
SURVEY OF JOB OPENINGS IN THE
ST. LOUIS METROPOLITAN
STATISTICAL AREA:
MAY 2004

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



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**SURVEY OF JOB OPENINGS IN THE
ST. LOUIS METROPOLITAN STATISTICAL AREA, MO-IL:
MAY 2004**

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

EXECUTIVE SUMMARY

During May 2004, there were an estimated 26,090 full-time positions and 15,903 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 data from this study is provided by the Workforce Information System (WIS).

The WIS, developed and maintained by MIDAS, is a web-based data system for workforce development planning. Visit the WIS at <http://pprc.umsi.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 slow recovery for both the labor market and economy. Job openings increased significantly in May 2004 due to a rise in reported job openings in 14 of the 20 NAICS ([North American Industry Classification System](#)) industry categories with the greatest growth in *Arts, Entertainment & Recreation*; *Manufacturing*; and *Administration & Support, Waste Management & Remediation Services*².

BACKGROUND AND RESEARCH GOALS

The sections that follow describe the demand for labor in May of 2004 based on a random multi-method survey of approximately 2,400 companies assuming 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

¹ There were 189 estimated job openings that were not coded full-time or part-time.

² The number of firms responding to the May 2004 (N=1,461) survey decreased by 6.9% from the October 2003 survey (N=1,570). However, the number of job openings reported increased by 1,247 at those firms that did respond to the May 2004 survey, which is equivalent to a 35.1% change. This increase in reported openings accounts for the estimated increase in number of job openings from October 2003 to May 2004 (31.3% change).

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. Companies with 250 or more employees were asked to respond via a mail or fax version. Approximately 502 companies were mailed a survey with a response rate of 39.8%. Companies with less than 250 employees were contacted by telephone and responded at a healthy 66.2% 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 May 2004, employers were seeking workers for an estimated:

36, 782 Total Job Openings⁴

- 26,090 Full-Time Job Openings
- 15,903 Part-Time Job Openings
- 189 Not Indicated

Industry Distribution.⁵ Three industries, *HealthCare and Social Assistance* (26.8%), *Retail Trade* (14.7%) and *Accommodation & Food Services* (13.6%) dominated the number of job openings in the St. Louis, MO-IL MSA. These industries represented nearly 6 out of 10 job openings (55.1%).

Industry	Full-Time	Part-Time	Not Coded	Total	Percent
HealthCare and Social Assistance	5,478	4,279	109	9,866	26.8
Accommodation and Food Services	2,250	3,150	5	5,405	14.7
Retail Trade	2,390	2,602	24	5,016	13.6
Other Services (except Public Administration)	1,793	483	0	2,276	6.2
Manufacturing	1,715	398	20	2,133	5.8
Finance and Insurance	1,448	458	11	1,917	5.2
Real Estate and Rental and Leasing	823	1,060	0	1,883	5.1
Educational Services	572	780	13	1,365	3.7
Construction	1,266	98	0	1,364	3.7
Admin. & Support & Waste Manage. and Remed. Svcs	686	401	0	1,087	3.0
Arts, Entertainment, and Recreation	64	1,000	4	1,068	2.9
Wholesale Trade	790	214	0	1,004	2.7
Professional, Scientific, and Technical Services	563	335	0	898	2.4
Transportation and Warehousing	288	297	1	586	1.6
Information	291	259	2	552	1.5
Public Administration	257	81	0	338	0.9
Agriculture, Forestry, Fishing and Hunting	16	8	0	24	0.1
Management of Companies and Enterprises	**	**	**	**	**
Mining	**	**	**	**	**
Utilities	**	**	**	**	**
Total	20,690	15,903	189	36,782	100.0

} 55.1%

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.

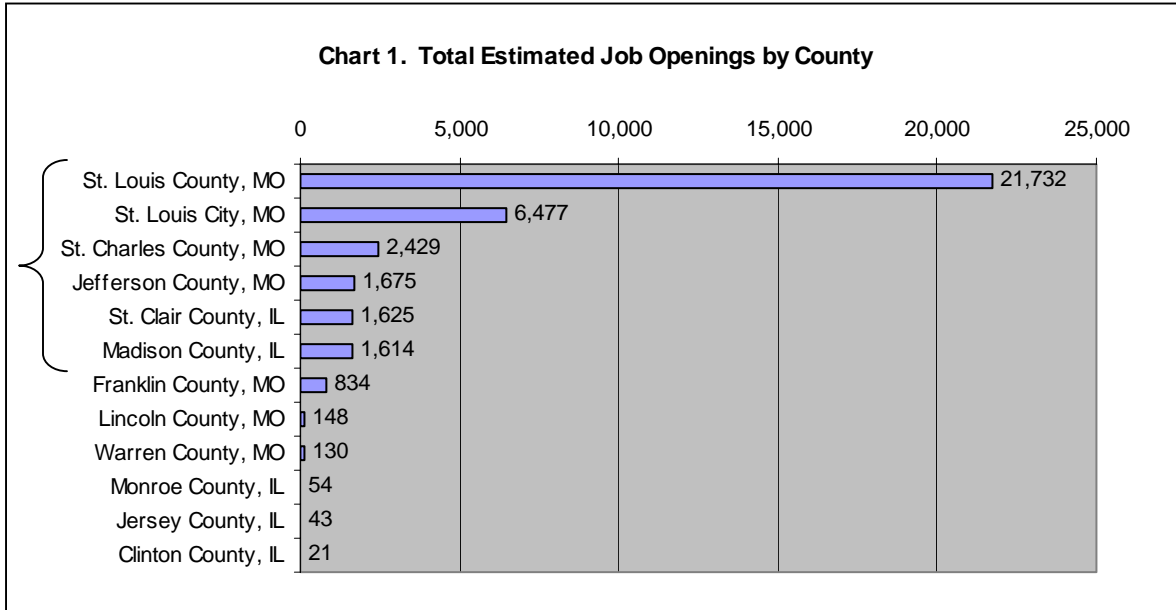
⁴ There was 373 different Occupation Codes reported for the estimated 36, 782 job openings.

⁵ **Will be used throughout Part 1 of this report to indicate that, of the 20 NAICS industries, the following three industries overall had no reported job openings May 2004: *Management of Companies and Enterprises*, *Mining* and *Utilities*. *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:

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

These openings accounted for 35,522 or 96.7% of the total 36,782 estimated job openings.



Experience Requirements⁶. Of the estimated job openings, 84.5% required three years of experience or less. Moreover, of these estimated job openings (31,067) 65.9% of them required less than one year or no experience. These positions requiring less than one year were classified as *entry-level* (20,478 or 55.7% of total estimated job openings) while the remaining positions (35.9% or 13,191) (see table, next page) were classified as *experienced* (1+ years experience required).

Experience Required	Total	Percent
< 1 year or No experience	20,478	55.7
1-3 years	10,589	28.8
4-10 years	2,545	6.9
10+ years	57	0.2
Other*	3,113	8.4
Total	36,782	100.0

} 84.5%

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

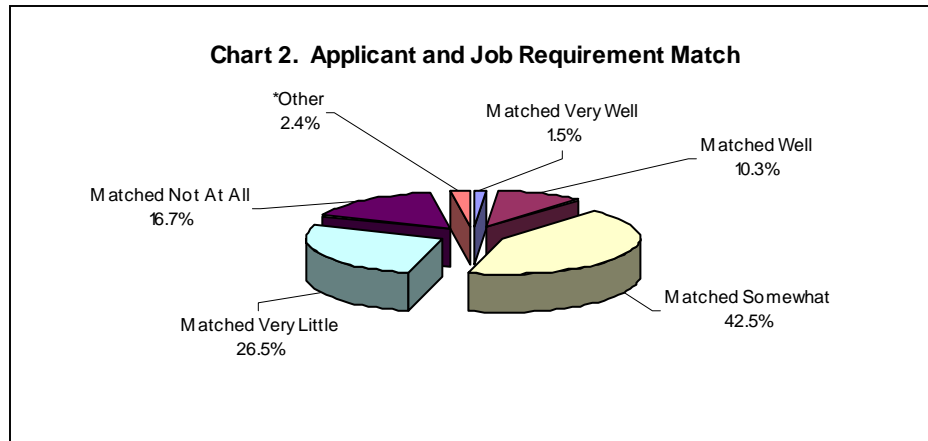
⁶ 8.4% of estimated job openings (Other*) had no required experience indicated (refused to answer 6.0% and don't know/not sure 2.4%).

Industry	Entry-Level	Experienced
HealthCare and Social Assistance	4,477	3,506
Accommodation and Food Services	4,251	862
Retail Trade	3,037	1,668
Real Estate and Rental and Leasing	1,599	284
Other Services (except Public Administration)	1,083	1,168
Finance and Insurance	838	1,027
Construction	785	422
Arts, Entertainment, and Recreation	734	330
Manufacturing	685	1,304
Educational Services	661	528
Admin. & Support & Waste Manage. and Remed. Svcs	614	473
Wholesale Trade	442	528
Professional, Scientific, and Technical Services	478	408
Information	284	262
Transportation and Warehousing	263	318
Public Administration	239	87
Agriculture, Forestry, Fishing and Hunting	8	16
Management of Companies and Enterprises	**	**
Mining	**	**
Utilities	**	**
Total	20,478	13,191

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 estimated job openings reported, 43.3% responded *matched very little or matched not at all*. Only 11.8% *matched well or matched very well*. One in four respondents reported that applicants *matched somewhat*.

Matched Very Well	1.5%	} 11.8%
Matched Well	10.3%	
Matched Somewhat	42.5%	} 43.3%
Matched Very Little	26.6%	
Matched Not At All	16.7%	
*Other	2.4%	

*Other includes don't know/not sure.

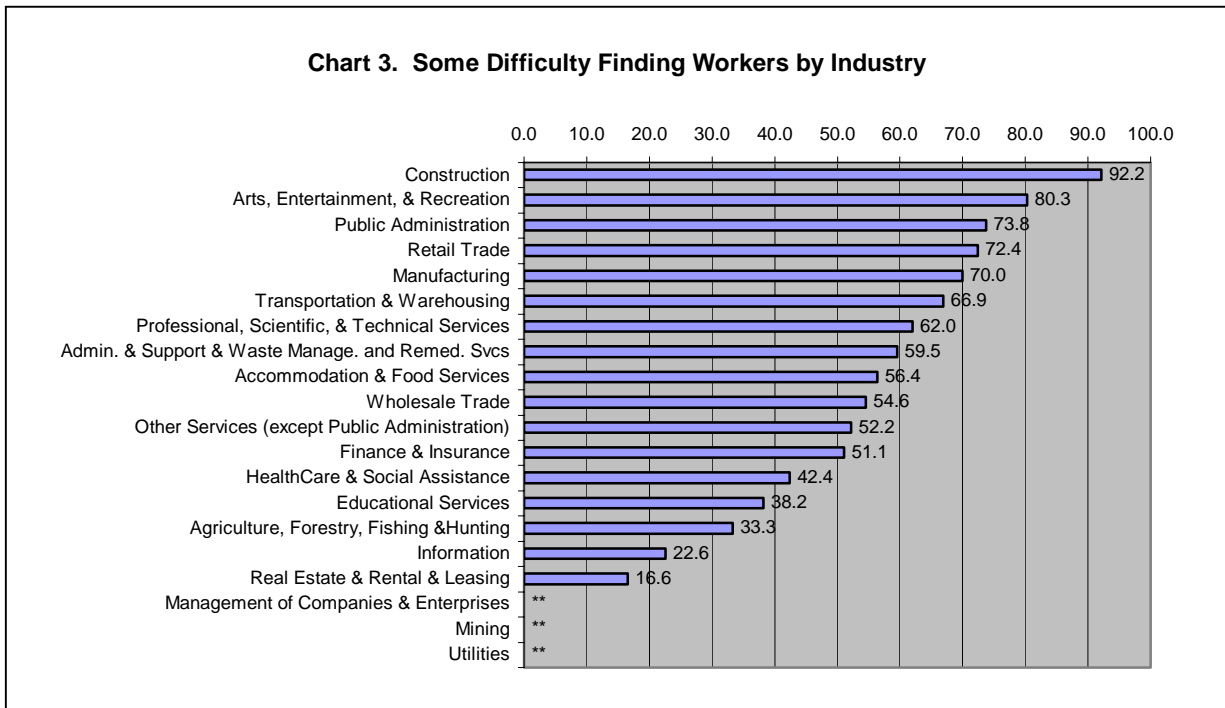


⁷ Percentages based on the total number of openings in which there was a response to the question “Have applicants met job requirements?” (N=30,384).

Difficulty Finding Applicants⁸. When survey respondents were asked to rate the difficulty finding workers, over half of all responses (56.1%) said that they had *some difficulty* whereas another 29.1% said they had *no difficulty*. Overall, companies in 12 out 20 industries experienced *some difficulty* 50.0% or higher (see Chart 3).

