



## Northwest Wisconsin Job Vacancy Survey 2<sup>nd</sup> Quarter 2007

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### Introduction

In the 2nd Quarter of 2007, the Northwest Wisconsin Concentrated Employment Program, Inc. (NW CEP, Inc.) conducted a job vacancy survey for Northwest Wisconsin. The goal of this survey is to identify the number, location, and characteristics of open-for-hire job vacancies in the 10-county region of Northwest Wisconsin.



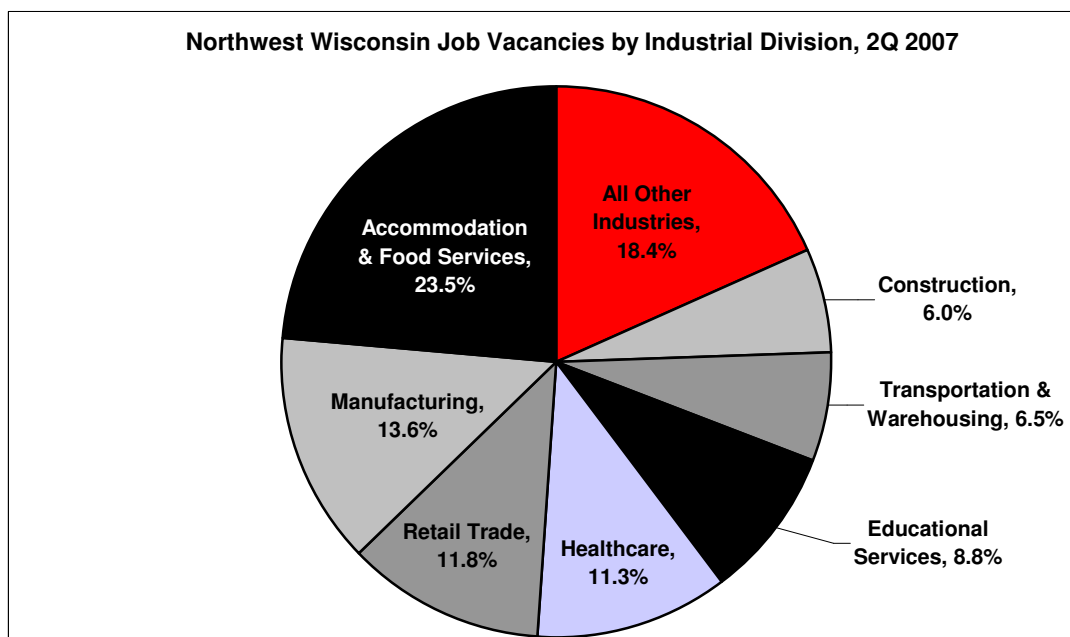
#### Job Vacancies in Northwest Wisconsin

	Number of Job Vacancies	Number of Vacancies per 100 Jobs	Number of Unemployed per Vacancy
2nd Quarter 2007	1,807	2.6	3.4

The survey estimated 1,807 job vacancies in Northwest Wisconsin during 2<sup>nd</sup> Quarter (April to June) 2007. These 1,807 job vacancies translate into a job vacancy rate of 2.6 percent—or 2.6 job vacancies for every 100 filled positions in Northwest Wisconsin. We also estimate that there were 3.4 unemployed people for each regional vacancy.

### Job Vacancies by Industry

By industry, the Accommodation and Food Services sector has the greatest number of job vacancies over all other industry groups with 425 vacancies. This sector has over 175 more vacancies than the next three highest sectors, which are Manufacturing, Retail Trade, and Healthcare.



<b>Job Vacancies in Northwest Wisconsin by Industry, Second Quarter 2007</b>	
<b>Industrial Division</b>	<b>Number of Job Vacancies</b>
Accommodation and Food Services	425
Administrative & Support	77
Agriculture	NA
Arts & Entertainment	40
Construction	108
Educational Services	159
Finance & Insurance	20
Healthcare	204
Information	NA
Management	NA
Manufacturing	246
Mining	NA
Other Services	81
Professional and Technical Services	NA
Public Administration	51
Real Estate	47
Retail Trade	214
Transportation & Warehousing	118
Utilities	14
Wholesale Trade	4
<b>Total</b>	<b>1,807</b>

