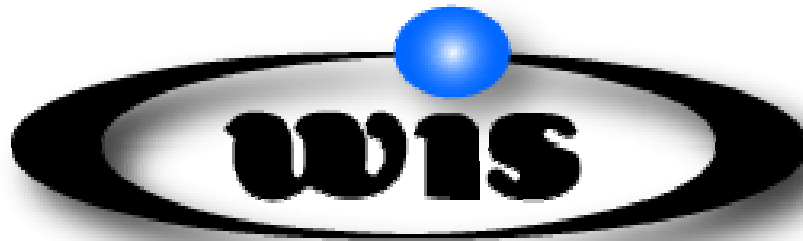

SURVEY OF JOB OPENINGS IN THE
ST. LOUIS METROPOLITAN

STATISTICAL AREA:

May 2005

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



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**SURVEY OF JOB OPENINGS IN THE
ST. LOUIS METROPOLITAN STATISICAL AREA, MO-IL:
MAY 2005**

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

EXECUTIVE SUMMARY

During May 2005, there were an estimated 14,905 full-time positions and 11,538 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 ETC institute, a for-profit market research and survey services firm. 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 period reflected the continued economic growth for the region. Estimated job openings rose in May 2005 due to an increase in reported job openings in 10 of the 20 NAICS ([North American Industry Classification System](#)) industry categories. The greatest raise in reported openings was seen in Healthcare and Social Assistance and Accommodations and Food Services, which tend to have the highest reported openings².

¹ There were 41 estimated job openings that were not coded full-time or part-time.

² The number of firms responding to the May 2005 (N=1,636) survey increased by 0.7% from the October 2004 survey (N=1,627). Further, the number of job openings reported increased by 159 at those firms that did respond to the May 2005 survey, which is equivalent to a 3.7% change. This increase in reported openings accounts for the estimated increase in number of job openings from October 2004 to May 2005 (23.0% change).

BACKGROUND AND RESEARCH GOALS

The sections that follow describe the demand for labor in May of 2005 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 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 version³. ETC Institute surveyed approximately 526 companies with 250 or more employees with a response rate of 53.4%⁴. Companies with less than 250 employees were contacted by the Center for Advanced Social Research at the University of Missouri – Columbia using a telephone survey and companies responded at a healthy 69.5% rate. In some instances, several methods were employed to acquire responses from an individual company.

³ The City of St. Louis report 100.0% on 35 city agencies that employee at least 5 employees.

⁴ Of these 526 firms 16 of them were under 250+ employees but were reported on by ETC because they are affiliated with firms already being reported on by ETC. Of these 16 firms, only 6 responded to the survey.

Part 1: General Job Openings Survey Findings⁵

Total Openings. During May 2005, employers were seeking workers for an estimated:

26,484 Total Job Openings⁶

- 14,905 Full-Time Job Openings
- 11,538 Part-Time Job Openings
- 41 Not Indicated

Industry Distribution.⁷ Three industries, *HealthCare and Social Assistance* (38.9%), *Accommodation & Food Services* (19.2%) and *Retail Trade* (10.0%) dominated the number of job openings in the St. Louis, MO-IL MSA. These industries represented more than 6 out of 10 job openings (68.2%).

Industry	Full-Time	Part-Time	Coded	Total	Percent
HealthCare and Social Assistance	5,617	4,675	21	10,313	38.9
Accommodation and Food Services	2,137	2,954	0	5,091	19.2
Retail Trade	1,071	1,580	0	2,651	10.0
Manufacturing	1,248	241	6	1,495	5.6
Finance and Insurance	805	200	2	1,007	3.8
Educational Services	736	193	2	931	3.5
Other Services (except Public Administration)	444	352	0	796	3.0
Construction	347	383	0	730	2.8
Transportation and Warehousing	607	100	2	709	2.7
Professional, Scientific, and Technical Services	539	120	0	659	2.5
Wholesale Trade	414	139	0	553	2.1
Admin. & Support & Waste Manage. and Remed. Svcs	290	195	0	485	1.8
Arts, Entertainment, and Recreation	8	317	0	325	1.2
Information	272	13	0	285	1.1
Public Administration	179	58	8	245	0.9
Real Estate and Rental and Leasing	149	18	0	167	0.6
Agriculture, Forestry, Fishing and Hunting	32	0	0	32	0.1
Utilities	10	0	0	10	0.0
Mining	**	**	**	**	**
Management of Companies and Enterprises	**	**	**	**	**
Total	14,905	11,538	41	26,484	100.0

68.2%

⁵ 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.