Great Difficulty	4,196	13.8%
Some Difficulty	17,049	56.1%
No Difficulty	8,852	29.1%
*Other	287	1.0%

*Includes don't know/not sure.

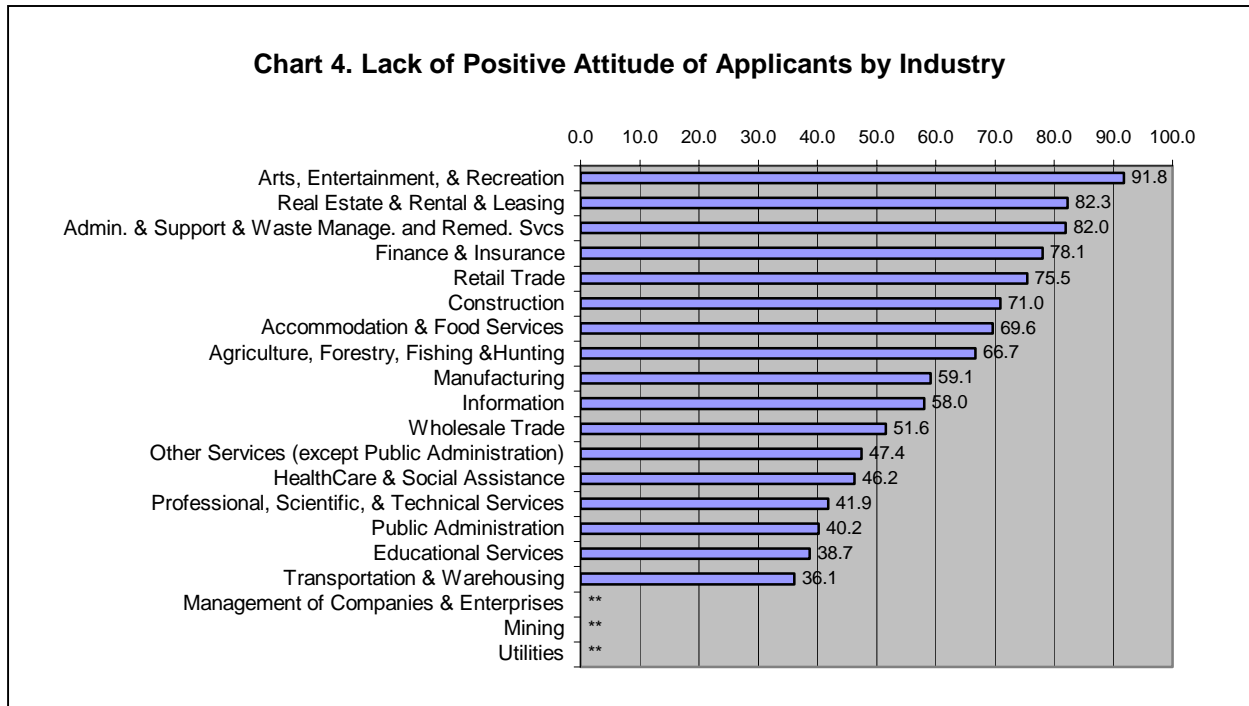


Percent of Total Industry Job Openings

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=30,384).

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 63.4% of all job openings, trailed closely by *poor work ethic* (60.4%) and *poor customer service skills* (54.3%).

	Percent Responding Yes
Lack of Positive Attitude	63.4
Poor Work Ethic Skills	60.4
Poor Customer Service Skills	54.3
Lack of Industry Knowledge	51.5
Poor Communication Skills	48.3
Poor Technical Skills	31.4
Inability to Understand Written Information	27.1
Poor Writing Skills	26.6
Poor Basic Math	17.0
Lack of Computer Skills	16.7

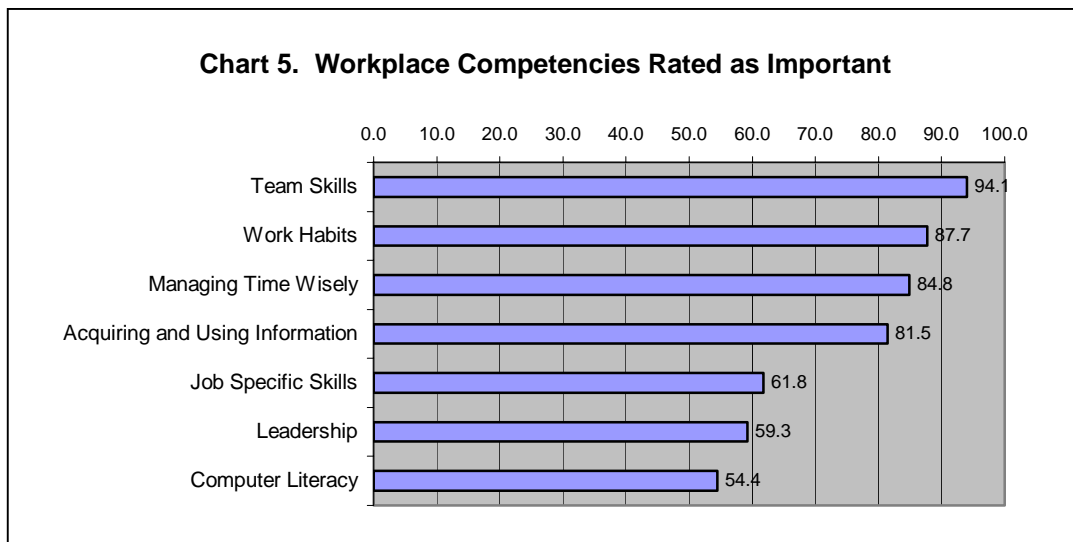


Percent of Total Industry Job Openings

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=30,313).

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 *team skills* (94.1%), *work habits* (87.7%), *managing time wisely* (84.8%) and *acquiring and using information* (81.5%) were important to job performance. *Job specific skills*, *leadership* and *computer literacy* were important to over half of all respondents.

	Percent Responding Yes
Team Skills	94.1%
Work Habits	87.7%
Managing Time Wisely	84.8%
Acquiring and Using Information	81.5%
Job Specific Skills	61.8%
Leadership	59.3%
Computer Literacy	54.4%



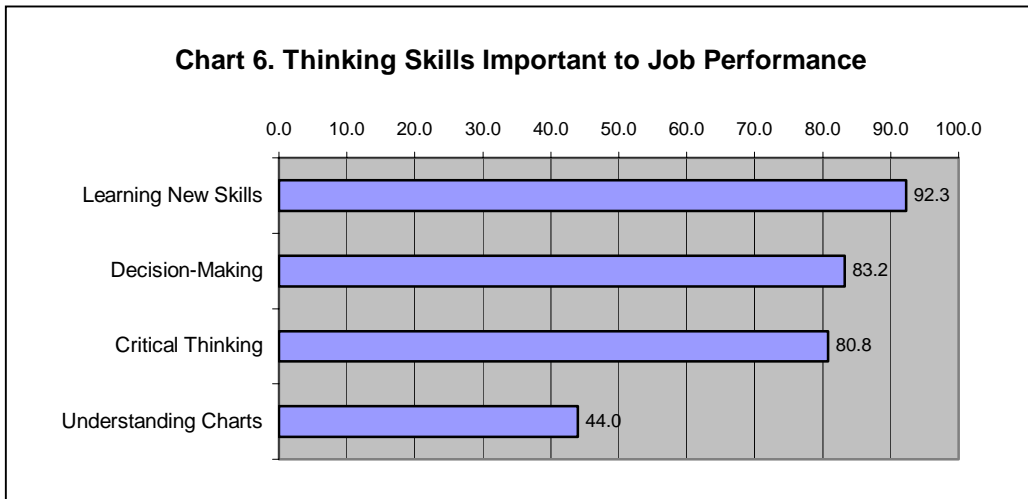
Percent of Total Job Openings

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=34,648).

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* (92.3%), *decision-making* (83.2%), *critical thinking* (80.8%) and *understanding charts* (44.0%).

**Percent Responding
Yes**

Learning New Skills	92.3%
Decision-Making	83.2%
Critical Thinking	80.8%
Understanding Charts	44.0%



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=32,188).

Full-Time Positions with 100 or More Openings

Four-Year College Degree or Higher

Auditors
Community and Social Service Specialists, All Other
Personal and Home Care Aides

Two Year Associated Degree

Graphic Designers
Registered Nurses

Professional, Technical or Special Certification

Health Specialties Teachers, Postsecondary
Registered Nurses

High School Degree

Automotive Body and Related Repairers
Bartenders
Bill and Account Collectors
Carpenter Assemblers and Repairers
Cashiers
Child Care Workers
Customer Service Representatives
First-Line Supervisors/Managers of Retail Sales Workers
First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators
Food Service Managers
Home Health Aides
Loan Officers
Maintenance and Repair Workers, General
Medical Assistants
Office Clerks, General
Packers and Packagers, Hand
Painters, Construction and Maintenance
Receptionists and Information Clerks
Retail Salespersons
Sales Representatives, Electrical/Electronic
Taxi Drivers and Chauffeurs

Some High School

Cashiers
Cement Masons and Concrete Finishers
Cooks, Fast Food
Driver/Sales Workers
Food Preparation Workers
Maids and Housekeeping Cleaners
Waiters and Waitresses

No Education Required

Cement Masons and Concrete Finishers
Combined Food Preparation and Serving Workers, Including Fast Food
Retail Salespersons
Roofers

Part-Time Positions with 100 or More Openings

Graduate or Professional Degree

Registered Nurses

Two Year Associated Degree

Registered Nurses

Professional, Technical or Special Certification

Registered Nurses

High School Degree

Cashiers

Child Care Workers

Coaches and Scouts

Combined Food Preparation and Serving Workers, Including Fast Food

Community and Social Service Specialists, All Other

Cooks, Restaurant

Driver/Sales Workers

Food Servers, Nonrestaurant

Home Health Aides

Licensed Practical and Licensed Vocational Nurses

Loan Officers

Maintenance and Repair Workers, General

Medical and Clinical Laboratory Technicians

Nursing Aides, Orderlies, and Attendants

Office Clerks, General

Ophthalmic Laboratory Technicians

Pest Control Workers

Postal Service Mail Carriers

Production Workers, All Other

Public Address System and Other Announcers

Retail Salespersons

Sales Representatives, Electrical/Electronic

Teacher Assistants

Tellers

Some High School

Cashiers

Combined Food Preparation and Serving Workers, Including Fast Food

Cooks, Restaurant

Counter and Rental Clerks

Counter Attendants, Cafeteria, Food Concession, and Coffee Shop

Food Preparation Workers

Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers

Nursing Aides, Orderlies, and Attendants

Retail Salespersons

Ushers, Lobby Attendants, and Ticket Takers

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 May 2004, employers were seeking workers for an estimated:

20,478 Entry-Level Job Openings¹³

- 9,268 Full-Time Job Openings
- 11,194 Part-Time Job Openings
- 16 Not indicated

Industry Distribution.¹⁴ Four industries, *Healthcare & Social Assistance* (21.9%), *Accommodation & Food Services* (20.8%), *Retail Trade* (14.8%) and *Real Estate & Rental & Leasing* (7.8%) dominated the number of entry-level job openings in the St. Louis, MO-IL MSA; representing roughly 7 out of 10 entry-level job openings (65.3%).

Industry	Entry-Level	Percent	
HealthCare & Social Assistance	4,477	21.9	}
Accommodation & Food Services	4,251	20.8	
Retail Trade	3,037	14.8	
Real Estate & Rental & Leasing	1,599	7.8	
Other Services (except Public Administration)	1,083	5.3	
Finance & Insurance	838	4.1	
Construction	785	3.8	
Arts, Entertainment, & Recreation	734	3.6	
Manufacturing	685	3.3	
Educational Services	661	3.2	
Admin. & Support & Waste Manag. and Remed. Svcs	614	3.0	
Professional, Scientific, & Technical Services	478	2.3	
Wholesale Trade	442	2.2	
Information	284	1.4	
Transportation & Warehousing	263	1.3	
Public Administration	239	1.2	
Agriculture, Forestry, Fishing & Hunting	8	0.0	
Management of Companies & Enterprises	**	**	
Mining	**	**	
Utilities	**	**	
Total Entry-Level	20,478	100.0	

¹² All totals and percentages in Part 2 of this report are based on the total number of entry-level estimated job openings or 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.

