

MINUTES OF THE SENATE COMMERCE COMMITTEE

The meeting was called to order by Chairman Nick Jordan at 8:35 on February 3, 2005 in Room 123-S of the Capitol.

Committee members absent: Jim Barone-excused

Committee staff present:

Kathie Sparks, Kansas Legislative Research Department

Helen Pedigo, Kansas Legislative Revisor of Status

Jackie Lunn, Committee Secretary

Conferees appearing before the committee: Reggie Robinson, President and CEO of the Kansas Board of Regents
Secretary Jim Garner, Department of Labor

Others attending:

See attached list

Chairperson Jordan opened the meeting by introducing Reggie Robinson, President and CEO of the Kansas Board of Regents. President Robinson gave a presentation entitled "Entrepreneurship in Kansas: The Role of the State's Postsecondary Education System" (Attachment 1). President Robinson gave an informative overview regarding the range of activities that the state's public universities and community colleges are currently undertaking to support the development of entrepreneurship in Kansas. He also noted how excited they are about the new Center of Entrepreneurship created through enactment of the Kansas Economic Growth Act during the last legislative session. They are particularly excited about the roles the educational institutions of Kansas are playing as this initiative moves forward.

A positive discussion followed President Robinson's presentation. The committee discussed whether a person was born with certain characteristics that make them entrepreneurs or could these characteristics be developed through education on entrepreneurship. The point was made by President Robinson that possibly education could bring out the entrepreneurship characteristics in a person that maybe they did not know existed. Through education these skills could be enhanced.

Chairperson Jordan introduced Secretary Jim Garner, Department of Labor, to a give an update of the activities within the Department of Labor. (Attachment 2) Secretary Garner stated that the Department of Labor has been going through several changes during the past year due to the implementation of ERO 31. Secretary Garner gave a brief overview of a major project which is under way to rewrite and bring up to date the computer programming system which been in place since 1967. Secretary Garner presented a copy of "Kansas Job Vacancy Survey" (Attachment 3) along with the Department of Labor's Annual Report of 2004. (Attachment 4) Secretary Garner introduced Dorothy Stites, recently named the new director for Labor Market Information Services Division. Secretary Garner stated progress has been made in their back log of appeals unit to reduce the number. They are also focusing on improving customer service by promoting online services with employer customers. The Department of Labor deals with 69,000 employers in Kansas who pay unemployment taxes. It would be beneficial if the majority would file their reports and make their payments electronically. The Department of Labor now has in place a 24 hours a day, seven days a week system which will better meet the needs of their employer customers. Secretary Garner feels one of their biggest hurdles with this system is to compensate their employer customers for the charge of \$3.00 they must pay to do an electronic payment. The Department of Labor's Director of Unemployment Insurance has developed a plan to compensate our employer clients for this charge out of the penalty interest fund. They have asked for legislation be put in place allowing the permanent use of these funds for that purpose. In closing he stated the Trust Fund Unemployment Insurance System is in better shape than a year ago.

After Secretary Garner concluded, there was discussion on the Unemployment Trust Fund and how it was managed. Secretary Garner stated the Fund is housed at this time through Federal Funds at the National level with a return rate of 6% annually. Secretary Garner agreed to produce documentation regarding the fund for the committee members. There was also some discussion of using debit cards for payment of benefits.

CONTINUATION SHEET

MINUTES OF THE Senate Commerce at 8:35 on February 3, 2005 in Room 123-S of the Capitol.

Chairperson Brownlee wanted to discuss the Workcomp Advisory Counsel stating the Counsel is not effective; the meetings are cancelled because they do not have a quorum. Secretary Garner feels the Counsel is a needed group and could be very beneficial. Secretary Garner agreed there are problems that need to be addressed regarding the Workcomp Advisory Counsel.

The next topic of discussion was on the cost of updating the new computer system. Secretary Garner stated the cost would be \$21 million dollars. He further explained that the funding would come from the Reed Act Distribution monies received from the US Department of Labor 3 years ago. These monies are earning a 6% rate annually and Secretary Garner feels the interest earned on these monies will be enough to pay off the bonds within 3 or 4 years while keeping the principal intact.

It was asked if the bid was a competitive bid and the answer was yes. Secretary Garner stated the Department will make periodic appearances before the Joint Committee on information Technology. The Department of Labor met with them before they issued the bids. So far, they have been very supportive of how the Department of Labor is proceeding with the project. Secretary Garner stated the Department of Labor included language in the bid process that they would give preference to companies that employ people in the United States of America.

Chairman Jordan adjourned meeting at 9:30 a.m. The next meeting will be held Friday, February 4, 2005 at 8:30 a.m. in room 123S.

Senate Commerce Committee

Guest List

Date: February 3, 2005

Dick Carter	Manhattan Chamber
Janelle Nuessen	Hein Law Firm
Jim GARNER	KDOL
Dorothy Stites	KDOL
Shula Kahn	KACCT
Beth Martino	KDOL
Kevin Baze	KTLA
Don Kerr	DeNegar-Smith
Matt Jordan	Commerce
Sean Tomb	Kansas, Inc.
Kathy Pulte	Judicial Branch
Mark Gleeson	Judicial Branch
Danell Mansort	KFB
Marge Zakoura-Vanphan	K-SHL
Cindy D'Ercole	Kansas Action for Children
Donnis Priest	SRS
Craig Kah	K4A
Steve Solomon	The Farm, Inc.
Mark Gleeson	Judicial Branch
JIM SYDIEK	K-SHL
TR Hoffmann	KANSAS Silver Haired Legislature
Paul Ohmer	PACK



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Entrepreneurship in Kansas: The Role of the State's Postsecondary Education System

Testimony Before the Senate Commerce Committee
February 3, 2005

Reginald L. Robinson, President & CEO – Kansas Board of Regents

Madame Chairman, Mister Chairman, members of the Committee, good morning. My name is Reggie Robinson; I am President and CEO of the Kansas Board of Regents and I am pleased to have this opportunity to appear before you today to present what I hope will be a helpful and informative overview regarding the range of activities that the state's public universities and community colleges are currently undertaking to support the development of entrepreneurship in Kansas.

The Kansas Board of Regents and the institutions that comprise the Regents family recognize clearly that so much of our state's economic development future is tied to our capacity to develop entrepreneurial skills and nurture and entrepreneurial spirit among our citizens. The need to develop entrepreneurial skills is greater than ever.

George Gendron, editor of *Inc* magazine, said that "the traditional admonition of one generation to the next 'Get a Job', is being replaced with the more complex and bewildering mandate, 'Go out and create a job for yourself.' "

William Bridges, author of *Job Shift* , encourages us to realize the concept of "*the job*" is rapidly disappearing. "Although there will always be enormous amounts of economic work to do, he suggests that the work will not be contained in the familiar envelopes we call jobs. In fact many organizations are well along the way of being 'dejobbed'.

Bridges tells us, "Today's workers need to forget the concept of jobs completely, and look instead for work that needs doing -- and then set themselves up as the best way to get that work done....The future is going to be very different from what we grew up expecting, and most of us are no more ready for it than eighteenth-century English villagers were for jobs in nineteenth century English factories."

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Now I don't know that I would go so far as to say at this point that today's workers need to forget the concept of jobs completely. But it is clear to all of us, I think, that economic life in the 21st century will be vastly different than anything we've experienced thus far. And in that vein, the traditional concept of a "job" is changing dramatically.

Some of the alternatives to jobs are obvious: a person can start a business, become an artist, do freelance work, become a consultant, do piece work in their home, or work part time. Another alternative is to recognize the work to be done in your organization and position yourself to be needed to get it done. According to Bridges, "Workers need to develop a mindset, an approach to their work and a way of managing their careers that is more like an external vendor than the traditional employee."

All of these work options suggest that careers of the future are made by individual choices that make the most of "new basic skills." All workers first must have literacy, numeracy, and computer skills to function effectively in any type of work. Second, all workers in a dejobbed world must have the skills to manage themselves in a business-like fashion, including time-management, goal setting, communications, bookkeeping, office management, and project management skills.

Finally, Bridges suggests that work search skills will be the same as market analysis skills of an entrepreneur, including understanding your own assets and abilities, seeing all situations as a potential market, spotting change and unfilled needs, understanding potential customers and their perceptions, assessing competition, and defining your own ability to provide a product or service that meets these needs.

So the need to develop entrepreneurial abilities goes even beyond the vitally important work of starting and expanding business. It relates as well to a mind set for which there will be great demand in the coming years. The Board of Regents and its institutions understand that need, and as a result, they are engaged in an unprecedented level of work aimed at developing the entrepreneurial capacities of their students and supporting the entrepreneurial efforts of people in their communities.

Let me take a moment to provide you with a snapshot of what is happening on our campuses.

Wichita State University hosts a Center for Entrepreneurship within its W. Frank Barton School of Business. The Center has been at the forefront in the teaching of entrepreneurship since 1977, and has earned a long-standing tradition for excellence in the field. WSU offers a robust curriculum of entrepreneurship course offerings, and also offers an undergraduate major in entrepreneurship.

At the University of Kansas, the Center for Research in Entrepreneurial Activity operates as a collaborative between the KU School of Business and the university's Policy Research Institute. The Kauffman Foundation, the leading national philanthropy on this issue of entrepreneurship, provides funding to support the work of this center. The KU School of Business has also established a Student Development Fund in Entrepreneurship that seeks to assist students interested in entrepreneurship.

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The KU School of Engineering and the university's office of technology transfer have also teamed up to launch what they have labeled the "E-ship TLC," which stands for the Entrepreneurship Thematic Learning Community. The objective of this effort is to introduce students in engineering and other fields to a new understanding of entrepreneurship and their potential role in it. The E-ship TLC brings in entrepreneurs from the region and beyond for presentations to students, faculty, and the general public.

We know that in our state, the development of skills related to rural entrepreneurship will be particularly important. That's why we're so very proud of what many of our institutions are doing in that regard. I would like to point particularly to what is unfolding at Fort Hays State University, the establishment of a Rural Entrepreneurship Development Program. The RED program is designed to support rural Kansas Entrepreneurs who wish to create and grow their own businesses so they can become critical players in the revitalization of the Kansas economy. The program is committed to the following objectives: promoting self-employment in rural Kansas, sustaining entrepreneurial companies in rural Kansas, developing and nurturing a culture of entrepreneurship in rural communities, and improving the health and vitality of the small business community in the state's rural areas.

Fort Hays State has also developed an "E-business for Entrepreneurs and Small Business" program. This is an undergraduate concentration that introduces students to the fundamental concepts and practices of creating new enterprises in the public and private sectors.

At Kansas State University's school of business, an entrepreneurship "track" is available for undergraduate students pursuing management degrees. The business school has also received funding from the Kauffman Foundation to place students into entrepreneurial internships. At the graduate level, KSU offers an MBA Concentration in Technology Entrepreneurism. In addition, the KSU schools of business and engineering offer a certificate program in entrepreneurship. The school of engineering offers other coursework in this field as well.

It would take me too much time to list them all, but it is important to note that some programming and/or coursework is available at each of our public universities. For example, Emporia State University has launched a "Rural Entrepreneurship and Applied Technology" Program intended to create an entrepreneurial community in the multi-county Greater Emporia region. Pittsburg State University offers courses that focus on entrepreneurship, and that is also a key aspect of what the university delivers to students through its business and technology institute. In addition, Washburn University offers a certificate program in entrepreneurship that is designed for the student who seeks to pursue a start-up venture, operate a family business, or work as an entrepreneurial change agent within a corporate setting.

Some of the most robust and exciting activity in the realm of entrepreneurship education in Kansas is unfolding in our state's community colleges. We know that at least 13 or our 19 community colleges offer courses in entrepreneurship. Some of the most impressive work in this sector is being done at the Johnson County Community College.

Since 1992, the College has offered an associate of applied science degree in business entrepreneurship. It also offers certificate programs in entrepreneurship, and a deep set of

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curriculum offerings in the subject. The College has used funding from the Kauffman Foundation to expand its programming in this area, and will soon be broadening its entrepreneurship offerings to offer such training in nine existing career programs at its institution. But Johnson County Community College has not been alone in this area. Let me mention just a couple others.

Hutchinson Community College offers six courses that focus on the delivery of entrepreneurial education. HCC students seeking to develop entrepreneurial skills can take courses in applied marketing for entrepreneurs, financial management for entrepreneurs, business management for entrepreneurs, or special topics for entrepreneurs, among others.

Butler County Community College offers a certificate program in that focuses on providing the tools for successful entrepreneurship, and also offers students to participate in a Kauffman Foundation supported effort known as "Planning the Entrepreneurial Venture." In addition, leaders at Kansas City Kansas Community College, Seward County Community College, and others provide support for the "Students in Free Enterprise" chapters. These organizations play a useful role in fostering the spirit of entrepreneurship that we are seeking to develop.

I would also like to note that our institutions are working to support the development of successful entrepreneurs in other important ways.

As I am sure members of this committee are aware, many of our institutions are deeply involved in the state's Small Business Development Center Network, which has the development and support of entrepreneurs as a key aspect of its mission. Fort Hays State University administers this important program and eight of our other institutions serve as either regional or outreach centers for the network. Those are Cloud County Community College, Emporia State University, Garden City Community College, Johnson County Community College, Pittsburg State University, the University of Kansas, Washburn University, and Wichita State University.

Finally, I would have to note that we are very excited about the new Center for Entrepreneurship that was created through the enactment of the Kansas Economic Growth Act during the last legislative session. We are particularly excited about the roles that our institutions are playing as this initiative moves forward, particularly Wichita State University and Fort Hays State University. We are also proud of our institutional involvement with efforts currently underway within the Department of Commerce to pursue private foundation dollars to support an aggressive education and outreach effort across our state regarding entrepreneurship. We know that many of our institutions, particularly our community colleges, will be instrumental in this effort.

In conclusion, I just want to reiterate how grateful I am to have had the opportunity to speak with you this morning. I appreciate this Committee's focus on entrepreneurship issues. Clearly, our economic vitality depends heavily upon our capacity to develop and support a more active entrepreneurial culture. I hope I have been able to provide some useful information about how those of us in the higher education community are working to do our part in this important effort.

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KANSAS

DEPARTMENT OF LABOR
Jim Garner, Secretary

KATHLEEN SEBELIUS, Governor

**Testimony before the
Senate Commerce Committee
Jim Garner
Secretary of Labor
3 February, 2005**

Chairwoman Brownlee and Members of the Committee:

Thank you for the opportunity to appear today and provide a brief update of activities within the Kansas Department of Labor during the last several months. The agency has many responsibilities. It administers the unemployment insurance program -- processing claims for benefits and collecting unemployment taxes to fund the system. The agency operates the state's workers compensation system. The Industrial Safety and Health unit offers workplace safety consultations for private employers and provides investigations into job-related accidents involving public employees. We enforce the employment laws for Kansas -- including wage and hour laws and the Wage Payment Act. The agency's Labor Market Information Services is the research unit which compiles awesome data on the workforce in Kansas. The Public Employees Relations Board is located in the agency and oversees the Public Employers and Employees Relations Act and the Public Negotiations Act.

The New Department of Labor and the implementation of ERO No. 31

Last year, Governor Sebelius presented Executive Reorganization Order (ERO) No. 31 which transferred all workforce development and job training programs from our agency to the Kansas Department of Commerce. This recommendation was a part of the Governor's Economic Revitalization Plan. Working closely with many staff from Commerce, KDOL successfully transferred approximately 260 employees effective July 1, 2004. This consolidation better meets the needs of Kansas businesses and citizens by integrating the responsibilities for job training into the agency that knows the demands of the business community for a trained workforce. In addition, the ERO renamed KDHR the Kansas Department of Labor. I am confident this new name better reflects the responsibilities of the agency and helps the public better access the services of the agency.

The Rewrite and the Modernization of the Unemployment Insurance System

The 2004 Legislature approved a major project for KDOL— a rewrite of our unemployment insurance benefits system. This is a huge, but extremely important, undertaking for the agency. The current system is antiquated and inflexible. I am not talking about computers or computer hardware – I am talking about the programming that processes all claims, makes the payments of benefits, tracks overpayments and compiles statistics on the unemployment benefits system.

The UI Benefit system was originally developed in 1967. It has been modified, changed and patched many times since then. The system consists of 1600 COBOL programs with

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over one million lines of code. The current key support for changes or adaptations to the system is a ten year retired programmer. This is not a good situation. Following the legislative approval to move forward in the 2004 session, our agency shared a detailed presentation of our plans for the project with the Joint Committee on Information Technology in June 2004. Also in June 2004, the State Finance Council gave the final approval to proceed with the project and granted authority to issue the bonds to fund the project. We have been working with KDFA to outline the funding mechanism for the project.

At the end of 2004, we issued RFPs for the first phase of the project and we are currently reviewing the submissions of interested vendors. Our goal is to begin Phase I of the project by March. We will continue to present periodic updates to JCIT throughout this project. Our goal is to use this opportunity to not only modernize the system, but to document current business practices and reengineer the administration of the UI Benefits process. We do not want to simply repave the "old cow path." This is an opportunity to document what we have been doing and see how we can do things differently to introduce more efficiencies to the system.

Cuts in Federal Funding and Financial Challenges

The agency has been dealing with a significant reduction in federal funding for the administration of the unemployment insurance program. Continued reductions in claims for unemployment benefits and the resulting reduction in Federal funding have forced us to cut operations budgets. KDOL's Labor Market Information Services division is

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projecting a 14 percent decline in initial unemployment claims for 2005. This is definitely good news for the Kansas economy. However, the decline in unemployment claims directly affects KDOL funding. The agency's Federal Unemployment Insurance funding was reduced by approximately \$2.5 million for the Federal Fiscal Year that began October 1.

As a result, we had to reduce our staffing levels. Effective November 15, 43 positions were eliminated in the department, including 25 full-time positions and 18 temporary positions. In addition, we implemented a work share plan in the Unemployment Insurance call centers, reducing hours for 65 employees in the centers. Every division has been affected by our budget reduction and I know that each person in our agency is trying to be responsible with every dollar we have.

Unemployment Insurance

During CY 2004, the agency processed 144,479 initial claims for unemployment benefits. Compared to the 198,398 initial claims in CY 2003, this represents a 27 percent reduction in initial claims this past year. The total amount of unemployment benefits paid (including regular benefits, temporary extended unemployment compensation, and the Kansas additional benefit program) was \$294 million for CY 2004.

I am pleased to report that the Unemployment Appeals Unit has made significant progress over the past year reducing the backlog of UI appeal cases. At the end of

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December 2003, there was a backlog of 2,400 cases awaiting disposition. The judges and support staff worked hard this past year to reduce this backlog – a major priority for the agency. At the end of December 2004, only 800 cases were awaiting disposition. I am happy with this progress and the staff remains dedicated to continued progress.

The UI division continues its efforts to improve customer service and to promote online filing of unemployment insurance taxes for Kansas employers. The agency has the capability to process the tax reports and take payment of unemployment taxes electronically. In 2003, around 200 employers were using this service. We initiated an effort to inform employers of this service and this past fall more than 4,000 employers used our online system to file their tax reports. In addition, in 2004 we expanded the service to operate 24-hours a day, seven days a week. This will allow employers to go online any time day or night and file their reports.

In the last quarter of 2004, we began using some of the funds in the Penalty and Interest account to cover the processing fees for employers using online filing. Previously, employers were charged a processing fee in addition to their taxes if they chose to pay their taxes electronically. The fee was an impediment to encouraging more employers to use this convenient option. Unemployment Director Wayne Maichel suggested that Penalty and Interest funds (money collected from late and past due accounts) be used to cover the charges. We will be bringing legislation to you this year for your consideration that would permanently authorize the use of Penalty and Interest funds for this purpose.

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The Employment Security Advisory Council has met twice since the end of the 2004 legislative session and is scheduled to meet next on February 4. The Council is primarily responsible for monitoring the solvency of the Unemployment Insurance Trust fund.

The fund is in better shape than it was this time last year. At the end of CY 2004, the trust fund balance stood at \$322.6 million, up 11.6 percent from the 2003 year-ending balance of \$289 million. In 2004, employers contributed \$298.2 million to the fund. Their contributions exceeded benefit payments by \$3.8M.

Last year, the trust fund paid out \$451,000 to partially fund the State Treasurer's Office. KDOL is charged \$.29 by the State Treasurer for every UI warrant we send to unemployed workers. Although it is my understanding that the bulk of the processing work remains in the Department of Administration's Division of Accounts and Reports, KDOL still must pay the Treasurer's office a fee for somewhat limited services. I feel that funding a state office is an inappropriate use of the Unemployment Insurance funds paid by employers across the state. I encourage the Legislature and the State Treasurer to work together to find a better, more appropriate, way to fund this office.

