteen percent of total job vacancies are reported as open for 60 days or more, but are not considered “always open.”
- The remainder, 28 percent, are “always open” for hire— meaning that employers recruit and place workers on a continuous basis. This is down from one year ago when 36 percent of total job vacancies were considered “always open” for hire.

## Turnover-Adjusted Demand

Several market factors drive job vacancy levels: changes in the demand for and 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.

Turnover-adjusted demand is a measure that compares rates while controlling for hiring that results from turnover. Holding the job vacancy rate constant, an occupation’s turnover-adjusted demand is higher if that

occupation has low turnover relative to the average turnover rate, and is lower if that occupation has a high relative turnover rate. In other words, this index measures workforce demand due to factors other than turnover.<sup>4</sup>

- Four occupational groups have a large number of job vacancies and a high turnover-adjusted demand, possibly indicating workforce shortages: healthcare practitioners and technical, community and social services, healthcare support, and personal care and services.
- Four occupational groups have a large number of job vacancies, but a low turnover-adjusted demand: office and administrative support; production; installation, maintenance and repair; and sales and related. Low turnover-adjusted 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, the turnover-adjusted demand and the duration of job vacancies— must be considered together when comparing hiring demand across occupational groups and industries.

<sup>4</sup> Turnover-adjusted demand is calculated: (job vacancy rate for 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 second 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

- Fifty-nine percent of total statewide job vacancies are concentrated in six of 22 occupational groups. (See Appendix on page 33 for occupational group definitions.)
- In Minnesota, firms with less than 50 employees account for 48 percent of total job vacancies.
- The job vacancy rates for very small and small firms (4.6 percent and 3.2 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)=TAD above 1.2, Average (Avg)=TAD between 0.8 and 1.2, Low (Low)=TAD below 0.8.

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

NA= Not Available

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

Major Occupational Group	Number of Job Vacancies	Change from Second Quarter 2001 (%)	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	9,391	-38%	4.8%	Avg	71%	28%	15%	3%	26%	\$ 6.50
Sales and Related	7,220	-53	2.4	Low	50	14	27	13	58	7.25
Healthcare Practitioners and Technical	6,914	-8	5.4	High	45	3	40	97	88	16.10
Office and Administrative Support	5,404	-60	1.2	Low	25	13	38	28	80	11.00
Healthcare Support	5,222	-5	7.5	High	76	2	15	36	61	9.16
Transportation and Material Moving	4,707	-48	2.7	Avg	27	29	21	2	59	11.00
Personal Care and Services	4,269	-38	6.6	High	55	24	5	31	43	7.95
Construction and Extraction	3,993	-38	3.7	Avg	5	46	67	13	90	14.00
Production	3,213	-43	1.2	Low	8	10	24	15	88	10.00
Building, Grounds Cleaning and Maintenance	3,141	-23	3.7	High	63	53	16	1	29	8.00
Education, Training and Library	2,299	-54	1.6	Avg	36	10	44	86	72	16.46
Business and Financial Operations	2,091	-3	1.9	Avg	5	1	82	92	99	14.50
Community and Social Services	1,627	39	4.3	High	69	2	22	28	71	8.39
Management	1,514	-58	1.1	Avg	13	1	79	75	99	19.00
Installation, Maintenance and Repair	1,170	-56	1.1	Low	16	16	56	28	80	11.00
Art, Design, Entertainment and Media	780	-36	2.1	Low	43	27	76	61	48	9.95
Protective Services	617	-40	1.5	Avg	42	39	34	14	43	9.00
Computer and Mathematical	570	-55	0.8	Low	1	0	87	95	100	30.00
Architecture and Engineering	464	-65	0.9	Low	4	5	73	97	96	20.19
Life, Physical and Social Sciences	462	-43	2.2	Avg	7	15	72	94	78	12.02
Farming, Fishing and Forestry	244	-70	NA	NA	15	28	7	4	61	8.00
Legal	195	-33	1.2	Low	1	0	86	47	100	11.00
<b>Firm Size</b>										
Very Small (Less than 5 employees)	5,322	-42	4.6	NA	34	29	14	29	50	9.00
Small (5 to 49 employees)	26,133	-45	3.2	NA	49	17	33	22	53	8.75
Medium (50 to 249 employees)	17,650	-42	2.2	NA	44	16	36	38	71	9.30
Large (250 or more employees)	16,402	-30	2.1	NA	33	18	39	52	79	10.77
<b>All Job Vacancies</b>	<b>65,507</b>	<b>-41%</b>	<b>2.5%</b>		<b>43%</b>	<b>18%</b>	<b>33%</b>	<b>35%</b>	<b>65%</b>	<b>\$9.01</b>

# Job Vacancies by Occupation

- Job vacancies are grouped into 510 unique occupations. The top 25 occupations with the most job vacancies account for 53 percent of total job vacancies.
- In Minnesota, there are 17 occupations with 1,000 or more job vacancies. The

top five occupations with the most job vacancies are retail salespersons (3,100); registered nurses (2,900); combined food preparation and serving workers, including fast food (2,500); nursing aides, orderlies and attendants (2,300); laborers and freight, stock and material movers, hand (1,900).

**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	3,101	3.5%	\$ 7.00
Registered Nurses	2,934	6.3	18.97
Combined Food Preparation and Serving Workers, Including Fast Food	2,460	6.0	5.50
Nursing Aides, Orderlies, and Attendants	2,284	7.6	9.47
Laborers and Freight, Stock and Material Movers, Hand	1,947	5.1	10.00
Cashiers	1,871	2.9	6.75
Carpenters	1,839	11.2	14.00
Landscaping and Groundskeeping Workers	1,078	16.1	8.00
Food Preparation and Serving Related Workers, All Other	1,570	39.4	7.50
Personal and Home Care Aides	1,565	12.8	8.75
Licensed Practical and Licensed Vocational Nurses	1,553	9.2	13.86
Waiters and Waitresses	1,526	3.8	5.15
Truck Drivers, Heavy and Tractor-Trailer	1,419	4.9	14.00
Healthcare Support Workers, All Other	1,139	31.0	9.00
Amusement and Recreation Attendants	1,078	16.5	6.00
Customer Service Representatives	1,062	2.5	11.00
Social and Human Services Assistants	1,035	10.4	7.55
Office Clerks, General	756	1.1	9.68
Psychiatric Aides	686	NA	8.00
First-Line Supervisors/Managers of Food Preparation and Service Workers	635	4.2	8.00
Business Operations Specialists, All Other	626	2.2	13.00
Hairdressers, Hairstylists and Cosmetologists	618	7.4	9.00
Bartenders	613	5.7	6.50
Construction Laborers	371	4.6	10.00
Maids and Housekeeping Cleaners	552	2.9	5.50

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

NA= Not Available

# Job Vacancies by Industry

- Twenty-four percent of total job vacancies in Minnesota are in the healthcare industry.<sup>5</sup>
- At 4.8 percent, the healthcare industry has the second-highest job vacancy rate, after arts and entertainment (7.5 percent) which is in the peak of its seasonal hiring cycle during the second quarter.
- The highest concentrations of job vacancies that are considered temporary or seasonal are public administration (63 percent) and arts and entertainment (63 percent).

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

Industry	Number of Job Vacancies	Change from Second Quarter 2001 (%)	Job Vacancy Rate (%)	Temporary or Seasonal (%)	Median Wage Offer* (\$)
Healthcare	15,745	-23%	4.8%	2%	\$10.08
Accommodation	9,064	-45	4.5	25	6.00
Retail Trade	7,389	-60	2.3	10	7.00
Manufacturing	5,128	-32	1.2	9	10.00
Construction	3,948	-27	3.1	43	15.00
Arts and Entertainment	3,582	-20	7.5	63	7.50
Administrative and Support	3,564	7	4.7	37	10.00
Educational Services	3,017	-52	1.5	12	14.42
Transportation and Warehousing	2,416	-59	2.4	13	12.00
Other Services	2,358	-54	2.7	1	9.00
Finance and Insurance	2,104	-59	1.6	0	12.10
Technical Services	1,823	-47	1.6	20	11.00
Public Administration	1,799	-33	1.6	63	9.00
Information	1,170	9	1.6	12	10.00
Wholesale Trade	1,155	-42	0.9	19	11.50
Real Estate	628	-61	1.7	28	10.00
Agriculture	304	-60	1.8	14	8.07
Utilities	169	31	1.2	49	10.33
Management	75	-51	1.7	13	16.43
Mining	69	-18	1.1	3	13.50
<b>Total</b>	<b>65,507</b>	<b>-41%</b>	<b>2.5%</b>	<b>18%</b>	<b>\$ 9.01</b>