NA=Not Available

<b>Job Vacancies in Northwest Wisconsin by Occupation, Second Quarter 2007</b>		
<b>Major Occupational Group</b>	<b>Number of Job Vacancies</b>	<b>Job Vacancy Rate (%)</b>
Management Occupations	36	1.5%
Business and Financial Operations Occupations	37	1.9%
Computer and Mathematical Occupations	8	1.4%
Architecture and Engineering Occupations	18	2.1%
Life, Physical, and Social Science Occupations	5	0.9%
Community and Social Services Occupations	5	0.3%
Legal Occupations	NA	NA
Education, Training, and Library Occupations	147	3.5%
Arts, Design, Entertainment, Sports, and Media Occupations	11	1.5%
Healthcare Practitioners and Technical Occupations	41	1.3%
Healthcare Support Occupations	105	4.9%
Protective Service Occupations	3	0.2%
Food Preparation and Serving Related Occupations	298	4.1%
Building and Grounds Cleaning and Maintenance Occupations	125	4.9%
Personal Care and Service Occupations	48	2.4%
Sales and Related Occupations	231	3.5%
Office and Administrative Support Occupations	113	1.1%
Farming, Fishing, and Forestry Occupations	NA	NA
Construction and Extraction Occupations	89	2.6%
Installation, Maintenance, and Repair Occupations	23	0.9%
Production Occupations	206	2.4%
Transportation and Material Moving Occupations	260	3.8%
<b>Total</b>	<b>1807</b>	<b>2.6%</b>

NA=Not Available

### **Job Vacancies by Occupation**

The greatest number of vacancies was found in food preparation and serving related occupations with 298 vacancies, followed by transportation and material moving occupations with 260 vacancies.

The largest numbers of job vacancies in Northwest Wisconsin are found in these occupations:

- Cashiers – 151 vacancies
- Laborers and Freight, Stock, and Material Movers – 138 vacancies
- Waiters and Waitresses –121 vacancies
- Maids and Housekeeping Cleaners – 97 vacancies
- Truck Drivers, Heavy and Tractor-Trailer – 88 vacancies
- Nursing Aides, Orderlies, and Attendants – 86 vacancies
- Elementary School Teachers –64 vacancies
- Cooks, Institution and Cafeteria – 54 vacancies
- Retail Salespersons – 49 vacancies
- Executive Secretaries and Administrative Assistants – 45 vacancies

Healthcare support occupations and building and grounds cleaning and maintenance occupations have the highest vacancy rate (4.9 percent). An occupation with a job vacancy rate greater than the job vacancy rate for all occupations (average regional rate: 2.6%) may indicate relative difficulty in hiring for that occupation.

Six occupational groups show significant evidence of having the greatest need for workers in Northwest Wisconsin based on job vacancy rates:

- Healthcare Support Occupations (includes Nursing, Psychiatric, and Home Health Aides)
- Building and Grounds Cleaning and Maintenance Occupations
- Food Preparation and Serving Related Occupations (includes Cooks and Food Preparation Workers)
- Transportation and Material Moving Occupations (includes Truck Drivers)
- Education, Training, and Library Occupations (includes Primary, Secondary, and Postsecondary School Teachers)
- Sales and Related Occupations (includes Retail Sales Workers)

### **Education and Experience Requirements**

- Forty-seven percent of job vacancies in Northwest Wisconsin require post-secondary education meaning a vocational degree or certificate, a two-year degree, a bachelor's degree, or an advanced degree. Twenty-three percent require a bachelor's degree or higher. Fourteen percent require no education and thirty-eight percent require just a high-school diploma.
- Forty-two percent of the job vacancies in Northwest Wisconsin require a license or certificate. Fifty-eight percent do not require a license or certificate.
- Thirty-six percent of job vacancies in Northwest Wisconsin require experience related to the position. Thirty-five percent require some work experience and twenty-nine percent require no experience.

### **Other Characteristics of the Job Vacancy Survey Results (including)**

- Twenty percent of survey respondents acknowledged that in the next 6 months their firm expects to hire more employees to increase their current employment level. Just 6 percent of respondents expect to decrease current employment levels in the next 6 months and sixty-one percent expect employment levels to remain the same. Fourteen percent of respondents were uncertain.
- Twenty-three percent of survey respondents reported having vacancies at their location. Seventy-seven percent reported having no job vacancies.
- Thirty-four percent of the job vacancies in Northwest Wisconsin are for part time positions. Sixty-six percent are for full time positions.
- Sixteen percent of the job vacancies are for temporary or seasonal employment. Eighty-four percent are for non-temporary/non-seasonal positions.
- Fifty-seven percent of the job vacancies have been open for less than 30 days. Nineteen percent of the job vacancies have been open for 30-59 days and ten percent have been open for 60 or more days. Fifteen percent of the job vacancies constantly open or employers are always hiring.
- Seventy-two percent of job vacancies offer health insurance. Sixty-eight percent offer paid time off (other than holidays). Seventy one percent offer a retirement savings plan or pension. Thirty one percent of job vacancies offer no benefits at all.
- Fifty-six percent of the job vacancies were reported as not being posted on the Wisconsin JobNet. Forty-four percent were posted on the JobNet.