The ESAC is also responsible for reviewing proposed changes to Kansas Employment Security Laws. The Council authorized the introduction of legislation making three changes to the Kansas Employment Security Laws. The bill will: (1) provide for conformity language in our laws to meet the new federal requirements on SUTA Dumping; (2) authorize the use of Penalty and Interest funds to cover the processing charges for employers to file UI taxes electronically; and (3) modify our laws to mirror

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federal law excluding payments to an employee's health saving account as wages for UI tax purposes. In particular, the SUTA dumping legislation will be an important step in preventing improper manipulation of an employer's experience rating to avoid paying unemployment taxes. We look forward to a later opportunity to visit with you about this legislation at a future hearing.

Workers Compensation

You will soon be receiving the annual statistical report from KDOL's Division of Workers Compensation. As a brief preview, I would share that in FY 2004 KDOL processed 65,894 reports of job related accidents and 15,566 applications for hearings.

This year, we also implemented the Electronic Data Interchange (EDI) system to allow electronic reporting of initial injuries and follow-up reports by insurers. In the months following its launch, EDI has been well received by Kansas employers and insurers, even exceeding our own expectations. By mid-February of last year, we exceeded our goal for EDI participation for the entire year. In FY2004, 7,915 first reports of injury were filed through the EDI program.

Our Industrial Safety and Health unit within the Division of Workers Compensation conducted over 1,400 safety consultations last year and the Boiler Safety Unit conducted 3,320 inspections.

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Labor Market Information Services

In December, Dorothy Stites was named the new director for our Labor Market Information Services Division. Dorothy served as assistant city manager in Hays for the past five years. Prior to that time, she worked for the City of Lawrence. Dorothy brings a great deal of expertise, vision and enthusiasm to KDOL.

Over the past several months, LMIS staff has been working closely with staff at KDHE to transfer two surveys currently conducted by KDHE to our agency. These surveys are funded by the Bureau of Labor Statistics and collect information on workplace illnesses, injuries and fatalities in Kansas and surrounding states. Our LMIS staff is skilled in survey administration and already works very closely with BLS on numerous projects. I am confident this is a much smarter alignment of responsibilities within state government.

Each month, LMIS issues a report on employment and job growth in our state. I've included a handout for you detailing the statewide job numbers for November. The report showed that Kansas nonfarm wage and salary jobs reached 1,351,200, a net increase of 25,200 jobs from November 2003. Most industries showed growth when compared to the year before. Sectors of the state's economy showing job gains for the 12-month period were construction, government, information, financial activities, leisure and hospitality, manufacturing, educational and health services and professional and business services sectors. These monthly reports show that Kansas businesses continue to add jobs in a variety of areas, with a majority of industries showing gains both over the month and

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over the year. This is definitely good news for our state, but we need to remain focused on creating more high-skilled, good paying jobs throughout the state.

In 2004, LMIS produced a new survey highlighting unfilled jobs in Kansas that will be a useful tool for workforce development and education professionals, as well as Kansas businesses. The 2004 Job Vacancy Survey, produced for the first time by KDOL, revealed approximately 33,600 job vacancies in the state during the second quarter of 2004. Surveys like this provide a better understanding of the labor demands in the state and ensure that Kansas can provide skilled people to fill these jobs.

Employment Standards

For CY 2004, the agency processed 1,832 wage claims and collected \$860,000 in unpaid wages for Kansans.

Conclusion

This is a brief account of some of the activities within the Kansas Department of Labor since the end of the last legislative session. I hope you find this informative and helpful.

Again, thank you for the opportunity to appear and share this information with you and the members of the committee. If you have any questions, I would be glad to respond.

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K A N S A S

Job Vacancy Survey

Includes job vacancy information

for the State of Kansas

and five Local Workforce

Planning Areas

Labor Market Information Services

Kansas Department of Labor

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We would like to thank the employers who took the time to respond to the Kansas Job Vacancy Survey. Without their help, this study would not have been possible. We hope to continue to partner with Kansas employers to produce and provide useful and timely workforce information that will benefit employers, jobseekers and the state's workforce development efforts.

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Survey Background

An examination of the labor market information currently available reveals a gap in information concerning labor demand. Statistics are available under programs funded by the Bureau of Labor Statistics (BLS) that provide information about the civilian labor force. Additional employment statistics also are available from the Kansas Covered Employment and Wages Program, providing data about the number of employers and those employed in each industry and size. Another BLS program, Occupational Employment Statistics (OES), provides information regarding employment estimates and average wages by occupation. This same BLS program also provides occupational projections, that assist analysts with forecasting future occupational needs. All of this information is essential to providing information about the labor supply, in addition to providing some elements for future planning. However, information about the labor demand is limited and is an integral part of the workforce development process.

Labor Market Information Services (LMIS), the statistical branch of the Kansas Department of Labor (KDOL) moved to fill this data gap. The Job Vacancy Survey (JVS) is a tool to help paint a picture of current labor demands. The data is useful to workforce development personnel, educators and job seekers.

Many of the tools used in this Job Vacancy Survey were obtained and endorsed by the National Job Vacancy Statistics Workgroup. This workgroup was created in 2000 to develop the methodology and comparable statistics and promote the use of job vacancy statistics.

Since 2001, LMIS has conducted an annual Job Vacancy Survey in Shawnee County. Funding for the county survey was provided, in part, by GO Topeka, a committee of the Greater Topeka Chamber of Commerce. This information has assisted local economists with their planning needs.

This year, the survey was expanded statewide to provide vacancy information for the state and each of the five Local Areas. Funding for the 2004 statewide study was secured from grant money received under the Workforce Investment Act.

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This publication includes the results for the state and each of the five Local Areas.
 The counties in each area are listed below.

Local Area I

Barber	Meade
Barton	Mitchell
Chase	Morris
Cheyenne	Morton
Clark	Ness
Cloud	Norton
Comanche	Osborne
Decatur	Ottawa
Dickinson	Pawnee
Edwards	Phillips
Ellis	Pratt
Ellsworth	Rawlins
Finney	Reno
Ford	Republic
Gove	Rice
Graham	Rooks
Grant	Rush
Gray	Russell
Greeley	Saline
Hamilton	Scott
Harvey	Seward
Haskell	Sheridan
Hodgeman	Sherman
Jewell	Smith
Kearny	Stafford
Kiowa	Stanton
Lane	Stevens
Lincoln	Thomas
Logan	Trego
McPherson	Wallace
Marion	Wichita

Local Area II

Atchison	Marshall
Brown	Nemaha
Clay	Osage
Doniphan	Pottawatomie
Douglas	Riley
Franklin	Shawnee
Geary	Wabaunsee
Jackson	Washington
Jefferson	

Local Area III

Johnson	Wyandotte
Leavenworth	

Local Area IV

Butler	Kingman
Cowley	Sedgwick
Harper	Sumner

Local Area V

Allen	Labette
Anderson	Linn
Bourbon	Lyon
Chautauqua	Miami
Cherokee	Montgomery
Coffey	Neosho
Crawford	Wilson
Elk	Woodson
Greenwood	

Table Footnotes

**The wages are average hourly wages calculated from wages reported by employers who responded.
 NA: Not available – Data were not available for this occupation.
 NR: Not reportable – Data are not reported due to failure to meet reliability standards.
 D: Disclosure – Represents information not released due to BLS disclosure requirements.

STATEWIDE

About the Survey

Information in the 2004 Kansas Job Vacancy Survey comes from a survey of 4,667 Kansas employers, conducted over a three-month period from April 7, 2004 to July 7, 2004 (second quarter of 2004). The sample was stratified by major industry and size class to represent the universe of employers in the five Local Areas throughout the State of Kansas. The sample was drawn using software produced by BLS. This software weighted each employer in the sample relative to others in each Local Area, in the same industry and of the same size. After the data collection was complete, this weight was used to project the estimate of the number of job vacancies.

Statewide, we received usable responses from 3,035 employers, a participation rate of 65 percent, resulting in statistically reliable data.

This survey revealed there were an estimated 33,593 job vacancies in the State of Kansas during the second quarter of 2004.

Job Vacancy Rate

One measure of the workforce demand included in this analysis is the job vacancy rate. This rate is a computation of the number of job vacancies as a percent of all filled positions.

The number of job vacancies alone does not provide adequate information about labor demand, relative to the size of industry or occupation. To better analyze this data, the job vacancy rate must be taken into consideration. For example, the occupation of Cashiers, with 583 openings statewide, is one of the top 25 occupations with the most job vacancies in Kansas (Table 1.2). The estimated employment for this occupation is 32,390 statewide, resulting in a job vacancy rate of only 1.8 percent. This means that for every 100 filled positions there are less than two vacancies in the state.

Employers surveyed were asked to provide information on current job vacancies at the time of the survey, therefore, these estimates are considered as point-in-time estimates. Survey respondents were asked to report job titles and the number of job vacancies for which they were recruiting. For each job title, they also were asked to provide education and experience requirements, wages and benefits offered and the length of time the positions had been open.

The job titles were coded into 459 detailed occupations using the Standard Occupational Classification (SOC) System. Most of the results were reported using 20 major occupational groups in the SOC.

The average job vacancy rate across all occupations in the state is 2.6 percent, or just over two and one-half job vacancies for every 100 filled positions.

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Table 1.1
Job Vacancies by Major Occupational Group

Major Occupational Group	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Occupations	33,593	2.6%	\$11.10
Transportation and Material Moving	4,336	4.6%	\$12.71
Food Preparation and Serving-Related	3,960	3.8%	\$6.53
Office and Administrative Support	3,556	1.6%	\$9.09
Sales and Related	2,622	2.0%	\$8.66
Production	2,611	2.1%	\$10.45
Healthcare Practitioners and Technical	2,061	3.2%	\$16.68
Construction and Extraction	2,002	3.2%	\$12.74
Education, Training, and Library	1,924	2.3%	\$14.09
Healthcare Support	1,866	5.1%	\$8.22
Management	1,297	1.8%	\$20.95
Installation, Maintenance, and Repair	1,133	1.9%	\$11.53
Business and Financial Operations	1,116	2.6%	\$16.38
Building and Grounds Cleaning and Maintenance	1,070	2.7%	\$7.14
Personal Care and Service	1,019	3.5%	\$7.67
Protective Service	709	2.9%	\$8.89
Architecture and Engineering	643	2.3%	\$18.75
Arts, Design, Entertainment, Sports, and Media	433	3.1%	\$11.28
Community and Social Services	419	3.0%	\$10.64
Computer and Mathematical	365	1.3%	\$19.09
Life, Physical, and Social Science	260	3.0%	\$13.94
Farming, Fishing, and Forestry	112	6.2%	\$7.74
Legal	79	1.1%	\$18.05

The occupational group with the largest number of job vacancies and the highest job vacancy rate statewide is Transportation and Material Moving, with 4,336 openings and a job vacancy rate of 4.6 percent.

Other occupational groups showing a large number of job vacancies, in addition to a high job vacancy rate are Food Preparation and Serving-Related occupations (3,960 openings and 3.8 percent) and Healthcare Support occupations (1,866 openings and 5.1 percent).

The occupational groups with the lowest job vacancy rates statewide are Legal occupations (79 openings and 1.1 percent) and Computer and Mathematical occupations (365 openings and 1.3 percent).

During the months of April, May and June of 2004, our civilian labor force estimates indicated that the number of people who were unemployed totaled 68,073, 64,192 and 73,380 respectfully. This translates into a little more than twice as many unemployed people in the State of Kansas as there were job vacancies.

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**Table 1.2
Top 25 Occupations with the Most Job Vacancies
State of Kansas**

Job Title	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Truck Driver, Heavy & Tractor-Trailer	1,967	10.6%	\$18.43
Waiters and Waitresses	1,866	9.3%	\$6.11
Nursing Aides, Orderlies, & Attendants	1,396	7.3%	\$7.97
Registered Nurses	1,026	4.1%	\$17.74
Retail Salespersons	909	2.3%	\$8.93
Sheet Metal Workers	896	29.9%	\$15.69
Laborers & Freight, Stock, & Material Movers	862	4.6%	\$9.41
Customer Service Representatives	766	4.0%	\$8.86
All Other Teachers & Instructors	715	NA	\$15.41
Cashiers	583	1.8%	\$6.19
All Other Assemblers & Fabricators	542	NA	\$8.59
Meat, Poultry, & Fish Cutters & Trimmers	500	26.6%	\$10.75
Office Clerks, General	442	1.5%	\$8.66
Landscaping & Groundskeeping Worker	423	6.1%	\$7.61
Dining Room & Cafeteria Attendants	386	14.5%	\$6.77
Recreational Protective Service Worker	361	NA	\$5.52
Automotive Service Tech & Mechanics	359	5.3%	\$12.03
Janitor & Cleaner, except Maids & Housekeepers	355	1.7%	\$7.05
Driver/Sales Worker	348	6.7%	\$7.85
Teacher Assistants	333	2.2%	\$7.82
Telemarketers	318	8.2%	\$8.73
Construction Laborers	311	3.1%	\$9.03
Stock Clerks and Order Fillers	310	1.9%	\$7.77
Cooks, Restaurant	309	4.6%	\$7.75
Licensed Practical & Licensed Vocational Nurse	283	4.1%	\$14.28

The occupation with the most job vacancies in Kansas is Truck Drivers, Heavy and Tractor Trailer, with a projection of 1,967 openings and a job vacancy rate of 10.6 percent.

The occupation of Waiters and Waitresses is not far behind, with a projected 1,866 openings and a job vacancy rate of 9.3 percent.

The top 25 occupations, with the most job vacancies, account for 49 percent of total job vacancies in Kansas.

The higher number of job vacancies for Recreational Protective Service Workers, at 361 openings, is most likely due to the timing of the survey. During the months of April and May, many recreation departments are focused on filling their lifeguard positions.

Occupations in the healthcare industry are in high demand across the country, therefore, it is not surprising that Nursing Aids, Orderlies, and Attendants, with 1,396 openings and a job vacancy rate of 7.3 percent; Registered Nurses, with 1,026 openings and a 4.1 percent job vacancy rate and Licensed Practical and Licensed Vocational Nurses, with 283 openings and a 4.1 percent job vacancy rate, appear on this list.

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Table 1.3

Job Vacancies by Industry
State of Kansas

Industry	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Industries	33,593	2.6%	\$11.10
Accommodation and Food Services	5,165	5.4%	\$6.77
Health Care and Social Assistance	5,140	3.6%	\$11.56
Manufacturing	4,649	2.6%	\$12.07
Retail Trade	2,755	1.8%	\$8.89
Transportation and Warehousing	2,479	6.3%	\$16.84
Educational Services	2,241	23.1%	\$14.54
Finance and Insurance	1,731	3.2%	\$12.97
Government	1,563	0.7%	\$9.80
Information	1,359	2.8%	\$13.45
Professional and Technical Services	1,319	2.6%	\$14.34
Construction	1,104	1.8%	\$11.11
Administrative and Waste Services	1,090	1.7%	\$8.79
Wholesale Trade	1,065	1.8%	\$11.65
Other Services, except Public Administration	891	2.3%	\$13.20
Arts, Entertainment and Recreation	392	2.9%	\$8.06
Management of Companies and Enterprises	218	2.0%	\$11.02
Real Estate and Rental and Leasing	212	1.4%	\$13.03
Agriculture, Forestry, Fishing and Hunting	105	1.2%	\$12.41
Mining	97	1.5%	\$10.03
Utilities	18	0.3%	\$27.35

The industry groups with a large number of job vacancies and a high job vacancy rate across the state are Accommodation and Food Services (5,165 openings and 5.4 percent), Transportation and Warehousing (2,479 openings and 6.3 percent) and Educational Services (2,241 openings and 23.1 percent).

The lowest job vacancy rates are found in the Utilities industry (18 openings and 0.3 percent) and the Government industry (1,563 openings and 0.7 percent).

The number of job vacancies across the state is fairly evenly distributed between firms with less than 50 employees (45 percent) and those firms with 50 or more employees (55 percent).

Table 1.4
Job Vacancies by Size
State of Kansas

Size	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Sizes	33,593	2.6%	\$11.10
Small (5-49 employees)	14,077	3.3%	\$10.74
Medium (50-249 employees)	9,791	2.5%	\$10.11
Large (250 or more employees)	8,588	2.1%	\$12.67
Very Small (0-4 employees)	1,137	1.5%	\$14.20

The highest job vacancy rate is found among small firms with 5 to 49 employees. The 3.3 percent rate indicates that these firms may be having a more difficult time than larger firms with finding qualified, willing job applicants.

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Starting Wage Offer

The average wage offer is based upon the responses employers provided to the wage offer question on the survey and does not reflect information from other sources or wages paid for currently filled positions. Some survey participants did not respond to the expected wage question on the survey. This average also does not include wage information for any occupations paid by special pay arrangements. For example, some truck drivers are paid a certain amount per load. In addition, this figure does not include all monies received from tips for certain occupations such as waiters and waitresses.

The occupational groups with the highest average wage offer are Management occupations at \$20.95 and Computer and Mathematical occupations at \$19.09 (Table 1.1).

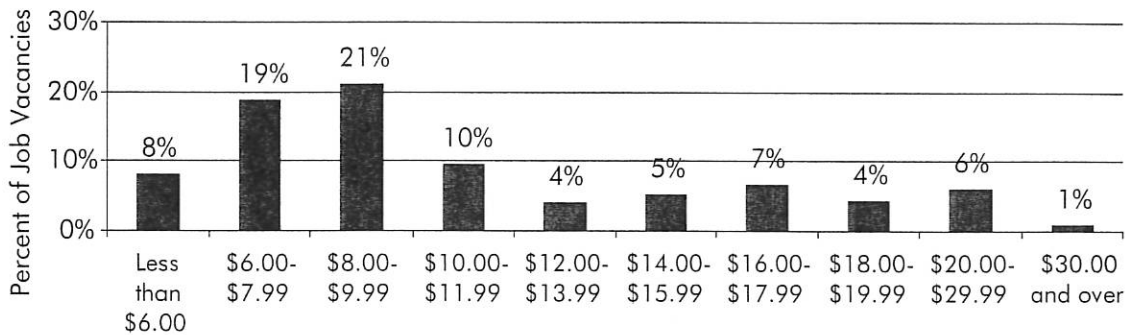
The highest average wage offer among the top 25 occupations with the most job vacancies is found in Truck Driver, Heavy and Tractor-Trailer at \$18.43 and Registered Nurses at \$17.74 (Table 1.2).

The highest average wage offer is found in the Utilities industry at \$27.35, followed by the Transportation and Warehousing industry at \$16.84 (Table 1.3).

Seven of the top 25 occupations offer an average wage of more than \$10.00 an hour.

The average wage offer for all job vacancies in the State of Kansas is \$11.10.

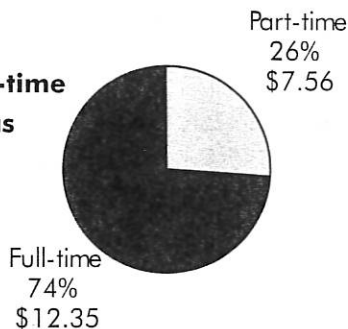
**Figure 1.1
Job Vacancies by Hourly Wage
State of Kansas**



Twenty-seven percent of the job vacancies reported in the state pay at least \$12.00 an hour.

The largest percentage of job openings in the state (21 percent) is found in the pay range of \$8.00 to \$9.99 an hour.

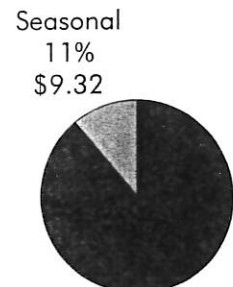
**Figure 1.2
Full-time/Part-time
State of Kansas**



Seventy-four percent of the job vacancies in the State of Kansas are considered to be full-time positions. The average wage offer for a full-time position is \$12.35 and the average for a part-time position is \$7.56.

Eighty-nine percent of the positions open-for-hire in the state are considered permanent positions. The average wage offer in the state for a permanent position is \$11.34 and the average wage for a seasonal or temporary position is \$9.32.

