
SURVEY OF JOB OPENINGS IN THE
ST. LOUIS METROPOLITAN
STATISTICAL AREA:
WEEK OF OCTOBER 21, 2003

Public Policy Research Center
Metropolitan Information and Data Analysis Services (MIDAS)



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PUBLIC POLICY RESEARCH CENTER – MIDAS
UNIVERSITY OF MISSOURI – ST. LOUIS**

EXECUTIVE SUMMARY

During the week of October 21, 2003, there were an estimated 15,701 full-time positions and 12,150 part-time positions open for immediate hire¹ in the twelve-county St. Louis Metropolitan Statistical Area (MSA). These results are based on a Job Openings Survey of area employers conducted by the MIDAS section of the Public Policy Research Center (PPRC) at UM-St. Louis. The Job Openings Survey was conducted in partnership with the Center for Advanced Social Research at the University of Missouri – Columbia and the Center for Urban Research at Southern Illinois University at Edwardsville. The Workforce Information System (WIS) provides the data from this study.

The WIS, developed and maintained by MIDAS, is a web-based data system for workforce development planning. Visit the WIS at <http://pprc.umsl.edu/wis/> to find a semi-annual report of region-wide labor demand estimates. The WIS also offers data on the MSA's economy, population, school districts, and local systems including transportation and workforce training entities.

The data collected during this time period reflected a continued soft labor market and economy. Job openings are significantly down from May 2003 mostly due to a decrease in reported job openings in the HealthCare and Social Assistance industries. The greatest decrease in job openings was found in companies with 100-249 employees, which was where there was a major increase in May 2003².

BACKGROUND AND RESEARCH GOALS

This is the second regional job vacancy survey using the new North American Industry Classification System (NAICS), which was initiated in 1997 by the Office of Management and Budget (OMB) and implemented in July 2003. This system replaces the 1987 Standard Industry Classification System (SIC) and is used by all US Federal Statistical Agencies. While it was noted in May 2003 that this change in industry classification would cause a break in the time series data of the regional job vacancy survey, it will be possible to compare the results from the current survey to the May 2003 survey. The reason that we were unable to compare the May 2003 survey to past data was due to

¹ There were 160 estimated job openings that were not coded full-time or part-time.

² In May of 2003, of the 206 HealthCare firms (this does not include the *Social Assistance* firms that are in the same NAICS classification) surveyed 135 firms responded to the survey (65.5%). Of the 135 firms, 63 firms reported having job openings with the greatest increase being in the companies employing 100-249 employees (3,184). These 63 firms accounted for an estimated 11,291 job openings in the May 2003 *HealthCare* industry. In October of 2003, of the 215 HealthCare firms (this does not include the *Social Assistance* firms that are in the same NAICS classification) surveyed 139 firms responded to the survey (64.7%). Of the 139 firms, 56 firms reported having job openings with the greatest decrease being in the companies employing 100-249 employees (479). These 56 firms accounted for an estimated 6,542 job openings in the October 2003 *HealthCare* industry. It can be assumed that the positions were filled in the 6-month time lapse with no turnover.

the fact that it is impossible to compare the industry breakdowns between the 1987 SIC and the 2002 NAICS systems since they are based on two different principles. SIC was based on a classification system that classified each business according to its primary activity while NAICS is based on the production process used by the individual business. For information regarding the change from SIC to NAICS, why it has been developed, the benefits of the new system, and the issues surrounding the break in time series see <http://www.census.gov/epcd/www/naicsdev.htm>.

The sections that follow describe the demand for labor in October of 2003 based on a random multi-method survey of approximately 2,400 companies based on a 20% response rate with a desired confidence level of 95%. The survey sample was randomly drawn from a universe of approximately 40,000 businesses in the twelve (12) county region that includes five (5) in Illinois and seven (7) in Missouri. The sample was stratified by the twelve (12) counties, twenty (20) NAICS industry classifications and six (6) categories of company size based on the number of employees. This stratification was created based on the necessity of providing job vacancy and demand information at county geographies and by industry classifications. Based on the experience of other cities that had conducted similar job vacancy surveys, companies with less than five (5) employees were not included in the survey. This is due to the higher costs associated with collecting data from this segment of local industry. Excluding these companies has no effect on the validity of results since this industry segment is largely made up of self-employed individuals with no labor demand.

The survey design employed mail, fax, telephone and on-line versions of the survey instrument. All respondents were given the opportunity to respond via the on-line version, 21 companies did so. Companies with 250 or more employees were asked to respond via a mail or fax version. Approximately 507 companies were mailed a survey with a response rate of 36.3%. Companies with less than 250 employees were contacted by telephone and responded at a healthy 73.0% rate. In some instances, several methods were employed to acquire responses from an individual company.

Part 1: General Job Openings Survey Findings³

Total Openings. During the week of October 21, 2003, employers were seeking workers for an estimated:

28,011 Total Job Openings⁴

- 15,701 Full-Time Job Openings
- 12,150 Part-Time Job Openings
- 160 Not Indicated

Industry Distribution.⁵ Three industries, *HealthCare and Social Assistance* (27.5%), *Retail Trade* (17.2%) and *Accommodation & Food Services* (13.0%) dominated the number of job openings in the St. Louis, MO-IL MSA. These industries represented approximately 6 out of 10 job openings (57.7%).

Industry	Full-Time	Part-Time	Not Coded	Total	Percent
HealthCare & Social Assistance	3,428	4,127	146	7,701	27.5
Retail Trade	1,350	3,472	0	4,822	17.2
Accommodation & Food Services	1,855	1,778	11	3,644	13.0
Real Estate & Rental & Leasing	1,296	686	0	1,982	7.1
Construction	1,565	390	0	1,955	7.0
Transportation & Warehousing	1,441	29	0	1,470	5.2
Finance & Insurance	1,175	142	0	1,317	4.7
Other Services (except Public Administration)	664	497	0	1,161	4.1
Professional, Scientific, and Technical Services	602	266	0	868	3.1
Wholesale Trade	686	64	0	750	2.7
Manufacturing	619	24	3	646	2.3
Educational Services	469	113	0	582	2.1
Admin. & Support & Waste Manage. and Remed. Svcs	133	229	0	362	1.3
Information	169	112	0	281	1.0
Arts, Entertainment, & Recreation	58	182	0	240	0.9
Public Administration	163	39	0	202	0.7
Management of Companies & Enterprises	16	0	0	16	0.1
Utilities	12	0	0	12	0.0
Agriculture, Forestry, Fishing & Hunting	**	**	**	**	**
Mining	**	**	**	**	**
Total	15,701	12,150	160	28,011	100.0

} 57.7

³ All totals and percentages in Part 1 of this report are based on the total number of estimated jobs in the St. Louis, MO-IL MSA.

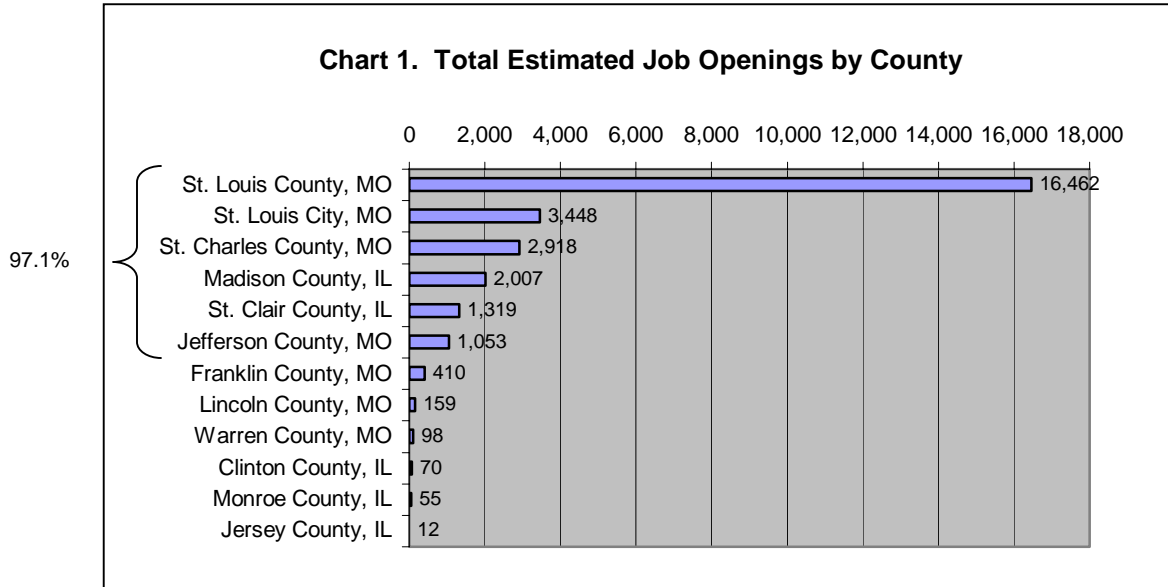
⁴ There was a total of 254 different Occupation Codes reported for the estimated 28,011 job openings.

⁵ **Will be used throughout Part 1 of this report to indicate that, of the 20 NAICS industries, the following two industries overall had no reported job openings the week of October 21, 2003: *Agriculture, Forestry, Fishing & Hunting* and *Mining*. *Admin. & Support & Waste Manage. and Remed. Svcs* is abbreviation for *Administrative & Support & Waste Management and Remediation Services*

Geographic Distribution. The vast majority of job openings were found in six counties:

- Madison and St. Clair Counties in Illinois
- St. Louis, St. Louis City, St. Charles and Jefferson Counties in Missouri

These openings accounted for 27,207 or 97.1% of the total 28,011 job openings.



Experience Requirements⁶. 86.9% of the estimated job openings required *three years of experience or less* and 64.4% of the estimated job openings required *less than one year or no experience*. The positions requiring less than one year were classified as *Entry-level* while the remaining positions (26.4% or 7,411) (see table, next page) were classified as *Experienced* (1+ years experience required).

Experience Required	Total	Percent
< 1 year or No experience	18,035	64.4
1-3 years	6,312	22.5
4-10 years	901	3.2
10+ years	198	0.7
All Other*	2,565	9.2
Total	28,011	100.0

} 86.9%

*Other includes don't know/not sure and refused

⁶ 9.2% of estimated job openings (*All Other*) had no required experience indicated (refused 8.1%, other 0.4%, don't know/not sure 0.7%).

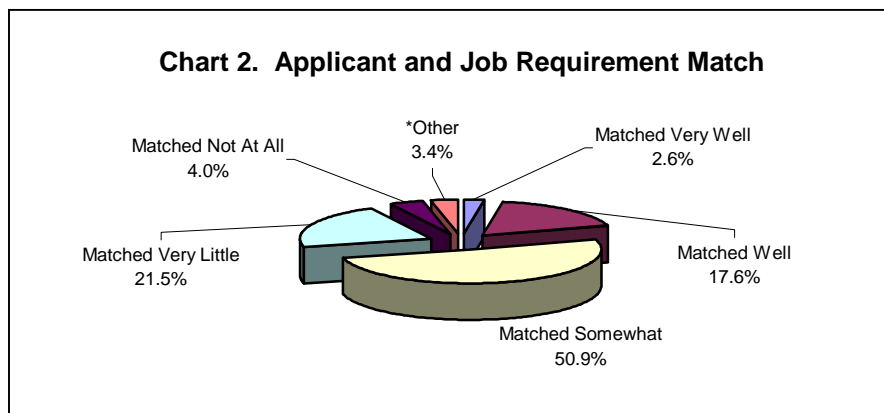
JOB OPENINGS SURVEY REPORT.....WEEK OF OCTOBER 21, 2003

Industry	Entry-Level	Experienced
Retail Trade	4,370	452
HealthCare and Social Assistance	4,141	1,311
Accommodation and Food Services	3,443	188
Real Estate and Rental and Leasing	1,894	88
Construction	1,106	849
Finance and Insurance	655	476
Wholesale Trade	469	263
Professional, Scientific, and Technical Services	362	475
Admin. & Support & Waste Manage. and Remed. Svcs	299	63
Transportation and Warehousing	232	1,232
Manufacturing	232	411
Other Services (except Public Administration)	210	951
Educational Services	185	385
Arts, Entertainment, and Recreation	182	58
Information	157	124
Public Administration	95	60
Management of Companies and Enterprises	2	14
Utilities	1	11
Agriculture, Forestry, Fishing and Hunting	**	**
Mining	**	**
Total	18,035	7,411

Applicants' Skills Compared to Job Requirements⁷. When survey respondents were asked to rate the skills of applicants in comparison with the skill requirements of the job openings reported, 72.4% responded *matched somewhat* or *matched very little*. One in 5 (20.2%) responded that applicants *matched well* or *matched very well*.