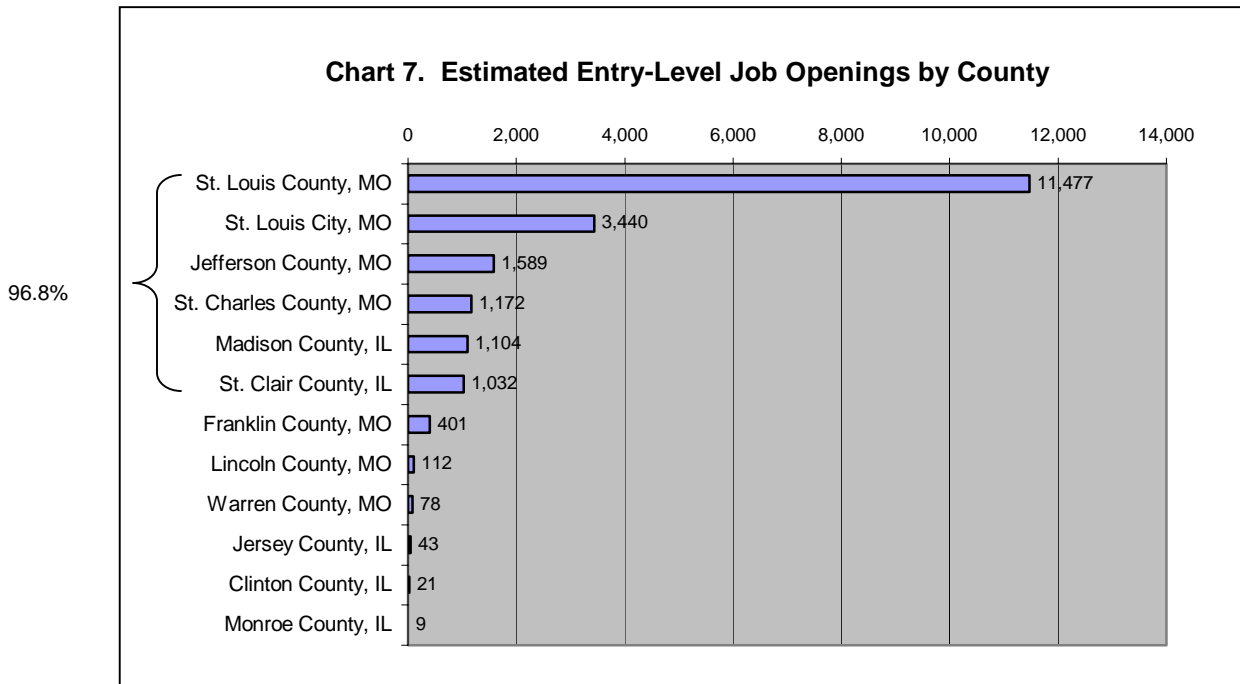
¹³ There was 189 different Occupation Codes reported for the estimated 20,478 entry-level job openings.

¹⁴ **Will be used throughout Part 2 of this report to indicate that, of the 20 NAICS industries, the following three industries did not report entry-level job openings May 2004: *Management of Companies & Enterprises*, *Mining* and *Utilities*. *Admin. & Support & Waste Manage. and Remed. Svcs* is abbreviation for Administrative & Support & Waste Management and Remediation Services.

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 19,814 or 96.8% of the 20,478 entry-level job openings.



Experience Requirements. Of the estimated entry-level job openings, 71.8% required *no experience*.

Experience Required	Total	Percent
No experience	14,694	71.8
< 1 year	5,784	28.2
Total Entry-Level	20,478	100.0

For entry-level jobs, the *Information* industry had the highest level of experience requirements with over three-quarters (77.1%) of the industry total requiring some experience. Other significant industries were *Other Services (except Public Administration)* with 75.8% responding less than a year experience required, followed by *Professional, Scientific, & Technical Services* (63.8%).

Industry	No Experience	<1 Year	
Accommodation & Food Services	3,681	570	
HealthCare & Social Assistance	2,421	2,056	
Retail Trade	2,141	896	
Real Estate & Rental & Leasing	1,503	96	
Finance & Insurance	682	156	
Arts, Entertainment, & Recreation	680	54	
Construction	618	167	
Admin. & Support & Waste Manag. and Remed. Svcs	589	25	
Educational Services	562	99	
Manufacturing	536	149	
Wholesale Trade	362	80	
Other Services (except Public Administration)	262	821	→ 75.8% of Industry Total
Transportation & Warehousing	262	1	
Professional, Scientific, & Technical Services	173	305	→ 63.8% of Industry Total
Public Administration	149	90	
Information	65	219	→ 77.1% of Industry Total
Agriculture, Forestry, Fishing & Hunting	8	0	
Management of Companies & Enterprises	0	0	
Mining	0	0	
Utilities	0	0	
Total Entry-Level	14,694	5,784	

Reported Wages¹⁵. Of all the entry-level job openings, 37.7% paid less than \$8.00 per hour, while another 27.1% paid between \$8 and \$14.99 per hour. Based on the survey results 25.6% of the entry-level job openings paying \$15.00 per hour or higher (1,381 estimated job openings) required an *associates degree or higher*. An additional 0.5% of those entry-level jobs paying \$15.00 per hour or higher required *professional, technical or special certification*, with the remaining 37.5% requiring only a *high school degree or less*.

Less than \$8.00 per hour	7,722	37.7%
\$8-14.99 per hour	5,547	27.1%
\$15.00+ per hour	1,381	6.7%
HS or Less	518	
AA Degree +	354	25.6%
Professional, Technical or Special Certification	7	0.5%
All other responses*	502	

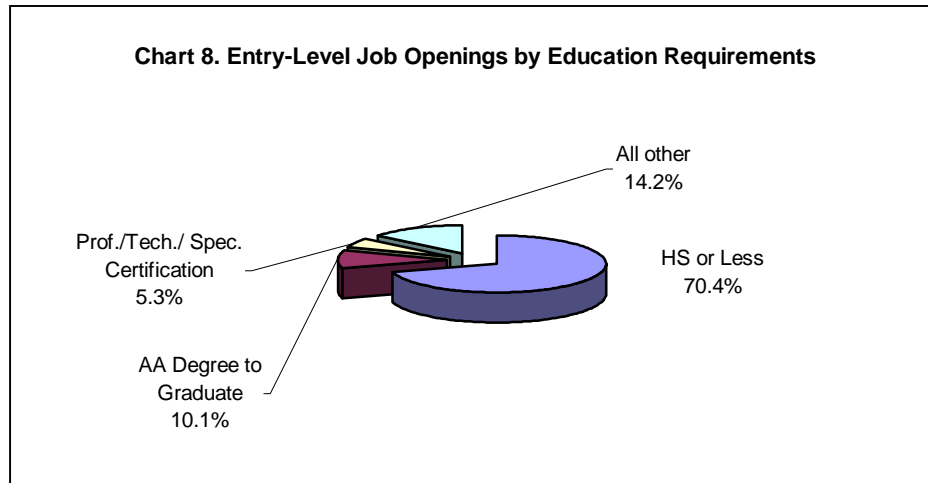
*Includes don't know/not sure and refused to answer

¹⁵ 28.5% of entry-level openings had no reported wage but further accounted for 36.4% of those paying \$15.00 per hour or higher with no education required indicated.

Education Requirements¹⁶. Approximately 7 out of 10 (70.4%) entry-level job openings required only a *High School Degree or less*. Moreover, 35.1% of these jobs requiring only a *High School Degree or less* were concentrated in *Retail Trade* (18.9%) and *HealthCare and Social Assistance* (16.2%).

HS or Less	14,414	70.4%
AA Degree to Graduate	2,063	10.1%
Professional, Technical or Special Certification	1,088	5.3%
*All other	2,913	14.2%

*Includes other, don't know/not sure and refused to answer



Percent of Total Entry-Level Job Openings

Training Opportunities¹⁷. *On-the-job training* was the most prevalent training option offered at 88.2% of all entry-level job openings. Not only did the *HealthCare & Social Assistance* (21.9%), *Accommodation & Food Services* (20.8%) and *Retail Trade* (14.8%) industries¹⁸ make up 57.5% of all entry-level job openings, they also accounted for 53.3% of all the jobs offering *on-the-job training*; 10.4%, 24.2% and 18.7% respectively. There were an additional 10.2% of entry-level job openings in *Real Estate & Rental & Leasing*, which offered *on-the-job training*.

O-T-J Training	15,545	88.2%
Mentoring	8,355	47.4%
Internships	4,008	22.8%

¹⁶ Of the 2,913 estimated job openings indicated as *Other**, only 110 had not indicated a required education level.

¹⁷ Percentages based on the total number of estimated entry-level openings in which one or more of the Training Opportunities offered were reported (May 2004 N= 17,617).

¹⁸ Further, these three industries offered a full range of training benefits.

Benefits¹⁹. *Vacation* (52.9%), *medical* (45.8%), and *dental* (40.2%) were offered the most often and were found in all industries reporting²⁰ entry-level job openings except for *Agriculture, Forestry, Fishing & Hunting; Arts, Entertainment, & Recreation* and *Transportation & Warehousing*²¹. Industries offering a full range of benefits included *Construction, Retail Trade, Finance & Insurance, Accommodation & Food Services, Educational Services, Professional, Scientific, & Technical Services* and *HealthCare & Social Assistance*. Only 693 (5.5%) of the estimated entry-level job openings offered *no benefits* and were found in *Accommodation & Food Services* (249), *HealthCare & Social Assistance* (144), *Transportation & Warehousing* (102), *Public Administration* (82), *Other Services (except Public Administration)* (59), *Arts, Entertainment, & Recreation* (18), *Manufacturing* (12), *Real Estate & Rental & Leasing* (11), *Educational Services* (8), and, *Agriculture, Forestry, Fishing & Hunting* (8).

Vacation	9,451	52.9%
Medical	8,191	45.8%
Dental	7,192	40.2%
Childcare	1,255	7.0%
Transportation	977	5.5%
No Benefits	693	3.9%

Job Incentives²². The most common job incentives offered for entry-level job openings were *On-going training* (68.8%), *bonuses* (43.4%), and *401K* (33.9%). Similar to benefits these incentives were found across all industries reporting²³ entry-level job openings except for *Agriculture, Forestry, Fishing & Hunting*²⁴, *Transportation & Warehousing, Educational Services, Public Administration, and Administration & Support, Waste Management & Remediation Services*. Industries offering a full range of incentives included *Retail Trade, HealthCare & Social Assistance, Information* and *Accommodation & Food Services*.

On-going Training	12,435	68.8%
Bonus	7,846	43.4%
401K	6,132	33.9%
Pension	3,662	20.3%
Tuition	3,063	16.9%
No Incentives	2,520	13.9%
Commission	2,338	12.9%
Stock	1,650	9.1%
SAR	948	5.2%

¹⁹ Percentages based on the total number of estimated entry-level openings in which one or more of the benefits offered were reported (May 2004 N= 17, 877).

²⁰ Of the 20 NAICS industries, the following two industries had not reported entry-level job openings May 2004: *Management of Companies & Enterprises, Mining and Utilities*.

²¹ No benefits were offered to entry-level workers in these three industries.

²² Percentages based on the total number of estimated entry-level openings in which one or more of the incentives offered were reported (May 2004 N= 18,082).

²³ See footnote 13 above.

²⁴ No incentives offered.

Skill Requirements. Over seven out of ten (75.8%) entry-level job openings required reading skills at a 10th grade level or higher while required math skills were somewhat less at 63.3% at the same level. The difference mostly being due to the 18.2% of entry-level job openings requiring *no math skills* (see Chart 10) compared to only 6.1% of entry-level job openings with *no reading skills* required. Entry-level job openings in all industries²⁵ had reading requirements 10th grade or higher ranging from 15.6% to 100.0% (see Chart 9) and math skills with the same requirements ranging also from 15.6% to 100.0%²⁶. *Public Administration, Finance & Insurance, and Real Estate & Rental & Leasing* required reading and math skills greater than 10th grade level for more than 90.0% of all openings.

Reading Skills Requirements²⁷

No reading skills required	1,090	6.1%	
< 10th grade	2,870	16.1%	} 75.8%
10th grade	5,635	31.7%	
> 10th grade	7,853	44.2%	
*Other	338	1.9%	

*Other includes don't know/not sure

Math Skills Requirements²⁸

No math skills required	3,238	18.2%	
< 10th grade	3,185	17.9%	} 63.3%
10th grade	7,205	40.5%	
> 10th grade	4,039	22.7%	
*Other	110	0.6%	

*Other includes don't know/not sure

²⁵ Of the 20 NAICS industries, the following two industries had not reported entry-level job openings May 2004: *Management of Companies & Enterprises, Mining and Utilities.*

²⁶ Agriculture, Forestry, Fishing & Hunting was the only reporting industry to not have reading and math skills 10th grade or higher, however this industry only reported 8 estimated entry-level job openings, respectively with reading skills required as "other" skills and Math skills required as "none".

²⁷ Percentages based on the total number of estimated entry-level openings in which reading skills required were reported (May 2004 N= 17,786).

²⁸ Percentages based on the total number of estimated entry-level openings in which reading skills required were reported (May 2004 N= 17,777).