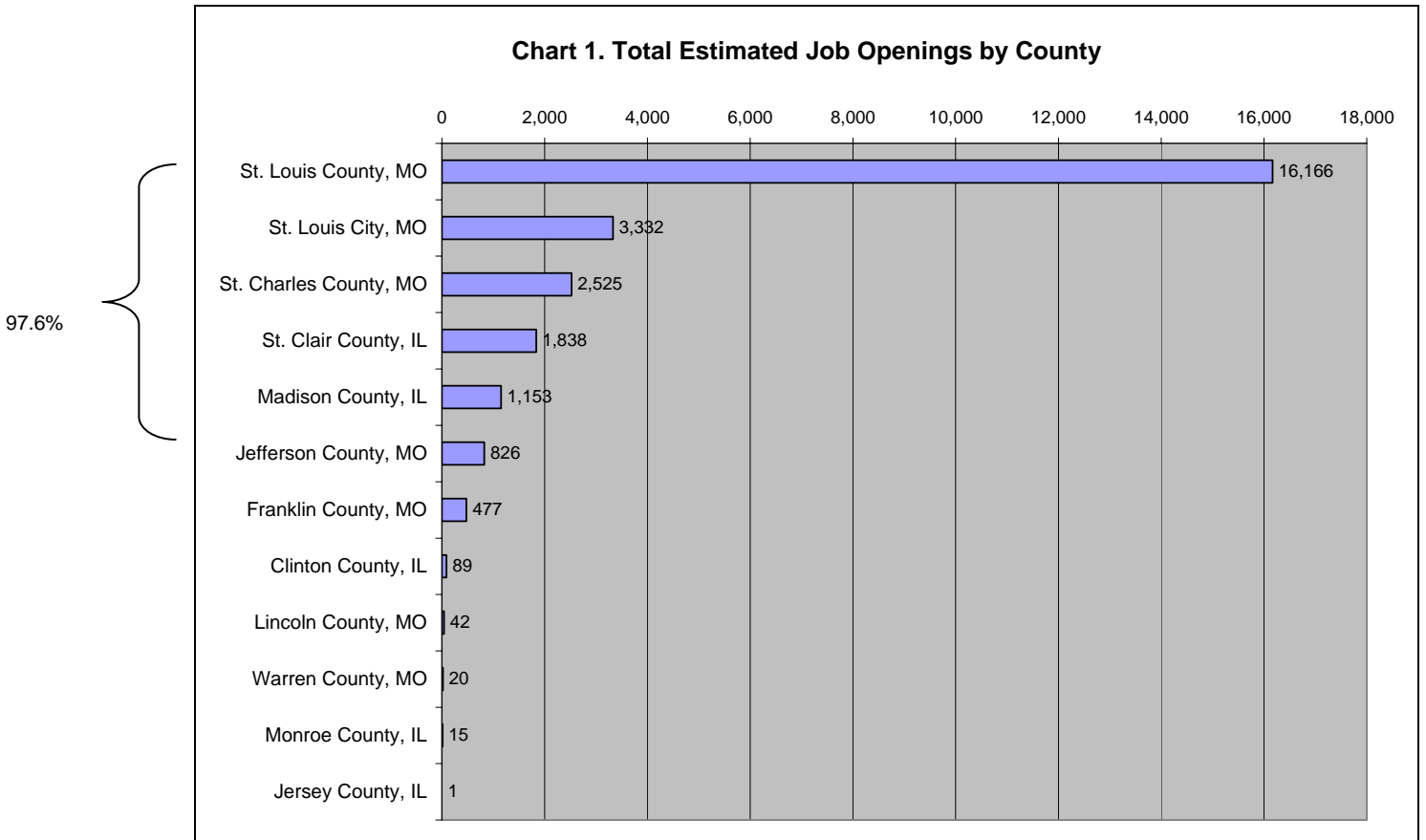
⁶ There was 374 different Occupation Codes reported for the estimated 28,387 job openings.

⁷ **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 May 2005: *Mining* and *Management of Companies and Enterprises*. *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 25,840 or 97.6% of the total 26,484 estimated job openings.



Experience Requirements⁸. Of the estimated job openings, 83.3% required three years of experience or less. Moreover, of these estimated job openings (22,054) 63.8% of them required less than one year or no experience. These positions requiring less than one year were classified as *entry-level* (14,061 or 53.1% of total estimated job openings) while the remaining positions (37.2% or 9,841) were classified as *experienced* (1+ years experience required)⁹.

Experience Required	Total	Percent	
< 1 year or No experience	14,061	53.1	} 83.3%
1-3 years	7,993	30.2	
4-10 years	1,727	6.5	
10+ years	121	0.5	
All Other*	2,582	9.7	
Total	26,484	100.0	