Matched Very Well	2.6%	} 20.2%
Matched Well	17.6%	
Matched Somewhat	50.9%	} 72.4%
Matched Very Little	21.5%	
Matched Not At All	4.0%	
*Other	3.4%	

*Other includes Don't know/not sure



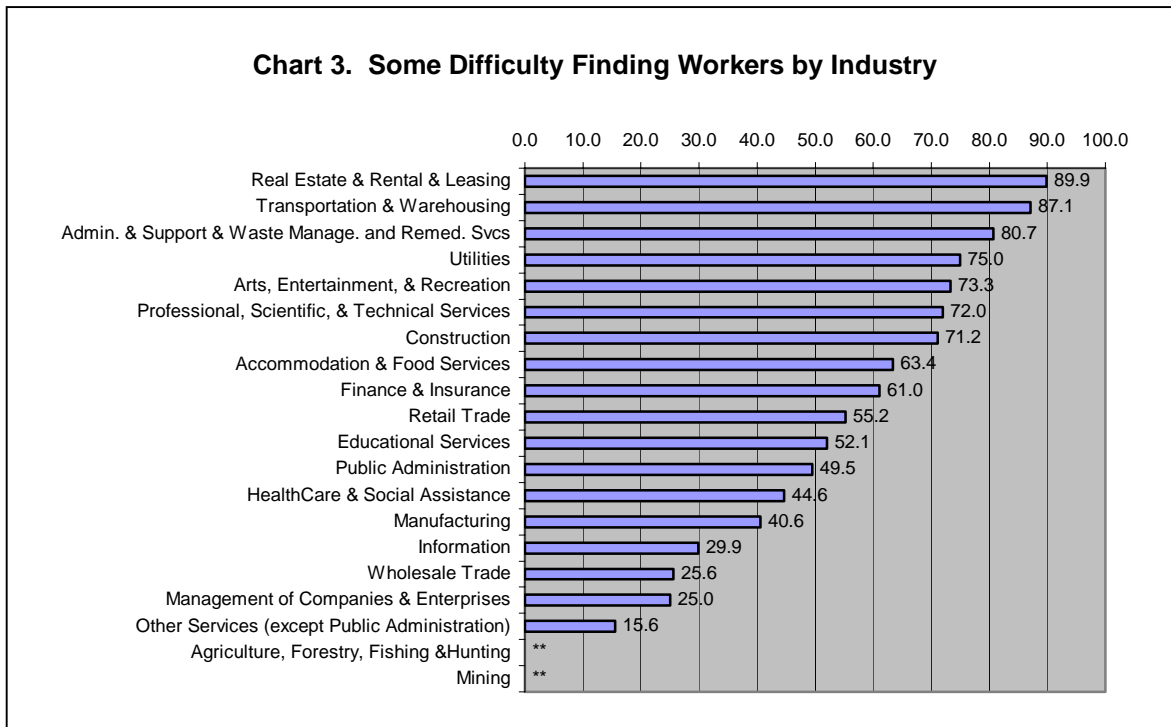
Percent of Total Job Openings

⁷ Percentages based on the total number of openings in which there was a response to the question "Have applicants met job requirements?" (N=25,179).

Difficulty Finding Applicants⁸. When survey respondents were asked to rate the difficulty finding workers, over half of all responses (58.1%) said that they had *some difficulty* whereas another 25.9% said they had *no difficulty*.

Great Difficulty	3,505	13.9%
Some Difficulty	14,651	58.1%
No Difficulty	6,531	25.9%
*Other	544	2.1%

*Includes don't know/not sure.

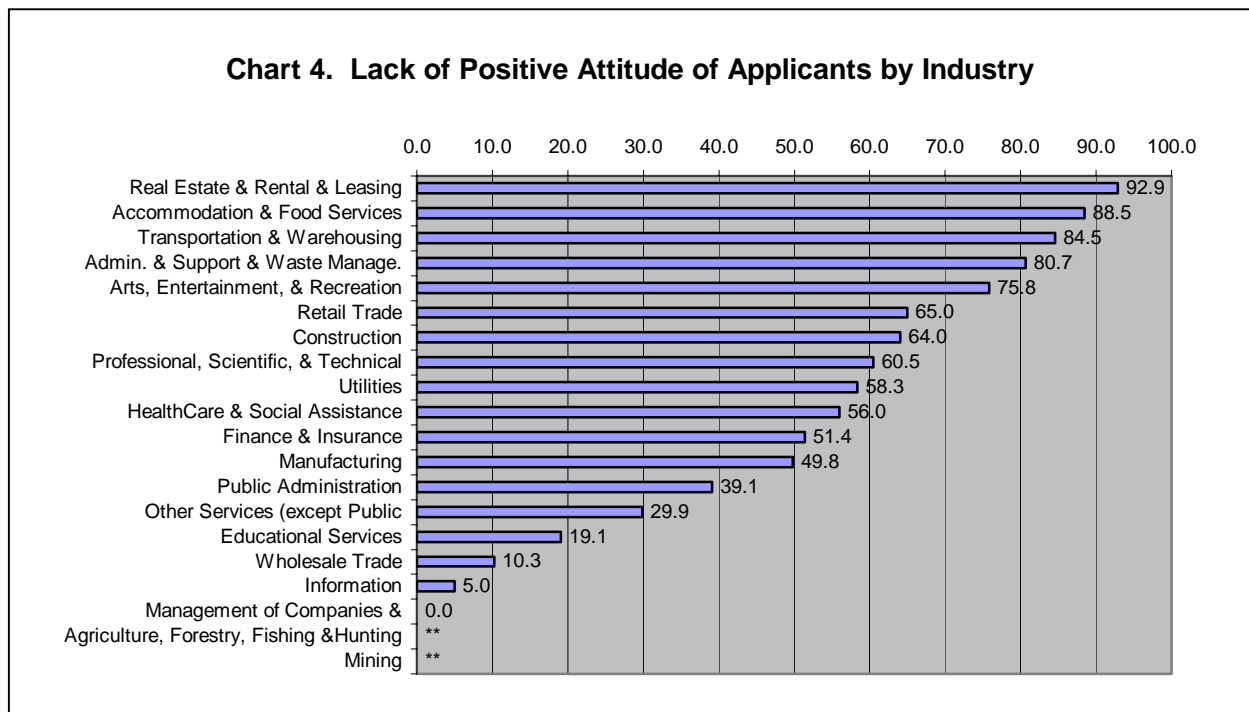


Percent of Total Industry Job Openings

⁸ Percentages based on the total number of openings in which there was a response to the question “Is this position difficult to fill with the required experience needed?” (N=25,231).

Shortcomings of Recent Applicants⁹. Survey respondents were asked to identify which personal workplace competencies and/or skills were found lacking in recent applicants. *Lack of positive attitude* was the most reported shortcoming at 63.7% of all job openings, trailed closely by *poor communication skills* (54.9%) and *poor work ethic* (54.4%).

Percent Responding Yes	
Lack of Positive Attitude	63.7%
Poor Communication Skills	54.9%
Poor Work Ethic	54.4%
Poor Customer Service Skills	43.9%
Lack of Industry Knowledge	38.8%
Inability to Understand Written Information	26.0%
Poor Technical Skills	27.6%
Poor Writing Skills	27.0%
Lack of Computer Skills	17.9%
Poor Basic Math	16.1%

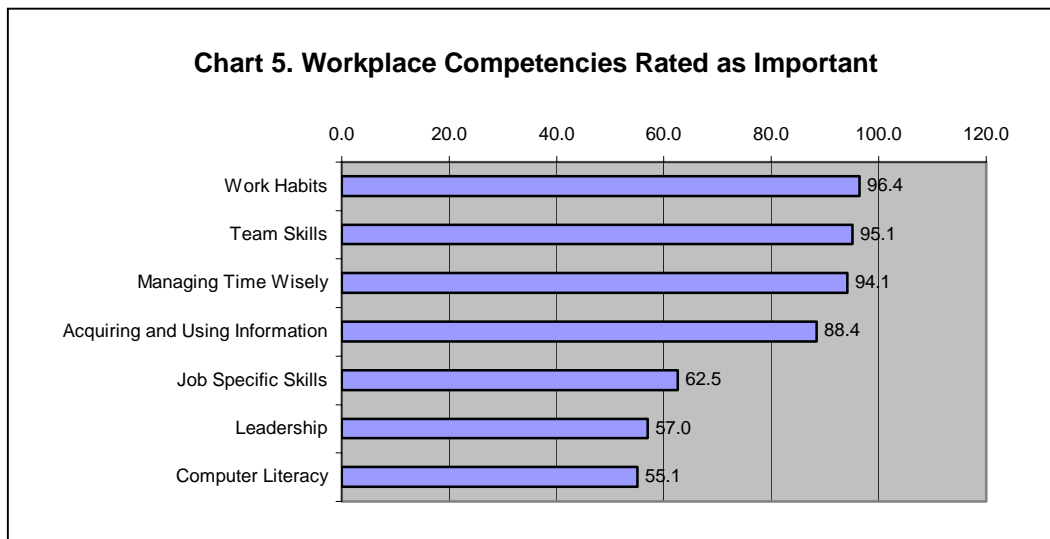


Percent of Total Industry Job Openings

⁹ Percentages based on the total number of openings in which one or more of the workplace competencies and/or skills were reported in the Shortcomings category (N=25,205).

Workplace Competencies¹⁰. Survey respondents were asked to identify a series of personal attributes that were considered important to the job performance of a worker in a particular occupation. The majority of respondents believed that *work habits* (96.4%), *team skills* (95.1%), *managing time wisely* (94.1%) and *acquiring and using information* (88.4%) were important to job performance. *Job specific skills*, *leadership* and *computer literacy* were important to over half of all respondents.

	Percent Responding Yes
Work Habits	96.4%
Team Skills	95.1%
Managing Time Wisely	94.1%
Acquiring and Using Information	88.4%
Job Specific Skills	62.5%
Leadership	57.0%
Computer Literacy	55.1%



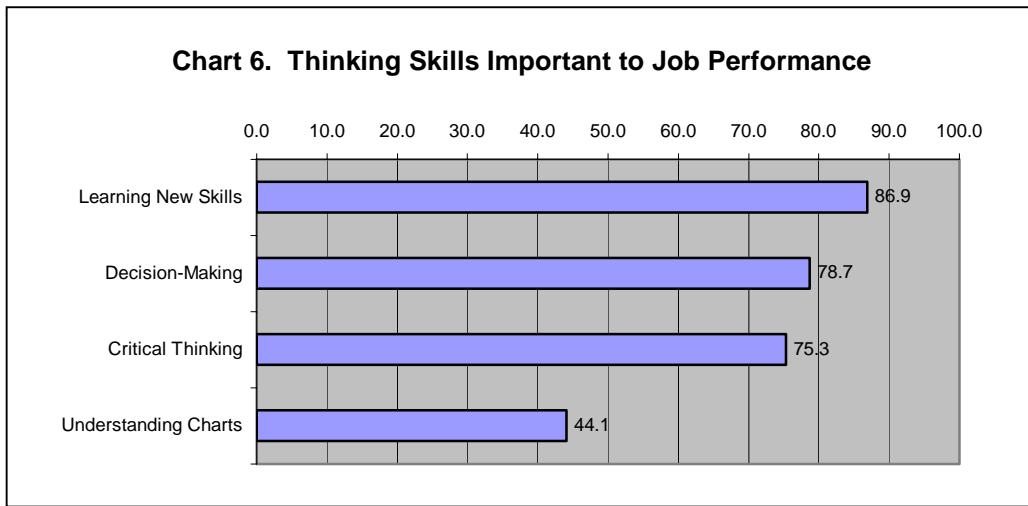
Percent of Total Job Openings

¹⁰ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the Workplace Competencies category (N=25, 943).

Thinking Skills¹¹. Survey respondents were also asked to consider what types of thinking skills were important to the job performance of a worker in a particular occupation. Thinking skills important to job performance included *learning new skills* (86.9%), *decision-making* (78.8%), *critical thinking* (75.3%) and *understanding charts* (44.1%).

**Percent Responding
Yes**

Learning New Skills	86.9%
Decision-Making	78.7%
Critical Thinking	75.3%
Understanding Charts	44.1%



Percent of Total Job Openings

¹¹ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the Thinking Skills category (N=25,259).

Full-Time Positions with 100 or More Openings

Four-Year College Degree or Higher

Civil Engineers
Computer Software Engineers, Systems Software
Marketing Managers
Retail Salespersons
Sales Engineers

Two Year Associated Degree

Child Care Workers
First-Line Supervisors and Manager/Supervisors- Construction Trades Workers
Registered Nurses

Professional, Technical or Special Certification

Barbers
Heating and Air Conditioning Mechanics
Nursing Aides, Orderlies, and Attendants
Registered Nurses
Rehabilitation Counselors
Tractor-Trailer Truck Drivers
Truck Drivers, Heavy and Tractor-Trailer

High School Degree

Brickmasons and Blockmasons
Construction Carpenters
Customer Service Representatives
Dispatchers, Except Police, Fire, and Ambulance
First-Line Supervisors/Managers of Retail Sales Workers
Housekeeping Supervisors
Loan Officers
Maids and Housekeeping Cleaners
Nursing Aides, Orderlies, and Attendants
Retail Salespersons
Tractor-Trailer Truck Drivers
Waiters and Waitresses

Some High School

Cooks, Restaurant
Janitors and Cleaners, Except Maids and Housekeeping Cleaners
Laborers and Freight, Stock, and Material Movers, Hand
Real Estate Sales Agents
Retail Salespersons
Truck Drivers, Heavy and Tractor-Trailer
Waiters and Waitresses

No Education Required

Maids and Housekeeping Cleaners

Part-Time Positions with 100 or More Openings

Two Year Associated Degree

Child Care Workers

Registered Nurses

Professional or Special Certification

Barbers

Heating and Air Conditioning Mechanics

Registered Nurses

Rehabilitation Counselors

High School Degree or Some High School

Cashiers

Child Care Workers

Cleaners of Vehicles and Equipment

Combined Food Preparation and Serving Workers, Including Fast Food

Cooks, Fast Food

Customer Service Representatives

Food Cooking Machine Operators and Tenders

Nursing Aides, Orderlies, and Attendants

Office Clerks, General

Pharmacy Aides

Real Estate Sales Agents

Retail Salespersons

Security Guards

Stock Clerks, Sales Floor

Truck Drivers, Light or Delivery Services

Waiters and Waitresses

No Education Required

Combined Food Preparation and Serving Workers, Including Fast Food

Maids and Housekeeping Cleaners

Part 2: Entry- Level Job Openings Survey Findings¹²

Openings. During the week of October 21, 2003, employers were seeking workers for an estimated:

18,035 Entry-Level Job Openings¹³

- 8,343 Full-Time Job Openings
- 9,653 Part-Time Job Openings
- 39 Not indicated

Industry Distribution.¹⁴ Four industries, *Retail Trade* (24.2%), *Healthcare and Social Assistance* (23.0%), *Accommodation and Food Services* (19.1%) and *Real Estate & Rental & Leasing* (10.5%) dominated the number of entry-level job openings in the St. Louis, MO-IL MSA; representing just fewer than 8 out of 10 entry-level job openings (76.8%).