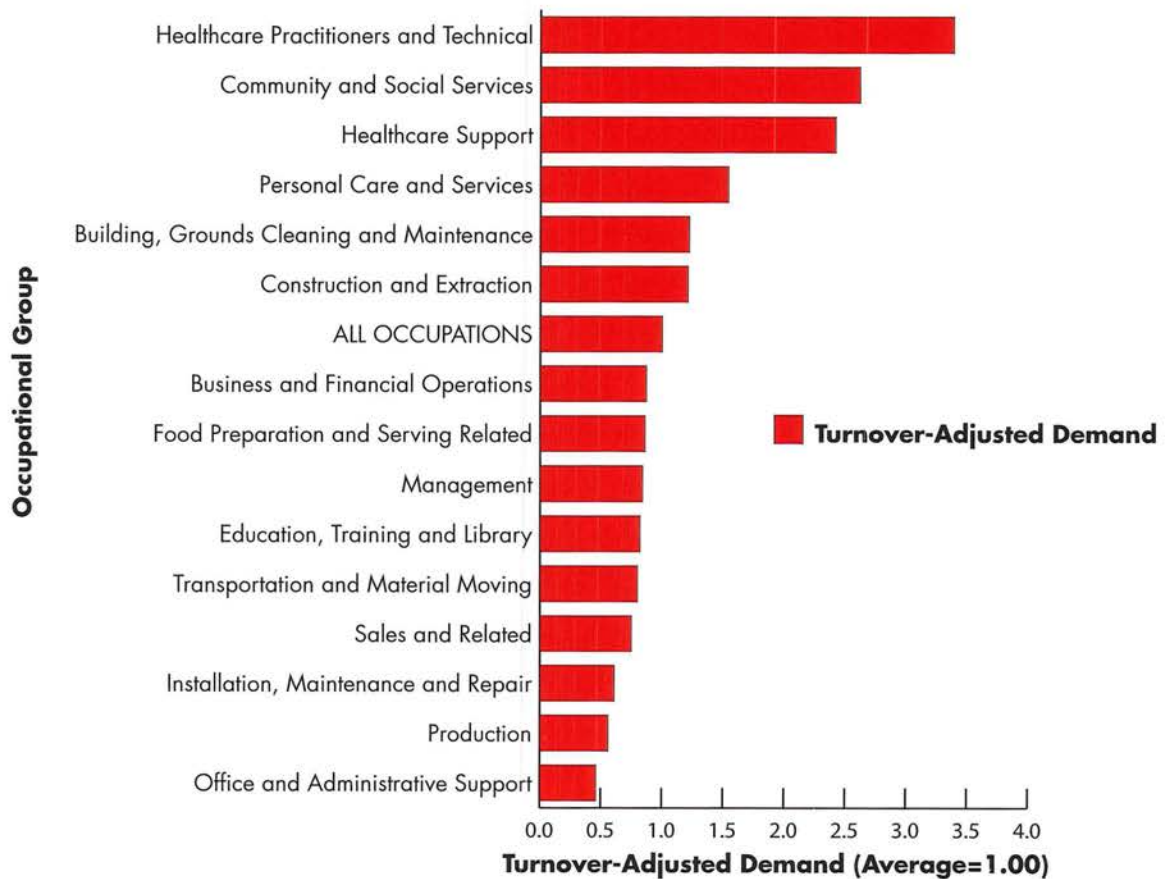
\* The industry wages above are median hourly wage rates calculated from wages reported by employers.

<sup>5</sup> For a definition of industries, please see the 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, among major occupational groups, the highest job vacancy rates are found in: healthcare support (7.5 percent), personal care and services (6.6 percent), healthcare practitioners and technical (5.4 percent), and food preparation and serving related (4.8 percent).
- Four occupational groups have a large number of job vacancies and a high turnover-adjusted demand, possibly indicating a workforce shortage. These occupational groups are: healthcare practitioners and technical, community and social services, healthcare support, and personal care and services.

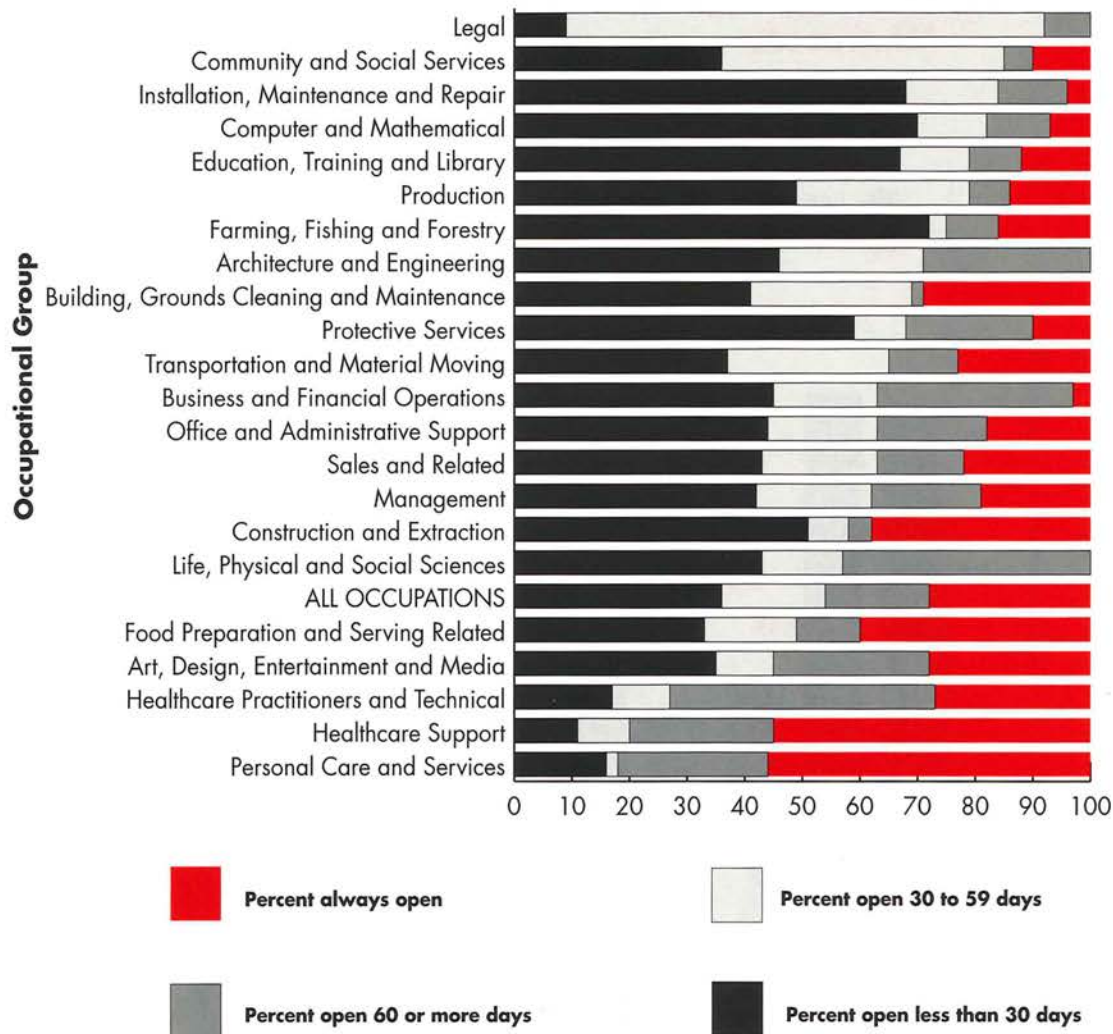
**Figure 1a: Turnover-Adjusted Demand for Occupational Groups with 1,000 or More Job Vacancies in Minnesota**



# Duration of Job Vacancies

- Twenty-eight percent of job vacancies in Minnesota are reported as "always open" for hire. This is down from one year ago when 36 percent of total job vacancies were considered "always open" for hire.
- Eighteen percent have been vacant 60 days or more, compared to 23 percent one year ago.
- Eighteen percent of job vacancies have been open between 30 and 59 days, and 36 percent have been open less than 30 days. One year ago, these figures were 17 and 24 percent, respectively.

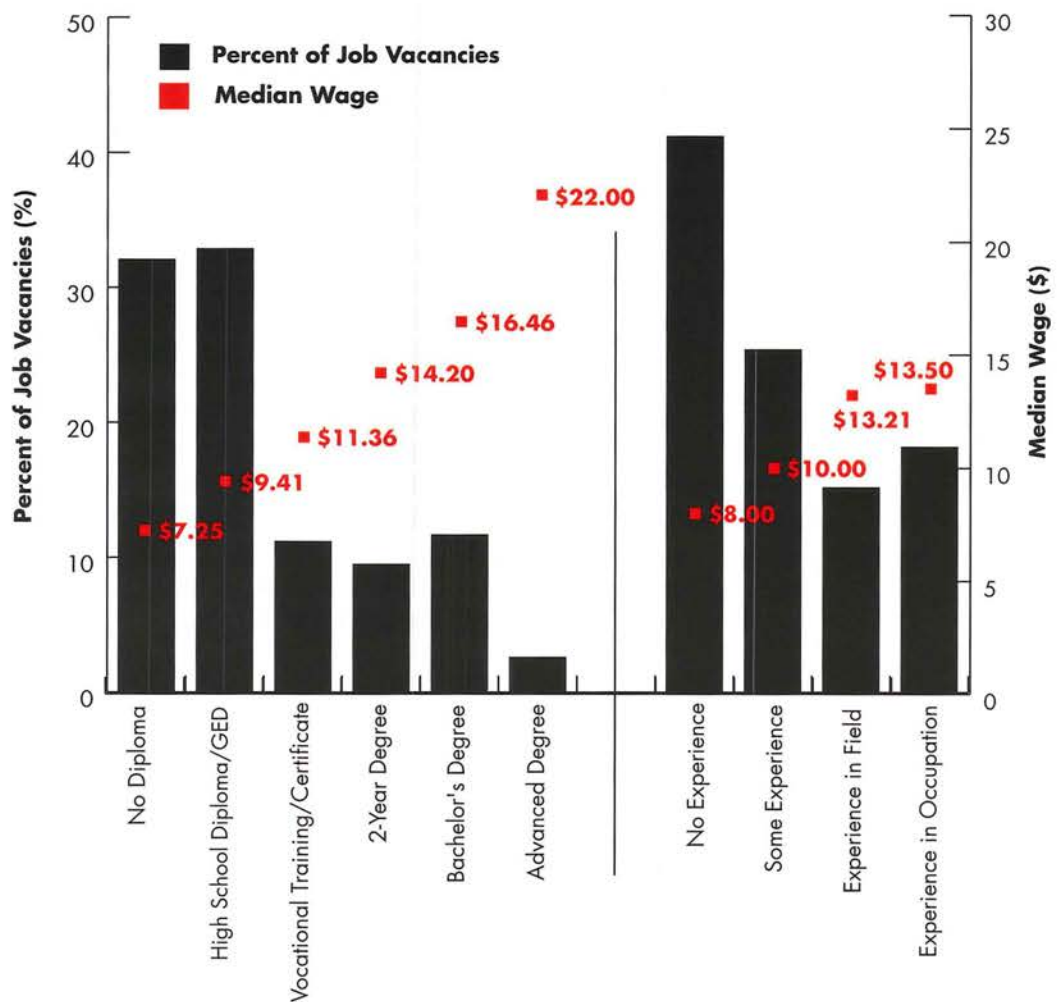
**Figure 2a: Duration of Job Vacancies in Minnesota**



# Education and Experience

- Thirty-five percent of job vacancies require a vocational degree or certificate, two-year degree, bachelor's degree or advanced degree. Occupations that require a high school diploma or less (65 percent) tend to have higher turnover.
- The demand for experienced workers is strong. One-third of total job vacancies require previous experience in a related field or occupation.
- Twenty-five percent of total job vacancies do not require any education or previous experience.