*See footnote #6 below

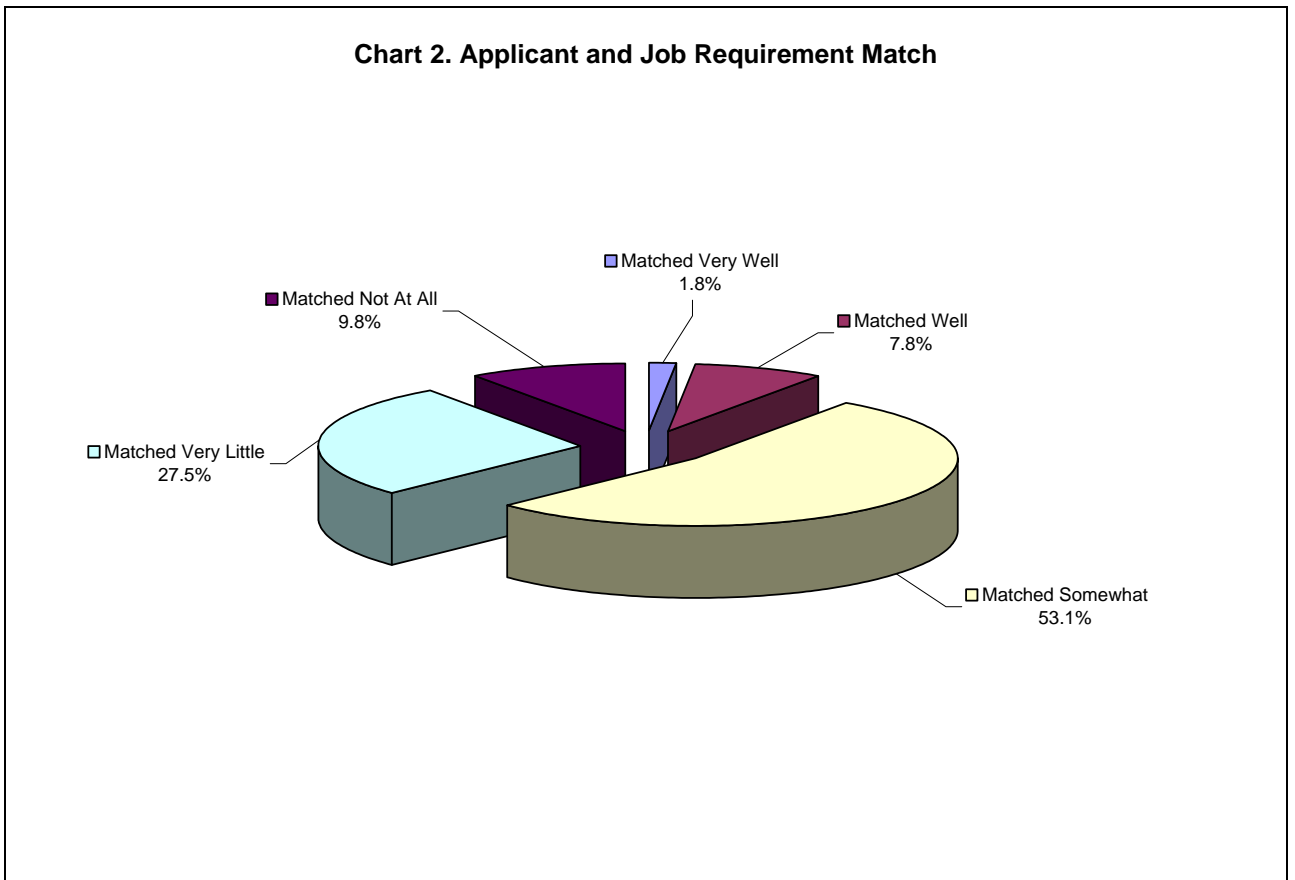
Industry	Entry Level	Experienced
HealthCare and Social Assistance	4,251	4,369
Accommodation and Food Services	4,265	659
Retail Trade	1,848	693
Manufacturing	662	758
Finance and Insurance	390	491
Educational Services	548	220
Construction	467	246
Other Services (except Public Administration)	412	300
Transportation and Warehousing	69	603
Professional, Scientific, and Technical Services	143	505
Wholesale Trade	201	303
Admin. & Support & Waste Manage. and Remed. Svcs	371	112
Arts, Entertainment, and Recreation	254	69
Information	39	244
Public Administration	119	110
Real Estate and Rental and Leasing	18	132
Agriculture, Forestry, Fishing and Hunting	4	27
Utilities	0	0
Management of Companies and Enterprises	**	**
Mining	**	**
Total	14,061	9,841

⁸ 9.7% of estimated job openings (Other) had no required experience indicated (Other 0.8%, Don't Know/Not Sure 7.7% and Refused to answer 1.2%).

⁹ The Utilities Industry had 10 estimated openings for the May 2005 survey; however these 10 openings do not appear in the table above because they had no required experience indicated.

Applicants’ Skills Compared to Job Requirements¹⁰. When survey respondents were asked to rate the skills of applicants in comparison with the skill requirements of the estimated job openings reported, 90.4% responded *matched somewhat, matched very little or matched not at all*. Only 9.6% responded that applicants *matched well or matched very well*.