Industry	Entry-Level	Percent	
Retail Trade	4,370	24.2	} 76.8%
HealthCare & Social Assistance	4,141	23.0	
Accommodation & Food Services	3,443	19.1	
Real Estate & Rental & Leasing	1,894	10.5	
Construction	1,106	6.1	
Finance & Insurance	655	3.6	
Wholesale Trade	469	2.6	
Professional, Scientific, & Technical Services	362	2.0	
Admin. & Support & Waste Manag. and Remed. Svcs	299	1.7	
Manufacturing	232	1.3	
Transportation & Warehousing	232	1.3	
Other Services (except Public Administration)	210	1.2	
Educational Services	185	1.0	
Arts, Entertainment, & Recreation	182	1.0	
Information	157	0.9	
Public Administration	95	0.5	
Management of Companies & Enterprises	2	0.0	
Utilities	1	0.0	
Agriculture, Forestry, Fishing & Hunting	**	**	
Mining	**	**	
Total Entry-Level		100.00	

¹² All totals and percentages in Part 2 of this report are based on the total number of entry-level estimated job openings or by total estimated industry entry-level job openings in the St. Louis, MO-IL MSA. Entry-level is defined as less than 1-year or no experience required.

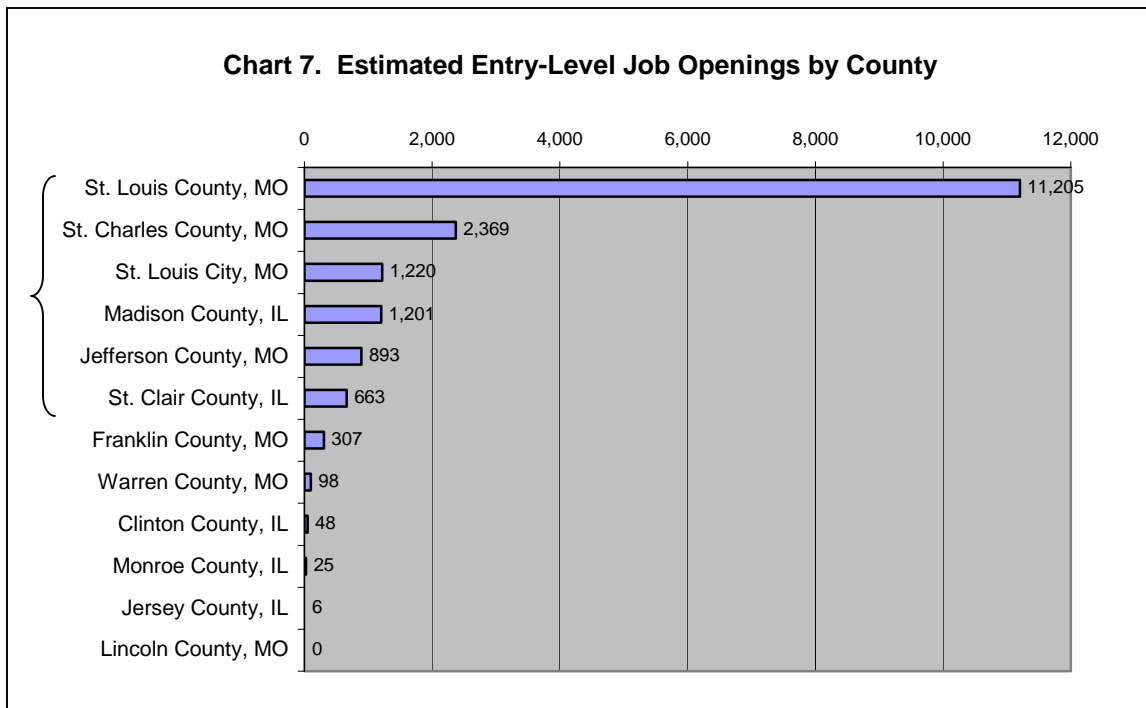
¹³ There was a total of 132 different Occupation Codes reported for the estimated 18,035 entry-level job openings.

¹⁴ **Will be used throughout Part 2 of this report to indicate that of the 20 NAICS industries the following two industries had not reported entry-level job openings the week of October 21, 2003: *Agriculture, Forestry, Fishing & Hunting* and *Mining*.

Geographic Distribution. The vast majority of entry-level job openings were found in six counties:

- Madison and St. Clair Counties in Illinois
- St. Louis County, St. Charles County, St. Louis City and Jefferson County in Missouri

These openings accounted for 17,551 or 97.3% of the 18,035 entry-level job openings.



Experience Requirements. 77.1% of the estimated entry-level job openings required *no experience*.

Experience Required	Total	Percent
No experience	13,908	77.1
< 1 year	4,127	22.9
Total Entry-Level	18,035	100.0

For entry-level jobs, *Professional, Scientific, & Technical Services* industry had the highest level of experience requirements with over half (69.9%) of the industry total requiring some experience. Other significant industries were *Educational Services* (60.5%) and *HealthCare & Social Assistance* (44.7%).

Industry	No Experience	<1 Year	
Retail Trade	3,508	862	
Accommodation & Food Services	2,747	696	
HealthCare & Social Assistance	2,288	1,853	→ 44.7%
Real Estate & Rental & Leasing	1,822	72	
Construction	1,011	95	
Finance & Insurance	600	55	
Wholesale Trade	440	29	
Admin. & Support & Waste Manage. and Remed. Svcs	299	0	
Manufacturing	202	30	
Other Services (except Public Administration)	202	8	
Transportation & Warehousing	192	40	
Arts, Entertainment, & Recreation	174	8	
Information	152	5	
Professional, Scientific, & Technical Services	109	253	→ 69.9%
Public Administration	86	9	
Educational Services	73	112	→ 60.5%
Management of Companies & Enterprises	2	0	
Utilities	1	0	
Agriculture, Forestry, Fishing & Hunting	**	**	
Mining	**	**	
Total Entry-Level	13, 9208	4, 127	

Reported Wages¹⁵. 49.2% of all the entry-level job openings paid *less than \$8.00 per hour*, while another 16.0% paid between *\$8 and \$14.99 per hour*. Based on the survey results, 47.9% of the entry-level job openings paying *\$15.00 per hour or higher* required an *Associates Degree or higher*. An additional 22.1% of those entry-level jobs paying *\$15.00 per hour or higher* required *Professional, Technical or Special Certification*, while another 24.0% required only a *High School Degree or less*.

Less than \$8.00 per hour	8,872	49.2%
\$8-14.99 per hour	2,893	16.0%
\$15.00+ per hour	1,413	7.8%
HS or Less	289	
AA Degree +	677	
Professional, Technical or Special Certification	230	
*All other responses	217	

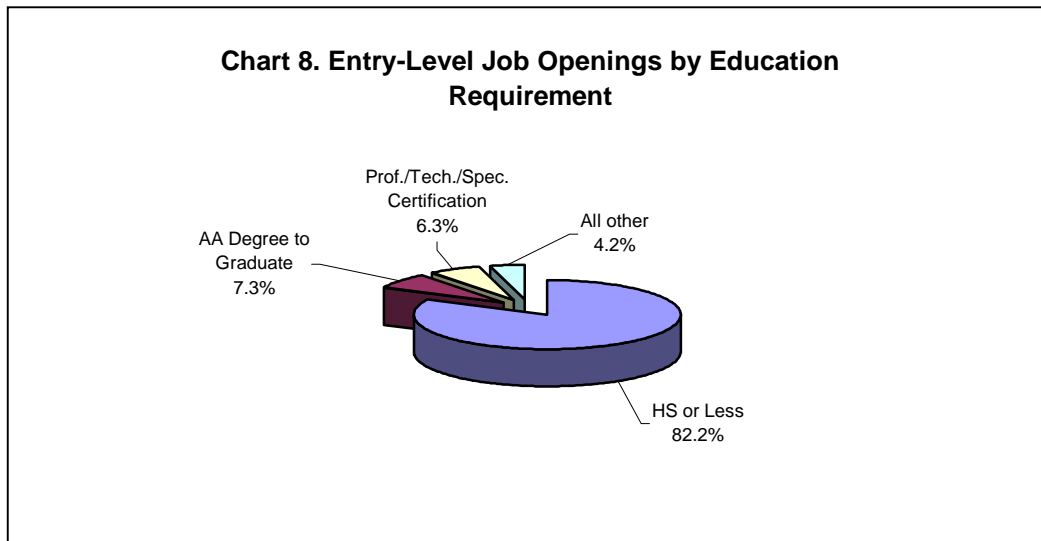
*Includes Don't know/not sure and refused

¹⁵ 26.9% of entry-level openings had no reported wage.

Education Requirements. A little over 8 out of 10 (82.2%) entry-level job openings required only a *High School Degree or less*. This is due to 52.1% of all entry-level job openings being in the *Retail Trade (29.3%)* and *Accommodation & Food Services (22.8%)* industries.

HS or Less	14,826	82.2%
AA Degree to Graduate	1,311	7.3%
Professional, Technical or Special Certification	1,136	6.3%
*All other	762	4.2%

*Includes Don't know/not sure, refused, and other



Percent of Total Entry-Level Job Openings

Training Opportunities. *On-the-job training* was the most prevalent training option offered at 86.6% of all entry-level job openings. Not only did the *Retail Trade (29.3%)* and *Accommodation & Food Services (22.8%)* industries make up 52.1% of all entry-level job openings but they also accounted for 41.9% of all the jobs offering *on-the-job training*, 24.2% and 17.7% respectively. There was an additional 12.9% of *HealthCare & Social Assistance* and 10.5% of *Real Estate & Rental & Leasing*, which offered *on-the-job training*.

O-T-J Training	15,610	86.6%
Mentoring	3,493	19.4%
Internships	8,140	45.1%

Benefits¹⁶. *Vacation* (51.3%), *Medical* (47.9%), and *Dental* (42.0%) were offered the most often and were found in all industries reporting¹⁷ entry-level job openings except for *Other Services (except Public Administration)*¹⁸ and *Arts, Entertainment, & Recreation*¹⁹. Industries offering a full range of benefits included *Construction, Retail Trade, Finance & Insurance, Accommodation & Food Services* and *HealthCare & Social Assistance*. Only 730 (4.2%) of the estimated entry-level job openings offered no benefits and were found in *Retail Trade* (53), *HealthCare & Social Assistance* (595), *Other Services (except Public Administration)* (18), and *Accommodation & Food Services* (60).

Vacation	8,938	51.3%
Medical	8,352	47.9%
Dental	7,323	42.0%
Childcare	1,535	8.8%
Transportation	889	5.1%
No Benefits	730	4.2%

Job Incentives²⁰. The most common job incentives offered for entry-level job openings were *On-going training* (69.1%), *Bonuses* (58.7%), and *401K* (36.4%). Similar to benefits these incentives were found across all industries reporting entry-level job openings except for *Management of Companies & Enterprises, Public Administration, and Arts, Entertainment, & Recreation*²¹. No industries²² offered the full range of incentives offered.

On-going Training	12,056	69.1%
Bonus	10,236	58.7%
401K	6,344	36.4%
Tuition	5,054	29.0%
Pension	4,776	27.4%
Commission	4,103	23.5%
No Incentives	1,269	7.3%
Stock	1,180	6.8%
SAR	1,131	6.5%

¹⁶ Percentages based on the total number of estimated entry-level openings in which one or more of the benefits offered were reported (October 2003 N= 17, 432).

¹⁷ Of the 20 NAICS industries, the following two industries had not reported entry-level job openings the week of October 21, 2003: *Agriculture, Forestry, Fishing & Hunting* and *Mining*.

¹⁸ *Vacation* and *Medical Insurance* were the only two benefits offered.

¹⁹ No benefits offered.

²⁰ Percentages based on the total number of estimated entry-level openings in which one or more of the incentives offered were reported (October 2003 N= 17, 438).

²¹ Only incentives offered were *on-going training* and *bonus*.

²² Of the 20 NAICS industries the following two industries had not reported entry-level job openings the week of October 21, 2003: *Agriculture, Forestry, Fishing & Hunting* and *Mining*.

Skill Requirements. Almost seven out of ten (68.3%) entry-level job openings required *reading skills at a 10th grade level or higher* while required *math skills* were slightly less at 62.3% at the same level. The difference mostly being due to the 16.0% of entry-level job openings requiring *no math skills* (see Chart 10) compared to only 5.1% of entry-level job openings with *no reading skills* required. Entry-level job openings in all industries²³ had reading requirements *10th grade or higher* ranging from 5.1% to 100.0% (see Chart 9) and math skills with the same requirements ranging from 10.3% to 100.0%²⁴. *Manufacturing, Finance & Insurance, and Real Estate & Rental & Leasing* required more than 90.0% of all openings with reading and math skills *greater than 10th grade level*.