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

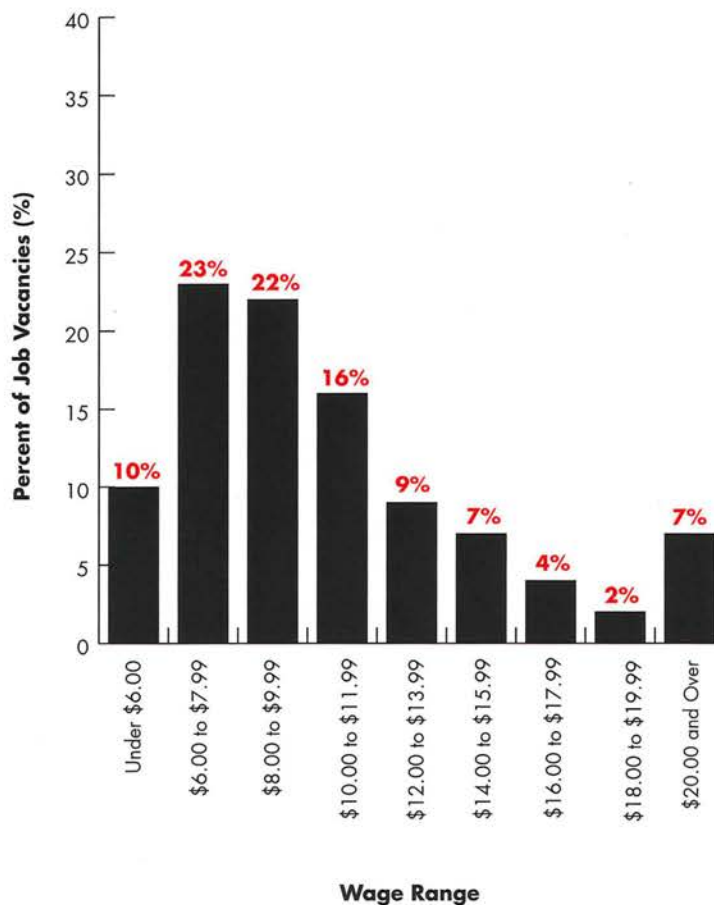


Education and Experience Requirements

# Wages

- The median wage offer (50th percentile—half are below, half are above) for all job vacancies is \$9.01 per hour in Minnesota. Full-time job vacancies offer a higher median starting wage (\$11.00 per hour) than part-time job vacancies (\$7.55 per hour).
- Fifty-five percent of total job vacancies offer starting wages below \$10.00 per hour; 10 percent offer a wage of less than \$6.00 per hour.
- As education 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 (82 percent), and sick leave (78 percent).
- Part-time job vacancies are less likely to offer benefits; only 36 percent offer paid vacation; 33 percent offer retirement plans; 31 percent offer health insurance; and 28 percent offer sick leave.

# Greater Minnesota Findings

## Job Vacancies by Occupational Group and Firm Size

- Sixty-six percent of total job vacancies in Greater Minnesota are concentrated in six of 22 occupational groups. (See Appendix on page 33 for occupational group definitions.)
- In Greater Minnesota, firms with less than 50 employees account for 60 percent of total job vacancies.
- The job vacancy rates for very small and small firms (7.0 percent and 3.8 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)=TAD above 1.2, Average (Avg)=TAD between 0.8 and 1.2, Low (Low)=TAD below 0.8.

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

NA= Not Available

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

Major Occupational Group	Number of Job Vacancies	Change from				Temporary or Seasonal (%)	Requiring Field or Occupational Experience (%)	Requiring Education Beyond a High School Diploma (%)	Offer Health-care Benefits (%)	Median Wage Offer*** (\$)
		Second Quarter 2001 (%)	Job Vacancy Rate* (%)	Turnover Adjusted Demand** (TAD)	Part-Time (%)					
Food Preparation and Serving Related	5,750	-27%	6.6%	Avg	72%	31%	10%	0%	23%	\$ 6.00
Healthcare Support	3,554	38	10.7	High	81	2	12	28	58	8.79
Healthcare Practitioners and Technical	3,327	21	6.2	High	44	3	26	97	91	15.00
Sales and Related	2,864	-42	2.9	Low	44	7	16	19	62	7.00
Construction and Extraction	2,697	-6	6.0	High	5	59	64	7	86	14.00
Transportation and Material Moving	1,704	-51	2.5	Low	23	25	38	3	66	10.00
Production	1,671	-39	1.4	Low	15	17	23	11	80	9.00
Personal Care and Services	1,638	-20	6.7	High	51	30	7	54	30	6.76
Office and Administrative Support	1,637	-42	1.1	Low	46	13	26	32	56	8.50
Community and Social Services	1,247	>100	7.2	High	75	1	14	13	82	7.64
Education, Training and Library	1,039	-26	1.6	Low	36	13	35	82	77	16.64
Building, Grounds Cleaning and Maintenance	929	-50	2.6	Low	54	57	8	1	24	6.25
Installation, Maintenance and Repair	516	-53	1.3	Low	18	6	61	26	90	10.00
Management	490	-35	1.3	Low	35	0	60	51	99	7.00
Protective Services	281	-7	1.8	Avg	21	47	60	7	53	7.50
Art, Design, Entertainment and Media	222	-25	2.4	Low	30	18	96	70	46	9.00
Business and Financial Operations	218	-4	0.9	Low	4	0	72	88	97	15.11
Farming, Fishing and Forestry	164	-76	NA	NA	7	7	2	0	85	8.07
Life, Physical and Social Sciences	130	-29	2.4	Avg	11	40	33	81	80	16.80
Architecture and Engineering	115	-72	1.0	Low	12	10	78	98	94	17.00
Computer and Mathematical	45	-72	0.4	Low	4	2	61	95	95	16.43
Legal	26	-30	0.7	Low	0	0	15	100	100	15.75
<b>Firm Size</b>										
Very Small (Less than 5 employees)	3,930	14	7.0	NA	31	39	14	35	40	8.00
Small (5 to 49 employees)	14,345	-30	3.8	NA	55	22	30	23	48	8.00
Medium (50 to 249 employees)	7,070	-26	2.3	NA	47	14	25	28	68	8.15
Large (250 or more employees)	4,919	-21	2.0	NA	40	9	27	54	87	10.00
<b>All Job Vacancies</b>	<b>30,264</b>	<b>-24%</b>	<b>3.2%</b>		<b>48%</b>	<b>20%</b>	<b>26%</b>	<b>31%</b>	<b>60%</b>	<b>\$ 8.39</b>

# Job Vacancies by Occupation

- The top 25 occupations with the most job vacancies account for 61 percent of all job vacancies.
- In Greater Minnesota, there are five occupations with 1,000 or more job vacancies: combined food preparation and serving workers, including fast food (2,100); carpenters (1,700); nursing aides, orderlies and attendants (1,600); registered nurses (1,200); and cashiers (1,000).

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

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

NA= Not Available

Job Title	Number of Job Vacancies	Job Vacancy Rate (%)	Median Wage Offer* (\$)
Combined Food Preparation and Serving Workers, Including Fast Food	2,055	13.2%	\$ 5.50
Carpenters	1,655	23.4	14.00
Nursing Aides, Orderlies, and Attendants	1,609	9.8	8.91
Registered Nurses	1,251	6.5	17.00
Cashiers	999	3.2	6.50
Social and Human Services Assistants	987	15.8	7.55
Food Preparation and Serving Related Workers, All Other	945	52.2	6.00
Retail Salespersons	941	3.3	7.00
Licensed Practical and Licensed Vocational Nurses	935	9.5	12.36
Waiters and Waitresses	817	5.2	5.15
Truck Drivers, Heavy and Tractor-Trailer	688	4.5	12.00
Healthcare Support Workers, All Other	633	NA	4.50
Laborers and Freight, Stock, and Material Movers, Hand	625	4.9	8.00
Hairdressers, Hairstylists, and Cosmetologists	604	26.1	9.00
Psychiatric Aides	558	NA	7.55
First-Line Supervisors/Managers of Food Preparation and Service Workers	486	7.1	8.00
Maids and Housekeeping Cleaners	415	4.2	5.50
Emergency Medical Technicians and Paramedics	404	19.6	11.58
Receptionists and Information Clerks	292	4.0	8.00
Food Preparation Workers	284	4.0	6.50
Construction Laborers	263	4.9	8.65
Personal and Home Care Aides	252	5.4	8.00
Bartenders	247	3.8	6.50
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	227	22.9	8.50
Painters, Construction and Maintenance	227	1.5	26.25

# Job Vacancies by Industry

- Twenty-seven percent of total job vacancies in Greater Minnesota are in the healthcare industry.
- The accommodation industry has the highest job vacancy rate at 7.9 percent. This industry was in the peak of its seasonal hiring cycle during the second quarter.
- The highest concentrations of temporary or seasonal job vacancies are found in arts and entertainment (70 percent), public administration (58 percent), construction (55 percent), and utilities (54 percent).