**Figure 1.3
Permanent/
Seasonal**



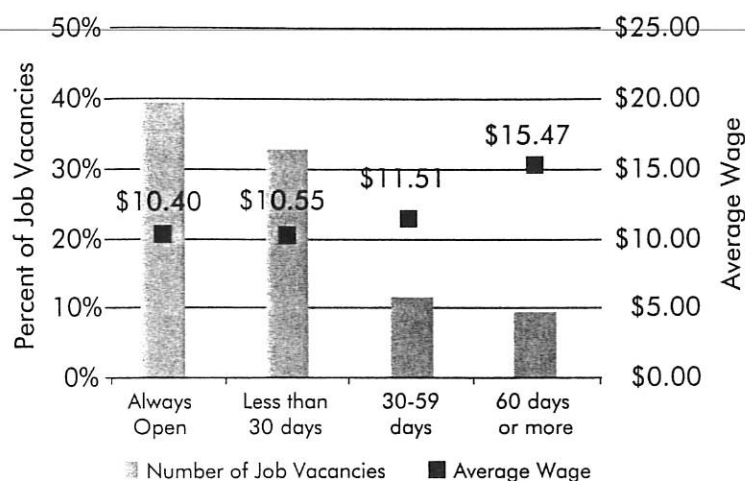
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Permanent
89%
\$11.34
Survey 7

Duration of Job Vacancies

Figure 1.4
Job Vacancies by
Length of Vacancy
State of Kansas



Respondents reported that nine percent of the job vacancies across the state have been open 60 days or more. The average wage offer for positions open for 60 days or more is \$15.47.

Ten occupations reported by respondents as being open 60 or more days include:

- Accountants and Auditors
- Carpenters, Construction Laborers
- Customer Service Representatives
- First-Line Supervisors/Managers of Food Preparation and Service
- Hairdressers, Hairstylists, and Cosmetologists
- Machinists
- Office Clerks, General
- Registered Nurses
- Truck Drivers, Heavy and Tractor-Trailer

Another measure of labor market dynamics is the duration of a job vacancy. To better gain knowledge about the duration of the recruiting process for certain occupations, survey respondents were asked how long current job vacancies have remained unfilled.

Positions that are reported as being open 60 days or more could be an indication of the positions that are more difficult to fill. In addition, in professional, high skill or technical fields, where the average wage is competitive, this longer duration of job vacancy may indicate a shortage of qualified workers due to the specialized education or training required.

Occupations that are reported as being open less than 30 days may have shorter hiring cycles, indicating there is no shortage of workers. These vacancies may also indicate that the position needs to be filled quickly, such as lifeguards for the summer season.

Another possible response was “constantly recruiting”. Jobs in high-turnover fields may need to be refilled multiple times in a single year, resulting in the appearance of many job vacancies. On the other hand, some positions are always open due to a lack of qualified applicants.

Thirty-five percent of the job vacancies in Kansas were reported as being open less than 30 days.

Ten occupations reported by respondents as being open less than 30 days include:

- Cashiers
- Customer Service Representatives
- Dining Room and Cafeteria Attendants
- Driver/Sales Workers
- Laborers & Freight, Stock & Material Movers
- Meat, Poultry, and Fish Cutters and Trimmers
- Nursing Aids, Orderlies and Attendants
- Recreation Protective Service Workers
- Retail Salespersons
- Waiters and Waitresses

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thirty-nine percent of the job openings were reported as being positions that are "always open" where these employers are continuously recruiting.

Ten occupations that employers reported they were constantly recruiting for include:

- Cashiers
- Laborers and Freight, Stock and Material Movers
- Nursing Aids, Orderlies and Attendants
- Office Clerks, General
- Registered Nurses
- Retail Salespersons
- Sheet Metal Workers
- Telemarketers
- Truck Driver, Heavy and Tractor-Trailer
- Waiters and Waitresses

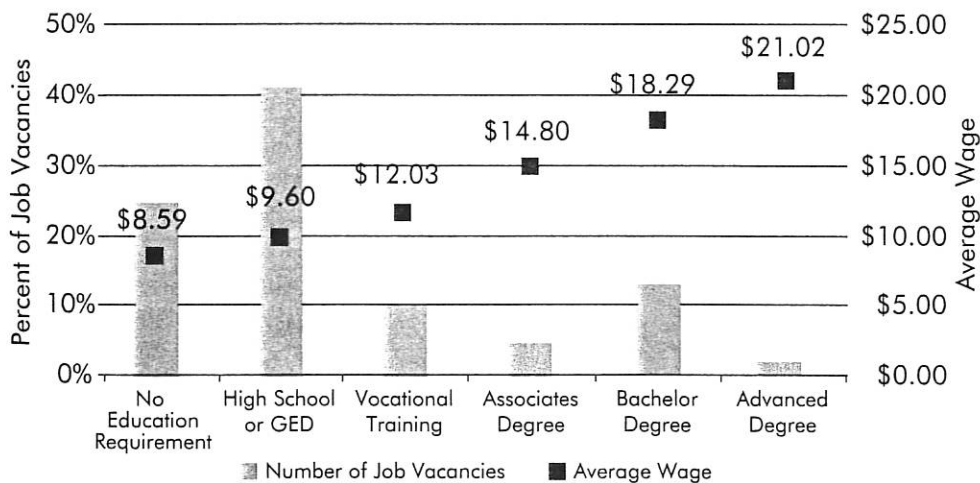
Only 20 percent of the job vacancies in Kansas were reported as being open 30 days or more.

Education & Experience

Sixty-six percent of all job openings within the state do not require post-secondary education. These positions offer average wages of less than \$10.00 an hour.

Thirty percent of the positions open-for-hire require a post-secondary degree or vocational certificate. The average wage offer for these positions range from \$12.03, for positions that require a vocational certificate, to \$21.02, for positions that require an advanced degree.

Figure 1.5
Job Vacancies by Required Education
State of Kansas



It is evident from the data of this study that the more education the position requires, the more it is likely to pay.

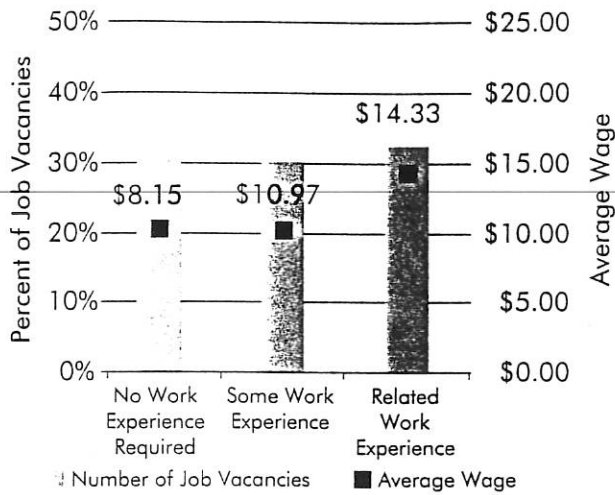
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Figure 1.6
Job Vacancies by
Required Experience
State of Kansas

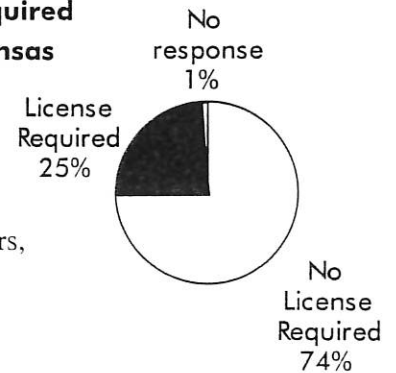


Twenty-five percent of the job vacancies require a license or certificate. These vacancies include occupations such as teachers, truck drivers, bus drivers, registered nurses and other health related occupations.

Sixty-four percent of the job vacancies require some work experience. Positions requiring some work experience indicate an average wage offer of \$10.97. Job openings that require work experience related to the position have an average wage offer of \$14.33

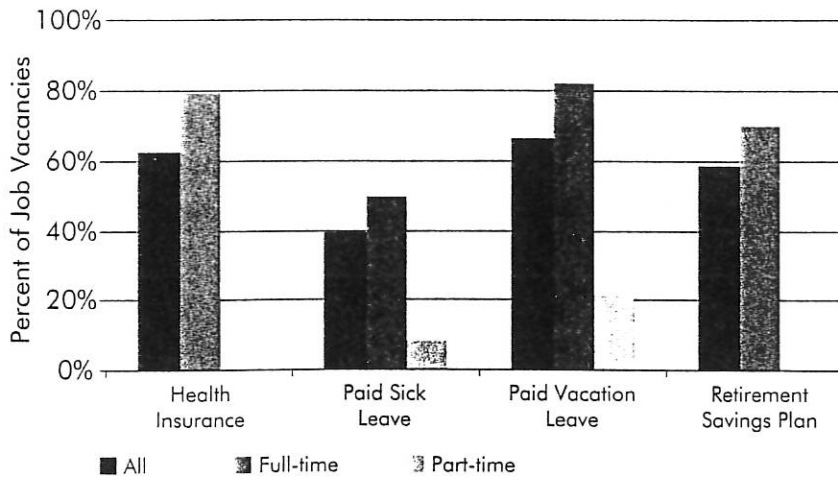
Thirteen percent of the job openings reported across the state do not require any specific education or work experience, labeling them as truly entry-level positions.

Figure 1.7
Job Vacancies by
License Required
State of Kansas



Benefits

Figure 1.8
Job Vacancies by Benefits Offered
State of Kansas

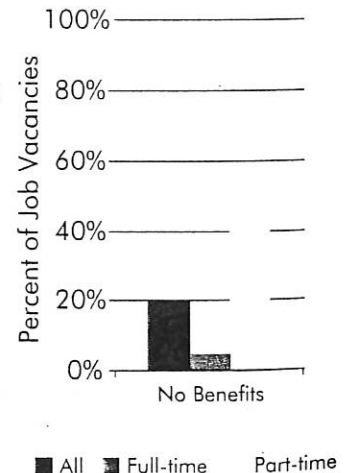


Fifty-eight percent of the part-time job openings do not provide any benefits. Only six percent of the full-time openings in the state do not provide any benefits.

A majority of the full-time job vacancies offer paid vacation leave (82 percent). Seventy-eight percent of the full-time job vacancies offer health insurance, 72 percent offer a retirement savings plan and 49 percent offer paid sick leave.

Part-time job vacancies are less likely to offer benefits. The survey estimates indicate that only 22 percent of the part-time job vacancies offer paid vacation leave, 19 percent offer health insurance and 18 percent offer a retirement savings plan.

Figure 1.9
Job Vacancies
Without Benefits
State of Kansas



A complete report of the Kansas Job Vacancy methodology is available on the Internet at www.laborstats.org/reports.jvs2004/methodology.htm

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LOCAL AREA I

In order to obtain data for Local Area I, the statewide sample included 953 establishments in this area, using the same stratification and weighting method explained in the statewide report. We received 675 usable responses from Local Area I, resulting in a satisfactory response rate of 71 percent.

This study revealed there were an estimated 6,381 job vacancies in Local Area I during the second quarter of 2004.

Job Vacancies by Occupation

**Table 2.1
Job Vacancies by Major Occupational Group
Local Area I**

The job vacancy rate across all occupations in Local Area I is 2.5 percent or two and one-half job vacancies for every 100 filled positions.

Major Occupational Group	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total All Occupations	6,381	2.5%	\$11.22
Transportation and Material Moving	1,015	5.3%	\$17.11
Food Preparation and Serving-Related	995	4.8%	\$6.55
Production	801	2.6%	\$10.41
Office and Administrative Support	478	1.2%	\$9.41
Education, Training, and Library	433	2.5%	\$12.12
Sales and Related	326	1.3%	\$10.31
Installation, Maintenance, and Repair	318	2.6%	\$13.07
Healthcare Practitioners and Technical	315	2.2%	\$15.70
Personal Care and Service	296	6.3%	\$9.49
Construction and Extraction	296	2.2%	\$9.05
Healthcare Support	255	2.3%	\$8.95
Management	166	1.3%	\$19.37
Arts, Design, Entertainment, Sports, and Media	114	4.7%	\$10.91
Building and Grounds Cleaning and Maintenance	98	1.0%	\$7.39
Farming, Fishing, and Forestry	92	10.1%	\$7.68
Architecture and Engineering	90	3.9%	\$19.94
Life, Physical, and Social Science	77	6.1%	\$15.74
Protective Service	76	1.6%	\$12.53
Business and Financial Operations	63	1.3%	\$12.17
Community and Social Services	61	1.8%	\$9.90
Computer and Mathematical	16	1.2%	\$15.05
Legal	0	0.0%	NA

The occupational group with the largest number of job vacancies and the highest job vacancy rate in Local Area I is Transportation and Material Moving, with 1,015 openings and a job vacancy rate of 5.3 percent.

Other occupational groups showing a large number of job vacancies, in addition to a high job vacancy rate are Food Preparation and Serving-Related occupations (995 openings and 4.8 percent) and Personal Care and Service occupations (296 openings and 6.3 percent). The study revealed only 92 openings in the Farming, Fishing and Forestry occupational group, however the job vacancy rate is a high 10.1 percent in this occupational group.

Besides the Legal occupational group where no positions were found to be open-for-hire in this area, the occupational groups with the lowest job vacancy rates are Building and Grounds Cleaning and Maintenance occupations with 98 openings and 1.0 percent job vacancy rate and Computer and Mathematical occupations with 16 openings and 1.2 percent job vacancy rate. While positions in the Office and Administrative Support occupational group totaled 478, the job vacancy rate for this group remains a low 1.2 percent.

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Top 25 Occupations with the Most Job Vacancies

Local Area I

Job Title	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Truck Driver, Heavy & Tractor-Trailer	788	14.0%	\$ 21.23
Meat, Poultry, & Fish Cutters & Trimmers	500	NA	\$ 10.75
Dining Room & Cafeteria Attendants	336	58.9%	\$ 6.82
Waiters and Waitresses	256	6.3%	\$ 5.26
Nursing Aides, Orderlies, & Attendants	220	3.2%	\$ 8.65
All Other Teachers & Instructors	191	NA	\$ 10.01
Registered Nurses	181	3.2%	\$ 16.08
Retail Salespersons	165	2.0%	\$ 11.37
Insurance Claim & Policy Processing Clerk	133	39.1%	\$ 8.00
Combined Food Prep and Serving Workers	148	6.0%	\$ 5.84
Automotive Service Tech & Mechanics	147	9.4%	\$ 16.82
Recreation Workers	123	26.7%	\$ 8.25
Laborers & Freight, Stock, & Material Movers	113	4.5%	\$ 7.92
Cooks, Restaurant	112	11.1%	\$ 7.97
Hairdressers, Hairstylists, & Cosmetologists	111	18.5%	NA
Helpers--Roofers	68	113.3%	\$ 7.50
First-Line Supervisor/Mgr of Food Preparation & Service	66	3.3%	\$ 8.85
Landscaping & Groundskeeping Worker	66	6.1%	\$ 7.45
All Other Assemblers & Fabricators	66	NA	\$ 9.24
Advertising Sales Agents	60	27.3%	\$ 11.54
Counter Attendant, Cafe, Food, Coffee	53	NA	\$ 5.90
Cashiers	51	0.7%	\$ 6.17
Farm, Ranch, & Other Agricultural Mgr	50	55.6%	\$ 18.03
Farmworkers, Farm and Ranch Animals	50	17.9%	\$ 7.00
Camera Operator, TV, Video, & Motion Picture	49	NA	\$ 10.64

The occupation with the most job vacancies in Local Area I is Truck Drivers, Heavy and Tractor Trailer, with a projection of 788 openings and a job vacancy rate of 14 percent.

The top 25 occupations, with the most job vacancies, account for 64 percent of total job vacancies in this area.

The industry groups with a large number of job vacancies and a high job vacancy rate in Local Area I are Accommodation and Food Services (1,016 openings and 5.4 percent), Educational Services (430 openings and 29.2 percent) and Transportation and Warehousing (917 openings and 14.2 percent)

Table 2.3
Job Vacancies by Industry
Local Area I

Industry	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
<u>Total, All Industries</u>	<u>6,381</u>	<u>2.5%</u>	<u>\$11.22</u>
Accommodation and Food Services	1,016	5.4%	\$6.45
Manufacturing	1,010	2.6%	\$10.21
Transportation and Warehousing	917	14.2%	\$19.39
Health Care and Social Assistance	875	2.8%	\$11.60
Retail Trade	433	1.4%	\$11.43
Educational Services	430	29.2%	\$12.37
Construction	388	3.8%	\$9.80
Government	298	0.5%	\$11.63
Information	262	6.7%	\$12.75
Other Services, except Public Administration	230	3.5%	\$14.83
Finance and Insurance	175	2.1%	\$7.98
Wholesale Trade	109	0.9%	\$14.70
Agriculture, Forestry, Fishing and Hunting	100	1.5%	\$12.51
Management of Companies and Enterprises	47	1.9%	\$14.72
Professional and Technical Services	39	0.7%	\$7.00
Administrative and Waste Services	34	0.6%	\$17.33
Real Estate and Rental and Leasing	18	1.2%	\$9.04
Utilities	0	0.0%	NA
Mining	0	0.0%	NA
Arts, Entertainment and Recreation	0	0.0%	NA

The highest job vacancy rate is found among small firms with 5 to 49 employees. The 3.3 percent rate indicates that these firms may be having a more difficult time than larger firms with finding qualified, willing job applicants.

Table 2.4
Job Vacancies by Size
Local Area I

Size	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
<u>Total, All Sizes</u>	<u>6,381</u>	<u>2.5%</u>	<u>\$11.22</u>
Very Small (0-4 employees)	508	2.6%	\$18.45
Small (5-49 employees)	3,314	3.3%	\$10.03
Medium (50-249 employees)	1,503	1.8%	\$11.14
Large (250 or more employees)	1,056	1.9%	\$11.47

Starting Wage Offer

The occupational groups with the highest average wage offer are Architecture and Engineering occupations at \$19.94 and Management occupations at \$19.37 (Table 2.1).

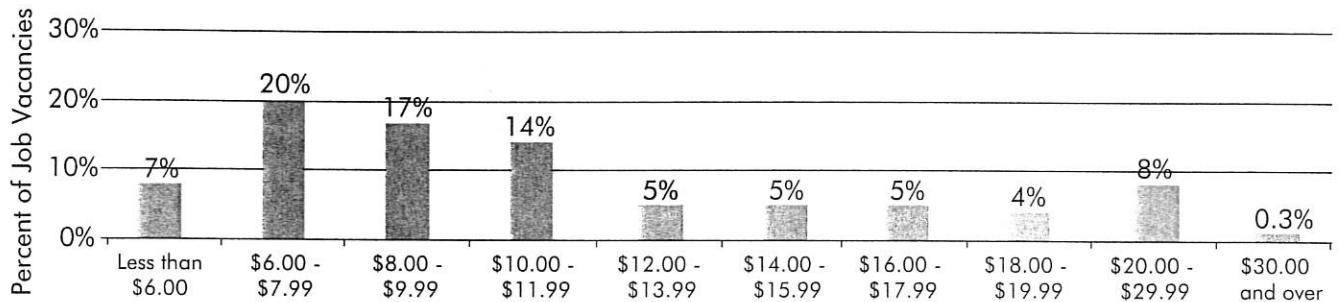
The highest average wage offer among the top 25 occupations with the most vacancies is found in Truck Driver, Heavy and Tractor-Trailer at \$21.23 and Farm, Ranch and Other Agricultural Manager at \$18.03 (Table 2.2).

The average wage offer for all job openings in Local Area I is \$11.22.

Nine of the top 25 occupations with the most vacancies in Local Area I offer an average wage of more than \$10.00 an hour (Table 2.2).

The highest average wage offer is found in the Transportation and Warehousing industry at \$19.39 (Table 2.3).

**Figure 2.1
Job Vacancies by Hourly Wage Range
Local Area I**

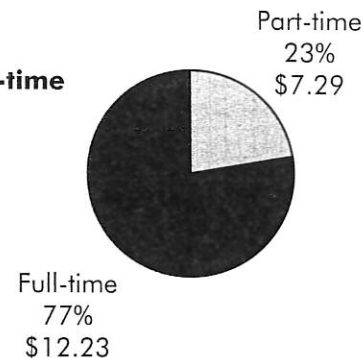


Twenty-seven percent of the job vacancies reported in Local Area I pay at least \$12.00 an hour.

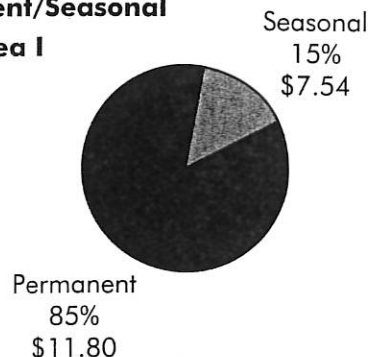
The largest percentage of job openings in the state (20 percent) is found in the pay range of \$6.00 to \$7.99 an hour.