Reading Skills Requirements²⁵

No reading skills required	911	5.1%	
< 10th grade	3,672	20.4%	} 68.3%
10th grade	4,802	26.6%	
> 10th grade	7,515	41.7%	
*Other	1,135	6.3%	

*Other includes Don't know/not sure and refused

Math Skills Requirements²⁶

No math skills required	2,879	16.0%	
< 10th grade	2,824	15.7%	} 62.3%
10th grade	4,404	24.4%	
> 10th grade	6,832	37.9%	
*Other	1,096	6.1%	

*Other includes Don't know/not sure and refused

²³ Of the 20 NAICS industries, the following two industries had not reported entry-level job openings the week of October 21, 2003: *Agriculture, Forestry, Fishing & Hunting* and *Mining*.

²⁴ *Management of Companies & Enterprises* and *Utilities* were the only two reporting industries to not have reading and math skills *10th grade or higher*, however these industries only reported 2 and 1 estimated entry-level job openings, respectively.

²⁵ 91.0% of the 1,135 entry-level estimated job openings indicating *Other** were in the *HealthCare & Social Assistance* (1,033).

²⁶ 95.3% of the 1,096 entry-level estimated job openings indicating *Other** were in the *HealthCare & Social Assistance* (1,045).

Chart 9. Entry-Level Job Openings Requiring Reading Skills 10th Grade or Higher by Industry

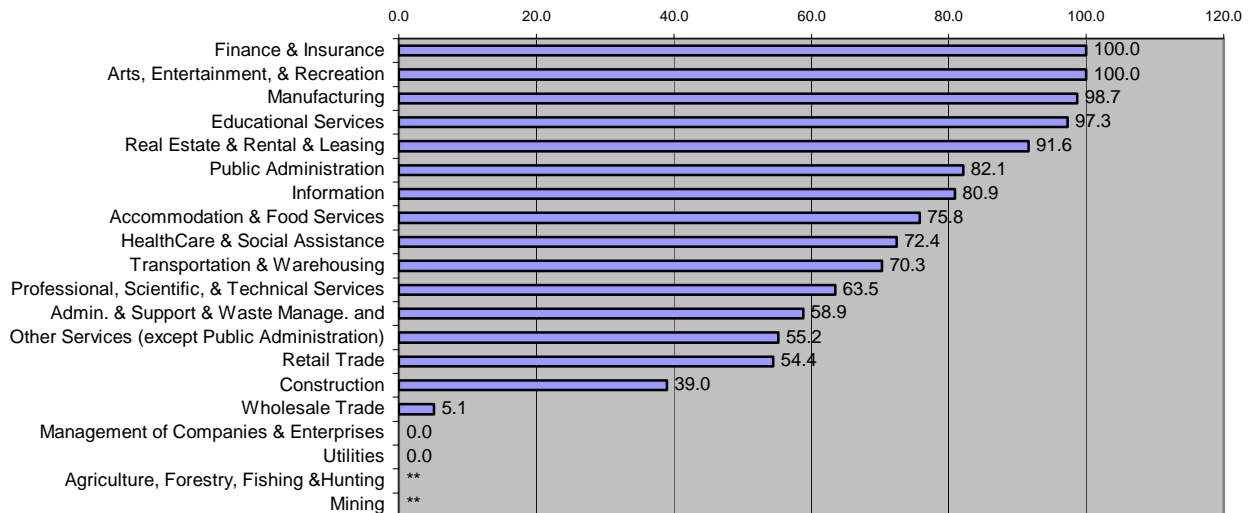


Chart 10. Entry-Level Job Openings Requiring Math Skills 10th Grade or Higher by Industry

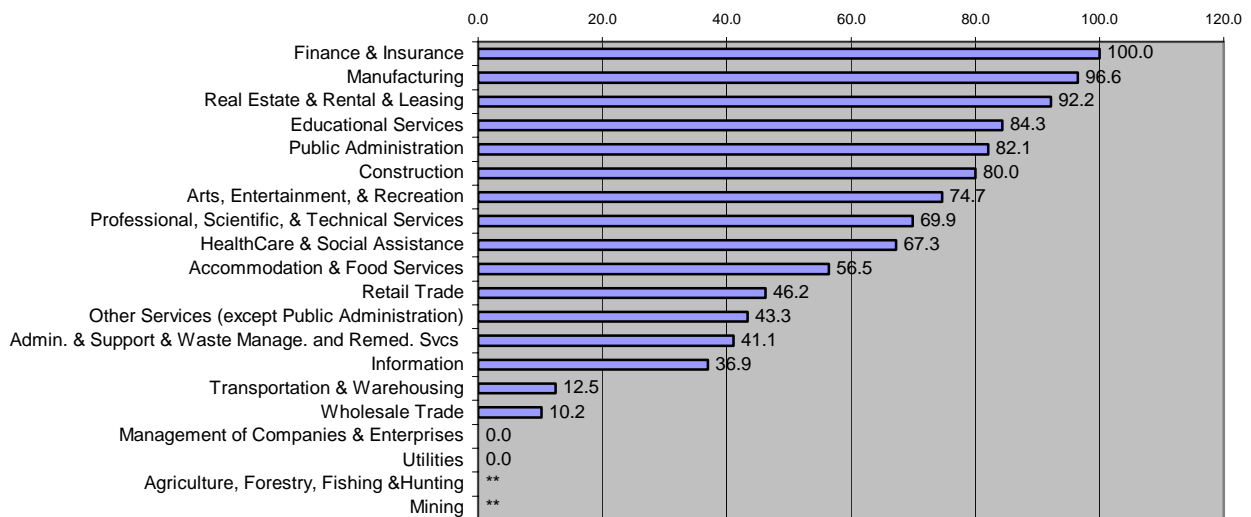
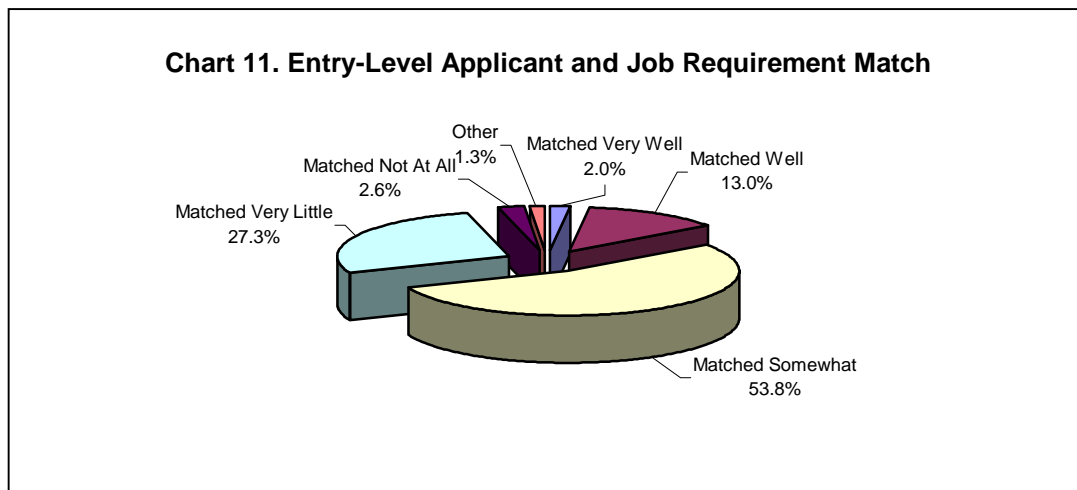


Chart 9 and 10: Percent of Total Industry Entry-Level Job Openings

Applicants’ Skills Compared to Job Requirements²⁷. When survey respondents were asked to rate the skills of entry-level applicants in comparison with the skill requirements of the job openings reported, 81.1% responded *matched somewhat* or *matched very little*. Only 15.0% of all applicants were said to *match well* or *match very well*.

Matched Very Well	2.0%	}	15.0%
Matched Well	13.0%		
Matched Somewhat	53.8%	}	81.1%
Matched Very Little	27.3%		
Matched Not At All	2.6%		
Other*	1.3%		

*Other includes don't know/not sure



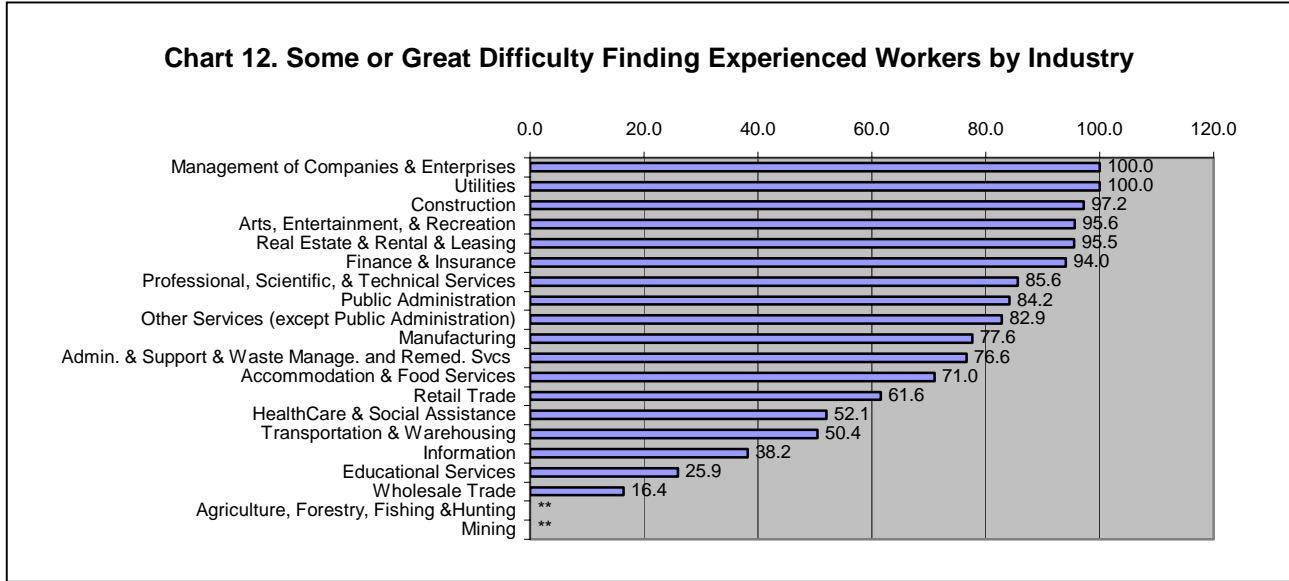
Percent of Total Entry-Level Job Openings

Difficulty Finding Entry-Level Applicants. When survey respondents were asked to rate the difficulty of finding entry-level workers, 9 out of 10 respondents (91.5%) said they had *some difficulty* or *great difficulty* (see Chart 12).

Great Difficulty	5,321	30.9	}	91.5%
Some Difficulty	10,442	60.6		
No Difficulty	1,388	8.1		
Other*	91	0.5		

*Other includes don't know/not sure

²⁷Percentages based on the total number of openings in which there was a response to the question “Have applicants met job requirements?” (N=17,242).



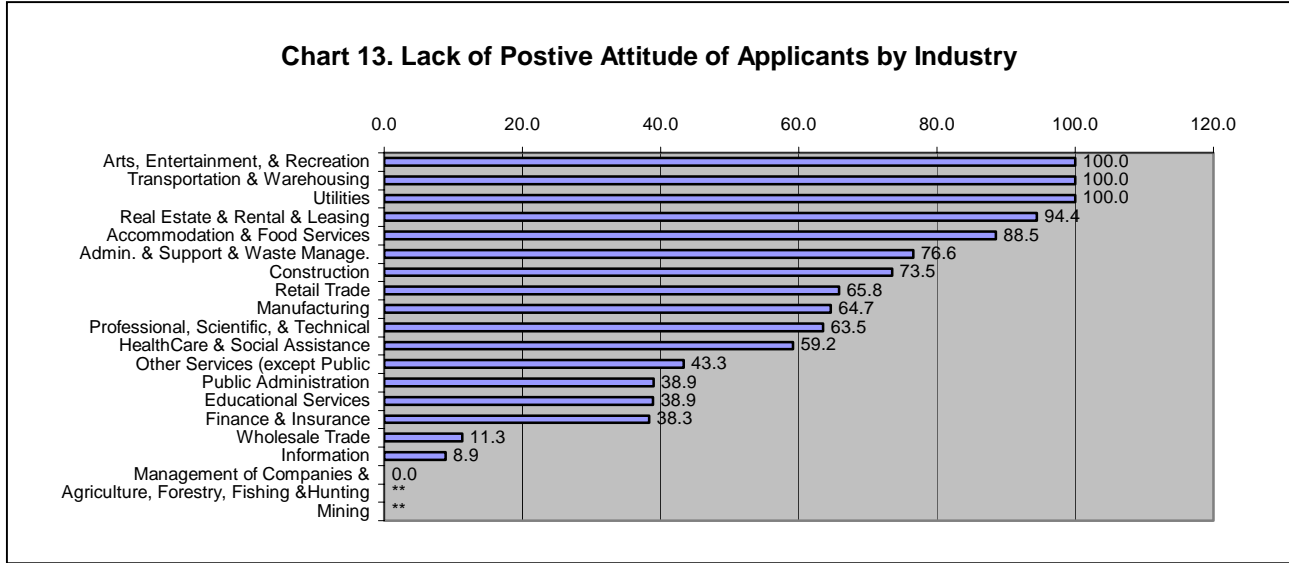
Percent of Total Industry Entry-Level Job Openings

Shortcomings of Recent Applicants²⁸. Survey respondents were asked to identify which personal attributes, workplace competencies and/or skills were found lacking in recent entry-level applicants. *Lack of positive attitude* (see Chart 13²⁹) was the most reported shortcoming at 69.9% of all entry-level job openings, trailed closely by *poor communication skills* (58.1%) and *poor work ethic* (57.1%).