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

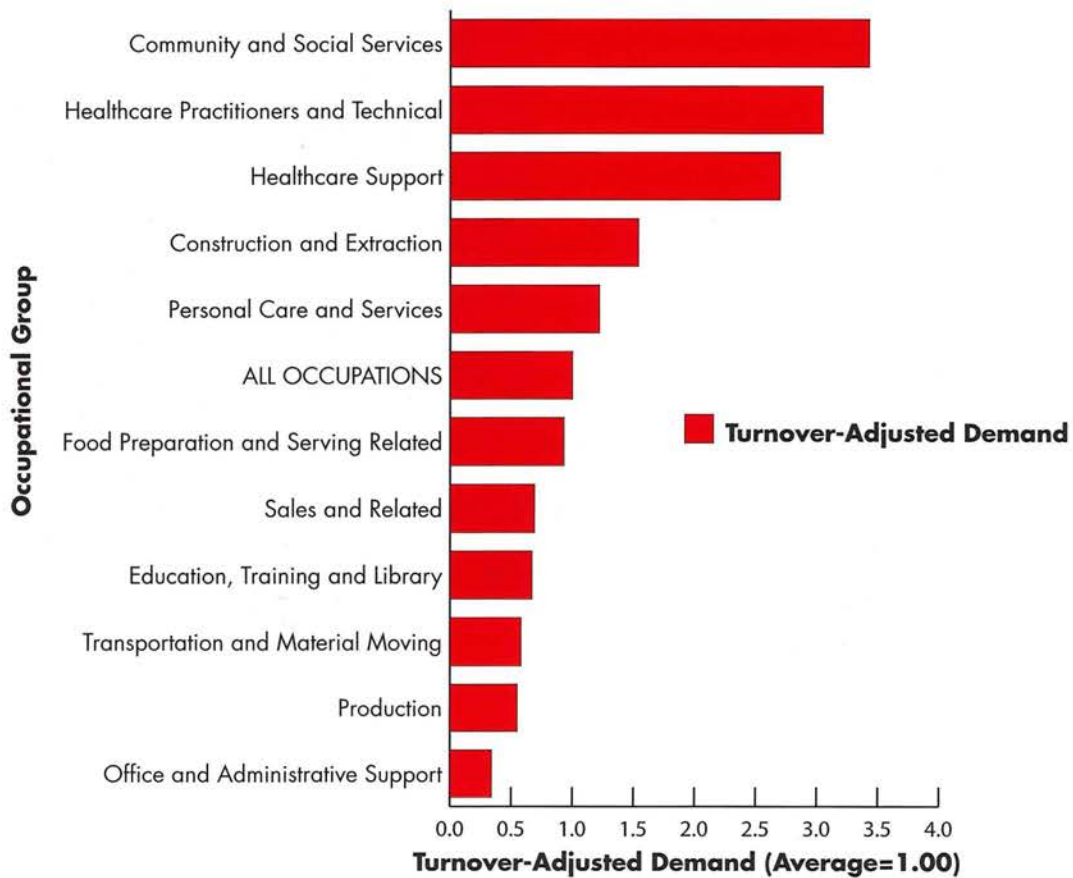
Industry	Number of Job Vacancies	Change from Second Quarter 2001 (%)	Job Vacancy Rate (%)	Temporary or Seasonal (%)	Median Wage Offer* (\$)
Healthcare	8,050	7%	5.1%	2%	\$ 9.30
Accommodation	6,554	-20	7.9	32	5.50
Retail Trade	2,922	-62	2.2	9	6.75
Construction	2,805	77	5.6	55	14.00
Manufacturing	2,199	-35	1.3	16	9.00
Other Services	1,685	>100	5.4	1	8.00
Educational Services	929	-47	1.0	16	20.00
Transportation and Warehousing	883	-65	3.0	4	12.75
Public Administration	870	-39	1.6	58	7.20
Administrative and Support	766	-10	4.1	8	10.50
Arts and Entertainment	720	-44	3.5	70	6.25
Information	504	92	2.8	28	10.00
Wholesale Trade	465	-40	1.3	10	10.00
Agriculture	220	-68	1.7	0	12.00
Real Estate	211	-16	2.6	45	6.50
Technical Services	199	-46	1.0	10	12.00
Finance and Insurance	154	-65	0.5	5	11.00
Utilities	58	-11	0.8	54	10.95
Mining	48	-32	0.9	4	9.50
Management	22	>100	6.7	0	16.00
<b>Total</b>	<b>30,264</b>	<b>-24%</b>	<b>3.2%</b>	<b>20%</b>	<b>\$ 8.39</b>

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

# Workforce Supply and Demand Indicators

- In Greater Minnesota, among major occupational groups, the highest job vacancy rates are found in: healthcare support (10.7 percent), community and social services (7.2 percent), personal care and services (6.7 percent), food preparation and serving related (6.6 percent), healthcare practitioners and technical workers (6.2 percent), and construction and extraction (6.0 percent).
- Five occupational groups have a large number of job vacancies and a high turnover-adjusted demand, possibly indicating a workforce shortage. These occupational groups are: community and social services, healthcare practitioners and technical, healthcare support, construction and extraction, and personal care and services.

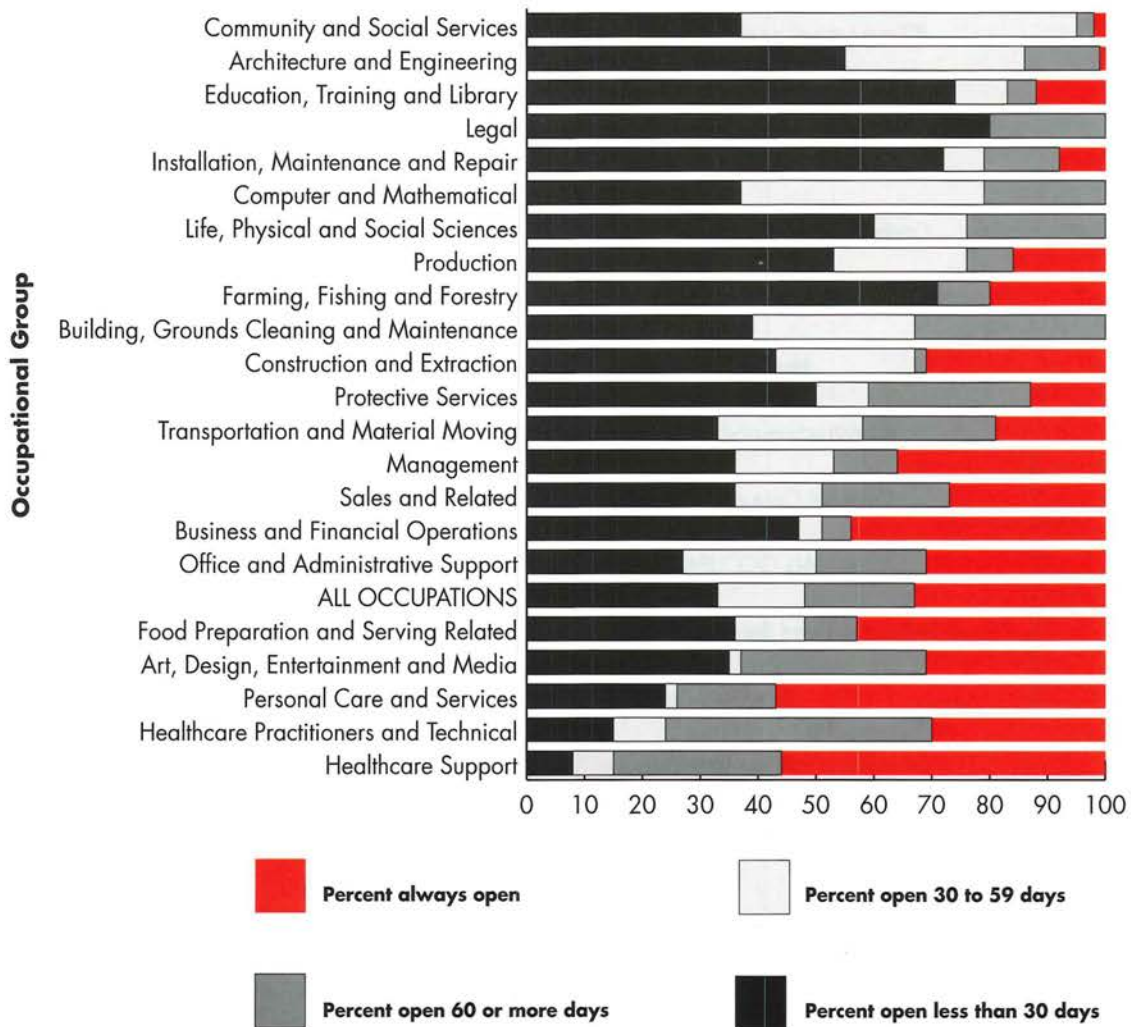
**Figure 1b: Turnover-Adjusted Demand for Occupational Groups with 1,000 or More Job Vacancies in Greater Minnesota**



# Duration of Job Vacancies

- Thirty-three percent of job vacancies in Greater Minnesota are reported as “always open” for hire. This is down from one year ago when 34 percent of total job vacancies were considered “always open” for hire.
- Nineteen percent of job vacancies have been vacant 60 days or more, the same percent as one year ago.
- Fifteen percent of job vacancies have been open between 30 and 59 days, and 33 percent have been open less than 30 days. One year ago, these figures were 19 and 28 percent, respectively.