Seventy-seven percent of the job vacancies in Local Area I are considered to be full-time positions. The average wage offer for a full-time position in this area is \$12.23 and the average for a part-time position is \$7.29.

**Figure 2.2
Full-time/Part-time
Local Area I**



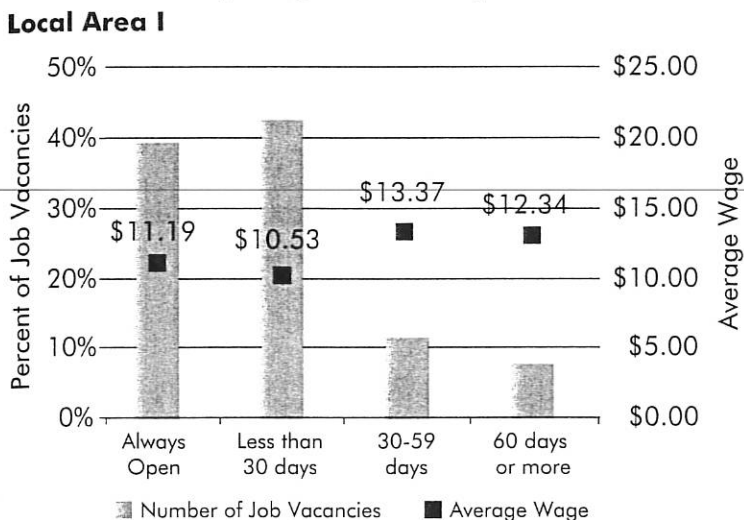
**Figure 2.3
Permanent/Seasonal
Local Area I**



Eighty-five percent of the positions open-for-hire in this area are considered permanent positions. The average wage offer for a permanent position is \$11.80 in this area and the average wage for a seasonal or temporary position is \$7.54.

Duration of Job Vacancies

Fig. 2.4
Job Vacancies by Length of Vacancy



Survey responses indicated that seven percent of the job vacancies in Local Area I have been open 60 days or more, an indication that these positions are more difficult to fill. The average wage offer for positions open for 60 days or more is \$12.34.

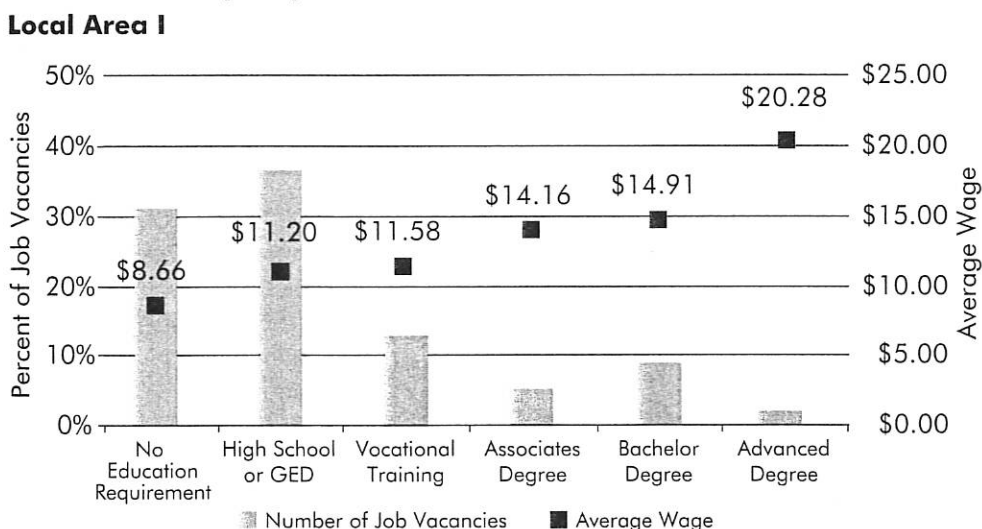
Only 18 percent of the job vacancies in Local Area I were reported as being open 30 days or more.

Forty-three percent of the job vacancies in this area were reported as being open less than 30 days.

Thirty-eight percent of the job openings were reported as being positions that are "always open" where these employers are continuously recruiting.

Education & Experience

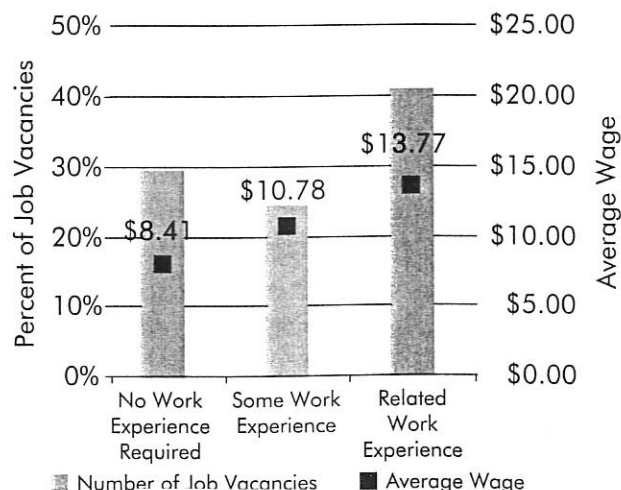
Figure 2.5
Job Vacancies by Required Education



Sixty-seven percent of all job openings reported in Local Area I do not require post-secondary education.

Thirty-two percent of the positions open-for-hire in this area require a post-secondary degree or vocational certificate. The average wage offer for these positions range from \$11.58, for positions that require a vocational certificate, to \$20.28, for positions that require an advanced degree.

Figure 2.6
Job Vacancies by Required Experience



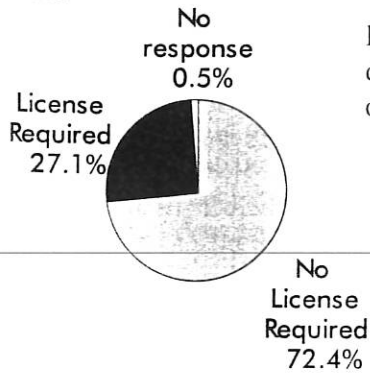
Sixty-six percent of the job vacancies in this area require some work experience. Positions requiring some work experience indicate an average wage offer of \$10.78. Job openings in Local Area I that require work experience directly related to the position have an average wage offer of \$13.77.

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Figure 2.7
Job Vacancies by License Requirement
Local Area I

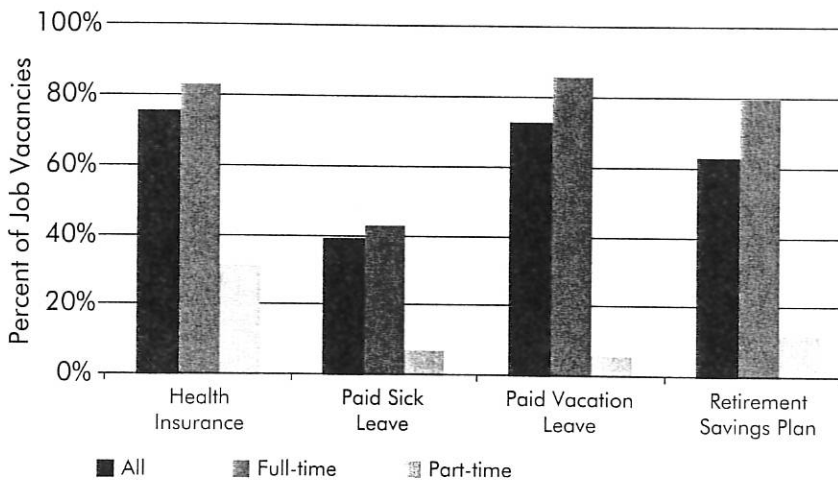


Twenty-seven percent of the job vacancies in Local Area I require a license or certificate. These vacancies include occupations such as truck drivers, teachers, nursing aids, registered nurses and other health related occupations.

Fifteen percent of the job openings in Local Area I do not require any specific education or work experience, labeling them as truly entry-level positions.

Benefits

Figure 2.8
Job Vacancies by Type of Benefits Offered
Local Area I

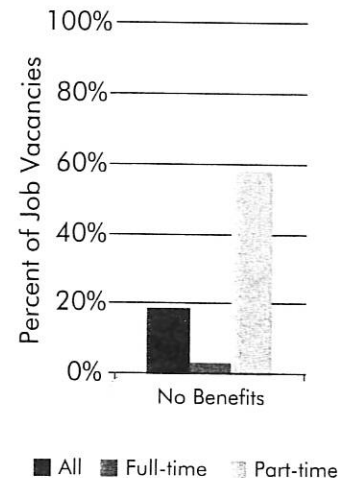


A majority of the full-time job vacancies in Local Area I offer paid vacation leave (88 percent) and health insurance (84 percent). Seventy-nine percent of the full-time vacancies offer a retirement savings plan and 47 percent offer paid sick leave.

Part-time job vacancies are less likely to offer benefits, however 31 percent of the part-time job vacancies in this area do offer health insurance. The survey estimates indicate that only 12 percent offer a retirement savings plan and eight percent offer paid vacation leave.

Fifty-seven percent of the part-time job openings in this area do not provide any benefits, while only five percent of the full-time openings do not provide any benefits.

Figure 2.9
Job Vacancies Without Benefits
Local Area I



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LOCAL AREA II

In order to obtain data for Local Area II, the statewide sample included 927 establishments in this area, using the same stratification and weighting method explained in the statewide report. We received 630 usable responses from Local Area II, resulting in a satisfactory response rate of 68 percent.

This survey revealed there were an estimated 5,473 job vacancies in Local Area II during the second quarter of 2004.

Job Vacancies by Occupation

**Table 3.1
Job Vacancies by Major Occupational Group
Local Area II**

The job vacancy rate across all occupations in Local Area II is 2.3 percent or almost two and one-half job vacancies for every 100 filled positions.

Major Occupational Group

Total All Occupations

Transportation and Material Moving	812	5.1%	\$10.79
Office and Administrative Support	645	1.4%	\$8.83
Food Preparation and Serving-Related	421	2.0%	\$6.05
Sales and Related	419	1.9%	\$8.20
Education, Training, and Library	385	2.0%	\$14.24
Healthcare Practitioners and Technical	352	2.9%	\$16.13
Production	328	2.0%	\$9.66
Personal Care and Service	266	3.6%	\$6.77
Healthcare Support	251	3.8%	\$8.67
Installation, Maintenance, and Repair	204	1.8%	\$10.93
Construction and Extraction	201	1.9%	\$9.60
Management	199	1.3%	\$24.43
Building and Grounds Cleaning and Maintenance	174	2.2%	\$7.16
Business and Financial Operations	146	1.8%	\$16.85
Protective Service	123	2.3%	\$10.23
Community and Social Services	116	3.4%	\$11.42
Computer and Mathematical	113	2.9%	\$16.27
Architecture and Engineering	111	4.0%	\$15.55
Arts, Design, Entertainment, Sports, and Media	95	3.4%	\$12.92
Life, Physical, and Social Science	89	3.6%	\$11.59
Legal	22	1.5%	\$17.07
Farming, Fishing, and Forestry	1	0.4%	NA

Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
5,473	2.3%	\$10.82
812	5.1%	\$10.79
645	1.4%	\$8.83
421	2.0%	\$6.05
419	1.9%	\$8.20
385	2.0%	\$14.24
352	2.9%	\$16.13
328	2.0%	\$9.66
266	3.6%	\$6.77
251	3.8%	\$8.67
204	1.8%	\$10.93
201	1.9%	\$9.60
199	1.3%	\$24.43
174	2.2%	\$7.16
146	1.8%	\$16.85
123	2.3%	\$10.23
116	3.4%	\$11.42
113	2.9%	\$16.27
111	4.0%	\$15.55
95	3.4%	\$12.92
89	3.6%	\$11.59
22	1.5%	\$17.07
1	0.4%	NA

The occupational group with the largest number of job vacancies and the highest job vacancy rate in Local Area II is Transportation and Material Moving, with 812 openings and a job vacancy rate of 5.1 percent.

Other occupational groups that have a larger job vacancy rate are Architecture and Engineering occupations, with 111 openings and a 4.0 percent job vacancy rate, and Healthcare Support occupations, with 251 openings and a 3.8 percent rate.

While positions in the Office and Administrative Support occupational group totaled 645, the job vacancy rate for this group remains a low 1.4 percent.

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**Top 25 Occupations with the Most Job Vacancies
Local Area II**

Job Title	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Truck Driver, Heavy & Tractor-Trail	399	18.1%	\$ 15.51
Cashiers	224	3.9%	\$ 5.84
Laborers & Freight, Stock, & Material Mover	198	4.4%	\$ 8.48
Registered Nurses	176	3.8%	\$ 17.51
Nursing Aides, Orderlies, & Attendants	152	4.9%	\$ 8.31
Food Servers, Nonrestaurant	145	30.9%	\$ 5.21
Customer Service Representatives	138	4.1%	\$ 9.38
Teacher Assistants	131	3.6%	\$ 7.46
Recreation Workers	114	20.0%	\$ 5.30
Packers and Packers, Hand	108	8.2%	\$ 9.04
Office Clerks, General	102	1.6%	\$ 8.09
Welders, Cutters, Solderers, & Brazer	98	9.2%	\$ 9.12
Retail Salespersons	88	1.1%	\$ 2.16
Cooks, Fast Food	85	12.3%	\$ 5.15
Child, Family, & Sch Social Workers	75	19.7%	\$ 10.91
Child Care Workers	68	4.7%	\$ 6.68
Landscaping & Groundskeeping Worker	67	4.4%	\$ 7.09
All Other Postsecondary Teachers	61	NA	\$ 29.48
Maids and Housekeeping Cleaners	60	3.8%	\$ 6.22
Correctional Officers and Jailers	56	8.9%	\$ 11.51
Maintenance Workers, Machinery	55	27.5%	\$ 11.04
Licensed Practical & Licensed Vocational Nurse	53	3.5%	\$ 12.79
Tellers	52	3.9%	\$ 8.00
All Other Production Workers	52	NA	\$ 10.69
Waiters and Waitresses	46	1.0%	\$ 5.30

The occupation with the most job vacancies in Local Area II is Truck Drivers, Heavy and Tractor Trailer, with a projection of 399 openings and a job vacancy rate of 18.1 percent.

Other occupations with high job vacancy rates in this area include: Food Servers, Nonrestaurant, at 30.9 percent; Maintenance Workers, Machinery, at 27.5 percent; Recreation Workers, at 20.0 percent; and Child, Family, and School Social Workers, at 19.7 percent.

Although Retail Salespersons appear on this list with an estimated 88 openings, the job vacancy rate for this occupation is only 1.1 percent.

The top 25 occupations, with the most job vacancies, account for 51 percent of total job vacancies in this area.

**Table 3.3
Job Vacancies by Industry
Local Area II**

Industry	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Industries	5,473	2.3%	\$10.82
Health Care and Social Assistance	984	3.4%	\$11.71
Manufacturing	617	3.2%	\$9.87
Educational Services	567	28.9%	\$15.24
Accommodation and Food Services	560	2.9%	\$5.81
Transportation and Warehousing	516	7.8%	\$13.09
Government	438	0.7%	\$9.48
Finance and Insurance	422	4.3%	\$15.01
Retail Trade	377	1.3%	\$8.29
Professional and Technical Services	285	3.2%	\$10.82
Construction	224	1.9%	\$10.24
Information	137	1.8%	\$10.11
Arts, Entertainment and Recreation	122	4.2%	\$8.76
Wholesale Trade	98	1.5%	\$10.33
Management of Companies and Enterprises	38	2.1%	\$10.19
Other Services, except Public Administration	36	0.4%	\$15.28
Real Estate and Rental and Leasing	34	1.2%	\$8.48
Administrative and Waste Services	8	0.1%	\$7.50
Mining	6	D	\$16.83
Agriculture, Forestry, Fishing and Hunting	2	0.2%	\$6.00
Utilities	2	D	\$28.73

The industry groups with a large number of job vacancies and a high job vacancy rate in Local Area II are Health Care and Social Assistance (984 openings and 3.4 percent), Educational Services (567 openings and 28.9 percent) and Transportation and Warehousing (516 openings and 7.8 percent).

The highest job vacancy rate is found among small firms with 5 to 49 employees.

**Table 3.4
Job Vacancies by Size
Local Area II**

Size	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Sizes	5,473	2.3%	\$10.82
Small (5-49 employees)	2,161	2.7%	\$10.69
Large (250 or more employees)	1,801	2.4%	\$11.75
Medium (50-249 employees)	1,374	1.9%	\$9.89
Very Small (0-4 employees)	137	1.0%	\$9.58

The occupational groups with the highest average wage offer in Local Area II are Management occupations at \$24.43 and Legal occupations at \$17.07 (Table 3.1).

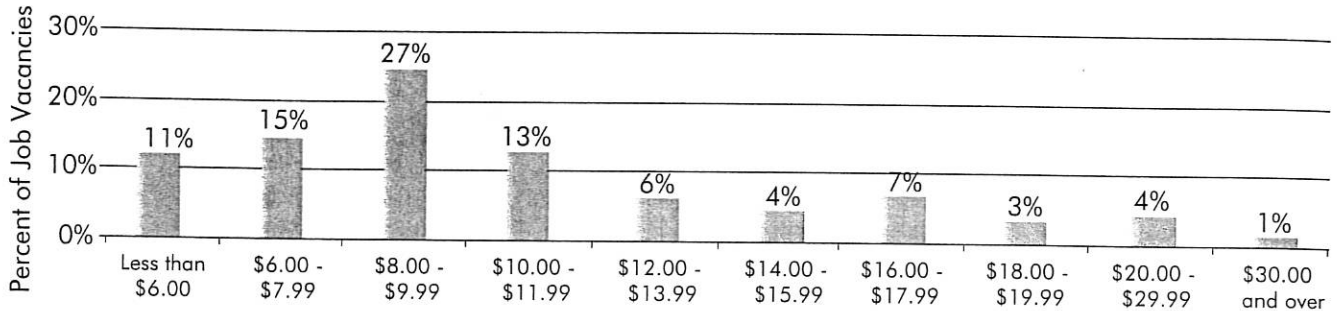
The average wage offer for all job openings in Local Area II is \$10.82.

The highest average wage offer among the top 25 occupations is found to be for All Other Postsecondary Teachers at \$29.48 and Registered Nurses at \$17.51 (Table 3.2).

Nine of the top 25 occupations with the most vacancies in Local Area II offer an average wage of more than \$10.00 an hour (Table 3.2).

The highest average wage offer is found in the Utilities industry at \$28.73 (Table 3.3).

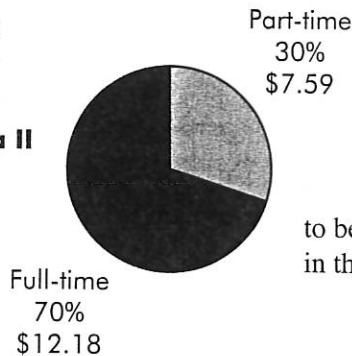
**Figure 3.1
Job Vacancies by
Hourly Wage Range
Local Area II**



Thirty-eight percent of the job vacancies reported in Local Area II pay at least \$10.00 an hour.

The largest percentage of job openings in this area (27 percent) is found in the pay range of \$8.00 to \$9.99 an hour.

**Figure 3.2
Full-time/
Part-time
Local Area II**

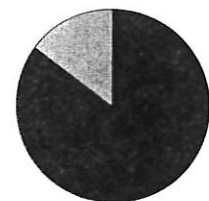


Seventy percent of the job vacancies in Local Area II are considered to be full-time positions. The average wage offer for a full-time position in this area is \$12.18 and the average for a part-time position is \$7.59

The average wage offer for a permanent position is \$11.03 in this area and the average wage for a seasonal or temporary position is \$9.68.

**Figure 3.3
Permanent/
Seasonal
Local Area II**

Seasonal
15%
\$9.68



Permanent
85%
\$11.03

Eighty-five percent of the positions open-for-hire in this area are considered permanent positions.