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

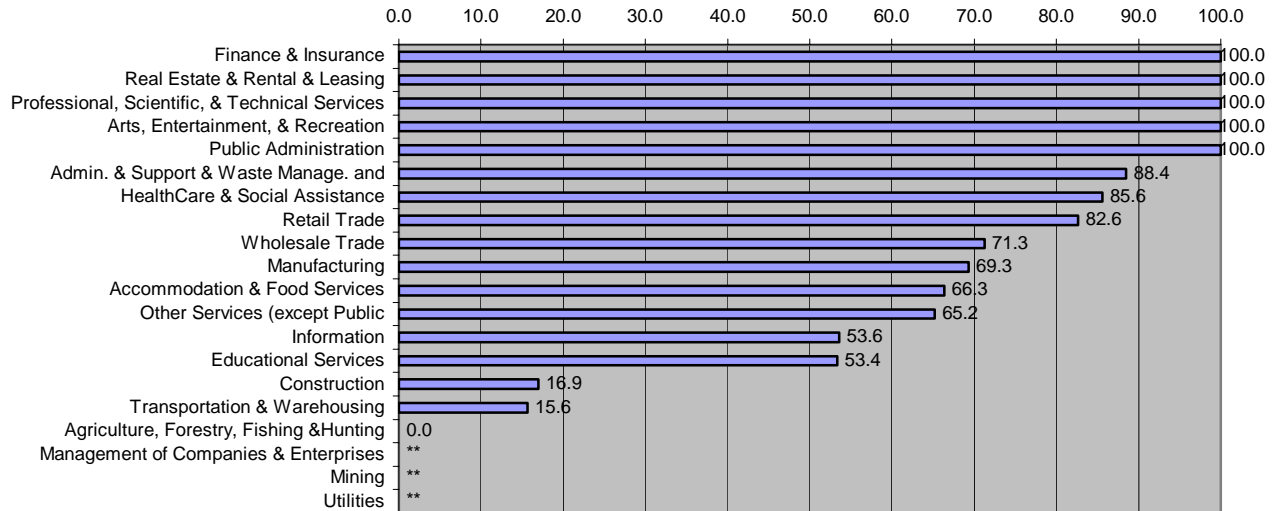


Chart 10. Entry-Level Job Openings Requiring No Math Skills by Industry Total

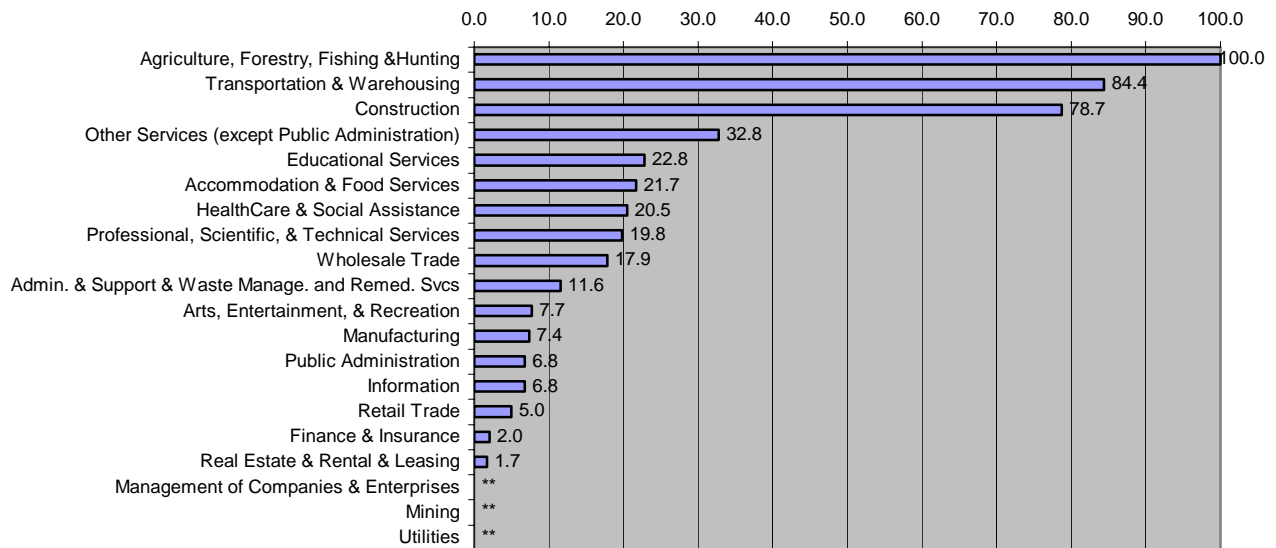
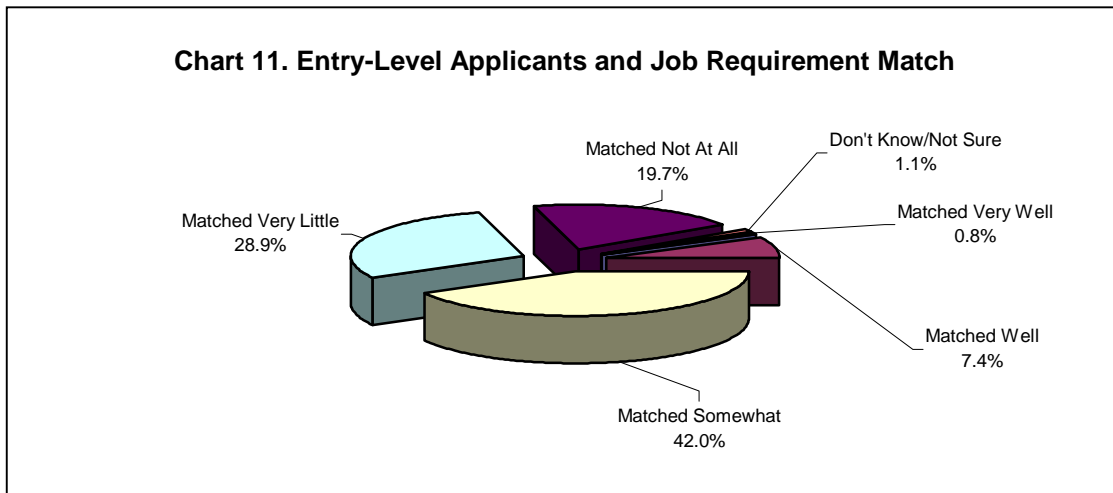


Chart 9 and 10: Percent of Total Industry Entry-Level Job Openings

Applicants’ Skills Compared to Job Requirements²⁹. When survey respondents were asked to rate the skills of entry-level applicants in comparison with the skill requirements of the job openings reported, 48.6% responded *matched very little* or *matched not at all*. Over four out of ten (42.1%) reported applicants skills *matched somewhat*. Only 8.2% of all applicants were said to have matched *well* or *matched very well*.

Matched Very Well	0.8%	}	8.2%
Matched Well	7.4%		
Matched Somewhat	42.1%	}	48.6%
Matched Very Little	28.9%		
Matched Not At All	19.7%		
Other*	1.1%		

*Other includes don't know/not sure



Percent of Total Entry-Level Job Openings

Difficulty Finding Entry-Level Applicants³⁰. When survey respondents were asked to rate the difficulty of finding entry-level workers, 6 out of 10 respondents (60.0%) said they had *some difficulty* or *great difficulty* (see Chart 12).

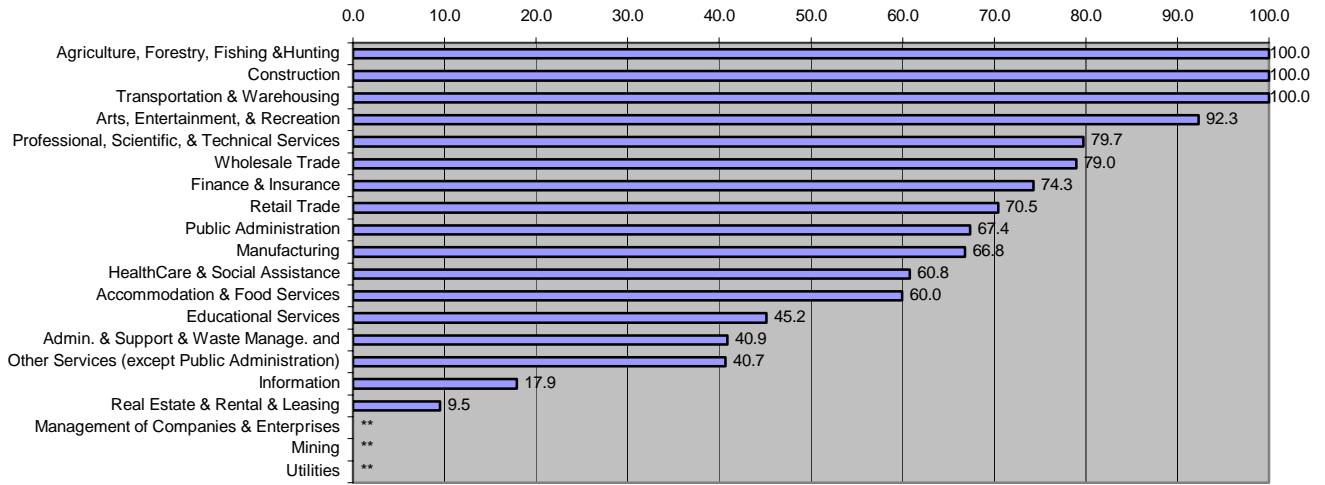
Great Difficulty	1,161	6.5%	}	60.0%
Some Difficulty	9,496	53.5%		
No Difficulty	6,987	39.3%		
Other*	127	0.7%		

*Other includes don't know/not sure

²⁹ Percentages based on the total number of openings in which there was a response to the question “Have applicants met job requirements?” (N=17,771).

³⁰ 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=17,771).

Chart 12. Some or Great Difficulty Finding Experienced Workers by Industry



Percent of Total Industry Entry-Level Job Openings

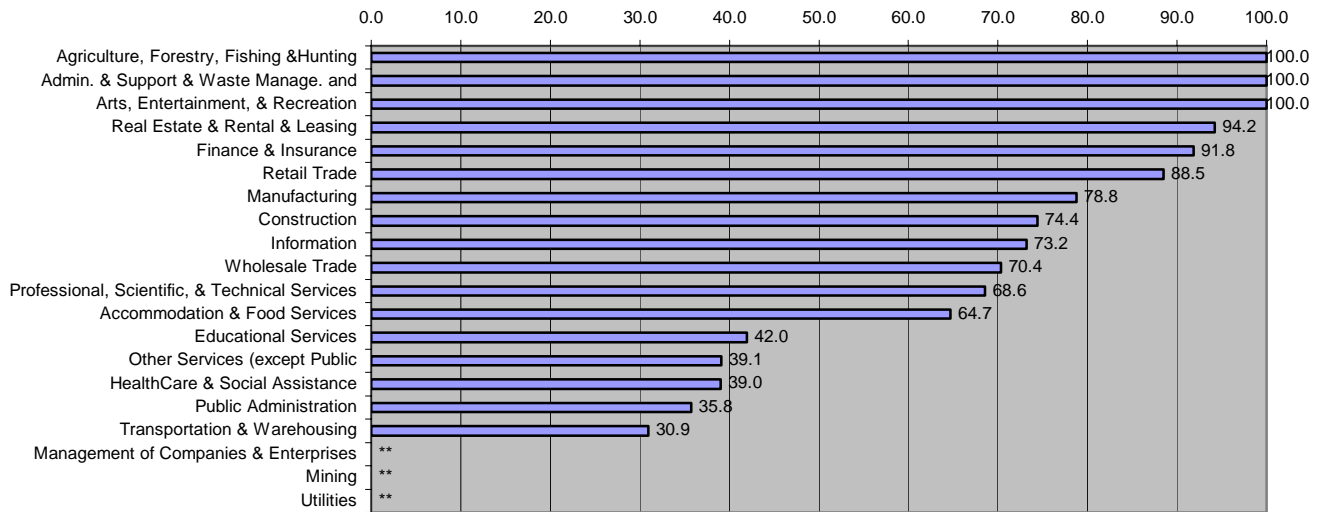
Shortcomings of Recent Applicants³¹. Survey respondents were asked to identify which personal attributes; workplace competencies and/or skills were found lacking in recent entry-level applicants. *Lack of positive attitude* (see Chart 13) was the most reported shortcoming at 70.7% of all entry-level job openings, trailed closely by *poor work ethic* (66.6%) and *poor customer service skills* (57.3%).

Percent Responding Yes

Positive Attitude	70.7
Work Ethic Skills	66.6
Customer Service Skills	57.3
Industry Knowledge	52.2
Communication Skills	51.3
Technical Skills	31.2
Writing Skills	26.2
Comprehend Written Information	23.8
Basic Math	19.7
Computer Skills	15.7

³¹ 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=17,728).