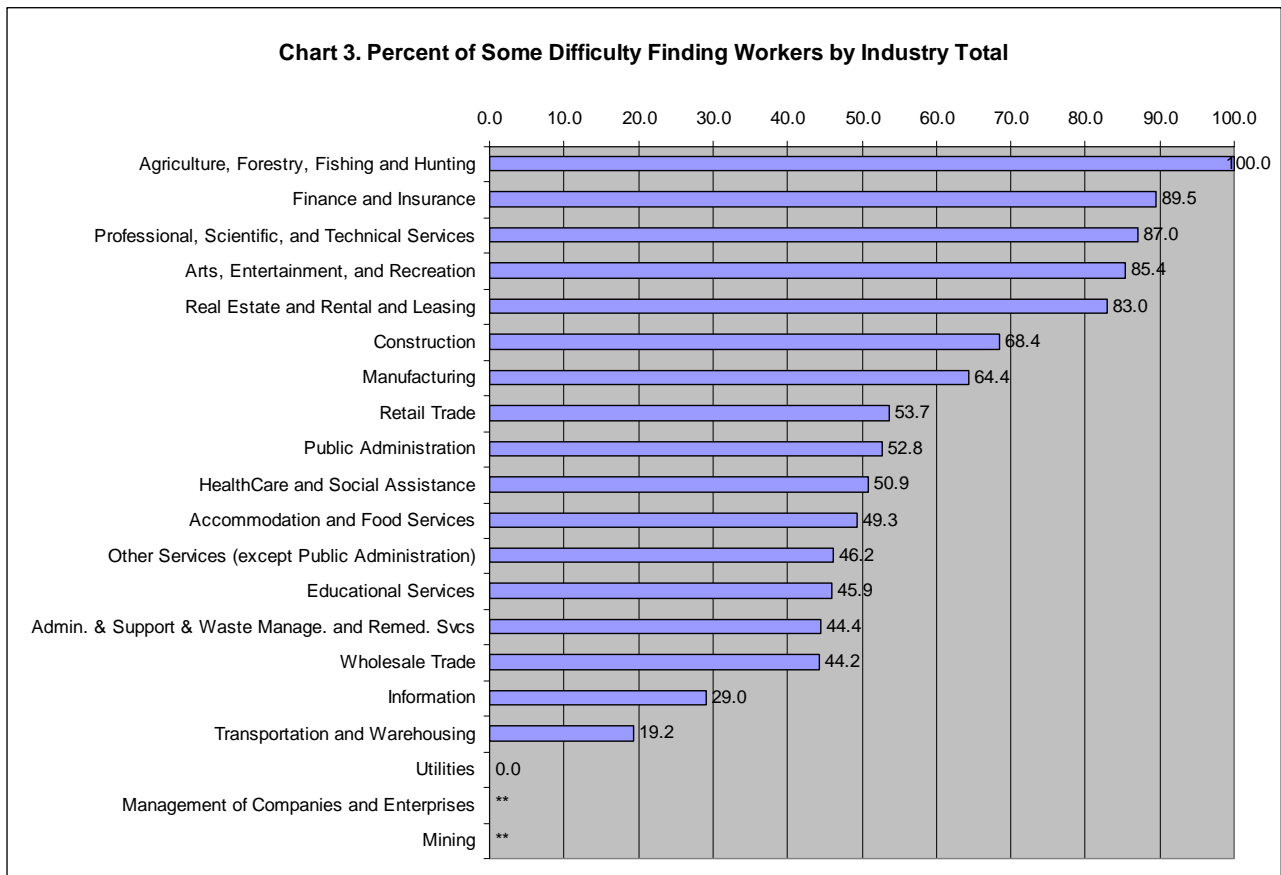
Matched Very Well	1.8	
Matched Well	7.8	
Matched Somewhat	53.1	} 90.4%
Matched Very Little	27.5	
Matched Not At All	9.8	



¹⁰ Percentages based on the total number of openings in which there was a response to the question “Have applicants met job requirements?” (N=14,141).

Difficulty Finding Applicants¹¹. When survey respondents were asked to rate the difficulty finding workers, over half of all responses (54.4%) indicated that they had *some difficulty* (see Chart 3) whereas another 28.2% said they had *no difficulty*.