	Percent Responding Yes
Lack of Positive Attitude	69.9
Poor Communication Skills	58.1
Poor Work Ethic	57.1
Poor Customer Service Skills	44.6
Lack of Industry Knowledge	31.0
Inability to Understand Written Information	25.7
Poor Technical Skills	24.6
Poor Writing Skills	24.0
Poor Basic Math Skills	16.3
Lack of Computer Skills	12.6

²⁸ Percentages based on the total number of openings in which one or more of the workplace competencies and/or skills were reported in the Shortcomings category (N=17,242).

²⁹ *Management of Companies & Enterprises* and *Utilities* reported 2 and 1 estimated entry-level job openings, respectively.



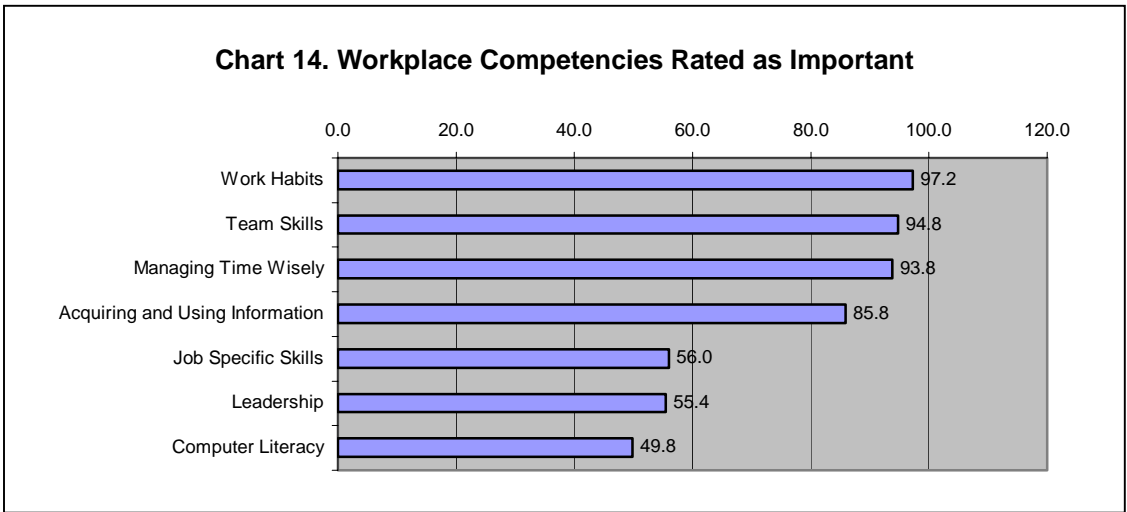
Percent of Total Industry Entry-Level Job Openings

Workplace Competencies³⁰. Survey respondents were asked to identify a series of personal attributes that were considered important to the job performance of a worker in a particular entry-level occupation. All personal attributes were found to be positively important ranging from *computer literacy* at 49.8% to *work habits* at 97.2% (see Chart 14).

Percent Responding Important

Work Habits	97.2
Team Skills	94.8
Managing Time Wisely	93.8
Acquiring and Using Information	85.5
Job Specific Skills	56.0
Leadership	55.4
Computer Literacy	49.8

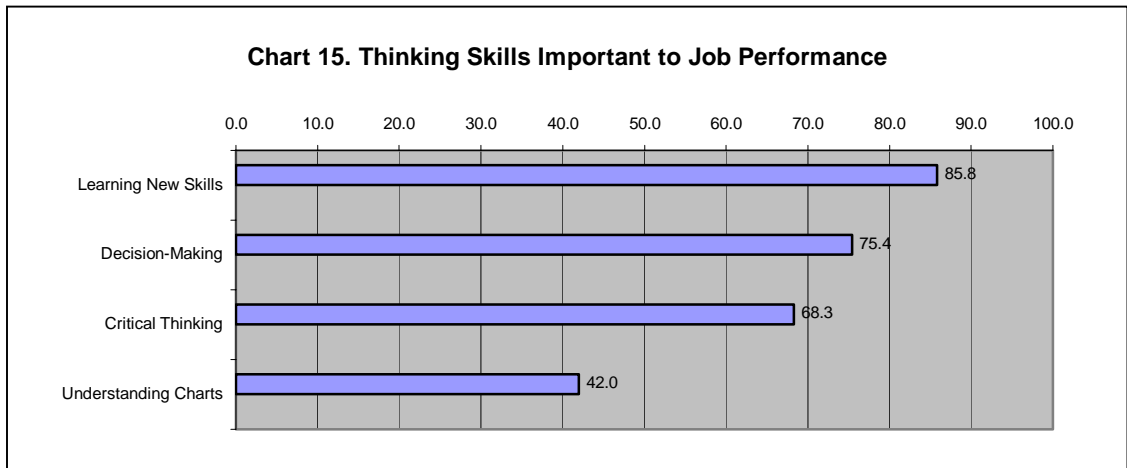
³⁰ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the Workplace Competencies Category (N=17,683).



Percent of Total Entry-Level Job Openings

Thinking Skills. Survey respondents were also asked to consider what types of thinking skills were important to the job performance of a worker in a particular entry-level occupation. These skills included *learning new skills* (85.8%), *decision-making* (75.4%), *critical thinking* (68.3%) and *understanding charts* (42.0%).

Percent Responding Yes	
Learning New Skills	85.8
Decision-Making	75.4
Critical Thinking	68.3
Understanding Charts	42.0



Percent of Total Job Openings

Full-Time Entry-Level Positions with 100 or More Openings

Four-Year College Degree or Higher

Civil Engineers

Two Year Associated Degree

Registered Nurses

Professional Certification

Registered Nurses

High School Degree or Some High School

Brickmasons and Blockmasons

Construction Carpenters

Cooks, Restaurant

First-Line Supervisors/Managers of Retail Sales Workers

Housekeeping Supervisors

Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Loan Officers

Laborers and Freight, Stock, and Material Movers, Hand

Real Estate Sales Agents

Retail Salespersons

Waiters and Waitresses

No Education Required

Maids and Housekeeping Cleaners

Part-Time Entry-Level Positions with 100 or More Openings

Two Year Associated Degree

Registered Nurses

Professional Certification

Registered Nurses

High School Degree or Some High School

Cashiers

Child Care Workers

Cleaners of Vehicles and Equipment

Combined Food Preparation and Serving Workers, Including Fast Food

Cooks, Fast Food

Customer Service Representatives

Food Cooking Machine Operators and Tenders

Office Clerks, General

Pharmacy Aides

Real Estate Sales Agents

Retail Salespersons

Security Guards

Stock Clerks, Sales Floor

Truck Drivers, Light or Delivery Services

Waiters and Waitresses

No Education Required

Combined Food Preparation and Serving Workers, Including Fast Food

Maids and Housekeeping Cleaners

Part 3: Experienced Job Openings Survey Findings³¹

Openings. During the week of October 21, 2003, employers were seeking workers for an estimated:

7,411 Experienced Job Openings³²

- 6,162 Full-Time Job Openings
- 1,232 Part-Time Job Openings
- 17 Not indicated

Industry Distribution.³³ Four industries, *Healthcare & Social Assistance* (17.7%), *Transportation & Warehousing* (16.6%), *Other Services (except Public Administration)* (12.8%), and *Construction* (11.5%), dominated the number of experienced job openings in the St. Louis, MO-IL MSA. These industries represented just fewer than 6 out of 10 experienced job openings (58.6%).

Industry	Experienced	Percent
HealthCare & Social Assistance	1,311	17.7
Transportation & Warehousing	1,232	16.6
Other Services (except Public Administration)	951	12.8
Construction	849	11.5
Finance & Insurance	476	6.4
Professional, Scientific, & Technical Services	475	6.4
Retail Trade	452	6.1
Manufacturing	411	5.5
Educational Services	385	5.2
Wholesale Trade	263	3.5
Accommodation & Food Services	188	2.5
Information	124	1.7
Real Estate & Rental & Leasing	88	1.2
Admin. & Support & Waste Manage. and Remed. Svcs	63	0.9
Public Administration	60	0.8
Arts, Entertainment, & Recreation	58	0.8
Management of Companies & Enterprises	14	0.2
Utilities	11	0.1
Agriculture, Forestry, Fishing & Hunting	**	**
Mining	**	**
Total Experienced	7,411	100.0

} 58.6%

³¹ All totals and percentages in Part 3 of this report are based on the total number of experienced estimated job openings or by total estimated industry experienced job openings in the St. Louis, MO-IL MSA. Experienced is defined as 1+ Years experience required.

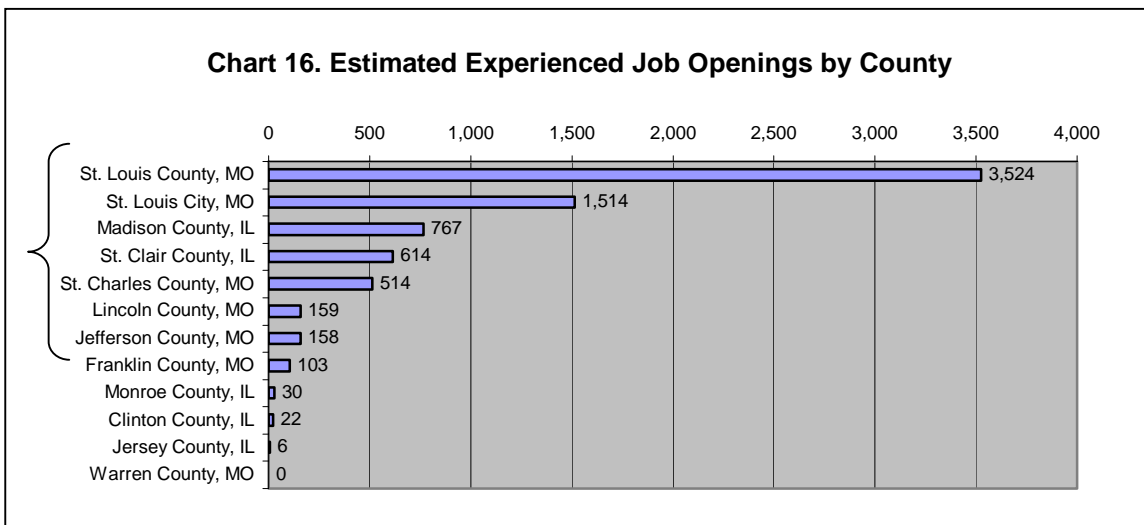
³² There was a total of 181 different Occupation Codes reported for the estimated 7,411 experienced job openings.

³³ **Will be used throughout Part 3 of this report to indicate that of the 20 NAICS industries the following two industries had not reported experienced job openings the week of October 21, 2003: *Agriculture, Forestry, Fishing & Hunting, and Mining*. *Admin. & Support & Waste Manag. and Remed. Svcs* is abbreviation for *Administrative & Support & Waste Management and Remediation Services*.

Geographic Distribution. The vast majority of experienced job openings were found in seven counties:

- Madison and St. Clair Counties in Illinois
- St. Louis City, St. Louis, St. Charles, Lincoln and Jefferson Counties in Missouri

These openings accounted for 6,419 or 86.6% of the 7,411 experienced job openings.



Experience Requirements. 85.2% of the estimated experienced job openings required 1 to 3 years of experience.

Experienced Required	Total	Percent
1 to 3 years	6,312	85.2
4 to 10 years	901	12.2
10+ years	198	2.7
Total Experienced	7,411	100.0

JOB OPENINGS SURVEY REPORT.....WEEK OF OCTOBER 21, 2003

More than 8 out of ten (85.2%) estimated experienced job openings required 1-3 years of experience. Of these, *HealthCare & Social Assistance* (19.6%) and *Transportation & Warehousing* (19.5%) dominated the openings. These industries also dominated by industry total in which they required 1-3 years experience for 94.1% and 100% of job openings, respectively.

Industry		1-3 Years	4-10 Years	10+ Years
HealthCare & Social Assistance		1,234	75	2
Transportation & Warehousing	94.1%	1,232	0	0
Construction		683	162	4
Other Services (except Public Administration)		672	163	116
Finance & Insurance		401	75	0
Retail Trade		396	56	0
Manufacturing	100.0%	344	64	3
Educational Services		340	45	0
Wholesale Trade		237	26	0
Professional, Scientific, & Technical Services		212	216	47
Accommodation & Food Services		187	1	0
Information		100	0	24
Real Estate & Rental & Leasing		88	0	0
Admin. & Support & Waste Manage. and Remed. Svcs		63	0	0
Arts, Entertainment, & Recreation		58	0	0
Public Administration		50	10	0
Management of Companies & Enterprises		12	0	2
Utilities		3	8	0
Agriculture, Forestry, Fishing & Hunting		**	**	**
Mining		**	**	**
Total Experienced		6,312	901	198

Reported Wages³⁴. 36.1% of all the experienced job openings paid \$15.00 or more per hour. Another 30.6% of experienced job openings paid between \$8.00 and \$14.99 per hour. Based on the survey results 53.0% of the experienced job openings paying \$15.00 per hour or more required an *Associates Degree or Higher*. An additional 20.8% of those experienced jobs paying \$15.00 per hour or higher required only a *High School Degree or Less* while another 20.2% required *Professional, Technical or Special Certification*.