Chart 13. Lack of Positive Attitude of Applicants by Industry



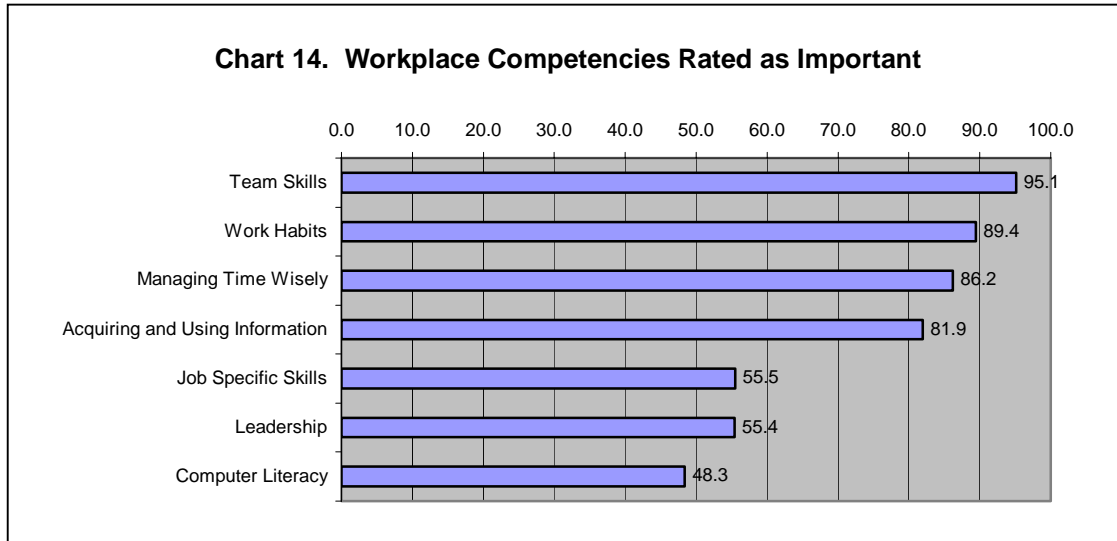
Percent of Total Industry Entry-Level Job Openings

Workplace Competencies³². 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 48.3% to *team skills* at 95.1% (see Chart 14).

Percent Responding Important

Team Skills	95.1
Work Habits	89.4
Managing Time Wisely	86.2
Acquiring and Using Information	81.9
Job Specific Skills	55.5
Leadership	55.4
Computer Literacy	48.3

³² 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=19,831).

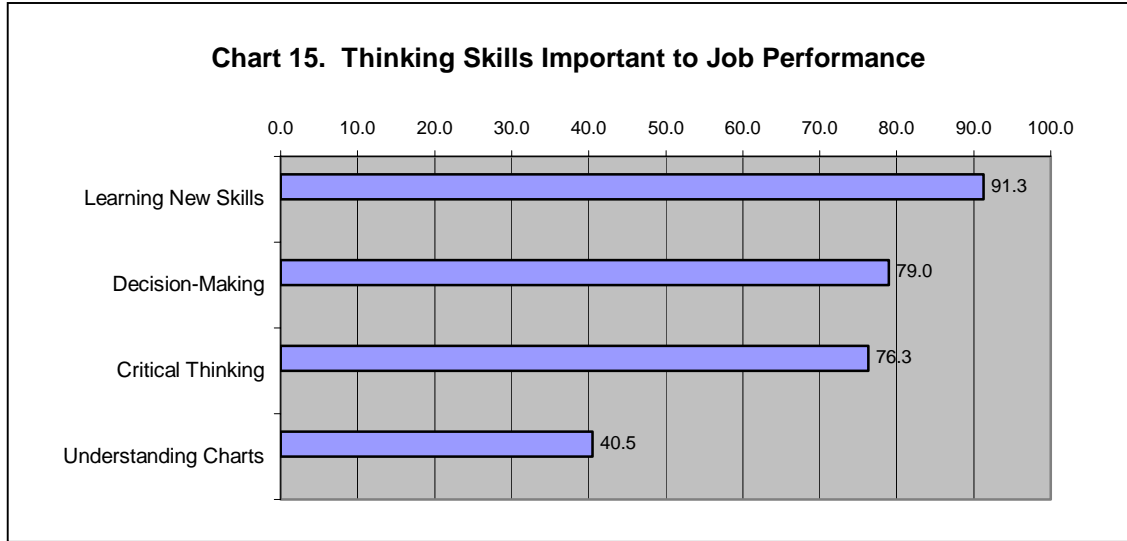


Percent of Total Entry-Level Job Openings

Thinking Skills³³. 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 (see Chart 15) *learning new skills* (91.3%), *decision-making* (79.0%), *critical thinking* (76.3%) and *understanding charts* (40.5%).

	Percent Responding Yes
Learning New Skills	91.3
Decision-Making	79.0
Critical Thinking	76.3
Understanding Charts	40.5

³³ 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=18,497).



Percent of Total Entry-Level Job Openings

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

Four-Year College Degree or Higher

Community and Social Service Specialists, All Other

Professional Certification

Registered Nurses

High School Degree or Some High School

Cashiers

Cooks, Fast Food

Customer Service Representatives

Driver/Sales Workers

Food Preparation Workers

Home Health Aides

Loan Officers

Maids and Housekeeping Cleaners

Office Clerks, General

Painters, Construction and Maintenance

Retail Salespersons

Sales Representatives, Electrical/Electronic

Waiters and Waitresses

No Education Required

Roofers

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

Combined Food Preparation and Serving Workers, Including Fast Food

Community and Social Service Specialists, All Other

Cooks, Restaurant

Counter and Rental Clerks

Counter Attendants, Cafeteria, Food Concession, and Coffee Shop

Food Preparation Workers

Food Servers, Nonrestaurant

Home Health Aides

Licensed Practical and Licensed Vocational Nurses

Loan Officers

Maintenance and Repair Workers, General

Nursing Aides, Orderlies, and Attendants

Pest Control Workers

Postal Service Mail Carriers

Production Workers, All Other

Public Address System and Other Announcers

Retail Salespersons

Sales Representatives, Electrical/Electronic

Ushers, Lobby Attendants, and Ticket Takers

No Education Required

Combined Food Preparation and Serving Workers, Including Fast Food

Maids and Housekeeping Cleaners

Part 3: Experienced Job Openings Survey Findings³⁴

Openings. During May 2004, employers were seeking workers for an estimated:

13,191 Experienced Job Openings³⁵

- 9,590 Full-Time Job Openings
- 3,527 Part-Time Job Openings
- 74 Not indicated

Industry Distribution.³⁶ Six industries, *Healthcare & Social Assistance* (26.6%), *Retail Trade* (12.6%), *Manufacturing* (9.9%), *Other Services (except Public Administration)* (8.9%), *Finance & Insurance* (7.8%) and *Accommodation & Food Services* (6.5%), dominated the number of experienced job openings in the St. Louis, MO-IL MSA. Together, these industries represented just over 7 out of 10 experienced job openings (72.3%).

Industry	Experienced	Percent	
HealthCare & Social Assistance	3,506	26.6	}
Retail Trade	1,668	12.6	
Manufacturing	1,304	9.9	
Other Services (except Public Administration)	1,168	8.9	
Finance & Insurance	1,027	7.8	
Accommodation & Food Services	862	6.5	
Educational Services	528	4.0	
Wholesale Trade	528	4.0	
Administrative & Support & Waste Manage. and Remed Svcs	473	3.6	
Construction	422	3.2	
Professional, Scientific, & Technical Services	408	3.1	
Arts, Entertainment, & Recreation	330	2.5	
Transportation & Warehousing	318	2.4	
Real Estate & Rental & Leasing	284	2.2	
Information	262	2.0	
Public Administration	87	0.7	
Agriculture, Forestry, Fishing & Hunting	16	0.1	
Management of Companies & Enterprises	**	**	
Mining	**	**	
Utilities	*	**	
Total Experienced	13,191	100.0	

³⁴ 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+ year of experience required.

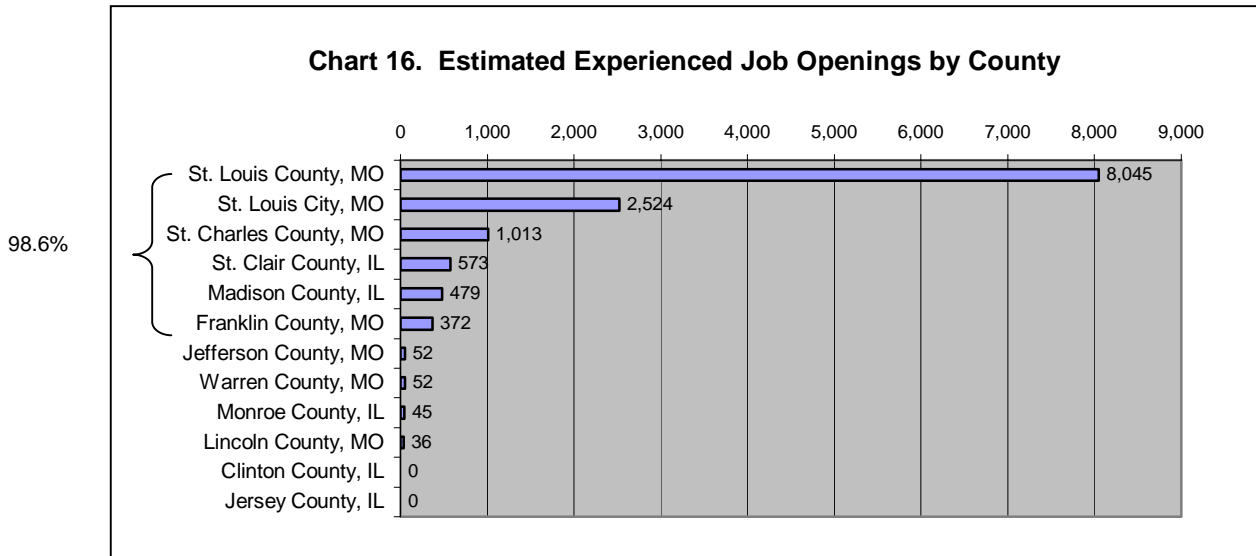
³⁵ There were 267 different Occupation Codes reported for the estimated 13,191 experienced job openings.

³⁶ **Will be used throughout Part 3 of this report to indicate that, of the 20 NAICS industries, the following three industries had not reported experienced job openings May 2004: *Management of Companies & Enterprises*, *Mining and Utilities*. *Admin. & Support & Waste Manage. 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 six counties:

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

These openings accounted for 13,006 or 98.6% of the 13,191 experienced job openings.



Experience Requirements. Of the estimated job openings that required some experience, 80.3% required 1 to 3 years of experience.

Experienced Required	Total	Percent
1 to 3 years	10,589	80.3
4 to 10 years	2,545	19.3
10+ years	57	0.4
Total Experienced	13,191	100.0

The following 4 industries accounted for 59.3% of these 10,589 estimated job openings requiring 1-3 years of experience: *HealthCare & Social Assistance* (27.0%), *Retail Trade* (13.1%), *Other Services (except Public Administration)* (9.6%), and *Manufacturing* (9.5%).

Industry	1-3 Years	4-10 Years	10+ Years
HealthCare & Social Assistance	2,862	640	4
Retail Trade	1,386	271	11
Other Services (except Public Administration)	1,021	144	3
Manufacturing	1,005	291	8
Accommodation & Food Services	840	16	6
Finance & Insurance	709	313	5
Wholesale Trade	487	41	0
Construction	353	54	15
Arts, Entertainment, & Recreation	324	6	0
Educational Services	321	207	0
Transportation & Warehousing	311	6	1
Real Estate & Rental & Leasing	260	24	0
Information	221	41	0
Professional, Scientific, & Technical Services	216	188	4
Admin. & Support & Waste Manage. and Remed. Svcs	211	262	0
Public Administration	62	25	0
Agriculture, Forestry, Fishing & Hunting	0	16	0
Management of Companies & Enterprises	0	0	0
Mining	0	0	0
Utilities	0	0	0
Total Experienced	10,589	2,545	57

59.3% 1-3 years total estimated job openings

80.3% total experienced estimated job openings

Reported Wages³⁷. A little over one in five (21.4%) of all the experienced job openings paid \$15.00 or more per hour. Another 37.7% of experienced job openings paid between \$8.00 and \$14.99 per hour. Based on the survey results 29.1% of the experienced job openings paying \$15.00 per hour or more (2,822 estimated job openings) required an *associates degree* or *higher*. An additional 28.9% of those experienced jobs paying \$15.00 per hour or higher required only a *high school degree* or *less* while another 25.2% required *professional, technical or special certification*.