### **Methodological Note\***

#### **Sample Design**

Information on job vacancies for second quarter Northwest Wisconsin Job Vacancy Survey comes from a survey of 1,196 Northwest Wisconsin firms. Surveyed employers were selected from the Wisconsin's Quarterly Census of Employment and Wages (QCEW). These firms were selected from the universe of firms that were doing business in 10-county region of Northwest Wisconsin during second quarter 2007. Firms were selected based on a sampling procedure that stratified by firm size (1 to 9 employees; 10 to 49 employees; 50 to 249 employees; and more than 250 employees), and by 20 industrial sectors. Firms excluded from the sampling process included those in the private households and personnel service industries and those firms with no employees.

Twenty major industrial sectors, defined by the 2002 North American Industry Classification System (NAICS), are represented in the survey sample. NAICS includes the following industrial sectors:

<b>Industrial Sector</b>	<b>Industry Description</b>
<b>Agriculture</b>	Firms engaged in growing crops, raising animals, harvesting timber, and harvesting fish and other animals from a farm, ranch, or their natural habitats.
<b>Mining</b>	Firms that extract naturally occurring mineral solids, such as coal and ores; liquid minerals, such as crude petroleum; and gasses, such as natural gas.
<b>Utilities</b>	Firms engaged in the provision of the following utility services: electric power, natural gas, steam supply, water supply, and sewage removal.
<b>Construction</b>	Firms engaged in the construction of buildings and other structures, heavy construction, additions, alterations, reconstruction, installations, and maintenance and repairs.
<b>Manufacturing</b>	Firms engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products.
<b>Wholesale Trade</b>	Firms engaged in wholesale merchandising, generally without transformation, and rendering services incidental to the sale of merchandise.
<b>Retail Trade</b>	Firms engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.
<b>Transportation and Warehousing</b>	Firms engaged in the transportation of passengers and cargo, warehousing and storage for goods, scenic and sightseeing transportation, and support activities related to modes of transportation.
<b>Information</b>	Firms engaged in the production, processing and distribution of information and cultural products.
<b>Finance and Insurance</b>	Firms engaged in financial transactions (including the creation, liquidation, or change in ownership of financial assets) and/or facilitating financial transactions.
<b>Real Estate and Rental and Leasing</b>	Firms engaged in renting, leasing, or otherwise allowing for the use of tangible or intangible assets, and establishments providing related service.
<b>Professional and Technical Services</b>	Firms specializing in performing professional, scientific, and technical activities for others.
<b>Management of Companies</b>	Firms who hold the securities of companies and enterprises for the purpose of controlling interest or influencing management decisions or who administer, oversee, and manage the company in a strategic, organizational, or decision-making role.
<b>Administrative and Support Services</b>	Firms providing routine support activities for the day-to-day operations of other organizations.
<b>Education Services</b>	Firms providing instruction and training on a wide variety of subjects.
<b>Health Care and Social Assistance</b>	Firms providing healthcare and social assistance to individuals.
<b>Arts, Entertainment, and Recreation</b>	Firms engaged in providing services to meet the varied cultural, entertainment, and recreational interests of their patrons.
<b>Accommodation and Food Services</b>	Firms providing customers with lodging and/or preparation of meals, snacks and beverages for immediate consumption.
<b>Other Services</b>	Firms engaged in providing services not specifically provided for elsewhere in the classification system.
<b>Public Administration</b>	Federal, state and/or local agencies that administer, oversee, and manage public programs and have executive, legislative, or judicial authority over other institutions in a given area.

Source: North American Industry Classification System, United States, 2002. NAICS Web page: [www.census.gov/epcd/naics02/](http://www.census.gov/epcd/naics02/)

### Survey Instrument and Results

Employers were asked to supply information on current job vacancies including rates of pay, education and experience requirements, benefits, and job vacancy duration. Firms without job vacancies were also asked to return the survey reporting that information.