Great Difficulty	2,892	19.0%
Some Difficulty	8,251	54.2%
No Difficulty	4,079	26.8%



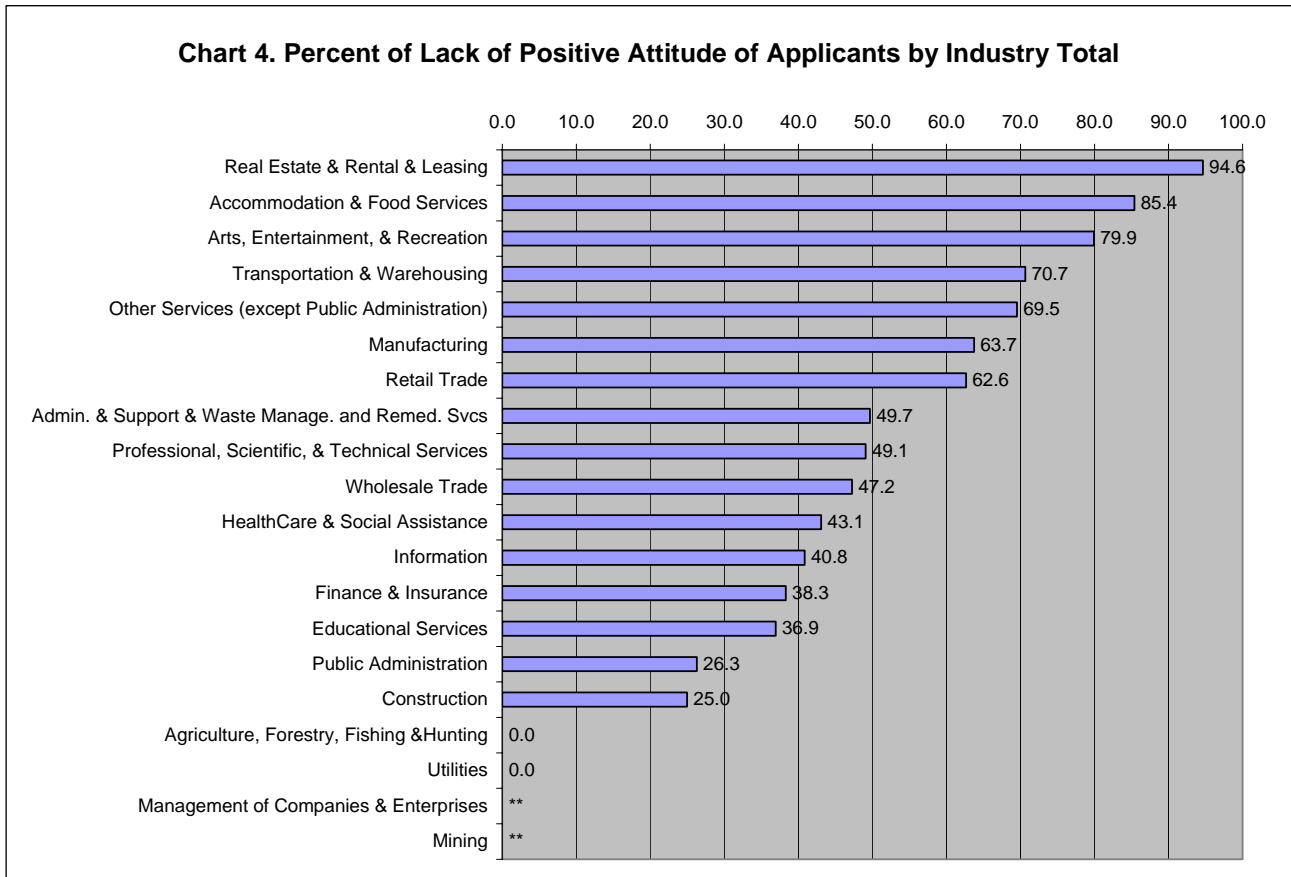
¹¹ Percentages based on the total number of openings in which there was a response to the question “Is this position difficult to fill with the required experience needed?” (N=15,222).

Shortcomings of Recent Applicants¹². 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 63.8% of all job openings, trailed closely by *poor customer service skills* (60.6%) and *poor work ethic* (56.4%).

Percent Responding Yes

Lack of Positive Attitude	64.5
Poor Customer Service Skills	60.6
Poor Work Ethic Skills	56.4
Poor Communication Skills	49.3
Lack of Industry Knowledge	48.2
Poor Technical Skills	30.2
Inability to Understand Written Information	29.0
Poor Writing Skills	21.7
Lack of Computer Skills	18.0
Poor Basic Math	14.8