Less than \$8.00 per hour	2,364	17.9%
\$8-14.99 per hour	4,971	37.7%
\$15.00+ per hour	2,822	21.4%
HS or Less	815	
AA Degree +	820	29.1%
Professional, Technical or Special Certification	711	25.5%
*All other responses	476	

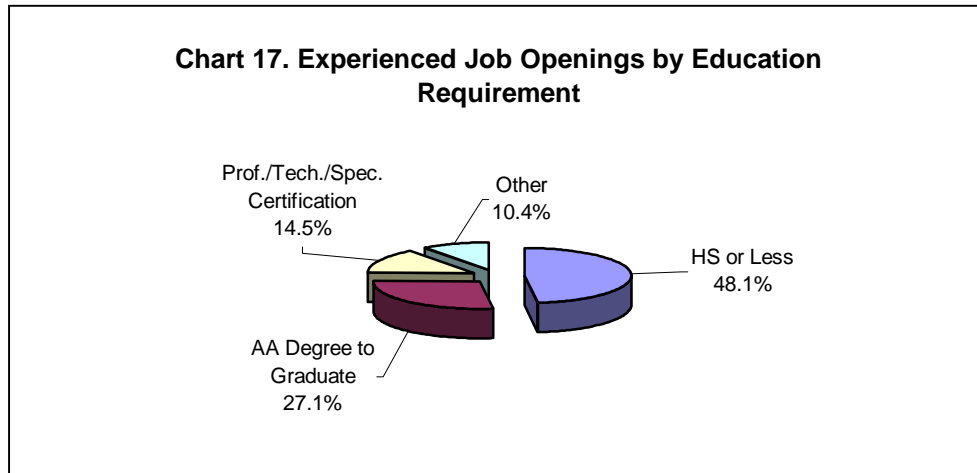
*Includes don't know/not sure and refused to answer

³⁷ 23.0% of experienced job openings had no reported wage.

Education Requirements³⁸. Of all experienced job openings 48.1% require *high school degree or less*. Of these estimated job openings 70.1% are in the following 4 industries: *HealthCare & Social Assistance, Retail Trade, Manufacturing, and Accommodation and Food Services*; 26.1%, 17.9%, 13.4%, and 12.6% respectively.

HS or Less	6,264	48.1%
AA Degree to Graduate	3,524	27.1%
Professional, Technical or Special Certification	1,888	14.5%
*Other	1,348	10.4%

**Includes don't know/not sure and other*



Percent of Total Experienced Job Openings

Training Opportunities³⁹. *On-the-job training* was the most prevalent training option offered at 85.6% of all experienced job openings.

O-T-J Training	9,862	85.6%
Mentoring	7,100	61.6%
Internships	3,028	26.3%

³⁸ Percentages based on the total number of estimated entry-level openings in which educational level required was reported (May 2004 N= 13,024).

³⁹ Percentages based on the total number of estimated experienced job openings in which one or more of the Training Opportunities offered were reported (May 2004 N= 11,523).

Benefits⁴⁰. *Vacation (71.3%), medical (70.9%), and dental (62.8%)* were offered the most often and were found in all industries reporting⁴¹ experienced job openings. Industries offering a full range of benefits included *Manufacturing, Wholesale Trade, Finance & Insurance, Administration & Support & Waste Management and Remediation Services, and HealthCare & Social Assistance*. Only 521 of the estimated experienced job openings offered *No Benefits* and were found in *Arts, Entertainment, & Recreation (230), Retail Trade (179), Administration & Support & Waste Management and Remediation Services (62), Transportation and Warehousing (35), Educational Services (11), and HealthCare & Social Assistance (4)*.

Vacation	8,725	71.3%
Medical	8,671	70.9%
Dental	7,677	62.8%
Childcare	1598	13.1%
Transportation	846	6.9%
No Benefits	521	4.3%

Job Incentives⁴². The most common job incentives offered for experienced job openings were *on-going training (75.8%), bonus (52.1%), 401K (51.1%), tuition reimbursement (46.1%), and pension (35.2%)*. Industries⁴³ that offered the full range of incentives included *Manufacturing, Retail Trade, Finance & Insurance, and HealthCare & Social Assistance*.

On-going Training	9,294	75.8%
Bonus	6,386	52.1%
401K	6,269	51.1%
Tuition	5,646	46.1%
Pension	4,315	35.2%
Stock	1,913	15.6%
Commission	1,883	15.4%
SAR	1,092	8.9%
No Incentives	863	7.0%

⁴⁰ Percentages based on the total number of estimated experienced job openings in which one or more of the benefits offered were reported (May 2004 N= 12,233).

⁴¹ Of the 20 NAICS industries the following three industries had not reported experienced job openings May 2004: *Management of Companies & Enterprises, Mining and Utilities*. Further, *Agriculture, Forestry, Fishing & Hunting* reported only 16 estimated job openings and only offered the benefit of *vacation* for eight of these openings with the remaining 8 having *other** benefits offered.

⁴² Percentages based on the total number of estimated experienced job opening in which one or more of the incentives offered were reported (May 2004 N=12,258).

⁴³ Of the 20 NAICS industries the following three industries had not reported experienced job openings May 2004: *Management of Companies & Enterprises, Mining and Utilities*.

Skill Requirements. Just over nine out of ten (91.9%) experienced job openings required reading skills at a 10th grade level or higher while those requiring math skills were less at 77.9% for the same level. The difference mostly being due to the 15.7% of experienced job openings requiring *no math skills* (see Chart 19) compared to 3.9% experienced job openings with *no reading skills* required. Experienced job openings in all industries⁴⁴ had reading requirements 10th grade or higher ranging from 27.2% to 100.0% (see Chart 18).

Reading Skills Requirements⁴⁵

No reading skills required	463	3.9	
< 10th grade	393	3.3	
10th grade	2,551	21.3	} 91.9%
> 10th grade	8,436	70.6	
*Other	108	0.9	

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

Math Skills Requirements⁴⁶

No math skills required	1,878	15.7	
< 10th grade	739	6.2	
10th grade	2,359	19.8	} 77.9%
> 10th grade	6,935	58.1	
*Other	27	0.2	

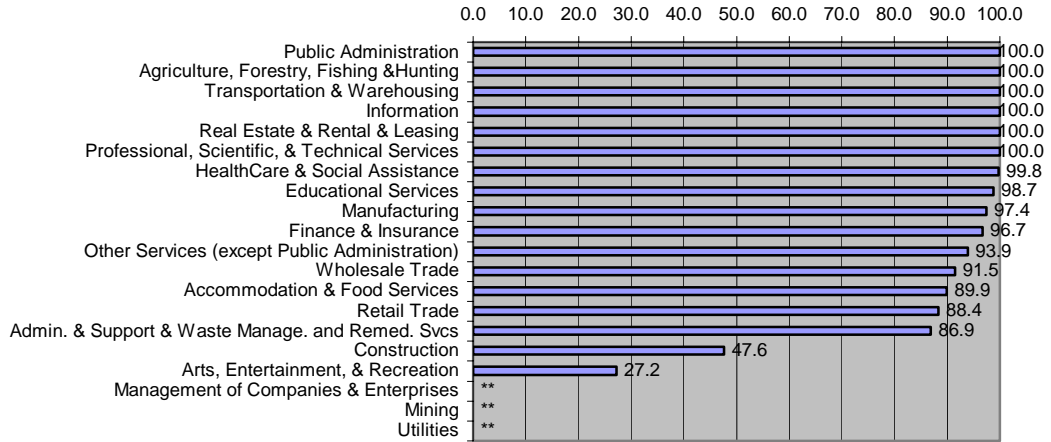
**Other includes don't know/not sure*

⁴⁴ Of the 20 NAICS industries the following three industries had not reported experienced job openings May 2004: *Management of Companies & Enterprises, Mining and Utilities.*

⁴⁵ Percentages based on the total number of estimated experienced job openings in which one of the reading skills required were reported (May 2004 N= 11,951).

⁴⁶ Percentages based on the total number of estimated experienced job openings in which one of the math skills required were reported (May 2004 N= 11,938).

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



**Chart 19. Experienced Job Openings by No Math Skills Required
by Industry Total**

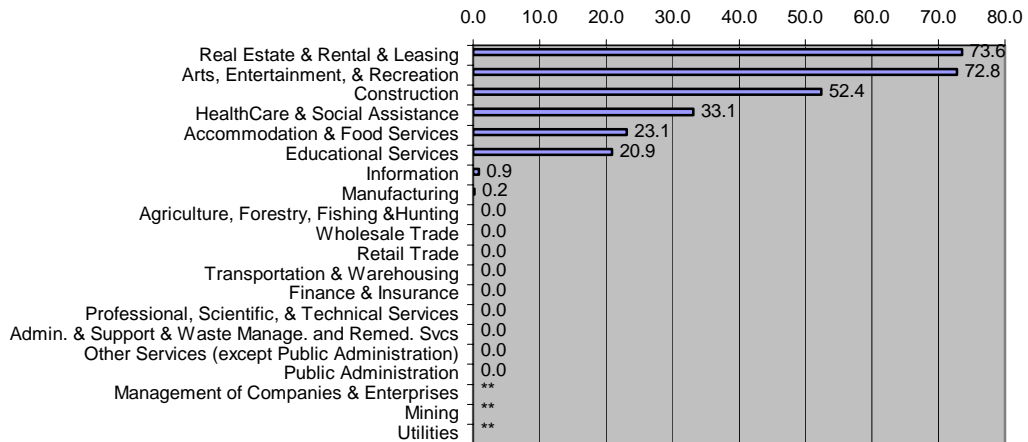
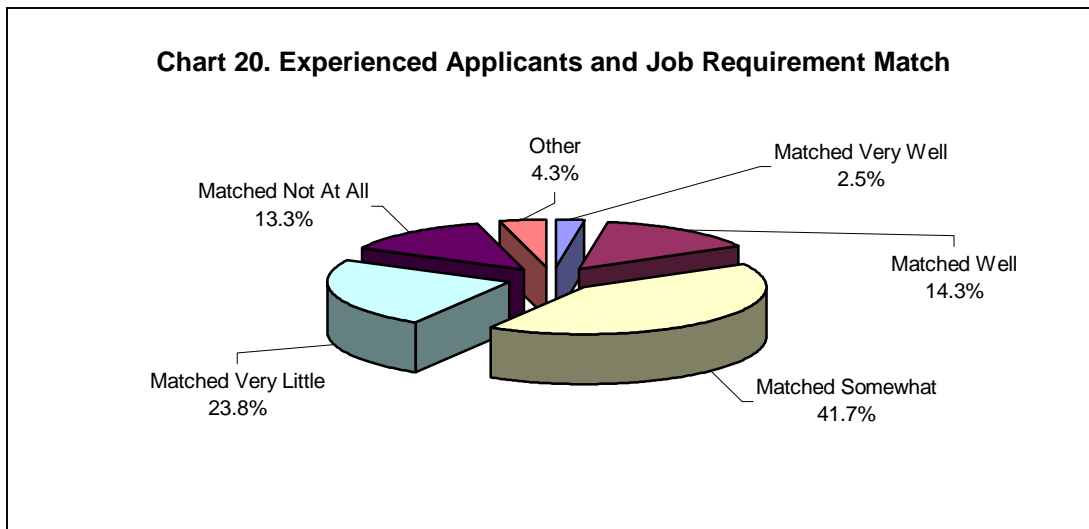


Chart 18 and Chart 19 Percent of
Industry Total
Experienced Job Openings

Applicants’ Skills Compared to Job Requirements⁴⁷. When survey respondents were asked to rate the skills of experienced applicants in comparison with the skill requirements of the job opening, 37.1% responded *matched very little* or *matched not at all*. In alignment with both *total* (42.5%) and *entry-level* (42.1%) estimated job openings, 41.7% of survey respondents reported that the applicants for *experienced jobs matched somewhat*.