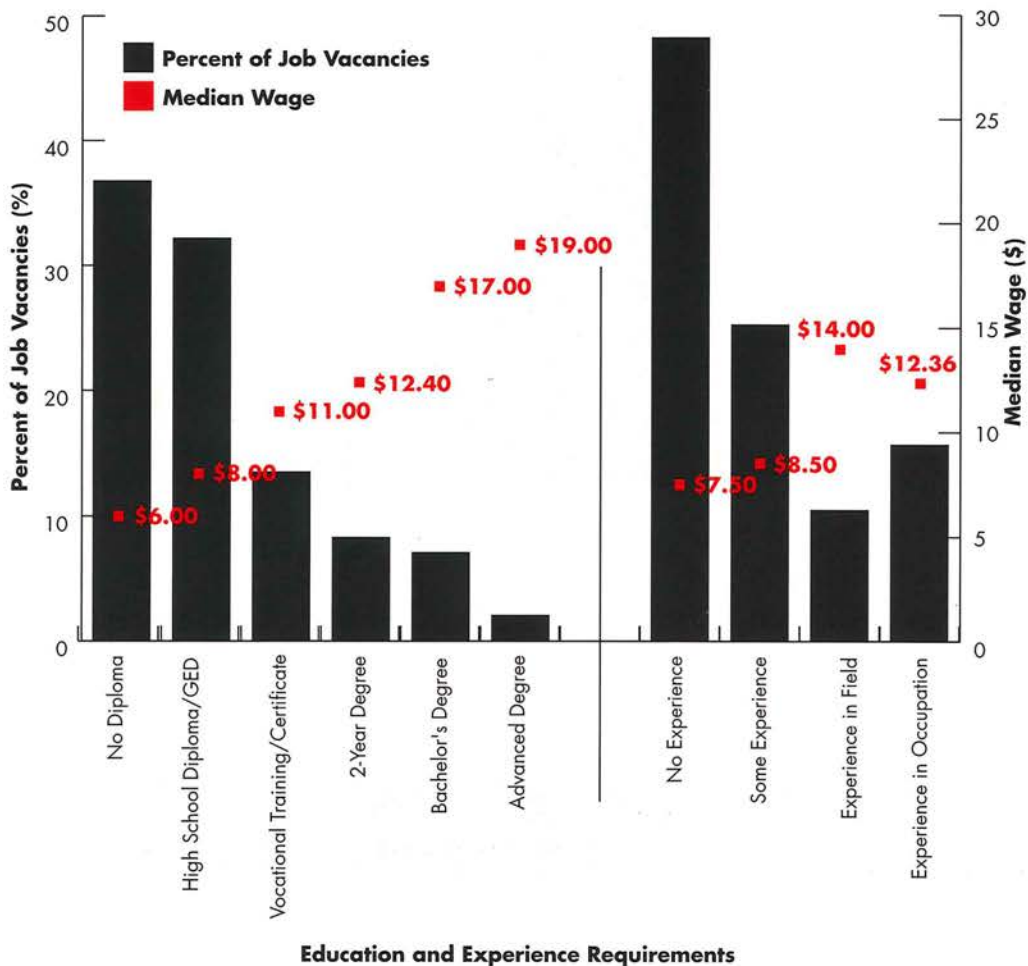
**Figure 2b: Duration of Job Vacancies in Greater Minnesota**



# Education and Experience

- Thirty-one percent of total job vacancies in Greater Minnesota require 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.
- In Greater Minnesota, the demand for experienced workers is strong. Twenty-six percent of total job vacancies require previous experience in a related field or occupation.
- Twenty-nine percent of job vacancies do not require any education or previous experience.

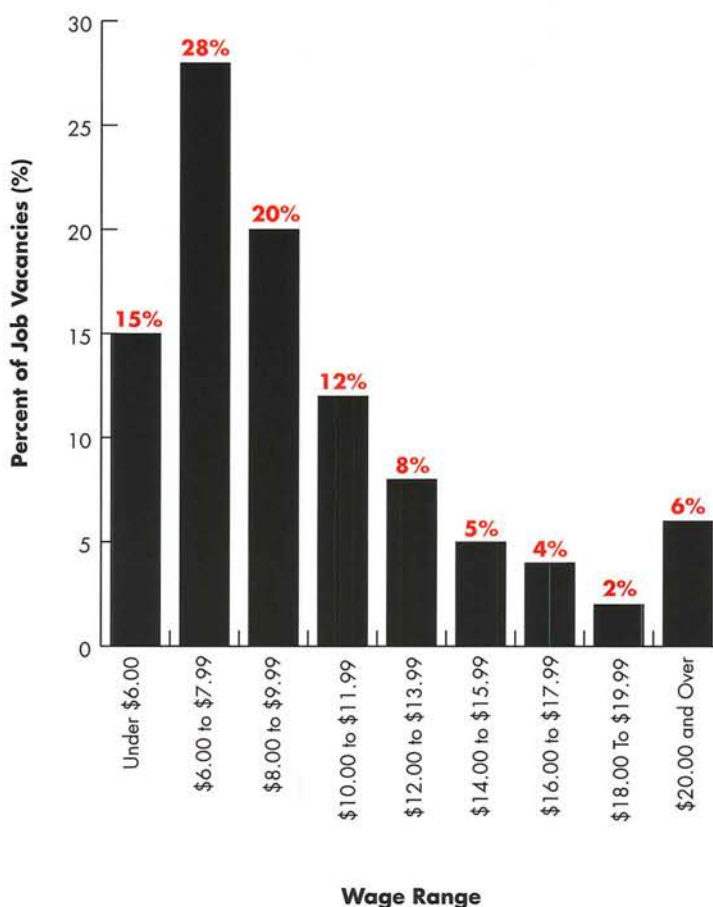
**Figure 3b: Education and Experience Requirements and Median Wage Offers of Job Vacancies in Greater Minnesota**



# Wages

- The median wage offer (50th percentile—half are below, half are above) for all job vacancies is \$8.39 per hour in Greater Minnesota. Full-time job vacancies offer a higher median wage (\$10.00 per hour) than part-time job vacancies (\$7.00 per hour).
- Sixty-three percent of total vacancies offer starting wages below \$10.00 per hour; 15 percent offer a wage of less than \$6.00 per hour.
- As education 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 (92 percent), paid vacation (92 percent), retirement plans (91 percent), and sick leave (87 percent).
- Part-time job vacancies are less likely to offer benefits; only 49 percent offer retirement plans; 35 percent offer paid vacation; 29 percent offer sick leave; and 27 percent offer health insurance.

# Twin Cities Findings

## Job Vacancies by Occupational Group and Firm Size

- Sixty percent of job vacancies in the Twin Cities are concentrated in six of 22 occupational groups. (See Appendix on page 33 for occupational group definitions.)
- In the Twin Cities, firms with less than 50 employees account for 37 percent of total job vacancies.
- The job vacancy rates for small and very small firms (2.6 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)=TAD above 1.2, Average (Avg)=TAD between 0.8 and 1.2, Low (Low)=TAD below 0.8.

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

NA= Not Available

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

Major Occupational Group	Number of Job Vacancies	Change from Second Quarter 2001 (%)	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*** (\$)
Sales and Related	4,356	-59%	2.3%	Avg	54%	18%	34%	9%	55%	\$7.84
Office and Administrative Support	3,767	-65	1.3	Low	16	13	44	26	91	11.00
Food Preparation and Serving Related	3,641	-51	3.3	Low	70	23	26	8	31	7.50
Healthcare Practitioners and Technical	3,587	-25	4.9	High	46	4	55	97	86	17.00
Transportation and Material Moving	3,003	-46	3.1	Avg	30	32	11	1	54	11.50
Personal Care and Services	2,631	-46	6.7	High	57	20	4	5	51	8.50
Building, Grounds Cleaning and Maintenance	2,212	0	4.4	High	67	51	20	1	31	8.00
Business and Financial Operations	1,873	-3	2.2	Avg	5	1	83	92	99	14.50
Healthcare Support	1,668	-42	4.6	High	66	2	18	55	68	10.00
Production	1,542	-46	1.0	Low	1	3	24	20	97	10.00
Construction and Extraction	1,296	-63	2.1	Avg	4	19	72	22	94	15.00
Education, Training and Library	1,260	-65	1.5	Avg	36	7	54	90	68	14.00
Management	1,024	-64	1.0	Avg	2	1	90	90	99	24.04
Installation, Maintenance and Repair	654	-59	1.0	Low	14	23	53	29	71	11.00
Art, Design, Entertainment and Media	558	-40	2.1	Avg	49	30	68	56	49	12.00
Computer and Mathematical	525	-52	0.9	Low	1	0	91	95	100	30.00
Community and Social Services	380	-54	1.9	High	53	2	53	85	59	12.35
Architecture and Engineering	349	-62	0.9	Low	1	3	72	96	97	22.00
Protective Services	336	-54	1.2	Avg	59	33	5	19	34	9.00
Life, Physical and Social Sciences	332	-47	2.1	High	6	6	81	97	77	12.02
Legal	169	-33	1.3	Low	1	0	98	38	100	11.00
Farming, Fishing and Forestry	80	-31	6.1	High	30	71	16	13	33	7.00
<b>Firm Size</b>										
Very Small (Less than 5 employees)	1,392	-76	2.3	NA	44	0	13	12	75	9.65
Small (5 to 49 employees)	11,788	-56	2.6	NA	43	12	36	21	59	9.00
Medium (50 to 249 employees)	10,580	-49	2.1	NA	42	18	44	45	73	10.50
Large (250 or more employees)	11,483	-32	2.1	NA	30	22	45	52	75	11.00
<b>All Job Vacancies</b>	<b>35,243</b>	<b>-50%</b>	<b>2.1%</b>		<b>39%</b>	<b>16%</b>	<b>40%</b>	<b>39%</b>	<b>69%</b>	<b>\$10.00</b>

# Job Vacancies by Occupation

- In the Twin Cities, the top 25 occupations with the most job vacancies account for 53 percent of all job vacancies.
- There are five occupations with 1,000 or more job vacancies. The top five occupations with the most job vacancies are: retail salespersons (2,200); registered nurses (1,700); landscape and groundskeeping workers (1,600); laborers and freight, stock and material movers, hand (1,300); and personal and home care aides (1,300).