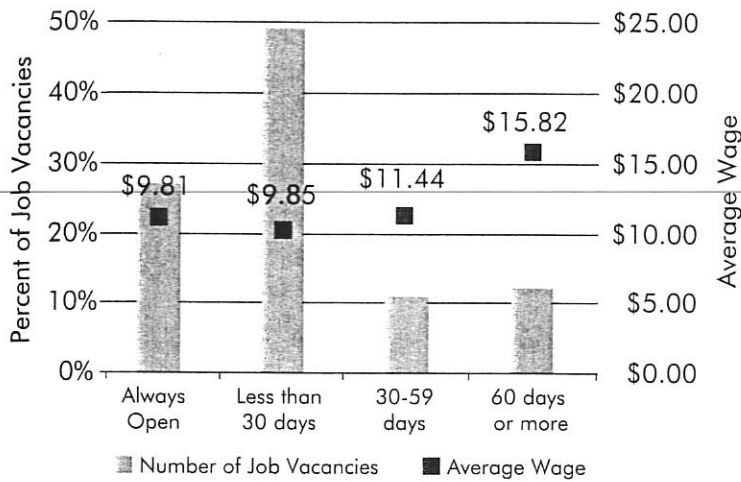
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Figure 3.4

Job Vacancies by Length of Vacancy

Local Area II



Survey responses indicated that 12 percent of job vacancies in Local Area II have been open 60 days or more, an indication that these positions are more difficult to fill. The average wage offer for positions open for 60 days or more is \$15.82.

Only 23 percent of the job vacancies in Local Area II were reported as being open 30 days or more.

Forty-nine percent of the job vacancies in this area were reported as being open less than 30 days.

Twenty-six percent of the job openings were reported as being positions that are "always open" where these employers are continuously recruiting.

Education & Experience

Figure 3.5

Job Vacancies by Required Education

Local Area II

Thirty-five percent of the positions open-for-hire in this area require a post-secondary degree or vocational certificate. The average wage offer for these positions range from \$11.68, for positions that require a vocational certificate, to \$20.57, for positions that require an advance degree.

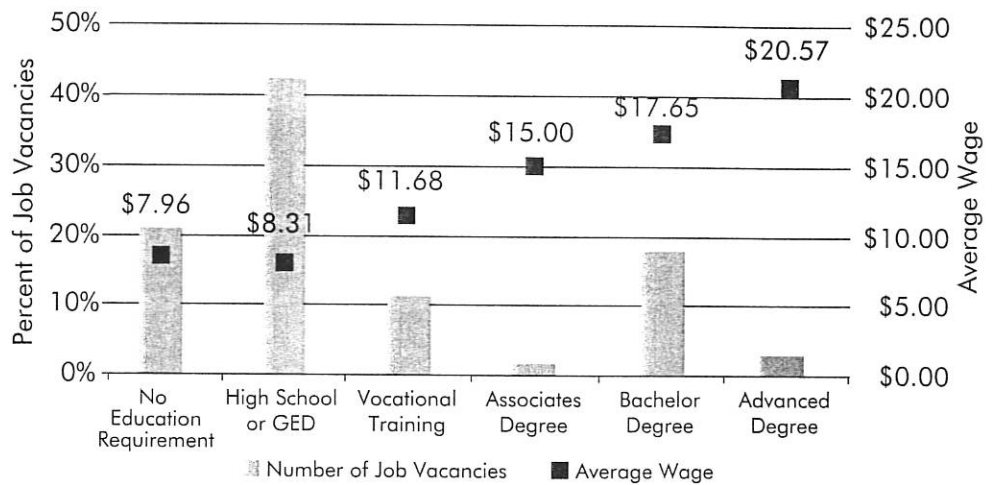
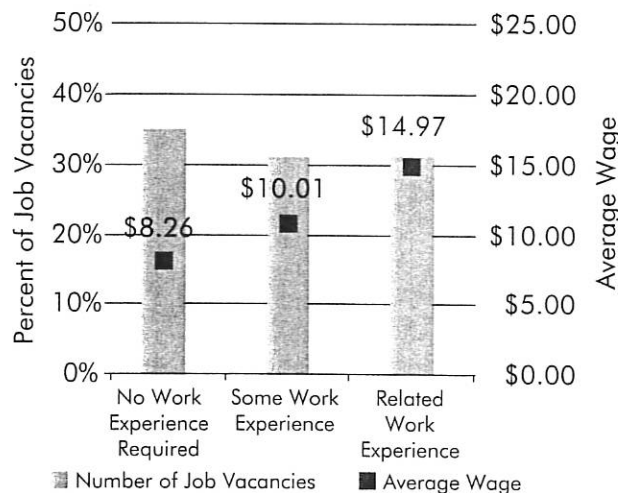


Figure 3.6

Job Vacancies by Required Experience

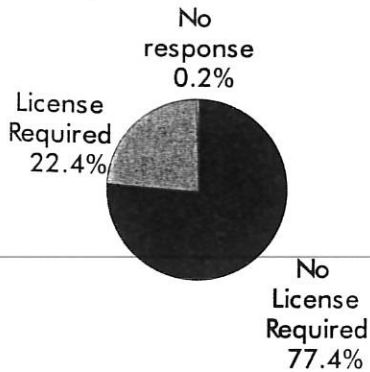
Local Area II

Sixty-four percent of all job openings reported in Local Area II do not require post-secondary education.



Sixty-two percent of the job vacancies in this area require some work experience. Positions requiring some work experience indicate an average wage offer of \$10.01. Job openings in Local Area II that require work experience directly related to the position have an average wage offer of \$14.97.

Figure 3.7
Job Vacancies by License Requirement
Local Area II

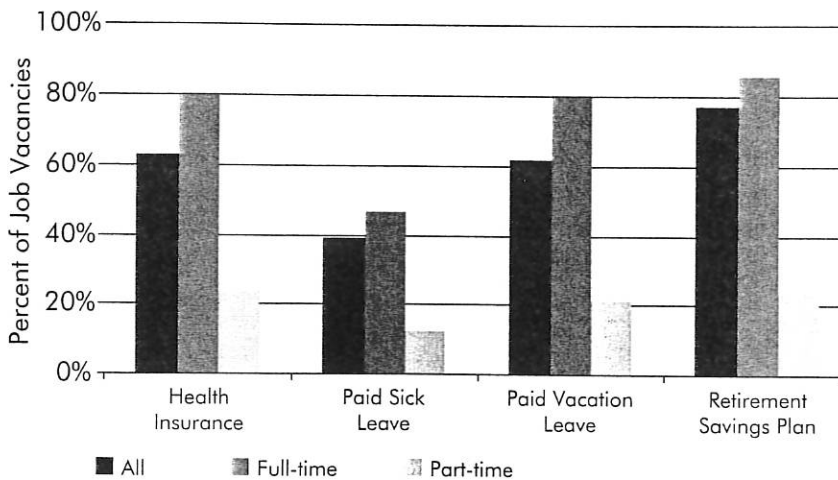


Twenty-two percent of the job vacancies in Local Area II require a license or certificate. These vacancies include occupations such as truck drivers, registered nurses, nursing aids, licensed practical nurses, and teachers.

Ten percent of the job openings in Local Area II do not require any specific education or work experience, labeling them as truly entry-level positions.

Benefits

Figure 3.8
Job Vacancies by Type of Benefits Offered
Local Area II

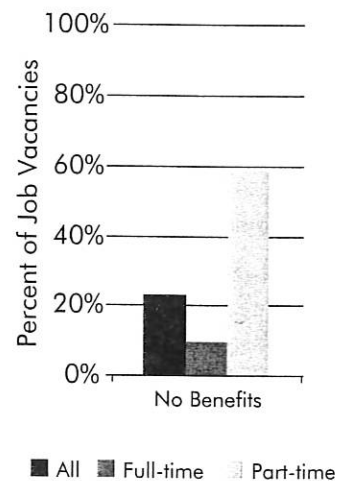


Seventy-nine percent of the full-time job openings in Local Area II offer health insurance and 79 percent offer paid vacation leave.

Twenty-five percent of the part-time job openings in Local Area II offer health insurance and 23 percent offer a retirement savings plan.

Fifty-six percent of the part-time job openings in this area do not provide any benefits, while only ten percent of the full-time openings do not provide any benefits.

Figure 3.9
Job Vacancies Without Benefits
Local Area II



A special report about the job vacancies in Shawnee County can be downloaded from the Internet at www.laborstats.org/reports/jvs2004.

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LOCAL AREA III

In order to obtain data for Local Area III, the statewide sample included 1,250 establishments in this area, using the same stratification and weighting method explained in the statewide report. We received 777 usable responses from Local Area III, resulting in a satisfactory response rate of 62 percent.

This survey revealed there were an estimated 9,766 job vacancies in Local Area III during the second quarter of 2004.

Job Vacancies by Occupation

**Table 4.1
Job Vacancies by Major Occupational Group
Local Area III**

The job vacancy rate across all occupations in Local Area III is 2.5 percent or two and one-half job vacancies for every 100 filled positions.

Major Occupational Group

Total All Occupations

Office and Administrative Support	1,464	2.0%	\$9.68
Transportation and Material Moving	1,216	3.9%	\$9.40
Sales and Related	1,095	2.3%	\$8.17
Food Preparation and Serving-Related	1,021	3.6%	\$6.72
Healthcare Practitioners and Technical	808	4.5%	\$19.72
Education, Training, and Library	661	3.7%	\$14.77
Management	543	2.4%	\$21.84
Business and Financial Operations	537	2.9%	\$16.17
Production	449	1.9%	\$13.18
Healthcare Support	390	4.6%	\$9.33
Architecture and Engineering	287	2.5%	\$19.65
Building and Grounds Cleaning and Maintenance	211	1.9%	\$7.51
Construction and Extraction	189	1.0%	\$12.16
Arts, Design, Entertainment, Sports, and Media	162	4.1%	\$11.94
Installation, Maintenance, and Repair	156	1.1%	\$13.01
Computer and Mathematical	148	1.0%	\$22.39
Community and Social Services	141	5.4%	\$10.11
Personal Care and Service	132	1.6%	\$8.72
Protective Service	76	1.1%	\$11.32
Life, Physical, and Social Science	61	2.2%	\$17.25
Legal	19	0.7%	\$23.82
Farming, Fishing, and Forestry	0	0.0%	NA

Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
9,766	2.5%	\$11.72
1,464	2.0%	\$9.68
1,216	3.9%	\$9.40
1,095	2.3%	\$8.17
1,021	3.6%	\$6.72
808	4.5%	\$19.72
661	3.7%	\$14.77
543	2.4%	\$21.84
537	2.9%	\$16.17
449	1.9%	\$13.18
390	4.6%	\$9.33
287	2.5%	\$19.65
211	1.9%	\$7.51
189	1.0%	\$12.16
162	4.1%	\$11.94
156	1.1%	\$13.01
148	1.0%	\$22.39
141	5.4%	\$10.11
132	1.6%	\$8.72
76	1.1%	\$11.32
61	2.2%	\$17.25
19	0.7%	\$23.82
0	0.0%	NA

The occupational group with the largest number of job vacancies in Local Area III is Office and Administrative Support occupations with 1,464 openings and a 2.0 percent job vacancy rate.

Other occupational groups that have a larger job vacancy rate are Community and Social Services (5.4 percent), Healthcare Support (4.6 percent) Healthcare Practitioners and Technical (4.5 percent) and Arts, Design, Entertainment, Sports and Media (4.1 percent).

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**Top 25 Occupations with the Most Job Vacancies
Local Area III**

Job Title	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Waiters and Waitresses	628	10.8%	\$ 6.38
Registered Nurses	399	5.6%	\$ 19.75
Customer Service Representatives	372	4.9%	\$ 9.21
Laborers & Freight, Stock, & Material Movers	331	5.0%	\$ 9.17
Retail Salespersons	325	2.5%	\$ 6.95
All Other Teachers & Instructors	317	NA	\$ 18.16
Office Clerks, General	267	3.1%	\$ 9.10
Stock Clerks and Order Fillers	241	4.4%	\$ 8.06
Truck Driver, Heavy & Tractor-Trail	227	3.6%	\$ 14.35
Nursing Aides, Orderlies, & Attendants	225	5.5%	\$ 9.04
All Other Motor Vehicle Operators	204	NR	\$ 5.54
Cashiers	167	2.0%	\$ 6.71
Telemarketers	150	7.8%	\$ 7.83
Physical Therapists	125	35.7%	\$ 22.52
Landscaping & Groundskeeping Worker	125	4.8%	\$ 7.43
Machinists	123	20.2%	\$ 21.08
Accountants and Auditors	122	4.4%	\$ 16.08
Loan Officers	119	11.9%	\$ 14.93
Financial Managers	110	6.3%	\$ 16.67
Insurance Sales Agents	108	10.7%	NA
Civil Engineers	102	13.6%	\$ 23.74
Door-To-Door Sales Workr, News Vend	101	NA	NA
Truck Driver, Light or Delivery Service	101	3.5%	\$ 8.73
Preschool Teachers, except Special Ed	97	17.3%	\$ 8.89
Cooks, Restaurant	97	4.9%	\$ 8.80

The occupation with the most job vacancies in Local Area III is Waiters and Waitresses with 628 openings and a 10.8 percent job vacancy rate.

Results from this survey concluded that there were 125 openings in the occupation of Physical Therapists. In comparing this with the employment estimates from our OES survey, this results in a job vacancy rate of 35.7 percent.

The top 25 occupations, with the most job vacancies, account for 53 percent of total job vacancies in this area.

Job Vacancies by Industry & Size

The industry groups with a large number of job vacancies and a high job vacancy rate in Local Area I are Health Care and Social Assistance (1,502 openings and 4.2 percent), Accommodation and Food Services (1,484 openings and 5.5 percent) and Educational Services (711 openings and 25.8 percent).

The highest job vacancy rate is found among small firms with 5 to 49 employees.

Table 4.3
Job Vacancies by Industry

Local Area III

Industry	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Industries	9,766	2.5%	\$11.72
Health Care and Social Assistance	1,502	4.2%	\$7.70
Accommodation and Food Services	1,484	5.5%	\$11.65
Retail Trade	974	2.2%	\$10.19
Information	863	3.2%	\$14.20
Educational Services	711	25.8%	\$14.61
Manufacturing	666	2.0%	\$14.22
Administrative and Waste Services	626	2.3%	\$15.23
Finance and Insurance	614	2.7%	\$16.62
Professional and Technical Services	602	2.4%	\$9.41
Transportation and Warehousing	454	2.7%	\$15.40
Government	294	0.6%	NA
Arts, Entertainment and Recreation	266	5.3%	\$7.65
Wholesale Trade	210	0.9%	\$8.89
Construction	145	0.7%	\$12.59
Real Estate and Rental and Leasing	132	2.3%	\$16.35
Management of Companies and Enterprises	117	3.7%	\$8.91
Other Services, except Public Administration	104	0.9%	\$11.78
Agriculture, Forestry, Fishing and Hunting	2	0.6%	\$10.46
Mining	0	0.0%	NA
Utilities	0	0.0%	\$15.20

Table 4.4
Job Vacancies by Size

Local Area III

	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Sizes	9,766	2.5%	\$11.72
Small (5-49 employees)	3,521	3.0%	\$10.83
Large (250 or more employees)	3,180	2.4%	\$11.72
Medium (50-249 employees)	3,035	2.6%	\$13.40
Very Small (0-4 employees)	30	0.2%	\$11.54

The occupational group with the highest average wage offer in Local Area III is the Legal occupational group at \$23.82. This is followed by the Computer and Mathematical occupational group at \$22.39 and the Management occupational group at \$21.84. (Table 4.1).

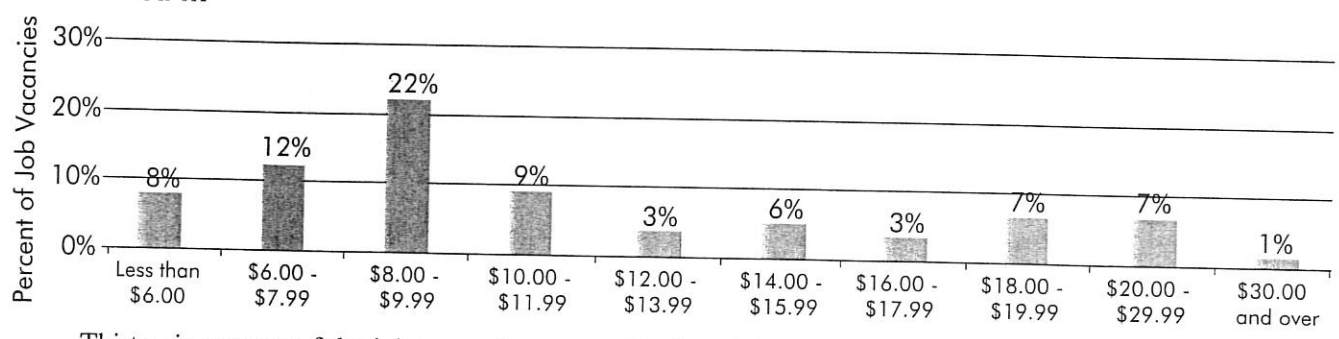
The highest average wage offer among the top 25 occupations with the most vacancies is found to be for Civil Engineers at \$23.74 and Physical Therapist at \$22.52 (Table 4.2).

Nine of the top 25 occupations with the most vacancies in Local Area III offer an average wage of more than \$10.00 an hour (Table 4.2).

The highest average wage offer in this area is found in the Finance and Insurance industry at \$16.62 (Table 4.3).

The average wage offer for all job openings in Local Area III is \$11.72.

**Figure 4.1
Job Vacancies by Hourly Wage Range
Local Area III**

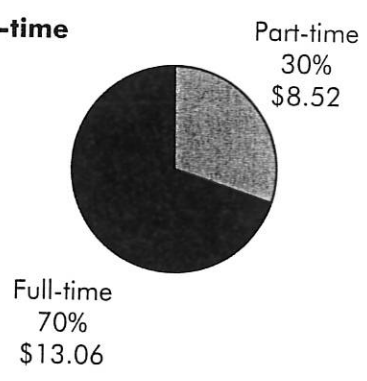


Thirty-six percent of the job vacancies reported in Local Area III pay at least \$10.00 an hour.

The largest percentage of job openings in this area (22 percent) is found in the pay range of \$8.00 to \$9.99 an hour.

Seventy percent of the job vacancies in Local Area III are considered to be full-time positions.

**Figure 4.2
Full-time/Part-time
Local Area III**

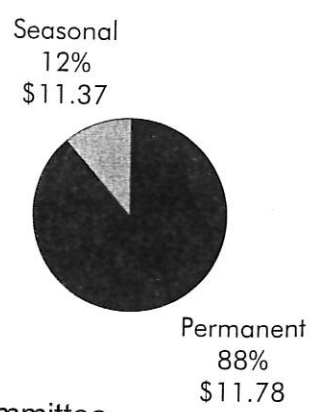


Eighty-eight percent of the positions open-for-hire in this area are considered permanent positions.

The average wage offer for a permanent position is \$11.78 in this area and the average wage for a seasonal or temporary position is \$11.37.

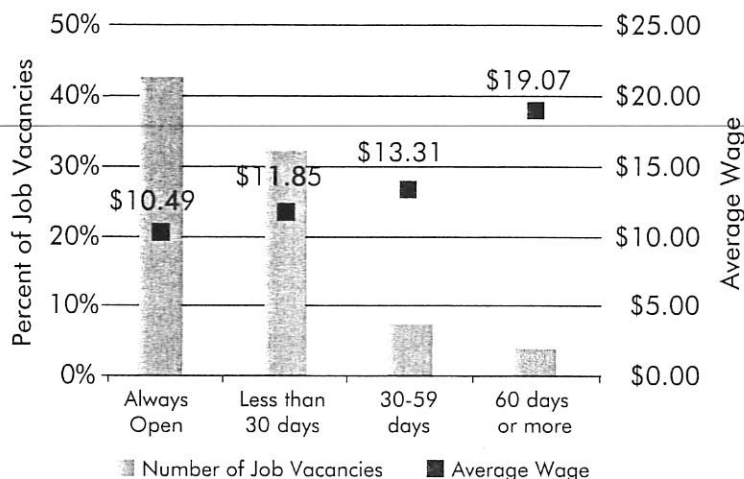
The average wage offer for a full-time position in this area is \$13.06 and the average for a part-time position is \$8.52.

**Figure 4.3
Permanent/Seasonal
Local Area III**



Duration of Job Vacancies

Figure 4.4
Job Vacancies by Length of Vacancy
Local Area III



Survey responses indicated that only five percent of the job vacancies in Local Area III have been open 60 days or more, an indication that these positions are more difficult to fill. The average wage offer for positions open for 60 days or more is \$19.07.