Matched Very Well	2.6%	
Matched Well	14.3%	
Matched Somewhat	41.7%	
Matched Very Little	23.8%	} 37.1%
Matched Not At All	13.3%	
*Other	4.3%	

*Other includes don't know/not sure

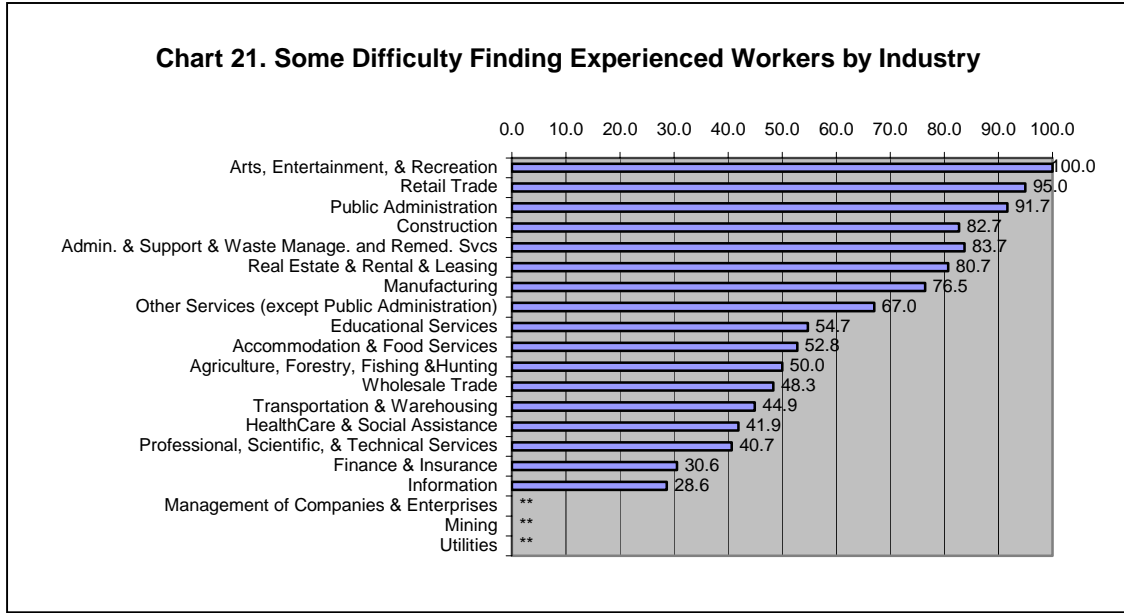


Difficulty Finding Experienced Applicants⁴⁸. When survey respondents were asked to rate the difficulty of finding experienced workers, over half of all responses (61.1%) said they had *some difficulty* (see Chart 21) with an additional 24.8% saying they had *great difficulty*.

Great Difficulty	2,914	24.8%
Some Difficulty	7,178	61.1%
No Difficulty	1,547	13.2%
*Other	104	0.9%

*Other includes don't know/not sure

⁴⁷ Percentages based on the total number of openings in which there was a response to the question “Have applicants met job requirements?” (N=11,743).



Percent of Total Industry Experienced Job Openings

Shortcomings of Recent Applicants⁴⁹. 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 *poor work ethic* (see Chart 23) were the most reported shortcomings at 52.4% and 52.2% of all experienced job openings, trailed closely by *poor customer service skills* (51.0%) and *lack of industry knowledge* (49.9%).

**Percent Responding
Yes**

Lack of Positive Attitude	52.4
Poor Work Ethic	52.2
Poor Customer Service Skills	51.0
Lack of Industry Knowledge	49.9
Poor Communication Skills	44.7
Poor Technical Skills	31.7
Inability to understand Written Information	31.6
Poor Writing Skills	27.1
Lack of Computer Skills	17.5
Poor Basic Math Skills	14.0

⁴⁸ 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=11,743).

⁴⁹ 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=11,715).

Chart 22. Lack of Positive Attitude of Applicant by Industry Total

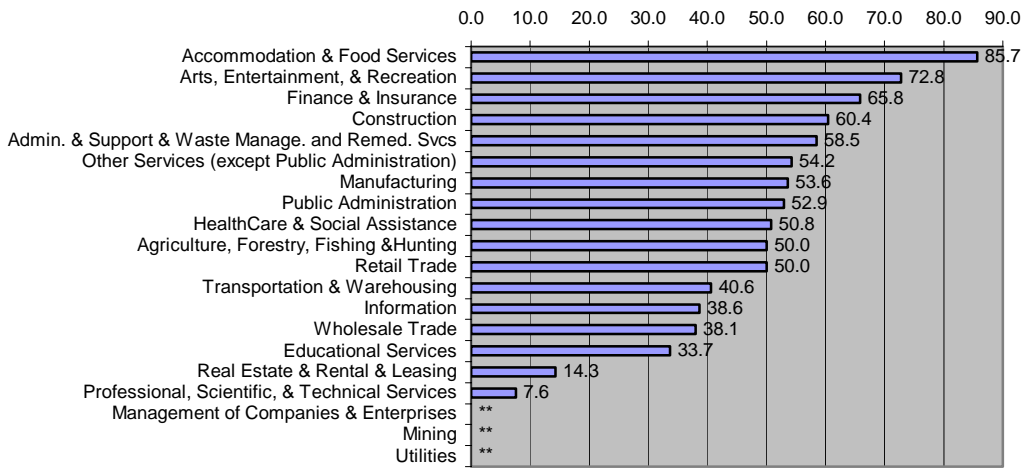


Chart 23. Poor Work Ethic of Applicants by Industry Total

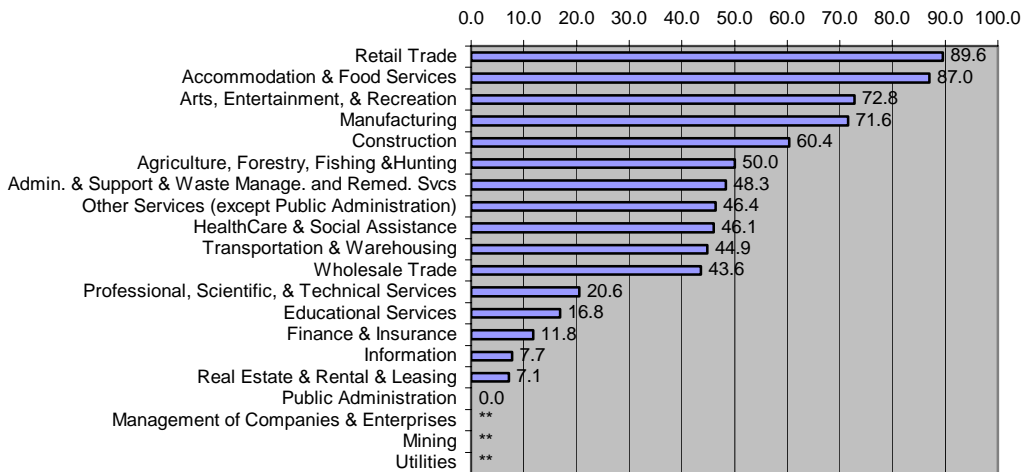
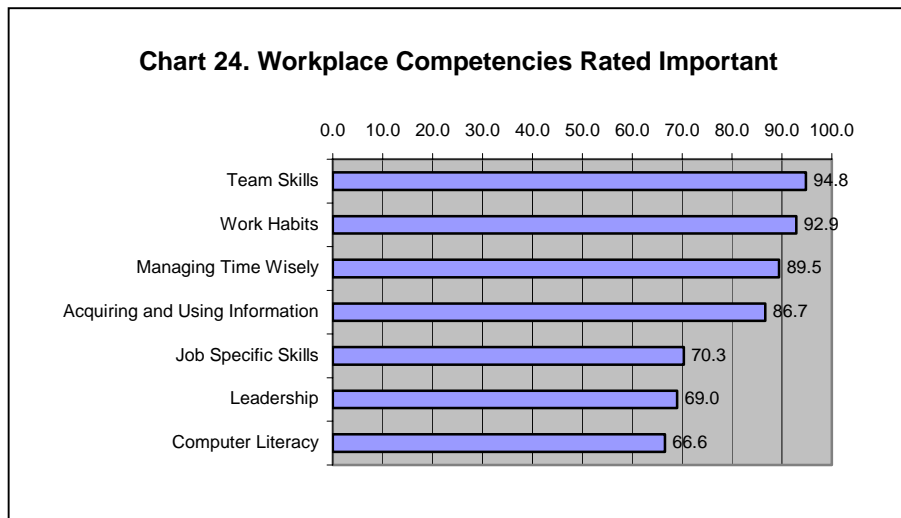


Chart 22 and Chart 23 Percent of Industry Total Experienced Job Openings

Workplace Competencies⁵⁰. 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. *Team Skills* (94.8%), *Work Habits* (92.9%), *Managing Time Wisely* (89.5%) and *Acquiring and Using Information* (86.7%) were the most important attributes as over eight out of ten respondents rated these the highest. *Job Specific Skills*, *Leadership* and *Computer Literacy* were rated between 66.6% and 70.3%.

Percent Responding Important

Team Skills	94.8
Work Habits	92.9
Managing Time Wisely	89.5
Acquiring and Using Information	86.7
Job Specific Skills	70.3
Leadership	69.0
Computer Literacy	66.6

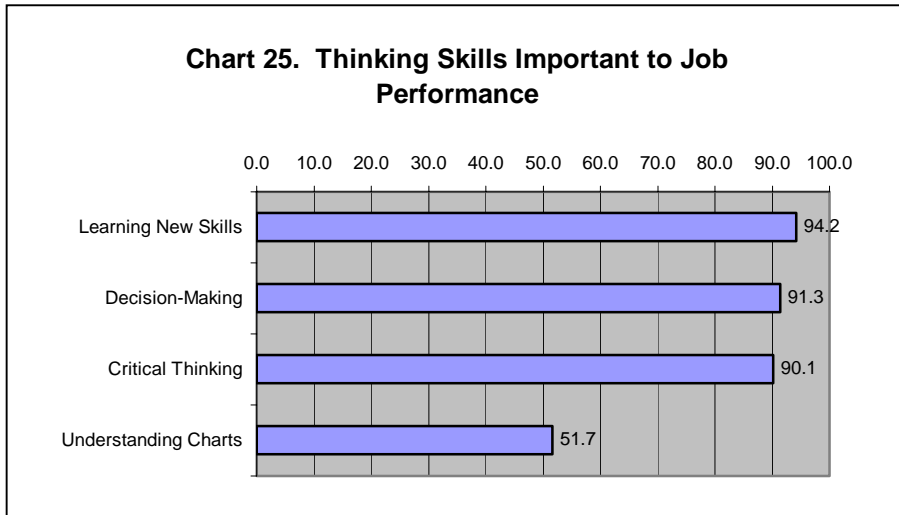


Percent of Total Experienced Job Openings

⁵⁰ 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=12,637).

Thinking Skills⁵¹. 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 *learning new skills* (94.2%), *decision-making* (91.3%), *critical thinking* (90.1%), and *understanding charts* (51.7%).

	Percent Responding Yes
Learning New Skills	94.2
Decision-Making	91.3
Critical Thinking	90.1
Understanding Charts	51.7



Percent of Total Experienced Job Openings

⁵¹ 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=12,179).

Full-Time Experienced Positions with 100 or More Openings

Four-Year College Degree

Auditors
Personal and Home Care Aides

Professional Certification

Health Specialties Teachers, Postsecondary

High School Degree or Some High School

Carpenter Assemblers and Repairers
Cement Masons and Concrete Finishers
Child Care Workers
First-Line Supervisors/Managers of Retail Sales Workers
First-Line Supervisors/Managers of Transportation and Material-Moving
Machine and Vehicle Operators
Food Service Managers
Medical Assistants
Office Clerks, General
Packers and Packagers, Hand
Receptionists and Information Clerks
Retail Salespersons
Taxi Drivers and Chauffeurs

Part-Time Experienced Positions with 100 or More Openings

Graduate or Professional Degree

Registered Nurses

High School Degree or Some High School

Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers
Nursing Aides, Orderlies, and Attendants
Retail Salespersons
Teacher Assistants
Waiters and Waitresses

Part 4: Survey Comparison – October 2003 and May 2004.

In the section that follows, selected results of the most recent survey are compared with the survey conducted in October 2003. This comparison is intended to show the changes that have occurred in the six months between surveys. In general, it reflects a slow moving but shifting economic condition that had previously remained relatively unchanged since the May 2002 survey. The survey results show an increase in estimated job openings, which is mainly due to an increase in reported estimated job openings in 14 of the 20 NAICS Industries.⁵² The greatest growth in estimated job openings were found in the following industry categories: *Arts, Entertainment & Recreation; Manufacturing; and Administration & Support, Waste Management & Remediation Services*

Industry Distribution. The change in the number of estimated job openings by industry between October 2003 and May 2004 reflect a shift from the “No Jobs Recovery” to a slow moving trend of growth as the number of estimated job openings increased from October to May with an overall 31.3% change. In general, this change has begun to realign estimates with the October 2001 total estimated job openings (43,985). As stated earlier, the net increase of 8,771 estimated job openings is attributed to an increase in the estimated job openings in 14 of the 20 industries ranging from a 3.5% increase in *Professional, Scientific, & Technical Services* to an increase of 345.0% in *Arts, Entertainment, & Recreation*.