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

NA= Not Available

**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	2,160	3.7%	\$ 7.00
Registered Nurses	1,683	6.2	20.03
Landscaping and Groundskeeping Workers	1,584	25.3	8.00
Laborers and Freight, Stock, and Material Movers, Hand	1,322	5.6	10.00
Personal and Home Care Aides	1,313	17.2	8.75
Customer Service Representatives	983	3.1	11.00
Amusement and Recreation Attendants	949	26.4	6.00
Cashiers	872	2.5	7.25
Truck Drivers, Heavy and Tractor-Trailer	731	5.8	14.00
Waiters and Waitresses	709	2.9	5.50
Nursing Aides, Orderlies, and Attendants	675	4.9	10.50
Food Preparation and Serving Related Workers, All Other	625	28.8	9.00
Licensed Practical and Licensed Vocational Nurses	618	8.9	15.00
Business Operations Specialists, All Other	565	2.5	13.00
Office Clerks, General	563	1.4	11.00
Healthcare Support Workers, All Other	506	28.0	9.41
Combined Food Preparation and Serving Workers, Including Fast Food	405	1.6	8.00
Bartenders	366	8.7	5.50
Engine and Other Machine Assemblers	358	NA	9.00
Teachers and Instructors, All Other	309	NA	12.00
Construction Laborers	308	4.6	12.00
Employment, Recruitment, and Placement Specialists	299	7.2	14.50
Sales Representatives, Services, All Other	291	11.2	13.00
Cooks, All Other	288	NA	6.00
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	285	1.1	10.00

# Job Vacancies by Industry

- Twenty-two percent of total job vacancies in the Twin Cities are in the healthcare industry.
- The arts and entertainment industry has the highest job vacancy rate at 10.6 percent. This industry was in the peak of its seasonal hiring cycle during the second quarter.
- The highest concentrations of temporary or seasonal job vacancies are found in public administration (68 percent), arts and entertainment (61 percent), and agriculture (60 percent).

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

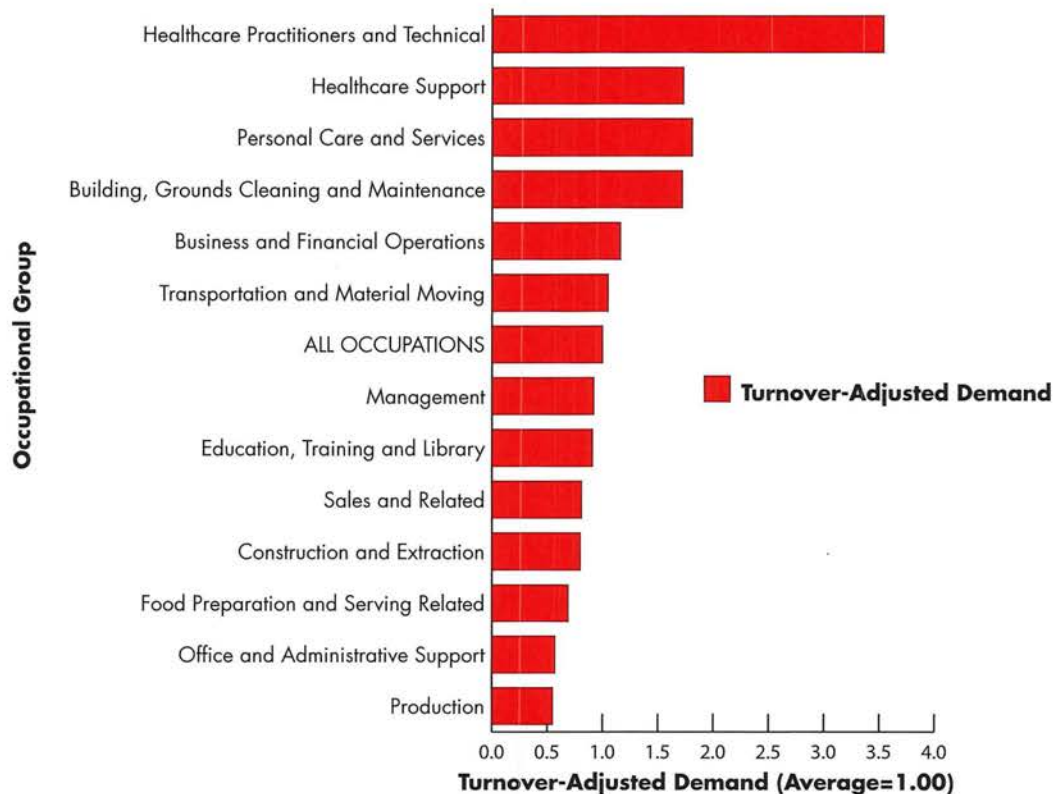
Industry	Number of Job Vacancies	Change from Second Quarter 2001 (%)	Job Vacancy Rate (%)	Temporary or Seasonal (%)	Median Wage Offer* (\$)
Healthcare	7,695	-40%	4.5%	1%	\$10.78
Retail Trade	4,467	-59	2.4	10	7.25
Manufacturing	2,929	-31	1.2	3	10.00
Arts and Entertainment	2,862	-10	10.6	61	7.50
Administrative and Support	2,798	12	4.9	45	10.00
Accommodation	2,510	-70	2.1	7	7.00
Educational Services	2,088	-53	1.8	11	13.33
Finance and Insurance	1,950	-58	1.9	0	12.93
Technical Services	1,624	-48	1.7	22	11.00
Transportation and Warehousing	1,533	-55	2.1	18	12.00
Construction	1,143	-70	1.5	13	16.00
Public Administration	929	-26	1.5	68	9.00
Wholesale Trade	690	-44	0.8	25	12.59
Other Services	673	-84	1.2	0	11.00
Information	666	-18	1.2	0	15.00
Real Estate	417	-69	1.5	19	10.00
Utilities	111	73	1.6	46	10.33
Agriculture	84	45	2.3	60	7.00
Management	53	-64	1.3	19	19.23
Mining	21	62	4.4	0	18.51
<b>Total</b>	<b>35,243</b>	<b>-50%</b>	<b>2.1%</b>	<b>16%</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, among occupational groups, the highest job vacancy rates are found in: personal care and services (6.7 percent); healthcare practitioners and technical (4.9 percent); healthcare support (4.6 percent); and building, grounds cleaning and maintenance (4.4 percent).
- Four occupational groups have a large number of job vacancies and a high turnover-adjusted demand, possibly indicating a workforce shortage. These occupational groups are: healthcare practitioners and technical; healthcare support; personal care and services; and building, grounds cleaning, and maintenance.

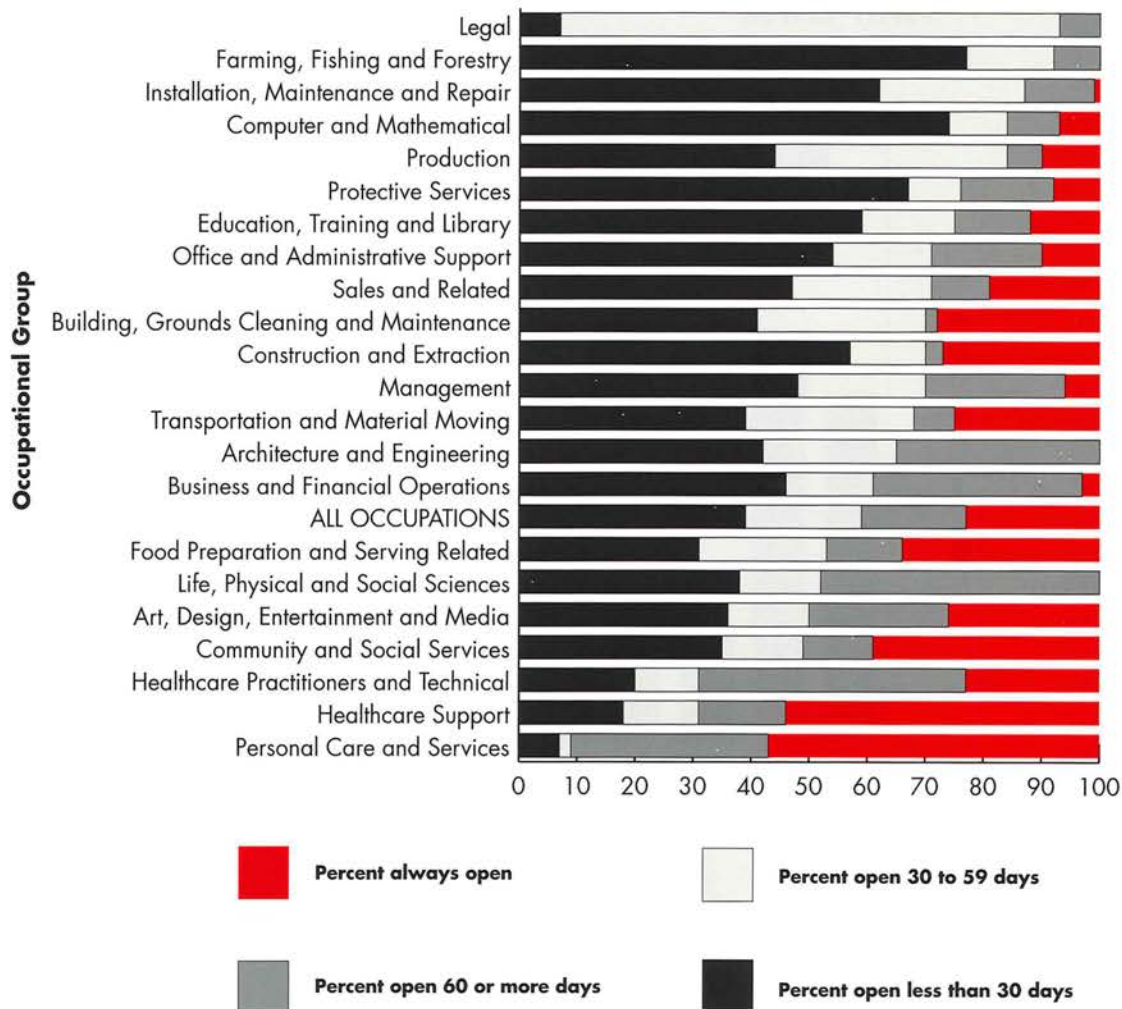
**Figure 1c: Turnover-Adjusted Demand for Occupational Groups with 1,000 or More Job Vacancies in the Twin Cities**



# Duration of Job Vacancies

- Twenty-three percent of job vacancies in the Twin Cities are reported as “always open” for hire. This is down from one year ago when 37 percent of total job vacancies were considered “always open” for hire.
- Eighteen percent of job vacancies have been vacant 60 days or more, compared to 25 percent one year ago.
- Twenty percent of job vacancies have been open between 30 and 59 days, and 39 percent have been open less than 30 days. One year ago, these figures were 16 and 22 percent, respectively.