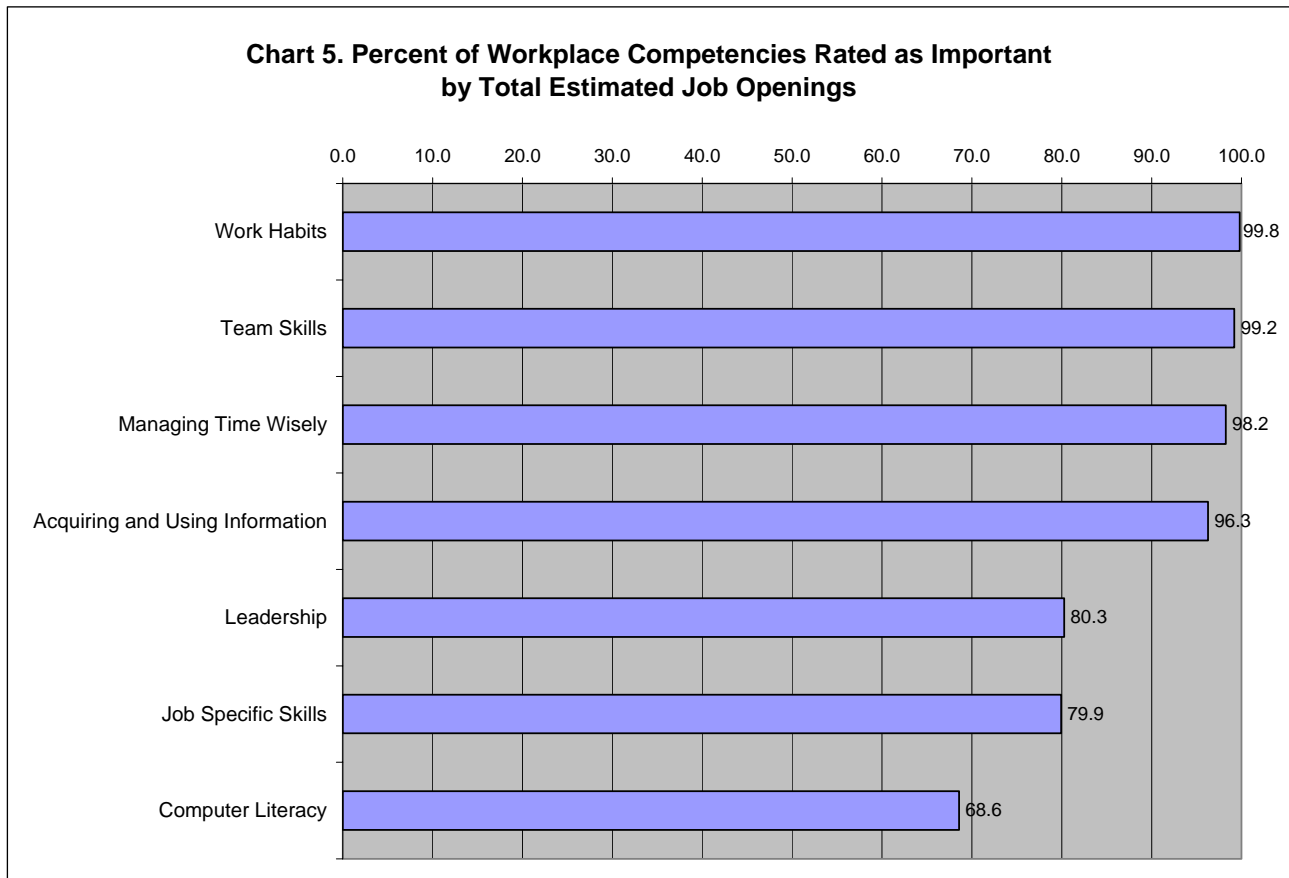
Chart 4. Percent of Lack of Positive Attitude of Applicants by Industry Total



¹² 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=14,878).

Workplace Competencies¹³. 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* (99.8), *team skills* (99.2%), *managing time wisely* (98.2%) and *acquiring and using information* (96.3%) 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	99.8
Team Skills	99.2
Managing Time Wisely	98.2
Acquiring and Using Information	96.3
Leadership	80.3
Job Specific Skills	79.9
Computer Literacy	68.6