Less than \$8.00 per hour	445	6.0%
\$8-14.99 per hour	2,268	30.6%
\$15.00+ per hour	2,679	36.1%
HS or Less	557	
AA Degree +	1,419	
Professional, Technical or Special Certification	540	
*All other responses	163	

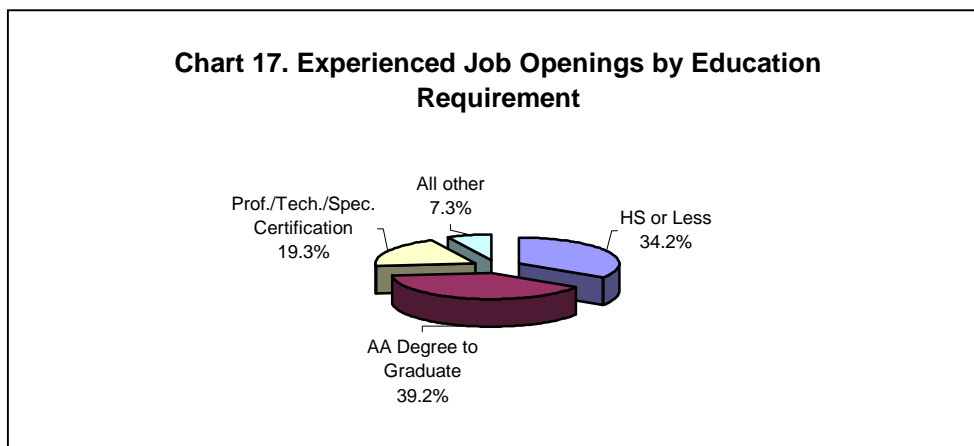
*Includes Other and null

³⁴ 27.2% of experienced openings had no reported wage.

Education Requirements. 58.5% of all experienced job openings require *Professional, Technical or Special Certification or an Associates Degree or Higher*. 62.5% of these estimated job openings are in the following 4 industries: *Transportation & Warehousing, HealthCare & Social Assistance, Construction, and Other Services (except Public Administration)*; 12.7%, 14.9%, 15.7%, and 19.2% respectively.

HS or Less	2,537	34.2%	} 58.5%
AA Degree to Graduate	2,902	39.2%	
Professional, Technical or Special Certification	1,429	19.3%	
*All other	543	7.3%	

**Includes Don't know/not sure, null, and other*



Percent of Total Experienced Job Openings

Training Opportunities. *On-the-job training* was the most prevalent training option offered at 80.9% of all experienced job openings. Not only did the *Healthcare & Social Assistance (17.7%), Transportation & Warehousing (16.6%), Other Services (except Public Administration) (12.8%), and Construction (11.5%)* industries make up 58.6% of all experienced job openings, they also accounted for 58.2% of all the jobs offering *on-the-job training: Transportation & Warehousing (20.5%), Construction (14.1%), Other Services (except Public Administration) (12.0%), and Healthcare & Social Assistance (11.5%)*.

O-T-J Training	5,998	80.9%
Mentoring	1,506	20.3%
Internships	3,561	48.1%

Benefits³⁵. *Vacation (87.0%), Medical (73.5%), and Dental (57.2%)* were offered the most often and were found in all industries reporting³⁶ experienced job openings. Industries offering a full range of benefits included *Construction, Manufacturing, Finance & Insurance, HealthCare & Social Assistance, and Other Services (except Public Administration)*. Only 236 of the estimated experienced job openings offered *No Benefits* and were found in *HealthCare & Social Assistance (200), Retail Trade (30) and Public Administration (6)*.

Vacation	6,329	87.0%
Medical	5,350	73.5%
Dental	4,160	57.2%
Childcare	1,120	15.4%
Transportation	1,021	14.0%
No Benefits	236	3.2%

Job Incentives³⁷. The most common job incentives offered for experienced job openings were *On-Going Training (78.5%), Bonus (62.5%), 401K (56.7%), Pension (49.5%), and Tuition Reimbursement (45.7%)*. Industries³⁸ that offered the full range of incentives included *Construction, Manufacturing, Retail Trade, Finance & Insurance, HealthCare & Social Assistance, and Accommodation & Food Services*.

On-going Training	5,717	78.5%
Bonus	4,553	62.5%
401K	4,133	56.7%
Pension	3,603	49.5%
Tuition	3,328	45.7%
Commission	1,293	17.8%
SAR	981	13.5%
Stock	816	11.2%
No Incentives	408	5.6%

³⁵ Percentages based on the total number of estimated entry-level openings in which one or more of the benefits offered were reported (October 2003 N= 7,274).

³⁶ Of the 20 NAICS industries, the following two industries had not reported experienced job openings the week of October 21, 2003: *Agriculture, Forestry, Fishing & Hunting and Mining*.

³⁷ Percentages based on the total number of estimated entry-level openings in which one or more of the incentives offered were reported (October 2003 N=7,284).

³⁸ Of the 20 NAICS industries, the following two industries had not reported experienced job openings the week of October 21, 2003: *Agriculture, Forestry, Fishing & Hunting and Mining*.

Skill Requirements. Just under nine out of ten (89.9%) experienced job openings required reading skills at a 10th grade level or higher while those requiring math skills were less at 71.0% for the same level. The difference mostly being due to the 15.7% of experienced job openings requiring 10th grade or less math skills (see Chart 19) compared to 3.3% experienced job openings with 10th grade or less reading skills required. Experienced job openings in all industries³⁹ had reading requirements 10th grade or higher ranging from 75.6% to 100.0% (see Chart 18) and math skills at the same level ranging from 38.6% to 100.0% (see Chart 19).

Reading Skills Requirements

No reading skills required	170	2.3%	
< 10th grade	241	3.3%	
10th grade	985	13.3%	} 89.9%
> 10th grade	5,674	76.6%	
*Other	341	4.6%	

*Other includes Don't know/not sure and refused

Math Skills Requirements

No math skills required	662	8.9%	
< 10th grade	1,163	15.7%	
10th grade	1,304	17.6%	} 71.0%
> 10th grade	3,958	53.4%	
*Other	324	4.4%	

*Other includes Don't know/not sure and refused

³⁹ Of the 20 NAICS industries, the following two industries had not reported experienced job openings the week of October 21, 2003: *Agriculture, Forestry, Fishing & Hunting* and *Mining*.

Chart 18. Experienced Job Openings Requiring Reading Skills 10th Grade or Higher by Industry

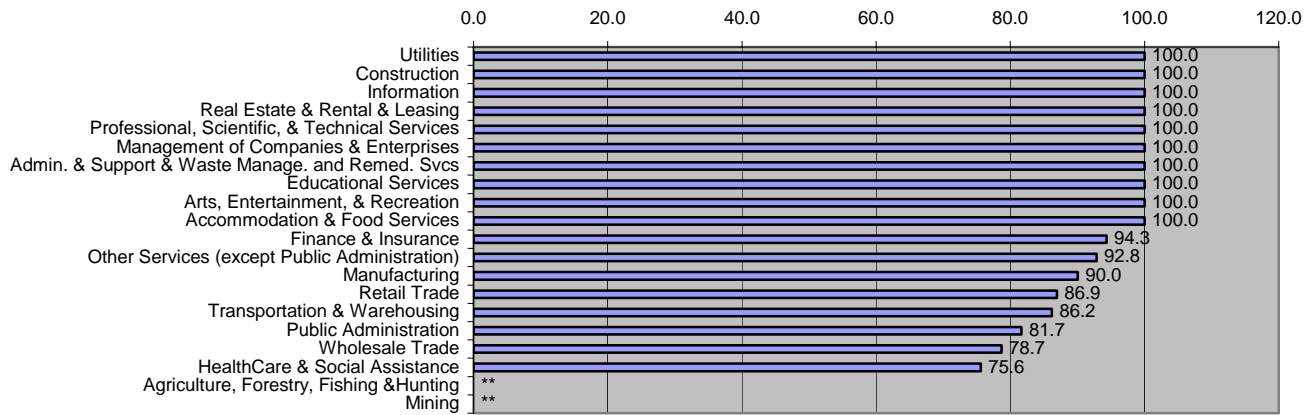


Chart 19. Experienced Job Openings by Math Skills 10th Grade or Higher by Industry

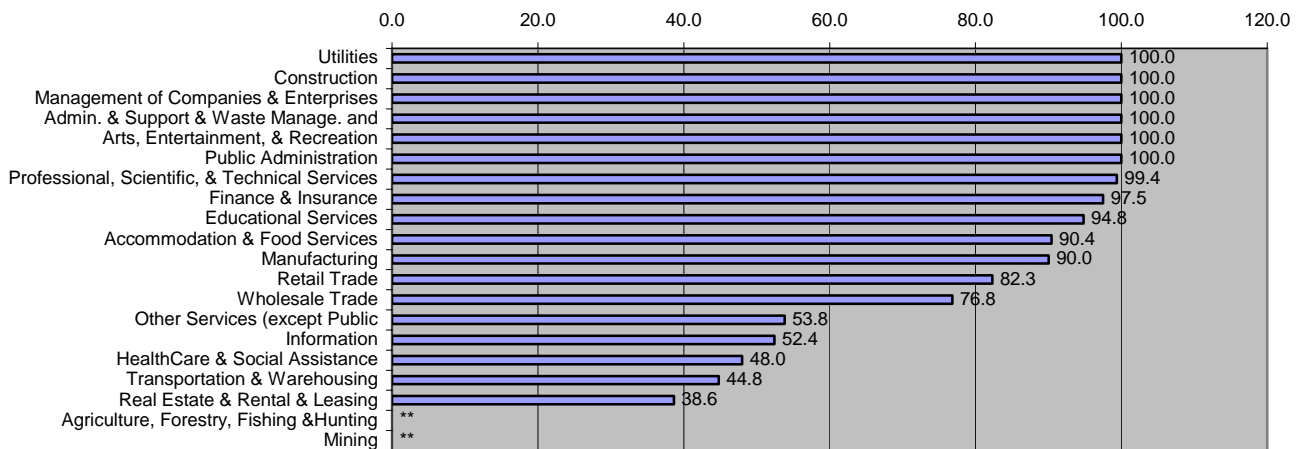
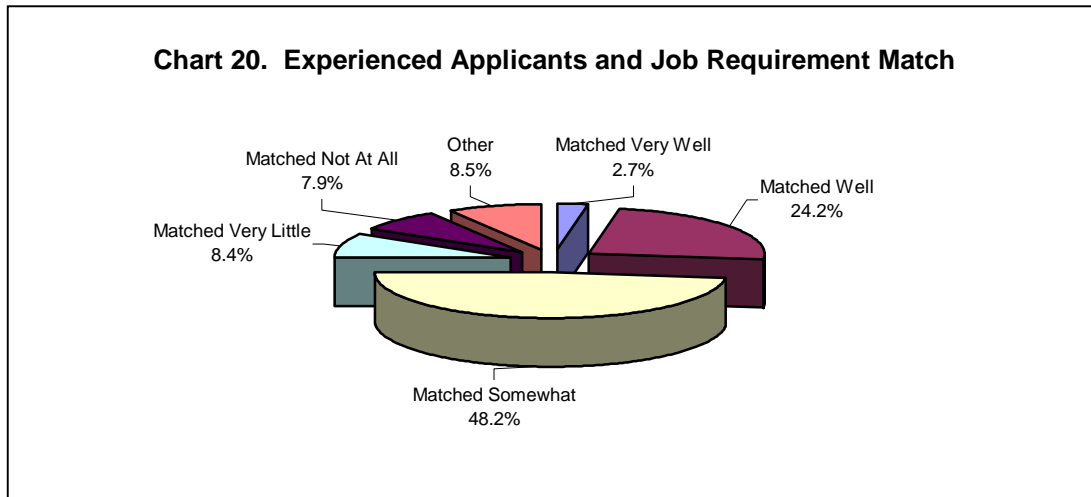


Chart 18 and Chart 19 Percent of Industry Total Experienced Job Openings

Applicants’ Skills Compared to Job Requirements⁴⁰. When survey respondents were asked to rate the skills of experienced applicants in comparison with the skill requirements of the job opening, 56.6% responded *matched somewhat* or *matched very little*.

Matched Very Well	2.7%	
Matched Well	24.2%	
Matched Somewhat	48.2%	
Matched Very Little	8.4%	} 56.6%
Matched Not At All	7.9%	
*Other	8.5%	

*Other includes don't know/not sure



Percent of Total Experienced Job Openings

Difficulty Finding Experienced Applicants⁴¹. When survey respondents were asked to rate the difficulty of finding experienced workers, just a little over half of all responses (52.3%) said they had *some difficulty* (see Chart 21) with an additional 27.0% saying they had *no difficulty*.

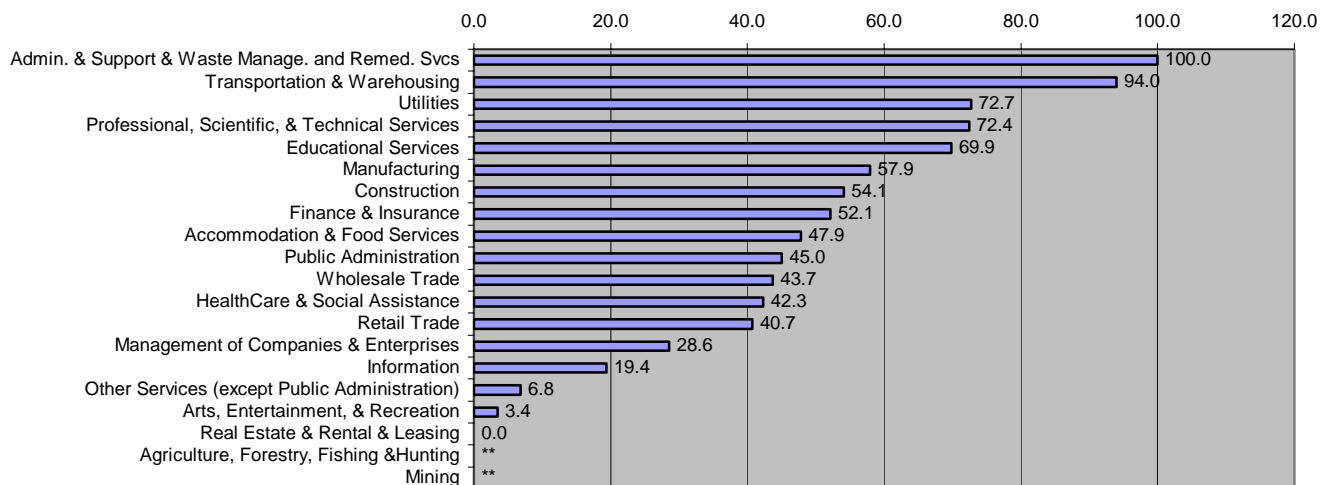
Great Difficulty	1,072	14.9%
Some Difficulty	3,756	52.3%
No Difficulty	1,936	27.0%
*Other	418	5.8%

*Other includes don't know/not sure

⁴⁰ Percentages based on the total number of openings in which there was a response to the question “Have applicants met job requirements?” (N=7,130).