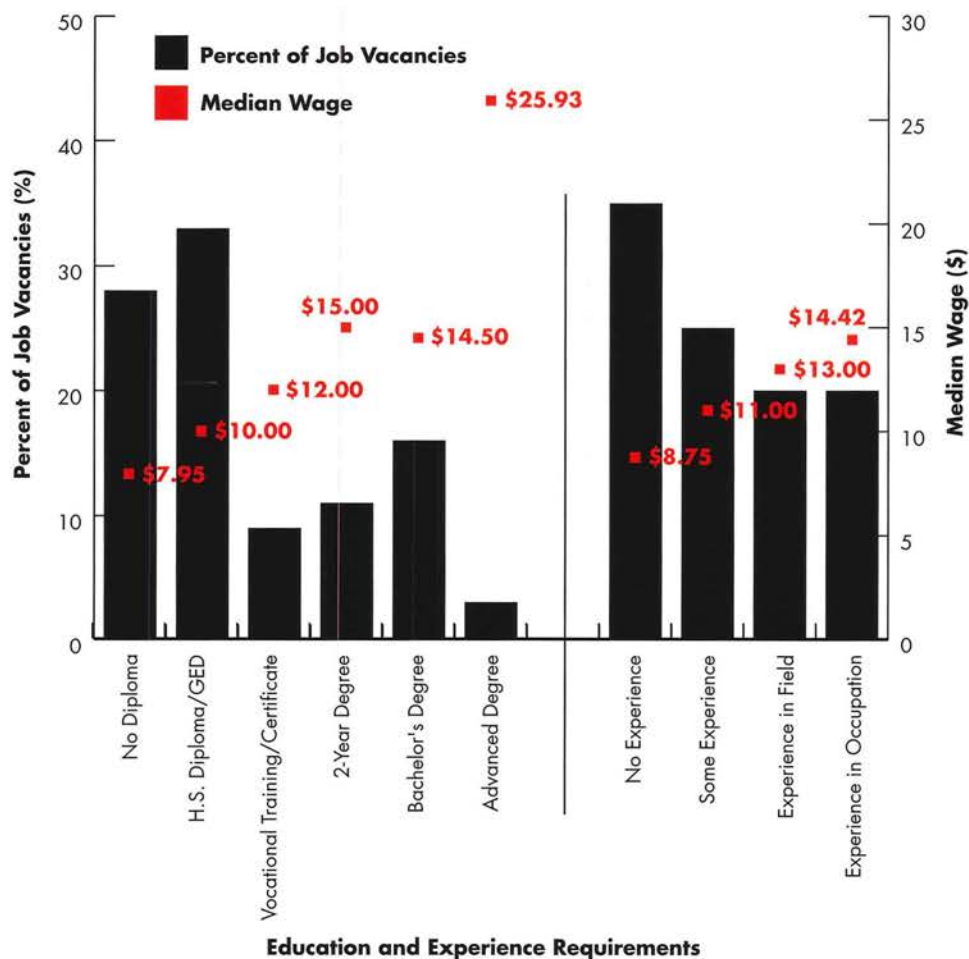
**Figure 2c: Duration of Job Vacancies in the Twin Cities**



# Education and Experience

- Thirty-nine percent of total job vacancies in the Twin Cities require a vocational degree or certificate, two-year degree, bachelor's degree or advanced degree. Occupations that require a high school diploma or less (61 percent) tend to have higher turnover.
- In the Twin Cities, the demand for experienced workers is strong. Four in 10 job vacancies require previous experience in either a related field or occupation.
- Twenty-one percent of total job vacancies do not require any education or previous experience.

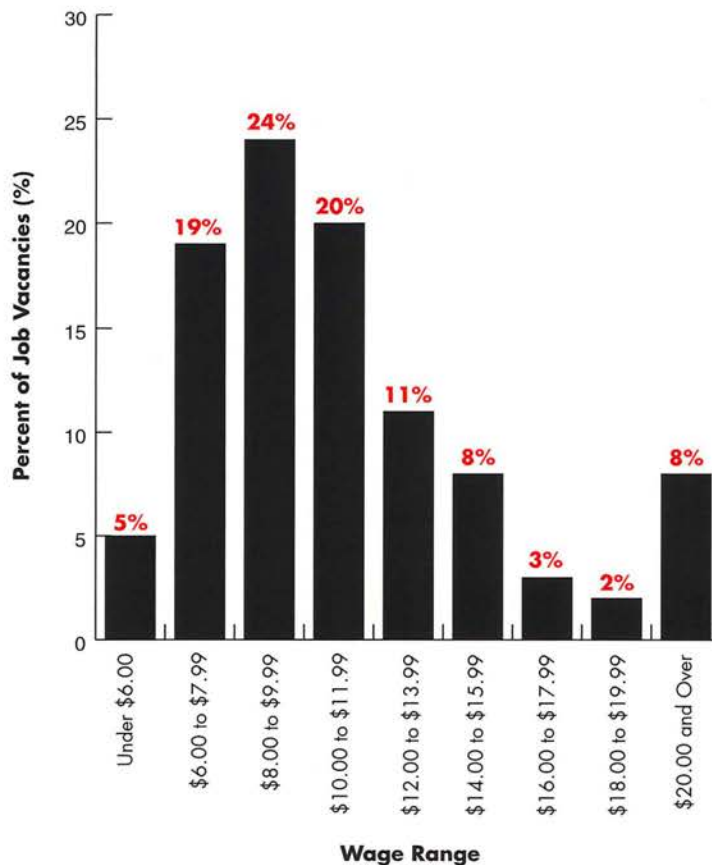
**Figure 3c: Education and Experience Requirements and Median Wage Offers of Job Vacancies in the Twin Cities**



# Wages

- The median wage offer (50th percentile—half are below, half are 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 (\$8.25 per hour).
- Forty-eight 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. (See Figure 3c.)

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

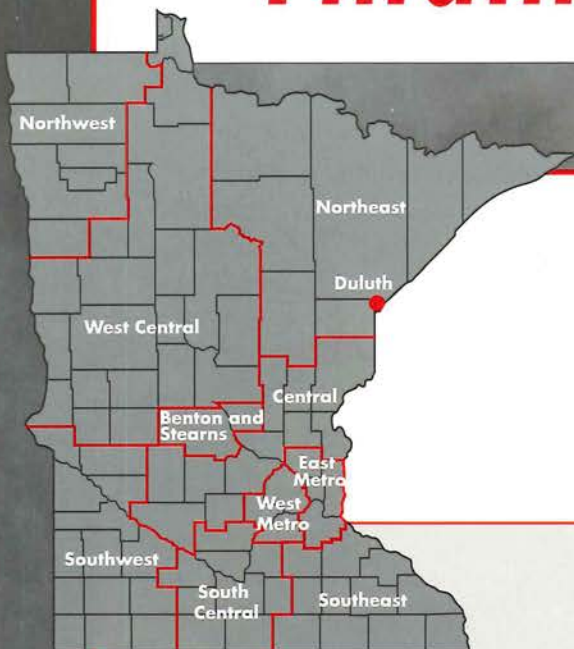


# Benefits

- In the Twin Cities, a majority of full-time job vacancies offer health benefits (85 percent), paid vacation (85 percent), retirement plans (82 percent), and sick leave (80 percent).
- Part-time job vacancies are less likely to offer benefits; only 36 percent offer paid vacation; 35 percent offer health insurance; 30 percent offer retirement plans; and 26 percent offer sick leave.

# Regional Findings

## Summary



Major Occupational Group	Minnesota		Benton and Stearns		Central		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 (%)
Food Preparation and Serving Related	9,391	4.8%	586	8.0%	597	3.2%	1,580	3.8%
Sales and Related	7,220	2.4	244	2.2	264	1.9	1,774	2.2
Healthcare Practitioners and Technical	6,914	5.4	309	7.0	259	4.1	1,417	5.0
Office and Administrative Support	5,404	1.2	69	0.4	302	1.7	1,396	1.3
Healthcare Support	5,222	7.5	66	3.2	880	17.7	942	6.1
Transportation and Material Moving	4,707	2.7	293	4.2	122	1.2	1,034	2.2
Personal Care and Services	4,269	6.6	55	4.0	639	14.5	1,811	15.3
Construction and Extraction	3,993	3.7	<10	NA	707	8.9	285	1.0
Production	3,213	1.2	334	2.9	224	1.1	325	0.4
Building, Grounds Cleaning and Maintenance	3,141	3.7	20	0.7	203	3.6	599	2.9
Education, Training and Library	2,299	1.6	103	2.1	265	2.3	772	1.6
Business and Financial Operations	2,091	1.9	11	0.4	11	0.4	1,005	3.4
Community and Social Services	1,627	4.3	18	1.4	301	10.2	111	1.5
Management	1,514	1.1	27	0.8	104	1.8	359	1.0
Installation, Maintenance and Repair	1,170	1.1	51	1.4	17	0.3	297	1.3
Art, Design, Entertainment and Media	780	2.1	15	1.8	15	1.8	157	1.9
Protective Services	617	1.5	<10	NA	56	2.2	170	1.7
Computer and Mathematical	570	0.8	<10	NA	<10	NA	321	1.8
Architecture and Engineering	464	0.9	<10	NA	12	0.9	107	0.7
Life, Physical and Social Sciences	462	2.2	<10	NA	<10	NA	88	1.2
Farming, Fishing and Forestry	244	NA	20	NA	90	NA	62	NA
Legal	195	1.2	<10	NA	<10	NA	<10	NA
<b>Total Job Vacancies</b>	<b>65,507</b>	<b>2.5%</b>	<b>2,235</b>	<b>2.6%</b>	<b>5,070</b>	<b>3.4%</b>	<b>14,618</b>	<b>2.9%</b>