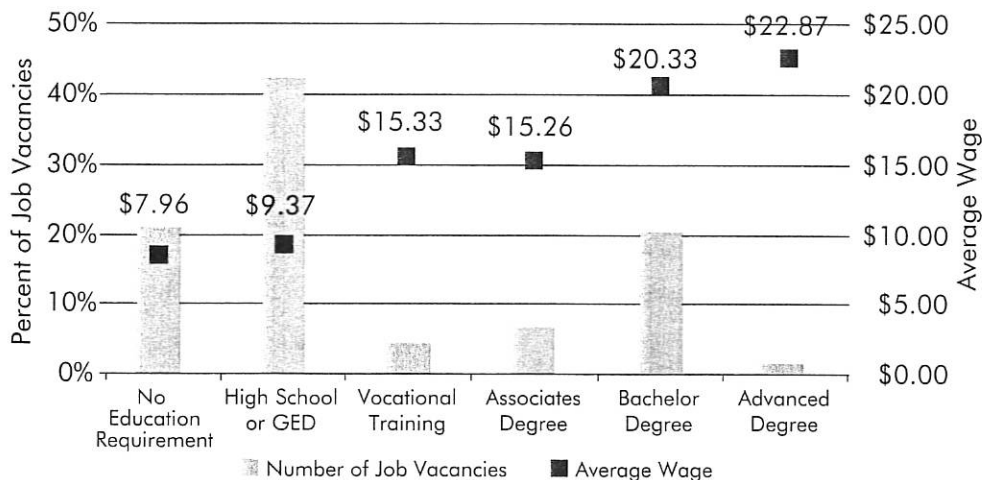
Only 12 percent of the job vacancies in Local Area III were reported as being open 30 days or more.

Thirty-two percent of the job vacancies in this area were reported as being open less than 30 days.

Forty-three percent of the job openings were reported as being positions that are "always open" where these employers are continuously recruiting.

Education & Experience

Figure 4.5
Job Vacancies by Required Education
Local Area III

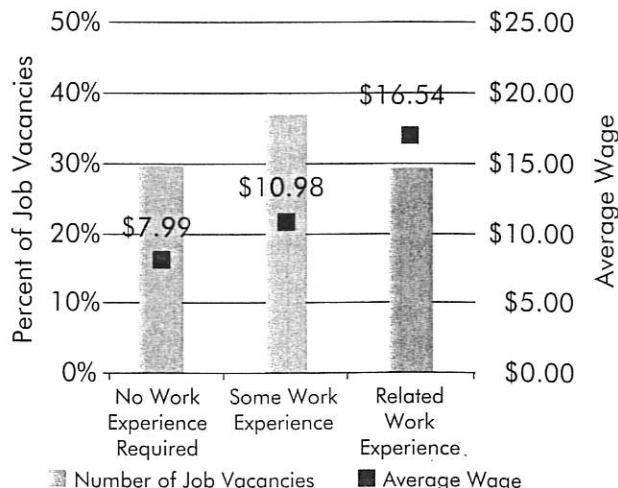


Sixty percent of all job openings reported in Local Area III do not require post-secondary education.

Thirty-three percent of the positions open-for-hire in this area require a post-secondary degree or vocational certificate. The average wage offer for these positions range from \$15.33, for positions that require a vocational certificate, to \$22.87, for positions that require an advanced degree.

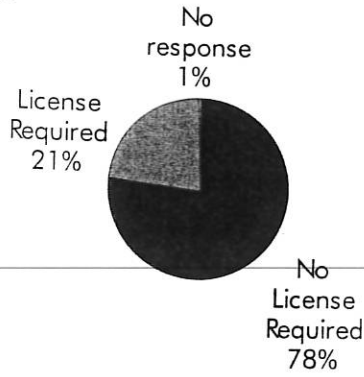
Figure 4.6
Job Vacancies by Required Experience
Local Area III

Sixty-five percent of the job vacancies in this area require some work experience. Positions requiring some work experience indicate an average wage offer of \$10.98. Job openings in Local Area III that require work experience directly related to the position have an average wage offer of \$16.54.



Job Vacancies by License Requirement

Area III

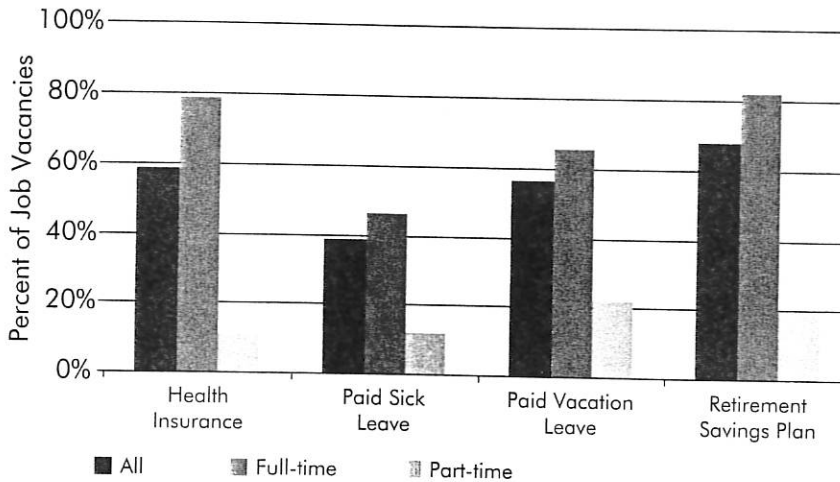


Twenty-one percent of the job vacancies in Local Area III require a license or certificate. These vacancies include occupations such as registered nurses, teachers, truck drivers, nursing aids and physical therapists.

Sixteen percent of the job openings in Local Area III do not require any specific education or work experience, labeling them as truly entry-level positions.

Benefits

Figure 4.8
Job Vacancies by Type of Benefits Offered
Local Area III

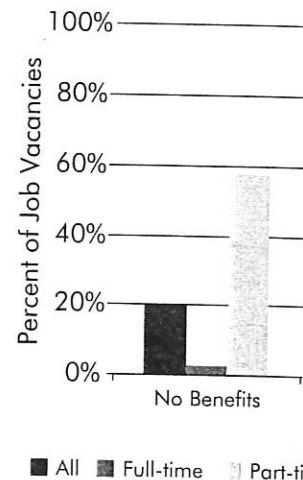


Seventy-eight percent of the full-time job openings in Local Area III offer health insurance, but only 69 percent offer paid vacation leave.

Twenty-two percent of the part-time job openings in Local Area III offer paid vacation leave and 19 percent offer a retirement savings plan.

Fifty-six percent of the part-time job openings in this area do not provide any benefits, while only four percent of the full-time openings do not provide any benefits.

Figure 4.9
Job Vacancies Without Benefits
Local Area III



2-3-05

Attachment 3-30

LOCAL AREA IV

In order to obtain data for Local Area IV, the statewide sample included 893 establishments in this area, using the same stratification and weighting method explained in the statewide report. We received 564 usable responses from Local Area IV, resulting in a satisfactory response rate of 63 percent.

This survey revealed there were an estimated 8,505 job vacancies in Local Area IV during the second quarter of 2004.

Job Vacancies by Occupation

Table 5.1
Job Vacancies by Major Occupational Group
Local Area IV

The job vacancy rate across all occupations in Local Area IV is 3.0 percent or three job vacancies for every 100 filled positions.

Major Occupational Group

Total All Occupations

Major Occupational Group	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total All Occupations	8,505	3.0%	\$10.75
Food Preparation and Serving-Related	1,281	5.8%	\$6.64
Construction and Extraction	1,110	7.7%	\$14.87
Transportation and Material Moving	1,048	6.3%	\$15.14
Healthcare Support	726	11.4%	\$7.57
Production	698	1.9%	\$9.27
Sales and Related	517	2.0%	\$9.11
Office and Administrative Support	464	0.9%	\$8.20
Protective Service	384	6.6%	\$6.65
Building and Grounds Cleaning and Maintenance	378	4.8%	\$7.13
Business and Financial Operations	338	3.6%	\$17.12
Healthcare Practitioners and Technical	289	2.0%	\$14.74
Personal Care and Service	273	4.5%	\$6.17
Education, Training, and Library	235	1.4%	\$16.73
Installation, Maintenance, and Repair	186	1.1%	\$12.43
Management	171	1.2%	\$21.79
Architecture and Engineering	136	1.5%	\$17.53
Computer and Mathematical	83	1.3%	\$22.58
Community and Social Services	70	2.5%	\$10.68
Legal	36	2.2%	\$16.70
Life, Physical, and Social Science	33	2.2%	\$10.40
Arts, Design, Entertainment, Sports, and Media	30	1.0%	\$10.16
Farming, Fishing, and Forestry	19	9.0%	\$8.00

The occupational group with the largest number of job vacancies in Local Area IV is Food Preparation and Serving-Related occupations with 1,281 openings and a 5.8 percent job vacancy rate. Other occupational groups that have a larger job vacancy rate are Healthcare Support occupations (11.4 percent), Farming, Fishing and Forestry occupations (9.0 percent) and Construction and Extraction occupations (7.7 percent).

Top 25 Occupations with the Most Job Vacancies

Local Area IV

Job Title	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Sheet Metal Workers	838	NA	\$16.16
Waiters and Waitresses	811	19.4%	\$ 6.18
Nursing Aides, Orderlies, & Attendants	661	23.7%	\$ 7.46
Truck Driver, Heavy & Tractor-Trail	489	16.7%	\$19.18
Recreational Protective Service Worker	298	NA	\$ 5.25
All Other Assemblers & Fabricators	293	NA	\$ 8.21
Driver/Sales Workers	251	36.4%	\$11.08
Janitor & Cleaner, Except Maids & House Keepers	221	5.4%	\$ 6.90
First-Line Sup/Mgr of Food Preparation & Service	186	10.6%	\$ 9.56
Retail Salespersons	157	2.1%	\$ 7.97
Customer Service Representatives	152	3.2%	\$ 7.26
Landscaping & Groundskeeping Worker	149	11.0%	\$ 7.38
Telemarketers	130	26.5%	\$ 9.89
Child Care Workers	127	12.7%	\$ 6.17
Registered Nurses	123	2.2%	\$17.98
Laborers & Freight, Stock, & Material Movers	122	4.4%	\$ 8.38
All Other Teachers & Instructors	107	NA	\$17.62
Construction Laborers	106	4.7%	\$ 9.85
Hairdressers, Hairstylists, & Cosmetologists	98	13.1%	NA
Claims Adjuster, Examiner, & Invest	92	30.7%	\$14.09
Cooks, Restaurant	88	5.9%	\$ 6.34
Industrial Truck & Tractor Operator	82	11.4%	\$10.00
Accountants and Auditors	76	4.6%	\$20.41
Hosts and Hostesses, Restaurant	73	8.8%	\$ 5.19
All Other Production Workers	71	NA	\$ 9.47

The occupation with the most job vacancies in Local Area IV is Sheet Metal Workers with an estimated 838 job openings. The occupation of Waiters and Waitresses is not far behind, with 811 openings and a 19.4 percent job vacancy rate. Nursing Aides, Orderlies and Attendants ranks high on the list for both the number of openings (661) and the job vacancy rate (23.7 percent).

Results from this survey concluded that there were 251 openings in the occupation of Driver/Sales Workers. In comparing this with the employment estimates from our OES survey, this results in a job vacancy rate of 36.4 percent. In addition, the number of openings in this area for Claims Adjuster, Examiners and Investigator is estimated to be 92, and a job vacancy rate of 30.7 percent.

The top 25 occupations, with the most job vacancies, account for 59 percent of total job vacancies in this area.

Job Vacancies by Industry & Size

The industry groups with a large number of job vacancies and a high job vacancy rate in Local Area IV are Manufacturing (1,950 openings and 3.2 percent), Accommodation and Food Services (1,551 openings and 7.1 percent) and Educational Services (315 openings and 9.2 percent).

Table 5.3
Job Vacancies by Industry
Local Area IV

Industry	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Industries	8,505	3.0%	\$10.75
Manufacturing	1,950	3.2%	\$13.56
Accommodation and Food Services	1,551	7.1%	\$6.60
Health Care and Social Assistance	1,187	3.6%	\$9.01
Wholesale Trade	638	5.7%	\$11.09
Transportation and Warehousing	454	7.0%	\$19.72
Government	445	1.1%	\$7.27
Retail Trade	411	1.3%	\$9.20
Other Services, except Public Administration	409	5.5%	\$13.50
Finance and Insurance	384	3.8%	\$11.76
Administrative and Waste Services	375	2.4%	\$7.54
Educational Services	315	9.2%	\$15.31
Professional and Technical Services	170	2.0%	\$16.52
Construction	107	0.7%	\$14.01
Information	42	0.6%	\$11.16
Real Estate and Rental and Leasing	28	0.8%	\$12.00
Mining	19	1.8%	\$8.00
Management of Companies and Enterprises	14	0.5%	\$13.22
Arts, Entertainment and Recreation	4	0.1%	\$6.50
Utilities	2	0.3%	\$12.31
Agriculture, Forestry, Fishing and Hunting	0	0.0%	NA

Unlike some of the other areas, the highest job vacancy rate in this area is found among medium sized firms, with 50 to 249 employees.

Table 5.4
Job Vacancies by Size
Local Area IV

Size	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Sizes	8,505	3.0%	\$10.75
Small (5-49 employees)	3,250	3.7%	\$10.79
Medium (50-249 employees)	3,149	4.0%	\$8.75
Large (250 or more employees)	1,851	1.8%	\$14.31
Very Small (0-4 employees)	255	1.9%	NA

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Attachment 3-33

The occupational group with the highest average wage offer in Local Area IV is the Computer and Mathematical occupational group at \$22.58, followed by the Management occupational group at \$21.79 (Table 5.1).

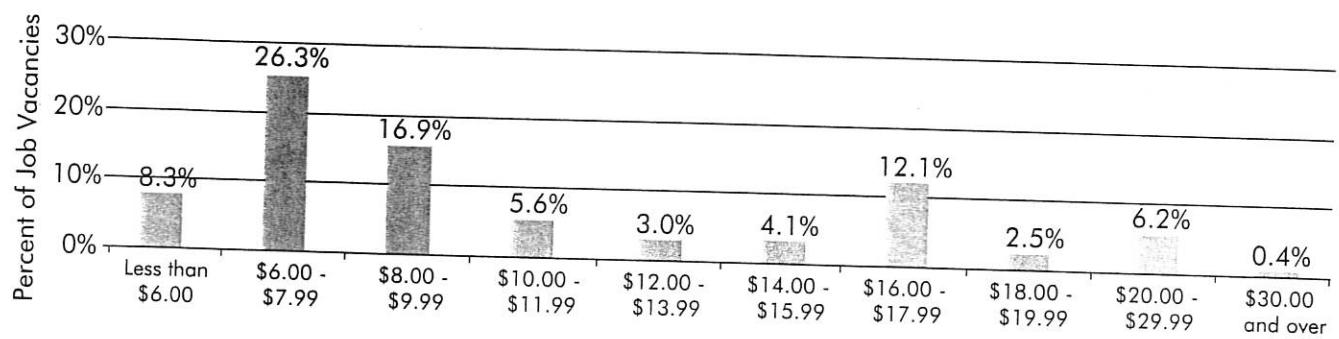
The highest average wage offer among the top 25 occupations with the most vacancies is found to be for Accountants and Auditors at \$20.41 and Truck Driver, Heavy and Tractor-Trailer at \$19.18 (Table 5.2).

Eight of the top 25 occupations with the most vacancies in Local Area IV offer an average wage of more than \$10.00 an hour (Table 5.2).

The highest average wage offer in this area is found in the Transportation and Warehousing industry at \$19.72 (Table 5.3).

The average wage offer for all job openings in Local Area IV is \$10.75.

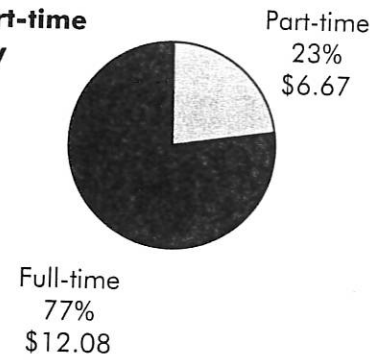
**Figure 5.1
Job Vacancies by Hourly Wage Range
Local Area IV**



Thirty-three percent of the job vacancies reported in Local Area IV pay at least \$10.00 an hour. The largest percentage of job openings in this area (26 percent) is found in the pay range of \$6.00 to \$7.99 an hour.

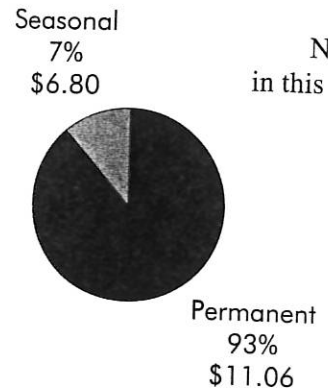
Seventy-seven percent of the job vacancies in Local Area IV are considered to be full-time positions.

**Figure 5.2
Full-time/Part-time
Local Area IV**



The average wage offer for a full-time position in this area is \$12.08 and the average for a part-time position is \$6.67.

**Figure 5.3
Permanent/Seasonal
Local Area IV**

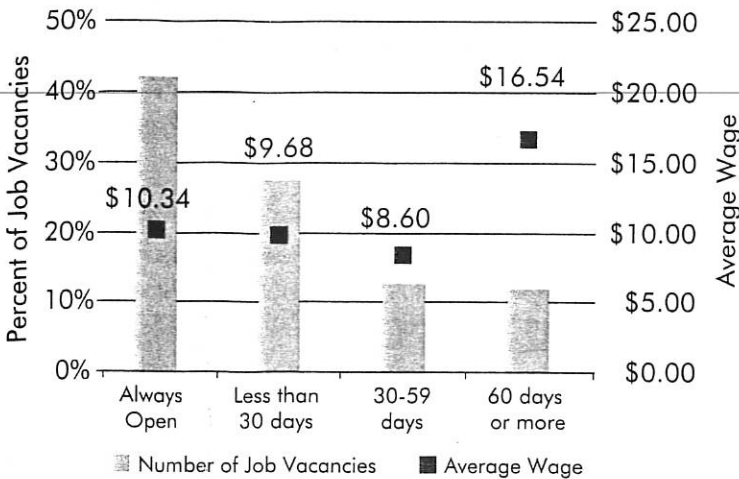


Ninety-three percent of the positions open-for-hire in this area are considered permanent positions.

The average wage offer for a permanent position is \$11.06 in this area and the average wage for a seasonal or temporary position is \$6.80.

Duration of Job Vacancies

Figure 5.4
Job Vacancies by Length of Vacancy
Local Area IV



Survey responses indicated that 12 percent of the job vacancies in Local Area IV have been open 60 days or more, an indication that these positions are more difficult to fill. The average wage offer for positions open for 60 days or more is \$16.54.

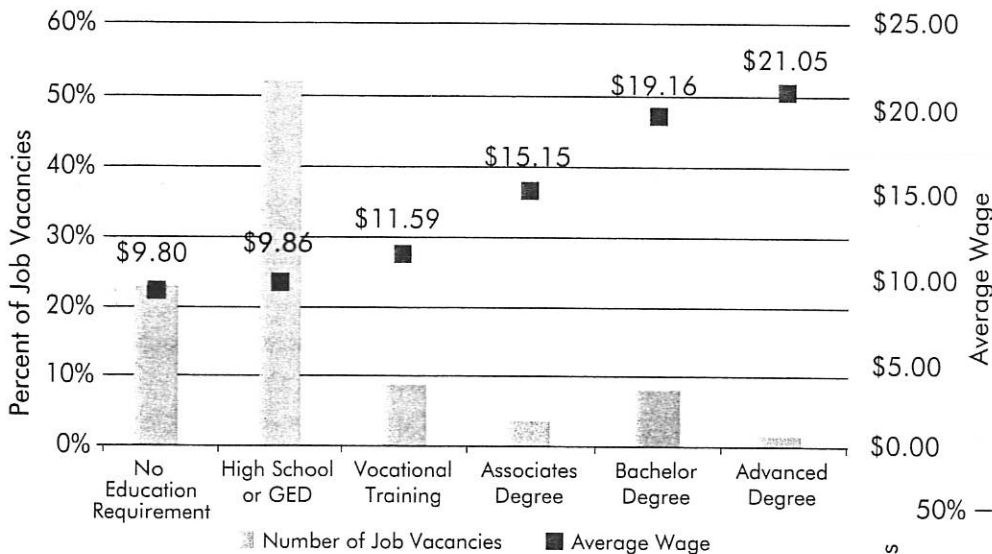
Twenty-five percent of the job vacancies in Local Area IV were reported as being open 30 days or more.

Twenty-six percent of the job vacancies in this area were reported as being open less than 30 days.

Forty-three percent of the job openings were reported as being positions that are "always open" where these employers are continuously recruiting.