⁴¹ Percentages based on the total number of openings in which there was a response to the question “Is this position difficult to fill with the required experience needed?” (N=7,182).

Chart 21. Some Difficulty Finding Experienced Workers by Industry



Percent of Total Industry Experienced Job Openings

Shortcomings of Recent Applicants⁴². Survey respondents were asked to identify which personal attributes, workplace competencies and/or skills were found lacking in recent experienced applicants. *Lack of positive attitude* (see Chart 22) and *lack of industry knowledge* (see Chart 23) were the most reported shortcomings at 52.4% of all experienced job openings, trailed closely by *poor work ethic* (50.9%) and *poor communication skills* (50.4%).

**Percent Responding
Yes**

Lack of Positive Attitude	52.4
Lack of Industry Knowledge	52.4
Poor Work Ethic	50.9
Poor Communication Skills	50.4
Poor Customer Service Skills	44.3
Poor Technical Skills	35.3
Poor Writing Skills	34.8
Lack of Computer Skills	30.0
Inability to Understand Written Information	26.4
Poor Basic Math Skills	14.8

⁴² Percentages based on the total number of openings in which one or more of the workplace competencies and/or skills were reported in the shortcomings category (N=7,161).

Chart 22. Lack of Positive Attitude of Applicant by Industry

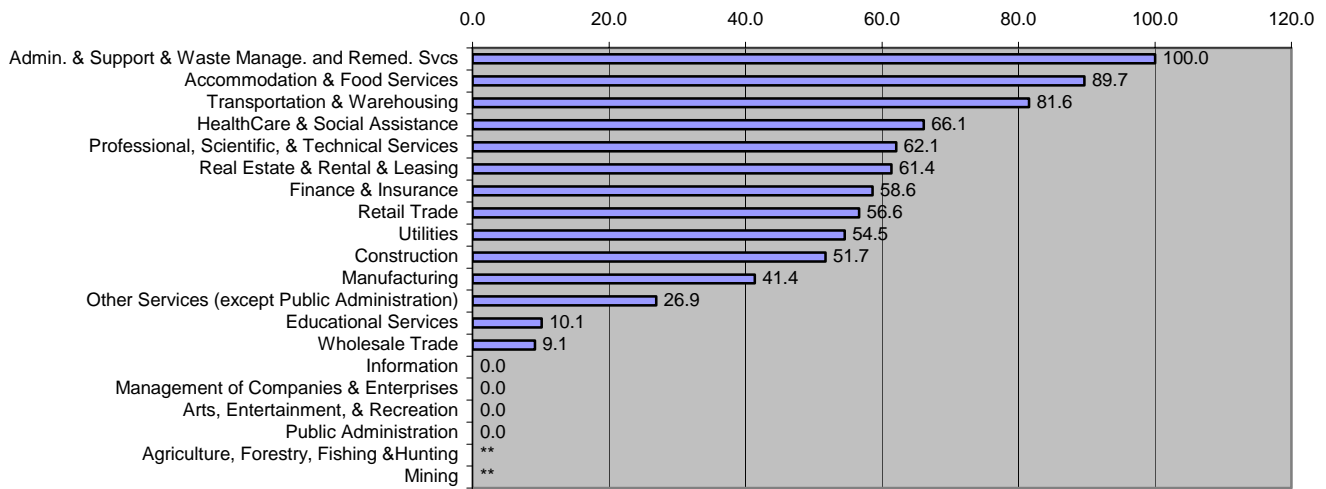


Chart 23. Lack of Industry Knowledge of Applicant by Industry

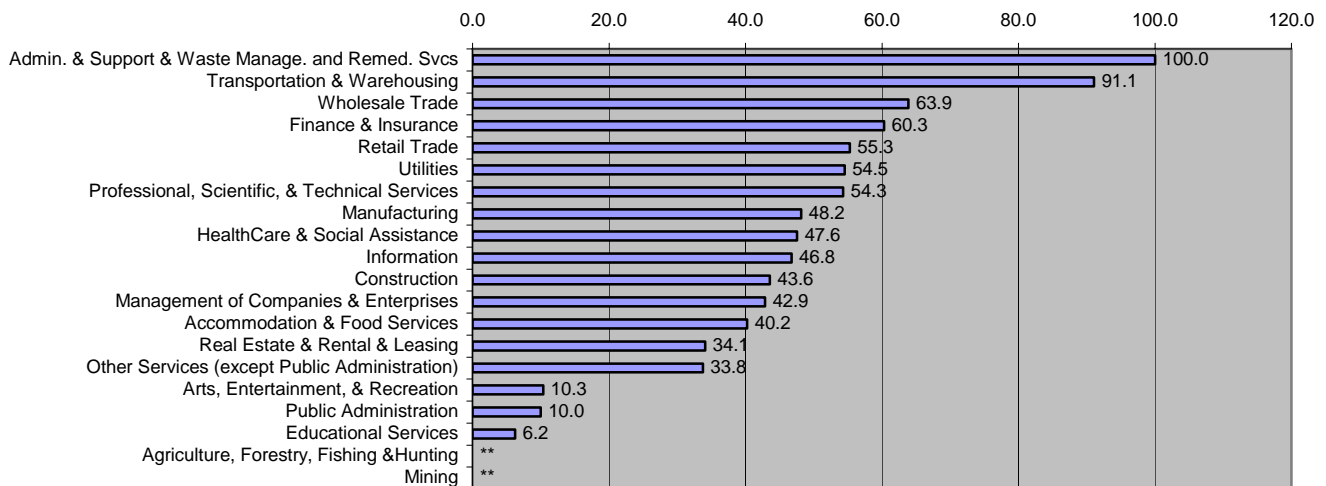
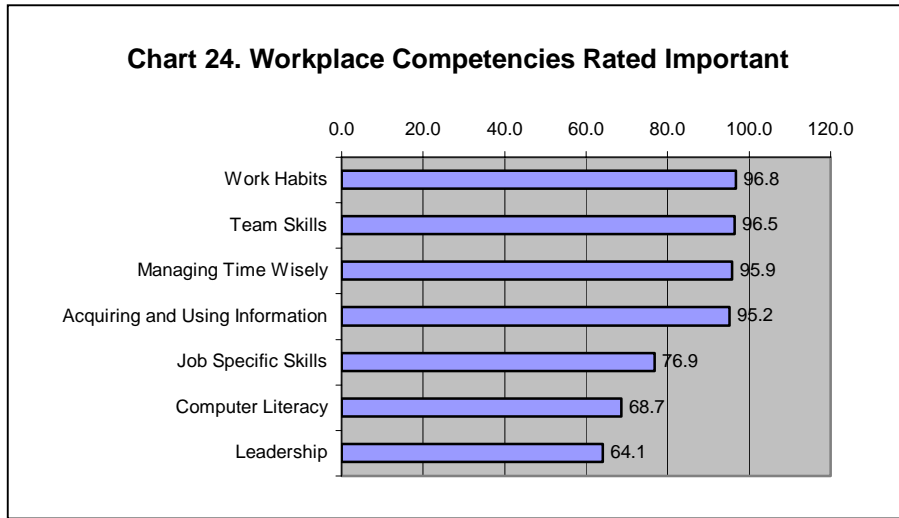


Chart 22 and 23: Percent of Total Industry Experienced Job Openings

Workplace Competencies⁴³. Survey respondents were asked to identify a series of personal attributes that were considered important to the job performance of a worker in a particular experienced occupation. *Work Habits* (96.8%), *Team Skills* (96.5%), *Managing Time Wisely* (95.9%) and *Acquiring and Using Information* (95.2%) were the most important attributes as over nine out of ten respondents rated these the highest. *Job Specific Skills*, *Computer Literacy* and *Leadership* were rated between 76.9% and 64.1%.

Percent Responding Important

Work Habits	96.8
Team Skills	96.5
Managing Time Wisely	95.9
Acquiring and Using Information	95.2
Job Specific Skills	76.9
Computer Literacy	68.7
Leadership	64.1

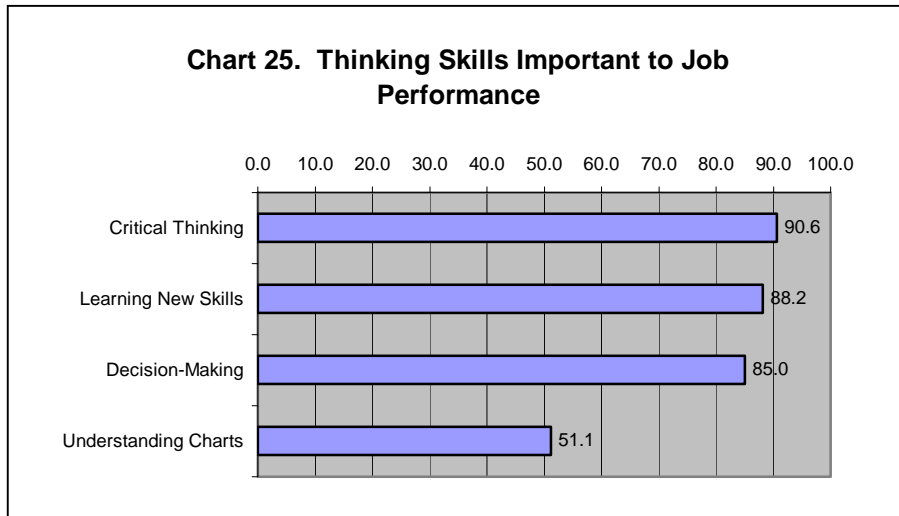


Percent of Total Experienced Job Openings

⁴³ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the workplace competencies category (N=7,322).

Thinking Skills⁴⁴. Survey respondents were also asked to consider what types of thinking skills were important to the job performance of a worker in a particular occupation requiring experience. These skills included *Critical Thinking* (90.6%), *Learning New Skills* (88.2%), *Decision-Making* (85.0%), and *Understanding Charts* (51.1%).

	Percent Responding Yes
Critical Thinking	90.6
Learning New Skills	88.2
Decision-Making	85.0
Understanding Charts	51.1



Percent of Total Experienced Job Openings

⁴⁴ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the thinking skills category (N=7,192).

Full-Time Experienced Positions with 100 or More Openings

Four-Year College Degree

Computer Software Engineers, Systems Software
Marketing Managers
Retail Salespersons

Two Year Associated Degree

Child Care Workers
First-Line Supervisors and Manager/Supervisors- Construction Trades
Workers

Professional, Technical or Special Certification

Barbers
Heating and Air Conditioning Mechanics
Tractor-Trailer Truck Drivers
Truck Drivers, Heavy and Tractor-Trailer

High School Degree or Some High School

Customer Service Representatives
Nursing Aides, Orderlies, and Attendants
Tractor-Trailer Truck Drivers
Truck Drivers, Heavy and Tractor-Trailer

Part-Time Experienced Positions with 100 or More Openings

Two Year Associated Degree

Child Care Workers

Professional or Special Certification

Barbers
Heating and Air Conditioning Mechanics

Part 4. Survey Comparison – May 2003 and October 2003.

In the section that follows, selected results of the most recent survey are compared with the survey conducted in May 2003. This comparison is intended to show the changes that have occurred in the six months between surveys. Overall, it reflects that economic conditions have remained relatively unchanged since the May 2003 survey. The survey results do show a decrease in estimated job openings but this is largely due to a decrease in reported estimated job openings in HealthCare.⁴⁵ The greatest decrease in HealthCare estimated job openings were found in companies with 100-249 employees, which is where the greatest increase occurred in May 2003.

Estimated job openings by Industry. The change in the number of estimated job openings by industry between May and October 2003 reflect the continued “No Jobs Recovery” as the number of estimated job openings remained relatively constant from May to October with an overall 15.2% change. This change has now realigned estimates with the previous year total estimated job openings. The net decrease of 5,036 estimated job openings is largely attributed to a decrease in the estimated job openings in *HealthCare & Social Assistance*⁴⁶. Overall, in May 2003, *HealthCare & Social Assistance* made up 41.6% of total estimated openings, whereas in October 2003, this industry only made up 27.5% of the total estimated openings. The difference is accounted for by an increase in *Construction*⁴⁷, *Retail Trade* and *Real Estate & Rental & Leasing* in October 2003. (see Table, next page).

⁴⁵ In May of 2003, of the 206 health services firms (this does not include the Social Assistance firms that are in the same NAICS classification) surveyed 135 firms responded to the survey (65.5%). Of the 135 firms, 63 firms reported having job openings with the greatest increase being in the companies employing 100-249 employees (3,184). These 63 firms accounted for an estimated 11,291 job openings in the May 2003 HealthCare industry. In October of 2003, of the 215 health services firms (this does not include the Social Assistance firms that are in the same NAICS classification) surveyed 139 firms responded to the survey (64.7%). Of these 139 firms, 56 firms reported having job openings with the greatest decrease being in the companies employing 100-249 employees (479). These 56 firms accounted for an estimated 6,542 job openings in the October 2003 HealthCare industry. Overall 15.2% change.