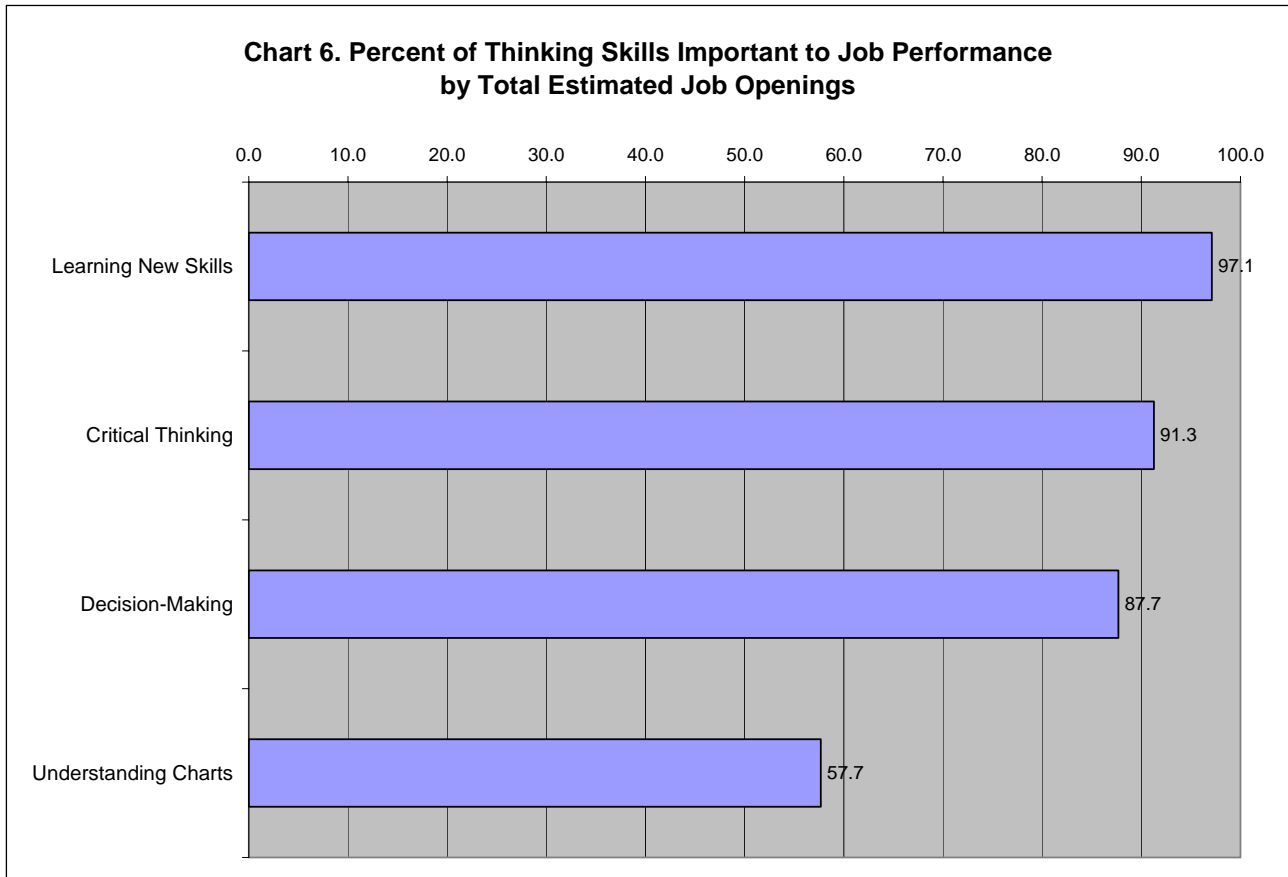


¹³ Percentages based on the total number of openings in which one or more of the personal attributes were reported in the Workplace Competencies Category (N= 26,191).

Thinking Skills¹⁴. 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* (97.1%), *critical thinking* (91.3%), *decision-making* (87.7%) and *understanding charts* (57.7%).

**Percent Responding
Yes**

Learning New Skills	97.1
Critical Thinking	91.3
Decision-Making	87.7
Understanding Charts	57.7



¹⁴ 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=26,179).

Full-Time Positions with 100 or More Openings

Four-Year College Degree or Higher

Medical and Health Services Managers
Registered Nurses
Physicians and Surgeons, All Other

Two Year Associated Degree

Preschool Teachers, Except Special Education
Registered Nurses

Professional or Special Certification

Licensed Practical and Licensed Vocational Nurses
Nursing Aides, Orderlies, and Attendants
Registered Nurses

High School Degree

Customer Service Representatives
Driver/Sales Workers
First-Line Supervisors/Managers of Food Preparation and Serving Workers
General and Operations Managers
Medical and Clinical Laboratory Technicians
Nursing Aides, Orderlies, and Attendants
Retail Salespersons
Teacher Assistants
Tractor-Trailer Truck Drivers

Some High School

Combined Food Preparation and Serving Workers, Including Fast Food
Driver/Sales Workers
Freight, Stock, and Material Movers, Hand
Maids and Housekeeping Cleaners
Nursing Aides, Orderlies, and Attendants
Truck Drivers, Heavy
Waiters and Waitresses

Part-Time Positions with 100 or More Openings

Two Year Associated Degree

Registered Nurses
Residential Advisors

Professional or Special Certification

Nursing Aides, Orderlies, and Attendants
Registered Nurses
Respiratory Therapists

High School Degree

Combined Food Preparation and Serving Workers, Including Fast Food
Construction Laborers
Customer Service Representatives
Nursing Aides, Orderlies, and Attendants
Packers and Packagers, Hand
Retail Salespersons
Security Guards

Some or No High school

Cashiers
Combined Food Preparation and Serving Workers, Including Fast Food
Cooks, Fast Food
Cooks, Restaurant
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop
Dishwashers
Food Preparation Workers
Landscaping and Groundskeeping Workers
Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers
Maids and Housekeeping Cleaners
Retail Salespersons
Waiters and Waitresses

Part 2: Entry- Level Job Openings Survey Findings¹⁵

Openings. During May 2005, employers were seeking workers for an estimated:

14,061 Entry-Level Job Openings¹⁶

- 6,338 Full-Time Job Openings
- 7,715 Part-Time Job Openings
- 8 Not indicated

Industry Distribution.¹⁷ Three industries, *Accommodation & Food Services* (30.3%), *Healthcare & Social Assistance* (30.2%), and *Retail Trade* (13.1%) dominated the number of entry-level job openings in the St. Louis, MO-IL MSA; representing 7 out of 10 entry-level job openings (73.6%).