Industry	Oct-03	May-04	Change	% Change
HealthCare & Social Assistance	7,701	9,866	2,165	28.1
Retail Trade	4,822	5,016	194	4.0
Accommodation & Food Services	3,644	5,405	1,761	48.3
Real Estate & Rental & Leasing	1,982	1,883	-99	-5.0
Construction	1,955	1,364	-591	-30.2
Transportation & Warehousing	1,470	586	-884	-60.1
Finance & Insurance	1,317	1,917	600	45.6
Other Services (except Public Administration)	1,161	2,276	1,115	96.0
Professional, Scientific, & Technical Services	868	898	30	3.5
Wholesale Trade	750	1,004	254	33.9
Manufacturing	646	2,133	1,487	230.2
Educational Services	582	1,365	783	134.5
Admin. & Support & Waste Manage. and Remed. Svcs	362	1,087	725	200.3
Information	281	552	271	96.4
Arts, Entertainment, & Recreation	240	1,068	828	345.0
Public Administration	202	338	136	67.3
Management of Companies & Enterprises	16	**	-16	-100.0
Utilities	12	**	-12	-100.0
Agriculture, Forestry, Fishing & Hunting	**	24	24	100.0
Mining	**	**	**	**
Total	28,011	36,782	8,771	31.3

**Indicates that there were no openings for that industry during that survey time.

⁵² The number of firms responding to the May 2004 (N=1,461) survey decreased by 6.9% from the October 2003 survey (N=1,570). However, the number of job openings reported increased by 1,247 at those firms that did respond to the May 2004 survey, which is equivalent to a 35.1% change. This increase in reported openings accounts for the estimated increase in number of job openings from October 2003 to May 2004 (31.3% change).

Geographic Distribution. In the comparison of estimated job openings by county, the results once again reflect the increase in estimated job openings in the St. Louis metropolitan region⁵³. The overall increase of 8,771 estimated job openings, are echoed in an increase in estimated openings in seven of the 12 counties that comprise the St. Louis MSA, MO-IL. However, six of the counties⁵⁴ (St. Louis County, MO; St. Louis City MO; St. Charles County, MO; Madison County, IL; St. Clair County, IL; and Jefferson County, MO) continue to dominate the estimated number of job openings in the region. Despite the continued domination, these six counties accounted for 97.1% of the estimated job openings in October 2003 compared to 96.7% in May 2004.

	County	Oct-03	May-04	Change	
97.1% of October 2003 Total Openings	St. Louis County, MO	16,462	21,732	5,270	96.7% of May 2004 Total Openings
	St. Louis City, MO	3,448	6,477	3,029	
	St. Charles County, MO	2,918	2,429	-489	
	Madison County, IL	2,007	1,614	-393	
	St. Clair County, IL	1,319	1,625	306	
	Jefferson County, MO	1,053	1,675	622	
103.4% Growth	Franklin County, MO	410	834	424	
	Lincoln County, MO	159	148	-11	
	Warren County, MO	98	130	32	
	Clinton County, IL	70	21	-49	
	Monroe County, IL	55	54	-1	
	Jersey County, IL	12	43	31	
258.3% Growth	Total	28,011	36,782	8,771	

Education Requirements. The comparison of the education requirements of estimated job openings between October 2003 and May 2004 again reflect the overall increase in estimated jobs in 14 of the 20 industries, particularly those requiring *High School Diploma*. The percentage of estimated job openings requiring *High school or less* remains relatively unchanged, 63.0% and 58.9% respectively. This is largely because the decrease in job openings requiring *Some High School* is offset by an increase in those estimated job openings now requiring a *High School diploma*. Moreover, this is a reflection of the increase in the number of estimated *experienced* job openings (see table, next page).

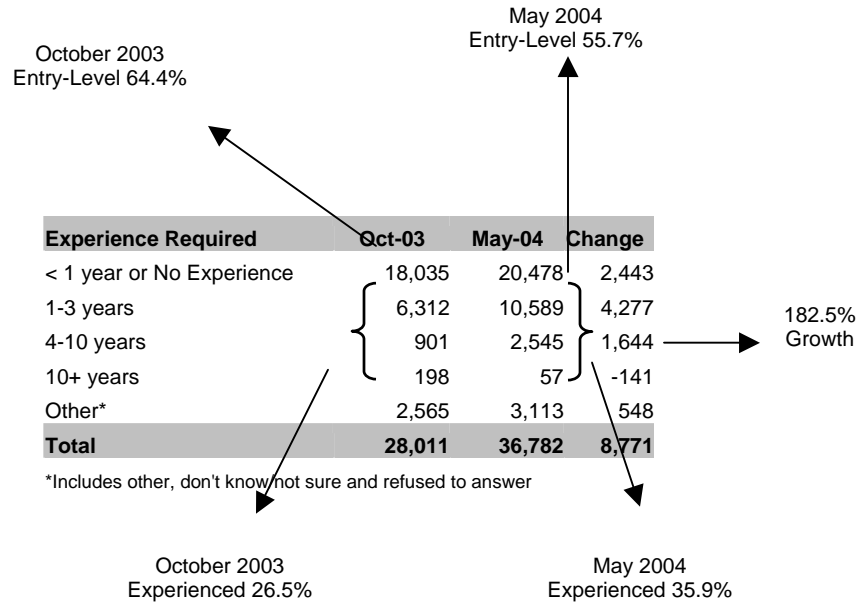
Education Required	Oct-03	May-04	Change
No Education	1,013	1,617	604
Some High School	9,391	6,246	-3,145
High School Diploma	7,251	13,814	6,563
2-year Associates Degree	2,079	1,628	-451
4-Year College Degree	2,152	3,784	1,632
Graduate or Professional Degree	235	742	507
Professional Certification	2,514	2,724	210
Technical and Special Certification	1,253	956	-297
Other*	2,123	5,271	3,148
Total	28,011	36,782	8,771

*Includes other, don't know/not sure and refused to answer

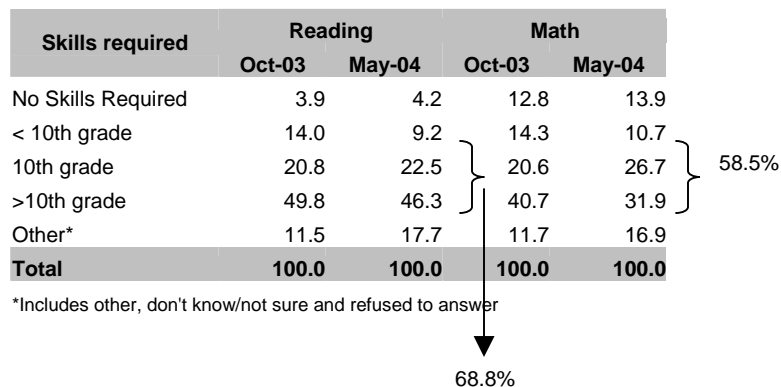
⁵³ See footnote 1.

⁵⁴ Although St. Charles County, MO and Madison County, IL remain in the top 6 counties, they both saw decreases in the number of estimated job openings, 16.8% and 19.6% respectively.

Experience Requirements. A comparison of the experience requirements in the October 2003 and May 2004 surveys show mixed changes. For instance, the percentage decrease (64.4% to 55.7%) in *Less than 1 year or No Experience* (Entry-Level) required could be explained by the increase in the estimated job openings requiring 1 or more years of experience (Experienced), which increased from 26.5% to 35.9%. The greatest growth was in those estimated job openings requiring *4 to 10 years* of experience.



Skills Requirements. The reading and math skill requirements for current estimated job openings have slightly lower levels than those reported in October 2003. Jobs requiring *10th grade or higher reading* (68.8%) and *math* (58.5%) skills have an overall percentage decrease of 2.5% and 4.6% respectively.



Benefits⁵⁵. Comparisons of the benefits offered in May 2004 with those in October 2003 show varied change. The largest negative percent change in benefits offered was for *childcare* (28.0%) followed by *transportation* (19.4%). On the other hand, the largest percent growth was in *no benefits* (11.1%) offered which cost companies no extra money.

Benefits Offered	Oct-03	May-04
Vacation	62.8	60.9
Medical	58.6	57.3
Dental	49.9	50.0
Childcare	13.2	9.5
Transportation	7.2	5.8
No benefits	3.6	4.0

Workplace Competencies⁵⁶. A comparison of the workplace competencies in the October 2003 and May 2004 surveys also show mixed changes. The largest change was *managing time wisely* with a 9.3% decrease, and an overall percentage change of 9.9%. The greatest increase was *leadership* skills (2.3%) with an overall percent change of 4.0%.


Workplace Competencies	Oct-03	May-04
Work Habits	96.4	87.7
Team Skills	95.1	94.1
Managing Time Wisely	94.1	84.8
Acquiring and Using Information	88.4	81.5
Job Specific Skills	62.5	61.8
Leadership	57.0	59.3
Computer Literacy	55.1	54.4

⁵⁵ Percentages based on the total number of openings in which one or more of the Benefits Offered were reported (October 2003 N=26,792; May 2004 N= 31,525).

⁵⁶ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the Workplace Competencies Category (October 2003 N= 25,943; May 2004 N= 34,648).

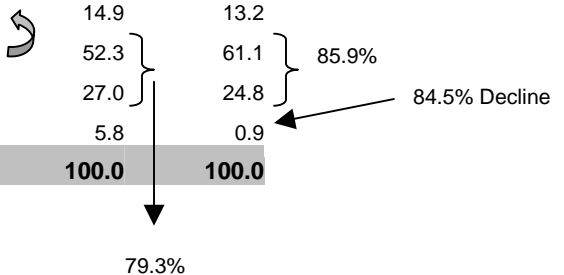
Thinking Skills⁵⁷. The Thinking Skills requirements for current estimated job openings have higher levels than those in October 2003 except for *understanding charts*, which remained relatively unchanged.

Thinking Skills	Oct-03	May-04
Learning New Skills	86.9	92.3
Decision-Making	78.7	83.2
Critical Thinking	75.3	80.8
Understanding Charts	44.1	44.0



Difficulty Finding Applicants⁵⁸. As a general measure of the labor market conditions, a large majority of survey respondents of the May 2004 survey continued to indicate *some* or *great difficulty* finding both entry-level (60.0%) and experienced (85.9%) workers. Overall the greatest change in difficulty finding applicants was for *some difficulty* finding experienced workers, which increased by 8.8% (overall percentage change of 16.9%), which is reflected in the 4.9% decrease in *other** finding experienced workers (overall percentage change of 84.5%). However there was also an 8.4% increase from October 2003 to May 2004 in *no difficulty* finding entry-level workers, which is offset by the 7.2% decrease in *some difficulty* finding entry-level workers.

	Entry-Level		Experienced	
	Oct-03	May-04	Oct-03	May-04
No Difficulty	30.9	39.3	14.9	13.2
Some Difficulty	60.6	53.5	52.3	61.1
Great Difficulty	8.1	6.5	27.0	24.8
Other*	0.4	0.7	5.8	0.9
Total	100.0	100.0	100.0	100.0



*Don't Know/Not Sure

79.3%

⁵⁷ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the Thinking Skills Category (October 2003 N= 25,259; May 2004 N=32,188).

⁵⁸ Percentages based on those respondents who answered the question "Is this position difficult to fill with the required experience needed?" (October 2003 Entry-Level N= 17,242, October 2003 Experience N= 7,182; May 2004 Entry-Level N= 17,771, May 2004 Experience N= 11,743)

Applicant Skills and Job Requirement Match⁵⁹. In May 2004, there is a 17.8% increase over the October 2003 respondents reporting *matched very little* or *matched not at all*. Moreover, the greatest increase was in those respondents reporting *match not at all* with a 12.7% increase or 317.5% growth from October 2003 to May 2004.

Skill Match	Oct-03	May-04
Matched Very Well	2.6	1.5
Matched Well	17.6	10.3
Matched Somewhat	50.9	42.5
Matched Very Little	21.5	26.6
Matched Not At All	4.0	16.7
Other*	3.4	2.5
Total	100.0	100.0

*Includes don't know/not sure

Shortcomings of Recent Applicants⁶⁰. A comparison of the skills of current job applicants (May 2004) with those in the October 2003 survey shows varied results. The greatest increase in shortcomings was found in *lack of industry knowledge* (12.7%) followed by *poor customer service skills* (10.4%), but further these two also had the greatest overall percent change with 32.7% and 23.7% respectively. In contrast to these shortcoming increases, there was a 6.6% decrease in reported *poor communication skills*.

Shortcomings	Oct-03	May-04
Lack of Positive Attitude	63.7	63.4
Poor Communication Skills	54.9	48.3
Poor Work Ethic Skills	54.4	60.4
Poor Customer Service Skills	43.9	54.3
Lack of Industry Knowledge	38.8	51.5
Poor Technical Skills	27.6	31.4
Poor Writing Skills	27.0	26.6
Inability to Understand Written Info.	26.0	27.1
Lack of Computer Skills	17.9	16.7
Poor Basic Math	16.1	17.0

⁵⁹ Percentages based on the total number of openings in which one of the skill match categories were reported in the Applicant skills and Job Requirement Match section of the survey: October 2003 (N=25,179); May 2004 (N= 30,384).

⁶⁰ 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: October 2003 (N= 25,205); May 2004 (N=30,313).

This report, *Survey of Job Openings in the St. Louis Metropolitan Statistical Area*, summarizes the results of the sixth 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 entities 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 programs and education curriculum planning. The WIS provides this necessary information through a bi-annual survey of local industries that focus 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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