⁴⁶ See footnote 1.

⁴⁷ According to the US Census Bureau, regional construction increased between the May 2003 and October 2003 surveys both in number of residential units (May 2003 units: 1,234; October 2003 units: 1,702) and the overall value (May 2003 value: \$166,472; October 2003 value: \$204,289) of the residential units under construction Source: <http://www.census.gov/const/www/permitsindex.html>

JOB OPENINGS SURVEY REPORT.....WEEK OF OCTOBER 21, 2003

Industry	May-03	Oct-03	Change
HealthCare & Social Assistance	13,743	7,701	-6,042
Accommodation & Food Services	6,251	3,644	-2,607
Retail Trade	3,211	4,822	1,611
Other Services (except Public Administration)	2,309	1,161	-1,148
Educational Services	1,182	582	-600
Finance & Insurance	1,115	1,317	202
Manufacturing	899	646	-253
Professional, Scientific, & Technical Services	791	868	77
Construction	728	1,955	1,227
Real Estate & Rental & Leasing	676	1,982	1,306
Transportation & Warehousing	570	1,470	900
Admin. & Support & Waste Manage. and Remed. Svcs	393	362	-31
Wholesale Trade	369	750	381
Arts, Entertainment, & Recreation	341	240	-101
Information	338	281	-57
Public Administration	105	202	97
Management of Companies & Enterprises	18	16	-2
Utilities	8	12	4
Agriculture, Forestry, Fishing & Hunting	**	**	**
Mining	**	**	**
Total	33,047	28,011	-5,036

Estimated job openings by County. In the comparison of estimated job openings by county, the results reflect the decrease in estimated job openings in *HealthCare and Social Assistance*⁴⁸. Although there was an overall decrease of 5,036 estimated job openings, in terms of percentage, each county remained relatively the same when compared to total estimated openings.

County	May-03	Oct-03	Change
St. Louis County, MO	19,901	16,462	-3,439
St. Louis City, MO	4,460	3,448	-1,012
St. Charles County, MO	3,042	2,918	-124
Madison County, IL	1,827	2,007	180
St. Clair County, IL	1,323	1,319	-4
Jefferson County, MO	1,101	1,053	-48
Franklin County, MO	990	410	-580
Jersey County, IL	154	12	-142
Lincoln County, MO	121	159	38
Clinton County, IL	50	70	20
Monroe County, IL	42	55	13
Warren County, MO	36	98	62
Total	33,047	28,011	-5,036

In May of 2003, of the 206 health services firms (this does not include the Social Assistance firms that are in the same NAICS classification) surveyed 135 firms responded to the survey (65.5%). Of these 135 firms, 63 firms reported having job openings with the greatest increase being in the companies employing 100-249 employees (3,184). These 63 firms accounted for an estimated 11,291 job openings in the May 2003 HealthCare industry. In October of 2003, of the 215 health services firms (this does not include the Social Assistance firms that are in the same NAICS classification) surveyed 139 firms responded to the survey (64.7%). Of these 139 firms, 56 firms reported having job openings with the greatest decrease being in the companies employing 100-249 employees (479). These 56 firms accounted for an estimated 6,542 job openings in the October 2003 HealthCare industry. Overall 15.2% change.

Education Requirements⁴⁹. The comparison of the education requirements of estimated job openings between May 2003 and October 2003 reflect the decrease in *HealthCare and Social Assistance* jobs, particularly those requiring *Professional Certification*. However, the percentage of *HealthCare and Social Assistance* jobs requiring *Professional Certification* remains relatively unchanged, 81.5% and 82.8% respectively. The change in *No Education* required is reflected in the increase in those estimated job openings now requiring at least *Some High School*.

Education Required	May-03	Oct-03	Change
No Education	3,163	1,013	-2,150
Some High School	7,160	9,391	2,231
High School Diploma	9,213	7,251	-1,962
2-year Associates Degree	1,662	2,079	417
4-Year College Degree	1,935	2,152	217
Graduate or Professional Degree	377	235	-142
Professional Certification	6,739	2,514	-4,225
Technical and Special Certification	1,233	1,253	20
Other*	1,565	2,123	558
Total	33,047	28,011	-5,036

Experience Requirements⁵⁰. A comparison of the experience requirements in the May 2003 and October 2003 surveys shows mixed changes. The decrease in *1-3 years experience* required could be explained by the decrease in *HealthCare and Social Assistance* estimated job openings which represent only 19.6% estimated job openings in October 2003 compared to May 2003 when this sector represented 39.6%. However overall, in terms of percentage, these figures remain relatively the same. The decrease in *Less Than 1 year or No Experience* required could also be explained by the decrease in *HealthCare and Social Assistance* estimated job openings⁵¹.

Experience Required	May-03	Oct-03	Change
< 1 year or No Experience	20,160	18,035	-2,125
1-3 years	7,526	6,312	-1,214
4-10 years	1,154	901	-253
10+ years	53	198	145
Other*	4,154	2,565	-1,589
Total	33,047	28,011	-5,036

*Includes Other, Refused to Answer and Don't Know/Not Sure

22.8%

⁴⁹ In May 2003, of the 6,739 estimated job openings requiring *professional certification*, 5,490 were *HealthCare and Social Assistance* (81.5%). In October 2003, of the 2,514 estimated job openings requiring *professional certification*, 2,082 are *HealthCare and Social Assistance* (82.8%).

⁵⁰ *HealthCare and Social Assistance* estimated job openings represent 2,249 of the 2,565 estimated job openings responding "Other".

⁵¹ May 2003 7,734 estimated job openings in *HealthCare and Social Assistance* versus the October 2003 4,600 estimated job openings in *HealthCare and Social Assistance* requiring *less than 1 year or no experience* required, a percent change of 40.5%.

Reading and Math Requirements⁵². The reading and math skill requirements for current estimated job openings have lower levels than those reported in May 2003. Jobs requiring *10th grade or higher* reading (70.6%) and math (61.3%) skills have an overall percentage change of -18.6% and -22.1% respectively.

Skills required	Reading		Math		
	May-03	Oct-03	May-03	Oct-03	
No Skills Required	2.3	3.9	8.1	12.8	
< 10th grade	10.1	14.0	11.2	14.3	
10th grade	29.5	20.8	31.5	20.6	} 61.3%
>10th grade	57.2	49.8			
Other*	0.9	11.5	2.0	11.7	
Total	100.0	100.0	100.0	100.0	

*Includes Other, Refused to Answer and Don't Know/Not Sure

↓
70.6%

Benefits⁵³. Comparisons of the benefits offered in October 2003 with those in May 2003 generally show a mixed change. The largest decrease in benefits offered was for *Vacation* (12.5%) followed by *Medical* (12.3%) and *Dental* (11.8%). On the other hand benefits that do not necessarily cost companies money increased: *Mentoring* (17.4%), *On the Job Training* (9.8%), *Childcare* (5.1%) and *No Benefits* (3.6%) offered.

Benefits Offered	May-03	Oct-03
Vacation	75.2	62.7
On Job Training	74.9	84.7
Medical	70.9	58.5
Dental	61.6	49.8
Mentoring	31.6	49.0
Internship	20.2	18.8
Childcare	8.0	13.1
Transportation	6.8	7.2
No benefits	1.2	3.6

⁵² *HealthCare and Social Assistance* estimated job openings represent 94.2% and 95.0%, respectively, for October 2003 “*Other*” (there was no response to the question “What basic skills are required?”).

⁵³ Percentages based on the total number of openings in which one or more of the benefits offered were reported (May 2003 N=32,866; October 2003 N= 26,841).

Workplace Competencies⁵⁴. A comparison of the workplace competencies in the May 2003 and October 2003 surveys show mixed changes. The largest change was in *Leadership Skills* with a 10.2% decrease, and an overall percentage change of -15.2%. The greatest increase was *Computer Literacy* (4.9%).

Workplace Competencies	May-03	Oct-03
Work Habits	98.8	96.4
Team Skills	97.6	95.1
Managing Time Wisely	96.4	94.1
Acquiring and Using Information	92.0	88.4
Job Specific Skills	59.7	62.5
Leadership	67.2	57.0
Computer Literacy	50.2	55.1

-10.2%

Thinking Skills⁵⁵. The thinking skills requirements for current estimated job openings have lower levels than those in May 2003 except for *Understanding Charts*, which increased by 3.5%.

Thinking Skills	May-03	Oct-03
Learning New Skills	91.3	86.9
Decision-Making	84.8	78.7
Critical Thinking	82.4	75.3
Understanding Charts	40.6	44.1

⁵⁴ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the Workplace Competencies category (May 2003 N= 33,019; October 2003 N= 25,943).

⁵⁵ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the Thinking Skills category (May 2003 N=32,904; October 2003 N= 25,259).

Difficulty Finding Applicants⁵⁶. As a general measure of the labor market conditions, survey respondents of the October 2003 survey continued to indicate *Some* or *Great Difficulty* finding both entry-level (69.0%) and experienced (84.1%) workers. Overall the greatest change in difficulty finding applicants was for *Great Difficulty* finding experienced workers, which increased by 5.2% (overall percentage change of 22.2%), which is reflected in the 3.3% decrease in *No Difficulty* finding experienced workers (overall percentage change of 17.3%).

	May-03	Oct-03	May-03	Oct-03	
	Entry-Level		Experienced		
No Difficulty	30.6	31.0	19.1	15.8	
Some Difficulty	58.9	60.9	57.4	55.5	} 84.1%
Great Difficulty	10.5	8.1	23.4	28.6	
Total	100.0	100.0	100.0	100.0	

↓
80.8%

Applicant Skills and Job Requirement Match. In October 2003 there was an increase of 6.1% over May 2003 in respondents reporting *Match Very Little* or *Match Somewhat*. Although there has been a decline in those reporting *Don't Know/Not Sure* (18.2%) there is an increase in those not reporting at all (10.1%).


Skill Match	May-03	Oct-03	
Very Well	2.5	2.4	
Well	13.2	15.8	
Somewhat	43.0	45.8	} 65.1%
Very Little	16.0	19.3	
Not At All	3.6	3.6	
Don't Know/Not Sure	21.2	3.0	↻
Null	0.5	10.1	↻
Total	100.0	100.0	

↓
59.0%

⁵⁶ Percentages based on those respondents who answered the question "Is this position difficult to fill with the required experience needed?" (May 2003 Entry-Level N= 17,213, May 2003 Experience N= 7,673; October 2003 entry-level N= 17,151, October 2003 Experience N= 6,764)

Shortcomings of Applicants⁵⁷. Comparing ratings of the skills of current job applicants (October 2003) with those in the May 2003 survey shows an overall increase in shortcomings of recent applicants. The greatest increase was found in *Poor Communication Skills* followed by *Poor Writing Skills* and *Lack of Positive Attitude*.

Shortcomings	May-03	Oct-03
Poor Work Ethic Skills	48.4	54.4
Lack of Positive Attitude	48.1	63.7
Poor Customer Service Skills	41.9	43.9
Poor Communication Skills	36.1	54.9
Lack of Industry Knowledge	31.3	38.8
Inability to Understand Written Info.	22.7	26.0
Poor Technical Skills	16.9	27.6
Poor Writing Skills	12.3	27.0
Poor Basic Math	9.7	16.1
Lack of Computer Skills	8.6	17.9



⁵⁷ Percentages based on the total number of openings in which one or more of the workplace competencies and/or skills were reported in the Shortcomings category: May 2003 (N=32,887); October 2003 (N= 25,205).

This report, *Survey of Job Openings in the St. Louis Metropolitan Statistical Area*, summarizes the results of the fifth job vacancy survey conducted by the Public Policy Research Center (PPRC) as part of the Workforce Information System (WIS). This system has been developed and is being maintained by the Metropolitan Information and Data Analysis Services section of the PPRC at the University of Missouri – St. Louis. The WIS is a long-term project with far-reaching utility for workforce development in the St. Louis region. By providing more timely and consistent labor market demand information, the WIS provides training and employment organizations and education institutions with information that can assist in planning the workforce preparation of workers and students. The information compiled in the WIS is centered on current estimates of occupation demand and a current picture of the changing skills and job requirements of those occupations. This information is assembled through an extensive survey of local businesses throughout the two-state, twelve county region. Supporting and complementing this information is data on regional and county economies, demographics, labor force composition and profiles of the education, training and employment communities. This information is utilized by a wide range of workforce development agencies and education bodies including:

- Training and employment entities
- Colleges and universities
- K-12 school districts
- State one-stop career centers
- Vocational education centers
- Economic development agencies
- Workforce development departments
- Human Resources departments
- Community organizations

Although labor-related economic indicators such as the unemployment rate, the level of employment and new job creation have been used to measure and track the local economy and labor force, they do not have direct utility for planning workforce development. Likewise, existing occupation projections lack information about the skill, education and experience requirements that are necessary for training program and education curriculum planning. The WIS provides this necessary information through a bi-annual survey of local industries that focuses on labor demand and the necessary skill, education, and experience requirements. In this way, the planning and allocation of training and education resources can be directed toward the preparation of workers and students for occupations that have an identified current demand. It also informs those entities on occupation specifics such as math and reading level requirements, worker personal attributes, education requirements and desired years of experience. This summary of the *Survey of Job Openings in the St. Louis Metropolitan Statistical Area* provides a quick snapshot of current labor market demand in the St. Louis region.

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