NA=Not Available  
ND=Not Disclosable

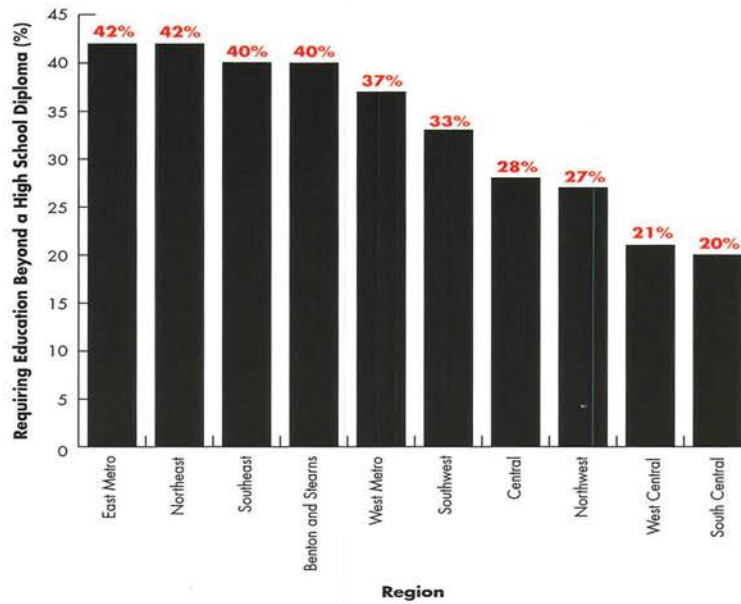
\* The Northeast region includes the city of Duluth.

- Job vacancy rates vary greatly by occupational group between the regions of Minnesota with many of the highest job vacancy rates probably driven by seasonal hiring.
- High job vacancy rates are found in healthcare support in the Central and Southeast regions.
- The job vacancy rate in the healthcare practitioners and technical occupational group is high in the Northeast and Southeast regions.
- Job vacancy rates in construction and extraction occupations are high in the Northeast, Southwest, and Central regions.

**Table 1d: Job Vacancies by Major Occupational Group and 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 (%)
808	7.2%	80	1.3%	635	11.7%	709	4.9%	415	9.7%	1,920	9.7%	2,061	3.1%
357	2.5	126	2.9	232	2.8	940	4.2	102	1.2	599	3.4	2,582	2.3
856	9.5	20	1.0	215	5.2	748	4.6	282	9.0	638	7.9	2,170	4.8
276	1.2	22	0.3	158	1.2	422	1.1	59	0.5	329	1.6	2,371	1.3
312	6.1	78	3.9	51	1.4	958	12.8	64	2.1	1,145	ND	726	3.5
267	2.7	<10	NA	538	7.5	242	1.6	73	1.1	166	2.0	1,969	3.9
243	7.7	14	1.5	78	3.6	189	4.4	17	0.5	303	8.3	820	3.0
1,360	16.7	<10	NA	94	2.6	31	0.4	264	8.8	232	3.0	1,011	3.1
26	0.2	12	0.3	326	2.3	460	1.6	65	0.6	224	1.5	1,217	1.4
424	7.4	23	1.2	19	0.6	104	1.9	71	2.3	65	0.9	1,613	5.5
300	3.5	32	0.7	39	0.6	202	1.9	42	0.5	56	0.6	488	1.4
59	1.5	<10	NA	40	1.6	75	1.3	<10	NA	17	0.7	868	1.5
182	5.2	<10	NA	50	4.2	69	2.1	<10	NA	627	ND	269	2.1
17	0.3	<10	NA	87	2.2	61	0.7	16	0.5	174	3.4	665	1.1
127	1.5	84	4.4	16	0.5	105	1.3	23	0.9	93	1.4	357	0.9
27	1.6	22	4.9	17	1.5	21	1.2	<10	NA	101	5.6	401	2.2
29	1.1	<10	NA	<10	NA	141	6.2	26	1.7	15	0.6	166	1.0
10	0.8	<10	NA	<10	NA	25	ND	<10	NA	<10	NA	204	0.5
37	2.2	22	2.2	<10	NA	25	0.7	<10	NA	<10	NA	242	1.1
76	6.9	<10	NA	<10	NA	30	2.0	<10	NA	12	1.8	244	3.1
<10	NA	<10	NA	41	NA	<10	NA	<10	NA	<10	NA	18	NA
<10	NA	<10	NA	21	NA	<10	NA	<10	NA	<10	NA	163	1.6
<b>5,895</b>	<b>4.2%</b>	<b>567</b>	<b>1.1%</b>	<b>2,679</b>	<b>3.0%</b>	<b>5,564</b>	<b>2.6%</b>	<b>1,528</b>	<b>1.9%</b>	<b>6,726</b>	<b>4.6%</b>	<b>20,625</b>	<b>2.1%</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 West Metro, Benton and Stearns, and Northeast regions. The lowest median wage is found in the West Central region.
- The regions with the greatest share of job vacancies requiring post-secondary education are the East Metro (42 percent) and Northeast (42 percent). The South Central and West Central regions have the lowest shares of job vacancies that require post-secondary education, at 20 and 21 percent, respectively.
- The variation in the median wages and educational requirements of job vacancies by region is largely driven by differences in industry and occupation mix across regions.

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

Regions	Median Wage Offer (\$)*
West Metro	\$10.00
Benton and Stearns	10.00
Northeast**	10.00
East Metro	9.90
South Central	9.50
Southwest	8.75
Northwest	8.53
Southeast	8.50
Central	8.39
West Central	7.50
<b>State</b>	<b>\$9.01</b>

\* The wages to the left are median hourly wage rates calculated from wages reported by employers.

\*\* The Northeast region includes the city of Duluth.

# Appendix

## Occupational Group Definitions

Twenty-two major occupational groupings defined by the Standard Occupational Classification (SOC) System are represented in the survey results. 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 Sciences</b>	Anthropologists, Chemists, and Geographers
<b>Community and Social Services</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 Services</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 Services</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.  
SOC Webpage: [www.bls.gov/soc/](http://www.bls.gov/soc/)

## About this Study

**I**nformation on job vacancies comes from a survey of 7,633 Minnesota employers conducted over a three-month period from April to June 2002. 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 2002 *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 had been open. Responses were received from 5,386 firms (71 percent of total surveyed firms). Job titles were coded into 510 detailed occupations using the Standard Occupational Classification (SOC) System. After 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 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.

The second quarter 2002 *Minnesota Job Vacancy Survey* utilizes a methodology comparable to that of the fourth quarter of 2001 *Minnesota Job Vacancy Survey*. The sample drawn for the current survey was based on the variances of job vacancies from employers who responded to previous surveys. While comparisons may be made between this survey and previous surveys, caution should be used when comparing the second quarter 2001 job vacancy totals to the totals contained in this report.

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

**Please Tell us What you Think!**

## **Minnesota Job Vacancy Survey**

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- Financial Services
- Gaming
- Healthcare
- Local or State Government
- Manufacturing/Printing and Publishing
- Media/Entertainment/Design
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- Media
- Policy and program planning
- Tracking economic trends
- Other \_\_\_\_\_

Continued on page 36.

# Satisfaction Questionnaire continued

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**3. Please evaluate the following aspects of the *Minnesota Job Vacancy Survey* report, specifically in terms of useability, on a 1 to 4 scale:**

	Poor	Satisfactory	Good	Excellent
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Writing style	1	2	3	4
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Figures provided	1	2	3	4
General appearance of publication	1	2	3	4

**4. After I read the *Minnesota Job Vacancy Survey* report, I usually:**

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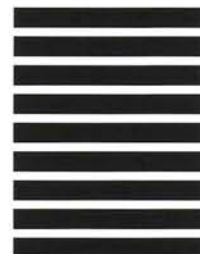
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# Acknowledgements

**W**e would like to thank the firms and organizations that responded to the *Minnesota Job Vacancy Survey*. Without their help, this survey would not have been possible. We hope to continue to partner with Minnesota employers to produce and provide useful and timely workforce information that will benefit Minnesota's employers and jobseekers and the state's workforce and economic development efforts.

## Contributors

### Author and Survey Coordinator:

Rachel Hillman

### Technical Support:

Mike Casey  
Mustapha Hammida  
Curtis Theis  
Annie Tietema

### Administrative Support:

Denise Kalis  
Jeanne Nelson

### Editor:

Judith Trent

### Graphic Design:


Colleen Anfang

## Job Vacancy Statistics Workgroup

The Workforce Information Council (WIC) 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 (ETA) and the Bureau of Labor Statistics (BLS) have partnered with eight States nationwide to form the Job Vacancy Statistics Workgroup.

Information on the Job Vacancy Statistics Workgroup may be obtained by contacting:

**[jvs.mail@state.mn.us](mailto:jvs.mail@state.mn.us)**



# Minnesota Job Vacancy Survey

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## Prepared by:

**Minnesota Department of Economic Security**  
Research and Statistics Office  
390 North Robert Street  
Saint Paul, MN 55101

For more information about this report, contact Rachel Hillman  
at 651.296.6545 or [lmi@ngwmail.des.state.mn.us](mailto:lmi@ngwmail.des.state.mn.us)

For additional copies of this report, call 651.296.6545 or toll  
free, 1.888.234.1114.

This report is available on the Internet at  
[www.MnWorkForceCenter.org/lmi/public.htm](http://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](http://www.MnWorkForceCenter.org/lmi/public.htm)