Education & Experience

Figure 5.5
Job Vacancies by Required Education
Local Area IV

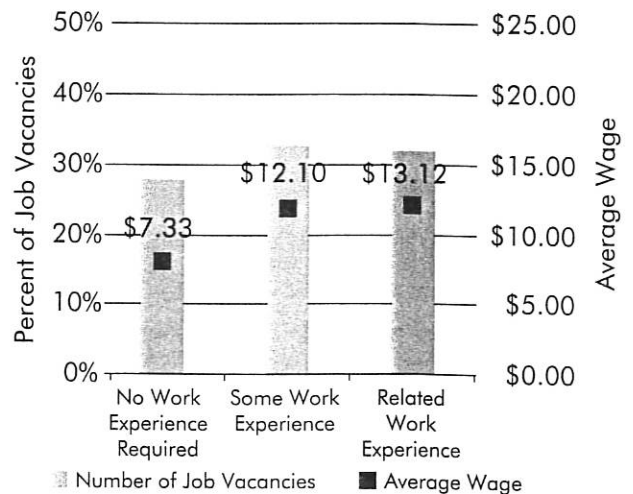


Seventy-six percent of all job openings reported in Local Area IV do not require post-secondary education.

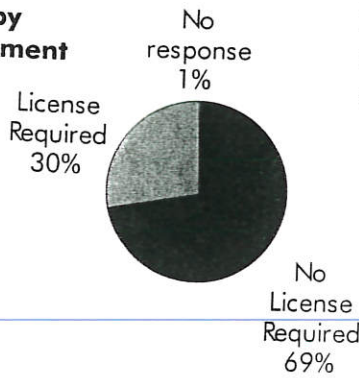
Twenty-one percent of the positions open-for-hire in this area require a post-secondary degree or vocational certificate. The average wage offer for these positions range from \$11.59, for positions that require a vocational certificate, to \$21.05, for positions that require an advanced degree.

Figure 5.6
Job Vacancies by Required Experience
Local Area IV

Sixty-seven percent of the job vacancies in this area require some work experience. Positions requiring some work experience indicate an average wage offer of \$12.10. Job openings in Local Area IV that require work experience directly related to the position have an average wage offer of \$13.12.



**Job Vacancies by License Requirement
Local Area IV**

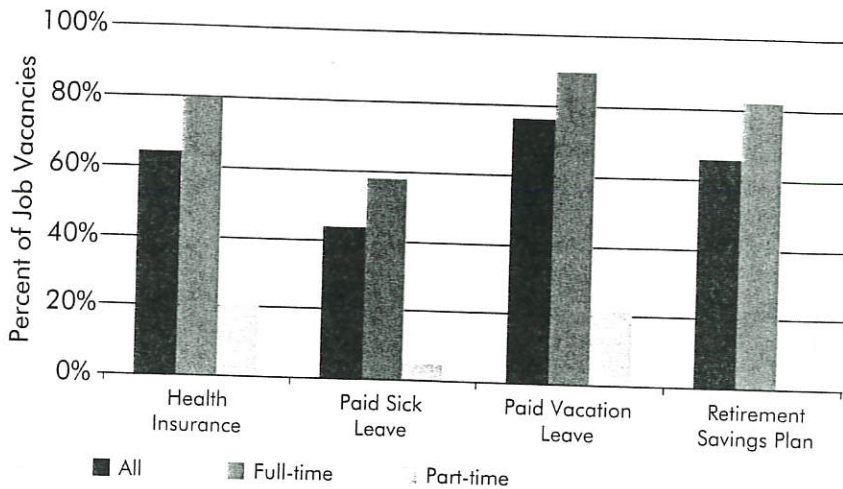


Thirty percent of the job vacancies in Local Area IV require a license or certificate. These vacancies include occupations such as nursing aides, truck drivers, lifeguards, registered nurses, teachers and hairdressers.

Eight percent of the job openings in Local Area IV do not require any specific education or work experience, labeling them as truly entry-level positions.

Benefits

**Figure 5.8
Job Vacancies by Type of Benefits Offered
Local Area IV**

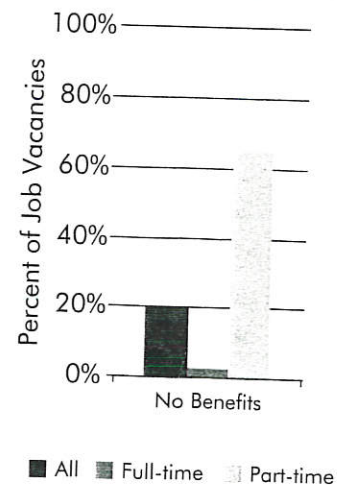


Ninety percent of the full-time job openings in Local Area IV offer paid vacation leave and 81 percent offer a retirement savings plan.

Twenty-one percent of the part-time job openings in Local Area IV offer paid vacation leave and 20 percent offer health insurance.

Sixty-eight percent of the part-time job openings in this area do not provide any benefits, while only five percent of the full-time openings do not provide any benefits.

**Figure 5.9
Job Vacancies Without Benefits
Local Area IV**



LOCAL AREA V

In order to obtain data for Local Area V, the statewide sample included 473 establishments in this area, using the same stratification and weighting method explained in the statewide report. We received 341 usable responses from Local Area V, resulting in a satisfactory response rate of 72 percent.

This survey revealed there were an estimated 3,264 job vacancies in Local Area V during the second quarter of 2004.

Job Vacancies by Occupation

**Table 6.1
Job Vacancies by Major Occupational Group
Local Area V**

Major Occupational Group

Total, All Occupations

Office and Administrative Support	476	2.8%	\$7.74
Production	323	1.8%	\$9.66
Healthcare Practitioners and Technical	297	5.9%	\$15.29
Sales and Related	264	2.7%	\$8.08
Installation, Maintenance, and Repair	253	5.5%	\$8.72
Healthcare Support	244	6.2%	\$7.68
Food Preparation and Serving-Related	226	2.6%	\$5.34
Education, Training, and Library	210	1.7%	\$14.45
Building and Grounds Cleaning and Maintenance	209	6.3%	\$6.70
Construction and Extraction	206	4.2%	\$10.03
Management	205	3.6%	\$17.98
Transportation and Material Moving	132	1.6%	\$11.65
Personal Care and Service	52	2.3%	\$6.85
Protective Service	50	2.8%	\$13.94
Business and Financial Operations	32	1.6%	\$19.77
Arts, Design, Entertainment, Sports, and Media	32	2.1%	\$8.60
Community and Social Services	31	2.2%	\$11.26
Architecture and Engineering	19	1.9%	\$19.39
Legal	2	0.4%	\$18.85
Computer and Mathematical	1	0.1%	NR
Life, Physical, and Social Science	0	0.0%	NA
Farming, Fishing, and Forestry	0	0.0%	NA

Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
3,264	2.9%	\$10.38

The job vacancy rate across all occupations in Local Area V is 2.9 percent or almost three job vacancies for every 100 filled positions.

The occupational group with the largest number of job vacancies is the Office and Administrative Support occupational group, with 476 openings and a job vacancy rate of 2.8 percent. Other occupational groups that have a larger job vacancy rate are Building and Grounds Cleaning and Maintenance (6.3 percent), Healthcare Support (6.2 percent) and Healthcare Practitioners and Technical (5.9 percent).

Although there are an estimated 323 job openings in the Production occupational group, the job vacancy rate for this group is only 1.8 percent.

**Top 25 Occupations with the Most Job Vacancies
Local Area V**

Job Title	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Retail Salespersons	174	7.0%	\$ 9.22
Maids and Housekeeping Cleaners	155	24.6%	\$ 6.03
Registered Nurses	147	8.0%	\$17.45
Nursing Aides, Orderlies, & Attendants	138	6.1%	\$ 7.72
Automotive Service Tech & Mechanics	126	26.3%	\$ 8.00
Waiters and Waitresses	125	10.7%	\$ 5.15
Receptionists & Information Clerks	95	17.0%	\$ 7.79
All Other Assemblers & Fabricators	86	NA	\$ 8.77
Customer Service Representatives	85	6.3%	\$ 9.00
Cashiers	84	2.5%	\$ 5.56
Licensed Practical & Licensed Vocational Nurse	79	10.0%	\$14.42
Hotel, Motel, & Resort Desk Clerks	70	NR	\$ 6.00
All Other Teachers & Instructors	68	NA	\$14.86
Carpenters	66	12.0%	\$ 8.00
Tellers	66	7.1%	\$ 8.50
Helpers--Production Workers	64	6.2%	\$ 7.53
Pharmacy Aides	60	NR	\$ 7.00
Welders, Cutters, Solderers, & Brazers	52	4.2%	\$12.90
Structural Iron and Steel Workers	49	NA	\$12.00
Food Servers, Nonrestaurant	46	NA	\$ 5.33
Secondary School Teacher, except Special & Vocational	45	1.9%	\$16.84
Teacher Assistants	44	2.3%	\$ 6.77
Police & Sheriff's Patrol Officers	43	7.8%	\$14.30
Construction Laborers	43	6.7%	\$ 7.76
Cooks, Fast Food	42	4.4%	\$ 5.20

The occupations with the largest number of job vacancies in Local Area V are Retail Salespersons (174 openings and 7.0 percent), followed by Maids and Housekeeping Cleaners (155 openings and 24.6 percent) and Registered Nurses (147 openings and 8.0 percent).

The number of openings in this area for Automotive Service Technicians and Mechanics is estimated to be 126, and a job vacancy rate of 26.3 percent.

The top 25 occupations, with the most job vacancies, account for almost 63 percent of the total job vacancies in this area.

Job Vacancies by Industry & Size

The industry groups with a large number of job vacancies and a high job vacancy rate in Local Area V are Health Care and Social Assistance (563 openings and 4.4 percent), Retail Trade (560 openings and 4.3 percent) and Accommodation and Food Services (554 openings and 7.0 percent).

Table 6.3
Job Vacancies by Industry
Local Area V

Industry	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Industries	3,264	2.9%	\$10.38
Health Care and Social Assistance	563	4.4%	\$12.01
Retail Trade	560	4.3%	\$7.90
Accommodation and Food Services	554	7.0%	\$6.39
Manufacturing	398	1.7%	\$9.67
Construction	240	4.9%	\$10.68
Educational Services	218	NR	\$14.70
Finance and Insurance	135	4.9%	\$8.02
Transportation and Warehousing	118	4.9%	\$20.10
Other Services, except Public Administration	112	3.8%	\$11.04
Professional and Technical Services	90	5.4%	\$9.50
Government	88	0.3%	\$11.51
Mining	72	8.9%	\$10.00
Information	55	2.5%	\$12.98
Administrative and Waste Services	34	0.9%	\$11.55
Utilities	14	0.8%	\$29.40
Wholesale Trade	10	0.3%	\$19.81
Management of Companies and Enterprises	2	0.4%	\$16.83
Agriculture, Forestry, Fishing and Hunting	1	0.2%	NA
Real Estate and Rental and Leasing	0	0.0%	NA
Arts, Entertainment and Recreation	0	0.0%	NA

The highest job vacancy rate in this area is found among small firms, with 5 to 49 employees.

Table 6.4
Job Vacancies by Size
Local Area V

Size	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
Total, All Sizes	3,264	2.9%	\$10.38
Small (5-49 employees)	1,774	4.5%	\$10.53
Large (250 or more employees)	700	2.2%	\$11.09
Medium (50-249 employees)	584	1.7%	\$9.65
Very Small (0-4 employees)	206	2.6%	\$8.58

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The occupational group with the highest average wage offer in Local Area V is the Business and Financial Operations occupational group at \$19.77, followed by the Architecture and Engineering occupational group at \$19.39 (Table 6.1).

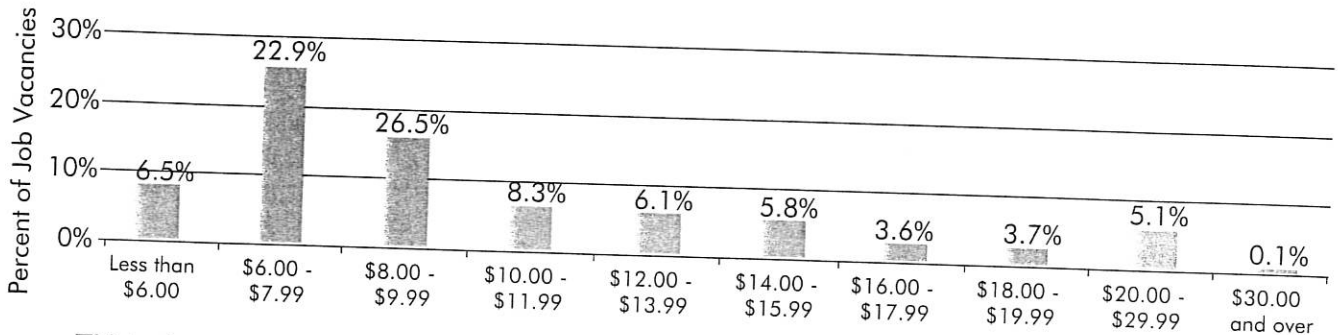
The highest average wage offer among the top 25 occupations with the most vacancies is found to be for Registered Nurses, with an average of \$17.45 (Table 6.2).

The average wage offer for all job openings in Local Area V is \$10.38.

Seven of the top 25 occupations with the most vacancies in Local Area V offer an average wage of more than \$12.00 an hour (Table 6.2).

The highest average wage offer in this area is found in the Utilities industry at \$29.40 (Table 6.3).

**Figure 6.1
Job Vacancies by Hourly Wage Range
Local Area V**

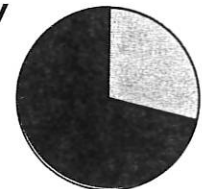


Thirty-three percent of the job vacancies reported in Local Area V pay at least \$10.00 an hour. The largest percentage of job openings in this area (26.5 percent) is found in the pay range of \$8.00 to \$9.99 an hour.

Seventy-one percent of the job vacancies in Local Area V are considered to be full-time positions.

The average wage offer for a full-time position in this area is \$11.44 and the average for a part-time position is \$7.18.

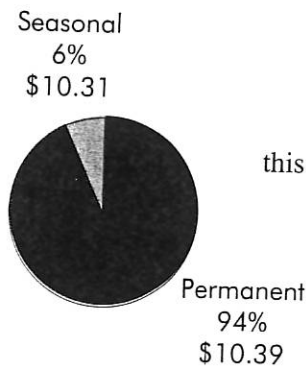
**Figure 6.2
Full-time/Part-time
Local Area V**



Full-time
71%
\$11.44

Part-time
29%
\$7.18

**Figure 6.3
Permanent/Seasonal
Local Area V**



Ninety-four percent of the positions open-for-hire in this area are considered permanent positions.

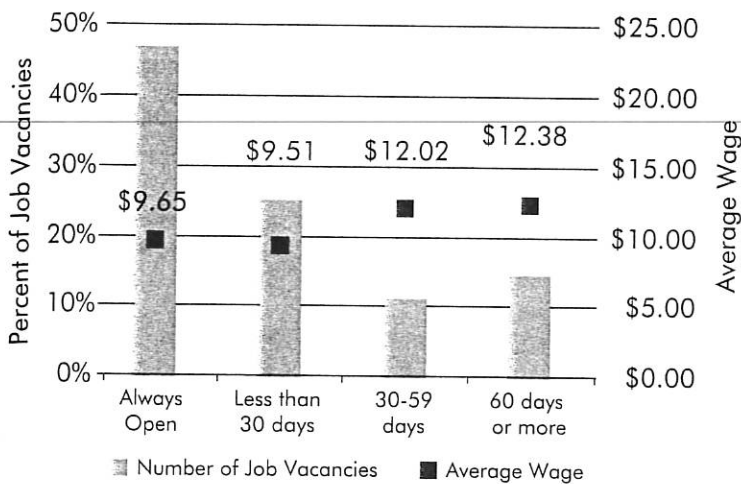
The average wage offer for a permanent position is \$10.39 in this area and the average wage for a seasonal or temporary position is \$10.31.

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Duration of Job Vacancies

Figure 6.4

Job Vacancies by Length of Vacancy
Local Area V



Survey responses indicated that 15 percent of the job vacancies in Local Area V have been open 60 days or more, an indication that these positions are more difficult to fill. The average wage offer for positions open for 60 days or more is \$12.38.

Twenty-six percent of the job vacancies in Local Area V were reported as being open 30 days or more.

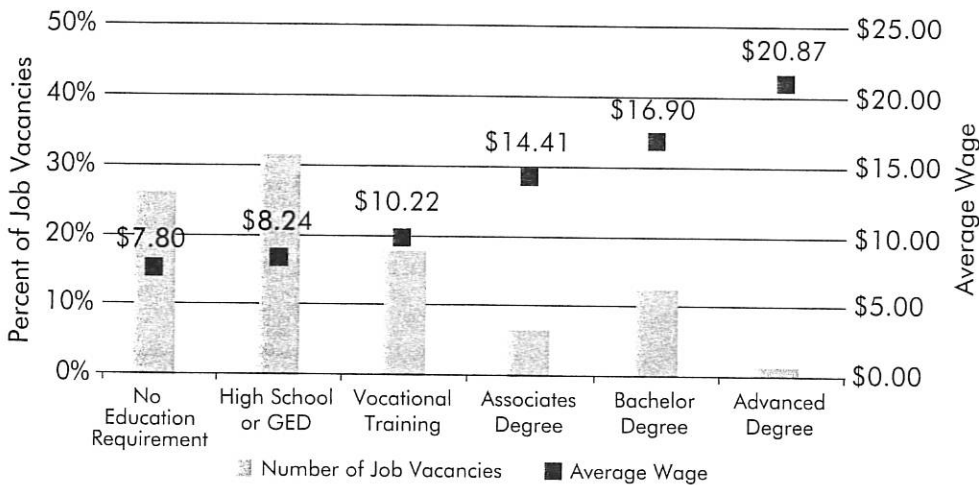
Twenty-five percent of the job vacancies in this area were reported as being open less than 30 days.

Forty-six percent of the job openings were reported as being positions that are "always open" where these employers are continuously recruiting.

Education & Experience

Figure 6.5

Job Vacancies by Required Education
Local Area V

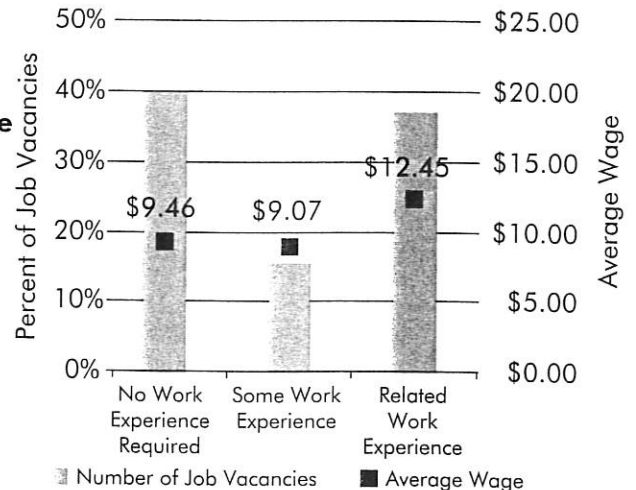


Fifty-eight percent of all job openings reported in Local Area V do not require post-secondary education.

Forty percent of the positions open-for-hire in this area require a post-secondary degree or vocational certificate. The average wage offer for these positions range from \$10.22, for positions that require a vocational certificate, to \$20.87, for positions that require an advanced degree.

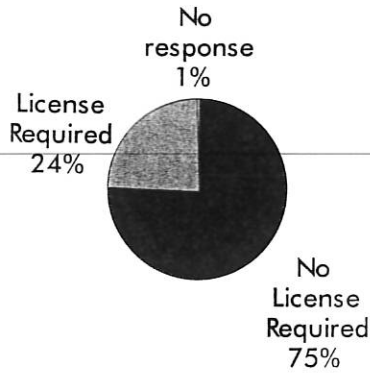
Figure 6.6
Job Vacancies by Required Experience
Local Area V

Fifty-two percent of the job vacancies in this area require some work experience. Positions requiring some work experience indicate an average wage offer of \$9.07. Job openings in Local Area V that require work experience directly related to the position have an average wage offer of \$12.45.