Survey questionnaires were mailed in March and April 2007. Additional survey mailings and follow-up telephone calls were used to solicit survey responses through June 2007. Responses were received from 566 firms (48.1% percent).

Following the survey data collection and editing process, data were scaled to produce estimates representative of Northwest Wisconsin's labor market. The scaling process takes into account the distribution of employment, by industry, in the respondent group and in the universe of regional statewide employers.

For more information, please contact Matt Schoeppner at the Minnesota Department of Employment and Economic Development at [matthew.schoeppner@state.mn.us](mailto:matthew.schoeppner@state.mn.us).

### Matching Job Titles to the Standard Occupational Classification (SOC) System

Employers provided numerous specific open-for-hire job titles. Analysts reviewed these job titles and matched them to appropriate Standard Occupational Classification (SOC) titles. The SOC structure used in this study is a set of six-digit occupational codes that is currently being used by a number of different agencies, including the Bureau of Labor Statistics and the Bureau of the Census, to classify occupations.

The SOC is a four-tiered structure with 820 detailed occupations that can be summarized into 450 broad occupations, 98 minor occupational groups, and 22 major occupational groups. For the purpose of this study, occupational information is presented at both the minor and major occupational group levels.

In matching employer job titles to detailed occupational SOC codes and titles, analysts were careful to match vague titles, such as "installer," to appropriate codes by examining detailed industry, wage, education and experience information. Indistinct titles that could not be linked to a specific SOC code, mainly due to lack of detailed information, were placed in a more general occupational category. For more information on the Standard Occupational Classification (SOC) System, visit the SOC Web page at: [www.bls.gov/soc/](http://www.bls.gov/soc/).

Examples of occupations for each major occupational group include the following:

Major Occupational Group <sup>1</sup>	Sample Occupations
<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</b>	Dentists, Physicians, and Registered Nurses
<b>Healthcare Support</b>	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 Installation, Maintenance and Repair
<b>Installation, Maintenance and Repair</b>	Automotive Service Technicians and Mechanics, Motorcycle Mechanics, and Millwrights
<b>Production</b>	Butchers and Meat Cutters, Welders, and Machinists
<b>Transportation and Material Moving</b>	Airline Pilots, Bus Drivers, and Truck Drivers

1. Excludes military specific occupations.

**Survey Response Rates by Firm Size and Industry for Northwest Wisconsin**

<b>Size</b>	<b>Population</b>	<b>Sample</b>	<b>Received</b>	<b>Response Rate</b>
<b>Very Small</b> (1 to 9 employees)	4281	519	230	44.3%
<b>Small</b> (10 to 49 employees)	1047	409	181	44.3%
<b>Medium</b> (50-249 employees)	221	220	138	62.7%
<b>Large</b> (250 or more employees)	28	28	17	60.7%
<b>Total</b>	<b>5577</b>	<b>1176</b>	<b>566</b>	<b>48.1%</b>

<b>Industry</b>	<b>Population</b>	<b>Sample</b>	<b>Received</b>	<b>Response Rate</b>
Accommodation & Food Services	740	161	58	36.0%
Administrative and Support	171	32	9	28.1%
Agriculture	159	21	9	42.9%
Arts and Entertainment	135	27	11	40.7%
Construction	649	105	43	41.0%
Educational Services	95	65	27	41.5%
Finance and Insurance	223	52	29	55.8%
Health Care and Social Assistance	385	110	52	47.3%
Information	71	18	13	72.2%
Management	27	9	1	11.1%
Manufacturing	338	129	74	57.4%
Mining	8	1	1	100.0%
Other Services	406	50	28	56.0%
Professional and Technical Services	276	35	19	54.3%
Public Administration	436	81	45	55.6%
Real Estate	171	20	17	85.0%
Retail Trade	753	161	85	52.8%
Transportation and Warehousing	326	56	26	46.4%
Utilities	28	8	4	50.0%
Wholesale Trade	180	35	15	42.9%
<b>Total</b>	<b>5577</b>	<b>1176</b>	<b>566</b>	<b>48.1%</b>

\* The Northwest Wisconsin Job Vacancy Survey closely follows the methodology of the Minnesota Department of Employment and Economic Development (DEED)'s Minnesota Job Vacancy Survey: <http://www.deed.state.mn.us/lmi/publications/jobvacancy.htm>. Special thanks to DEED's Labor Market Information office DEED for making this resource accessible.