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Figure 6.7
Job Vacancies by License Requirement
Local Area V

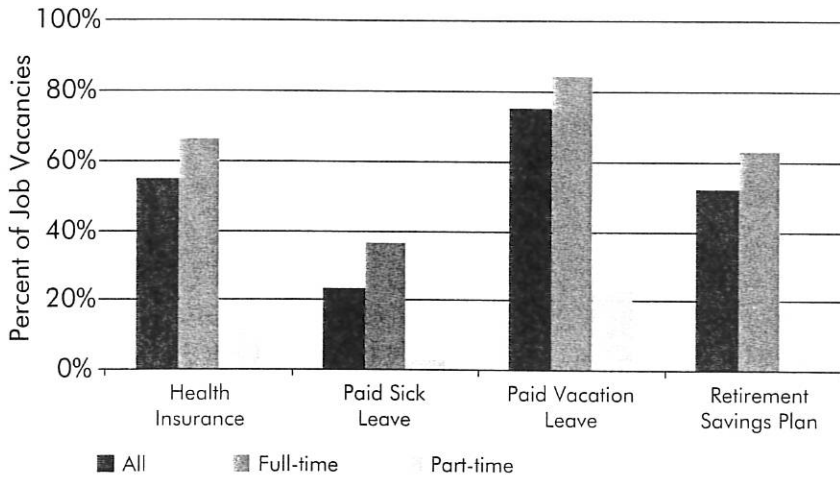


Twenty-four percent of the job vacancies in Local Area V require a license or certificate. These openings include occupations such as registered nurses, nursing aides, licensed practical nurses, teachers and other medical assistants.

Almost 17 percent of the job openings in Local Area V do not require any specific education or work experience, labeling them as truly entry-level positions.

Benefits

Figure 6.8
Job Vacancies by Type of Benefits Offered
Local Area V

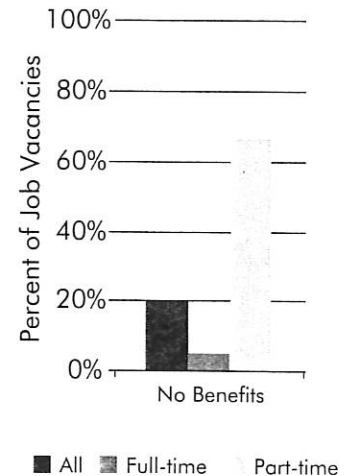


Eighty-six percent of the full-time job openings in Local Area V offer paid vacation leave and 69 percent offer health insurance.

Forty-four percent of the part-time job openings in Local Area V offer paid vacation leave and 16 percent offer a retirement savings plan.

One-half of the part-time job openings in this area do not provide any benefits, while only seven percent of the full-time openings do not provide any benefits.

Figure 6.9
Job Vacancies Without Benefits
Local Area V



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Additional Reports

Additional copies of this report and a special report for Shawnee County can be downloaded from the Internet at www.laborstats.org/reports/jvs2004.

A complete report of the Kansas Job Vacancy methodology is available on the Internet at www.laborstats.org/reports/jvs2004/methodology.htm.

Acknowledgements

Labor Market Information Services

Kansas Department of Labor

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Margo Leonard, Research Analyst

Kelly Alexander, Administrative Specialist

The 2005 Kansas Job Vacancy Survey will be mailed in April, 2005. If you are an employer that receives a survey, we want to hear from you. Your assistance in completing and returning the survey will be greatly appreciated and will allow us to produce accurate and timely workforce information that will provide comparability over the years.

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Attachment 3-43



KANSAS

DEPARTMENT OF LABOR

*We advance the economic well-being of all Kansans
through responsive workforce services.*

Annual Report 2004

A Year of Change

Senate Commerce Committee

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Attachment

4-1

The Kansas Department of Labor:

- administers Kansas' unemployment insurance program and processes claims for unemployment benefits
- operates the state's workers compensation system
- enforces Kansas employment standards including wage and hour laws and child labor laws
- houses a research unit that compiles critical data on employment in Kansas

Jim Garner, Secretary

John Polzar, Special Assistant to the Secretary

Paula Greathouse, Director of Workers Compensation

Linda Hubbard, Director of Building & Office Services

A.J. Kotich, Chief Counsel

Jeff Lewis, Chief Information Officer

Wayne Maichel, Director of Employment Security/Unemployment Insurance

Beth Martino, Director of Marketing & Communications

Janet Palmer, Director of Human Resources

Dorothy Stites, Director of Labor Market Information Services

Gerald Schneider, Chief Financial Officer

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2004 – A Year of Change

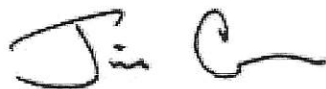
Kansas Department of Labor

This year was marked by major change for the agency. On July 1, 2004, the Kansas Department of Human Resources was re-named the Department of Labor under Executive Reorganization Order 31. Under the Order, Employment and Training programs were transferred to the Kansas Department of Commerce. Additionally, the Kansas Commission on Disability Concerns moved to Commerce. Two other commissions which had been housed here – the Kansas Advisory Committee on Hispanic Affairs and the Kansas African-American Affairs Commission – joined the Governor's Office.

Throughout all of these changes I am proud to say the employees of the agency continued to perform their duties in an exemplary fashion. Information, claims, payments and decisions continued to flow in a timely manner and those using the important services we provide found the changes to be transparent to their interaction with the agency. The pieces of our organization are interlocking. Divisions and units within the Department of Labor are finding strength in mutual efforts and we are reaching out to other state agencies where we can provide support and information.

Our vision for the future is an integrated, customer-focused agency, with centralized operations and communications, working to find ways to provide Kansans with the important workforce services they need. In 2005, a new strategic plan for the agency will be introduced. I am excited about the future at KDOL.

The following pages provide more details on the activities of the Kansas Department of Labor in 2004.



Jim Garner, Secretary



KDOL employees join Secretary Garner and Governor Sebelius in celebrating the new agency name on July 1.

**Additional information
about KDOL is available at
the Web site
www.dol.ks.gov**

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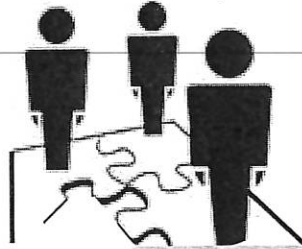
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Working together toward a common goal

There are many divisions and units within KDOL, but they all work together and support a single mission.



Unemployment Insurance

An insurance program, unemployment benefits provide temporary weekly unemployment checks to qualified unemployed workers.

KDOL determines eligibility for benefits and issues the checks to unemployed workers. Recipients must meet certain eligibility requirements in order to receive unemployment benefits. The agency also is responsible for the collection of state unemployment taxes from employers.

Tax Filing – Late in 2004, the online unemployment tax system expanded to 24-hours a day, seven-days a week rather than just during the regular business day. More than 4,500 of Kansas' 69,500 employers currently use the online filing system to register their business, file quarterly wage reports and unemployment tax returns, and pay state unemployment taxes. Allowing these transactions to take place at any time and providing for electronic payments makes the service more valuable to employers and their accountants.

The new service is available at www.uitax.com.

System Modernization – Work is in progress to revise the Unemployment Insurance (UI) Benefits System. This mission-critical system ensures millions of dollars in benefits are processed to assist unemployed workers throughout the state.

The system maintains information about collections from employers. The programs in use, developed in the 1970s, are no longer efficient to support. Additionally, current staff is not familiar with the archaic system and cannot modify or manage it without problems and errors. Modifications have been made over the years, but changes in one part of the program often cause unpredicted results in another part of the program.

CY 2004 Unemployment at a Glance

Initial Claims	144,479
Continued Claims	1,199,429
Benefit Payments	\$294,440,137
Average weekly benefit amount	\$ 267.27

This translates to significant delays that impact the agency's mission. Simple changes take weeks and more complex changes can take months.

Many other states are facing or have faced a similar challenge with their systems. The approach at KDOL will be to integrate all the UI systems and make it easier for all users to operate.

Ultimately, KDOL will have a system that provides the flexibility and resiliency needed to accommodate the high level of change prevalent within the UI industry while making it easier for all users – internal and external – to work electronically.

The entire project, which was approved in the summer of 2004, will begin in 2005 and require an estimated 36 months to implement.

Overview of Current UI Benefits System

- Processes all types of claims, payments to claimants, appeals, overpayments, employer account charges and associated statistics
- Has 17 interfaces with its major counterpart, the UI Tax System

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Workers Compensation

Responsible for the administration of the provisions of the Kansas Workers Compensation Act, the division is fee-funded. Workers Compensation is an insurance plan, paid under the law by employers, to provide employee benefits for job-related injuries, disability or death. Employees who are disabled due to a job-related injury or disease are entitled to:

- Medical expenses to treat injury or illness
- Income benefits to replace part of the wages lost due to disability

In Workers Compensation by the numbers during FY 2004:

Occupational Injuries & Illness Reports	65,894
Applications for Hearings	15,566
Ombudsman Information Contacts	27,502
Requests to Research Section	35,048

EDI – Launched in January, Electronic Data Interchange (EDI) allows transmission of workers compensation claims and/or coverage information from insurers to the state. Insurance carriers, self-insured employers and group-funded insurance pools can stop sending paper forms to KDOL and send the information electronically. Participants also can report their claims data electronically.

Before EDI, accident reports on work-related injuries and illnesses were made on paper and stored on microfilm. Meeting Legislative requirements for additional data triggered the need for a new system that can provide more information than the paper filings.

EDI provides faster reporting of data, is more cost-effective for all participants and assures more accurate data by eliminating data re-entry errors. EDI is a major step toward adopting a paperless business environment.

In the months following its launch, EDI has been well received by Kansas employers and insurers, exceeding expectations. Participation in the Kansas EDI program is voluntary. About one-third of all accident reports are now filed electronically.

Board of Appeals – A pilot mediation program was launched in 2004 to assist claimants and employers in reaching settlements more quickly and easily. The program has reduced the time to complete claims from weeks to days. These settlements eliminate the need for lengthy court judgements.

Industrial Health and Safety – Assuring safe practices in Kansas workplaces is the mission of Industrial Health and Safety (IH&S).

KDOL formed a partnership with the Kansas Department of Administration in 2004 to use the agency's tools and experts to provide testing and sampling inspections to DOA. An expanded agreement with the Kansas Department of Health and Environment will allow KDOL-collected data on injuries to be analyzed by KDHE.

SHARP (Safety and Health Achievement Recognition Program) added three safety-conscious locations in 2004 – Montezuma Manufacturing, Inc., Western Beverage, Dodge City, and the Cross Manufacturing facility in Pratt, bring the total number of facilities in Kansas that have gained this impressive work-place safety recognition to 32. Currently there are 25 sites which are active in the program.

Industrial Safety and Health FY 2004

Private Employers

Consultations Performed	1,534
Hazards Identified	5,635

Public Sector

Inspections Performed	525
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Boiler Safety

Inspections Performed	3,320
-----------------------	-------

Labor Market Information Services

Statistics about all facets of the labor market and the Kansas workforce is the province of Labor Market Information Services (LMIS). It provides current and historical labor market information about:

- Employment and Unemployment
- Wage statistics
- Labor conditions
- Occupational trends

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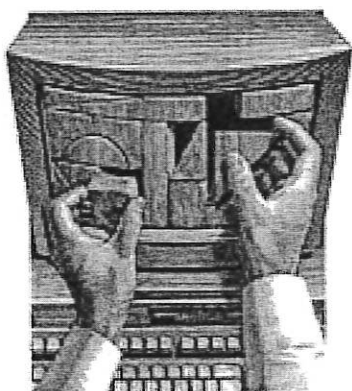
LMIS provides current employment data, including the unemployment rate for the state, each county and metropolitan area each month.

Workforce decision-making information is found in the *2004 Job Vacancy Survey*, produced statewide for the first time by KDOL. The survey provides a better understanding of the labor demands in Kansas in various job classifications. It assists area businesses in developing their recruitment strategies as well as assisting educational entities in determining necessary training for higher demand jobs. It revealed there were approximately 33,600 job vacancies in the state during the second quarter of 2004. The average job vacancy rate across all occupations in the state was 2.6 percent, or just over two and a half job vacancies for every 100 filled positions.

Persons looking at a new career can discover what they might expect to be paid in the annual *Kansas Wage Survey*. It provides information about wages for a variety of occupations in the state. In addition to job seekers, this can be useful to businesses, educational institutions and career counselors. Businesses can compare their wage levels to those statewide and in four metropolitan statistical areas (Kansas City, Lawrence, Topeka and Wichita).

All LMIS publications are found at www.dol.ks.gov.

Support Services



Providing legal, financial, maintenance, computer technology, personnel and communications support to KDOL are the functions of the divisions within Support Services.

Information

Technology – Heavy reliance on computer technology marks the work of KDOL. In addition to undertaking the UI Modernization Project (see page 2), IT completed several computing infrastructure

improvements during the year. Other changes included a new agency domain (dol.ks.gov) and e-mail addresses, and the personnel and equipment moves resulting from completion of remodeling at the 401 Topeka Blvd. administration building.

Upgrades were completed on the customer relationship management software (Siebel) used by Unemployment Insurance employees across the agency. The system for electronic workers compensation reporting (see EDI, page 3) also was implemented.

America's Job Link Alliance - Technical Support

– Unique among the units within the Kansas Department of Labor is the technical support team for America's Job Link Alliance (AJLA). AJLA-Technical Support's charge is to develop, maintain and market workforce development software used in Kansas and by other states and organizations. Twenty-nine states participate in AJLA. Many are using various software packages developed here.

AJL (America's JobLink) is an Internet-based job matching and workforce information system for both employers and job seekers. Four states use this KDOL system, and others are expected to participate.



Kansas uses AJL software for operation of www.kansasjoblink.com.

Users of other AJLA-TS products, representing workforce development agencies across the country and the US Department of Labor, provide input and expectations for software improvements to AJLA-TS.

The DART (Data Analysis Reporting Tool) system has 26 states as customers, with three added in 2004. This product provides data manipulating (query building) and reporting capabilities.

Added to AJLA-TS products in 2004, FiscalLink provides case management budget tracking. It coordinates with ServiceLink, which allows interviewers and case managers to track their case loads and report results.

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AJLA-TS products reduce costs for users, while providing better access to many types of workforce data and the ability to create necessary reports. AJLA-TS is funded by subscriptions and also receives Federal grants to develop specific enhancements to the systems.

Employment Standards – This office enforces State Labor Laws which regulate wage payments, overtime and minimum wage, child labor laws and private employment agencies. It is part of the Legal Services Division, which has responsibility for all civil litigation for KDOL before administrative agencies, state courts, federal courts and appellate courts.

State and Federal laws require the display of certain posters concerning working conditions. KDOL provides several of these posters that Kansas employers are required to display in the workplace. All the posters are free of charge (both Kansas and Federal) and can be obtained through Employment Standards or at www.dol.ks.gov.

During the year, 1,832 claims for unpaid wages were processed and closed by investigation or by order. A total of \$860,405 was collected and returned to Kansas employees in 2004.

Communications and Marketing – The new agency name and a revised KDOL Internet Web site were both launched on July 1. Please visit the new Web site at www.dol.ks.gov.

The Communications division offers employees at KDOL the opportunity to improve their communication with Spanish-speaking customers. Attendees at KDOL's Workplace Spanish classes discover Spanish speaking clients are more apt to attempt to communicate in English when given the opportunity to also provide information in Spanish. By strengthening the lines of communication, the agency hopes to minimize cultural barriers that may be preventing customers from receiving much

needed services. Students learn "key phrases" used on the job during everyday contact with Spanish speaking individuals.

Workplace Spanish, an extension of the nationally recognized course *Command Spanish*, teaches employees greetings, social niceties and communication strategies by using direct phrases

employees can use right away. The program, which was initiated in early January, is a 16-hour course and is taught by a certified KDOL instructor.

Human Resources – When the Agency ceased to be called "Human Resources" the title reverted to the division previously known as "Personnel." HR is responsible for managing and directing the agency's human resource programs. A major thrust of work in 2004 was the transfer of approximately 285 staff members and their records to the Commerce Department at mid-year. The transfer was accomplished smoothly while continuing to provide training and support for employee needs.

Twenty-two days of workplace harassment prevention training was provided throughout the year, assuring that all KDOL employees across the state participated. Other training, in areas from stress management to team building, also were held as necessary.

Three KDOL employees graduated from the state-sponsored Certified Public Manager program in 2004. The year-long class instructs managers and potential managers, in all areas of government, about how the system works.

Building and Office Services – Facilities management, purchasing, maintenance, the mail/supply center, the switchboard and graphic design are all part of BOS. As with the other support divisions in KDOL, its year was spent dealing with change. Changes to signs and forms to reflect a new agency name and the transfer of many publications

¡Hola!

In 2004, 58 KDOL employees and 6 other State employees were trained in Workplace Spanish, at a total of six sessions, to better serve the needs of customers.

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to the Department of Commerce provided the opportunity to evaluate the necessity of many publications and forms (see box below).

In 2004:
720 unnecessary forms or publications were eliminated
Efficiency measures reduced postage costs more than \$314,000 in FY 2004
Some 4,000 address corrections were made to assure claimants continue to receive their UI benefit checks

Fiscal – The processing and tracking of financial transactions is maintained by the Fiscal division. It coordinates the preparation of KDOL state and federal budgets and prepares federal and internal financial reports.

The move of all training programs to the Department of Commerce was more than just the movement of people. It also transferred the management of certain federal funds. Fiscal provided training to the other agency in these programs and continues to assist in this transition.

State changes in the Central Motor Pool required Fiscal to establish new procedures for managing the vehicles transferred to the agency.

Federal grants provide improvements at lower cost to State

KDOL was awarded three grants from the U.S. Department of Labor to assess current security and develop a security plan for the Unemployment Insurance system. The grants, totaling \$299,000, will help develop a state-of-the-art security plan, provide a security plan assessment and produce a business continuity plan.

These grants provide an opportunity for KDOL to make improvements to account for rapid changes in technology. The federal grants are an opportunity to improve operations through objective assessments from an outside source with expertise in the information technology field.

A security plan assures that the procedures and controls are in place to deal with the quickly

changing technology on the Internet and assure that sensitive information collected is safe. A security assessment looks for system threats and how vulnerable the agency is to those threats. It also seeks cost-effective safeguards.

A business continuity plan assures that operations are ongoing in case of a disaster. It outlines the internal policies and procedures that are to be employed should a disaster occur. In the event of a disaster, all time-sensitive services, systems and applications must be restored and available on a priority basis to maintain vital KDOL operations.

Other grants, received from the U.S. Department of Homeland Security, will help to protect the physical facilities through enhanced access control.



KDOL Employees Care

Kansas Department of Labor employees are involved with their communities and with one another. In addition to the important agency services they support, special events throughout the year helped build team spirit and assisted those less fortunate in our communities. In 2004 in Topeka, \$6,023.27 was raised for Project Topeka, the community food drive, and \$20,128.02 was raised for the United Way campaign.

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KDOL Actual Expenditures FY 2004

KDOL	Actual Expenditures \$544,183,103	Percent 100.00%
State General Fund:		
General Administration	30,012	
Native American Affairs*	88,620	
Legal Services	80,739	
Support Services	218,424	
Data Processing	113,049	
African American Affairs*	156,967	
Industrial Safety	186,699	
Employment Services*		
SCSEP	4,444	
OKEP	229,430	
NIYEA	9,878	
Employment Standards	31,026	
PERB	150,352	
Hispanic Affairs*	170,642	
Apprenticeship Training*	123,801	
Disability Concerns*	216,215	
Capital Improvements	18,816	
KSIP – Operating Expenditures	23,596	
Welfare to Work Grant – State Match*	109,045	
Total SGF	\$1,961,755	0.36%
Fee Funded Programs:		
Boiler Inspection	455,563	0.08%
Workers Compensation	8,809,282	1.62%
Federal Funded Programs:		
Employment Security Administration		
Unemployment Insurance	20,049,860	
Job Service (Wagner Peyser)*	7,934,809	
Labor Mrkt Info Coop Agreement	1,036,902	
Disabled Veterans Outreach Program*	729,921	
Local Veterans Employment Program*	624,105	
TRADE Act*	1,329,121	
Kansas JobLink	855,492	
Other	2,757,341	
HRSPF-Federal	1,561,760	
Workforce Investment Act*	22,668,473	
Welfare to Work Grant*	921,095	
OSHA	596,401	
Total Federal	\$61,065,280	11.22%
Unemployment Insurance Benefits (Direct payments to claimants)	\$468,426,209	86.08%
Other Funds:		
America's Job Link Alliance	2,283,918	0.42%
Penalty and Interest Fund	604,613	0.11%
Federal Indirect Offset Fund	317,793	0.06%
Miscellaneous Funds	258,690	0.05%

* In FY 2005, these programs will not be part of the KDOL budget.
The programs have been transferred to other agencies.

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