Industry	Entry-Level	Percent	
Accommodation & Food Services	4,265	30.3	} 73.6%
HealthCare & Social Assistance	4,251	30.2	
Retail Trade	1,848	13.1	
Manufacturing	662	4.7	
Educational Services	548	3.9	
Construction	467	3.3	
Other Services (except Public Administration)	412	2.9	
Finance & Insurance	390	2.8	
Admin. & Support & Waste Manage. and Remed. Svcs	371	2.6	
Arts, Entertainment, & Recreation	254	1.8	
Wholesale Trade	201	1.4	
Professional, Scientific, & Technical Services	143	1.0	
Public Administration	119	0.8	
Transportation & Warehousing	69	0.5	
Information	39	0.3	
Real Estate & Rental & Leasing	18	0.1	
Agriculture, Forestry, Fishing & Hunting	4	0.0	
Management of Companies & Enterprises	**	**	
Mining	**	**	
Utilities	**	**	
Total Entry-Level	14,061	100.0	

¹⁵ 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.

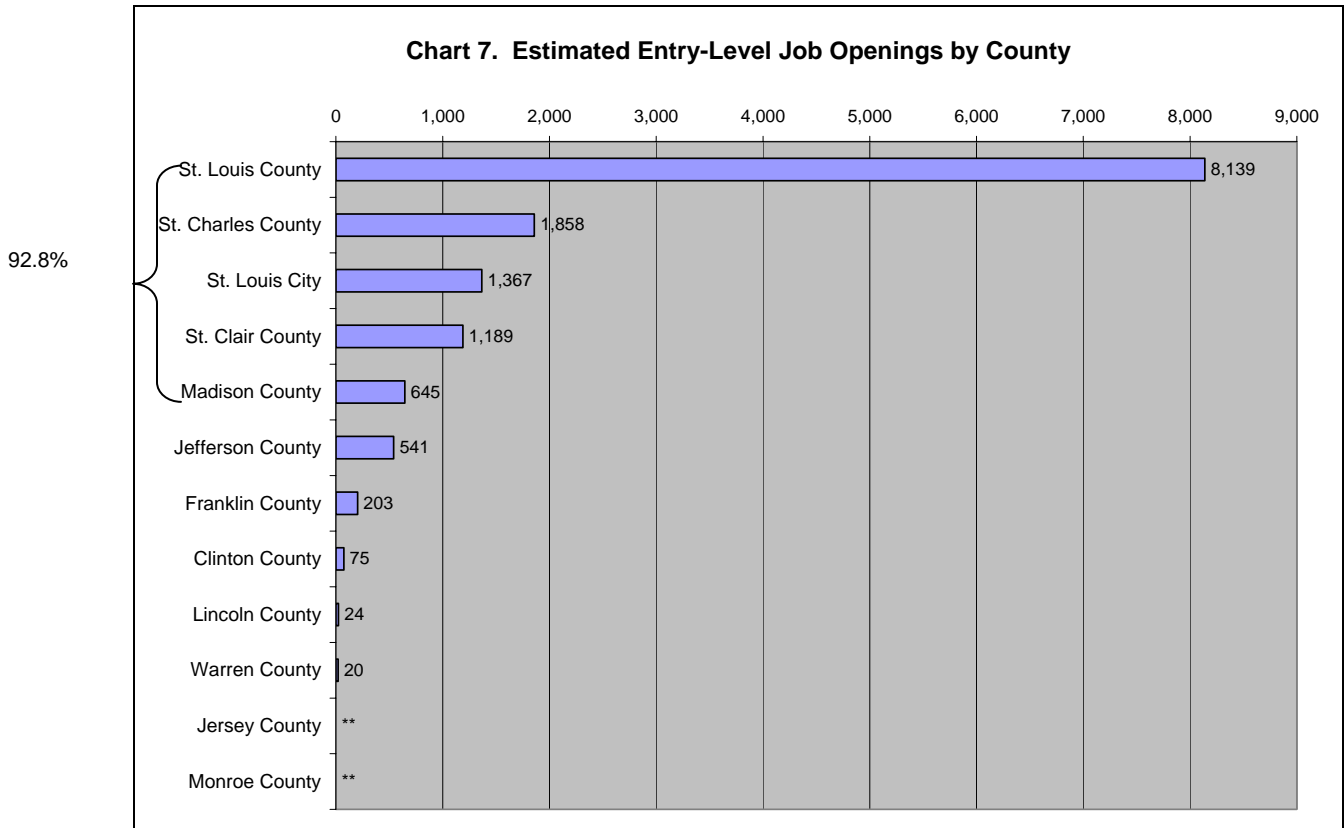
¹⁶ There were 196 different Occupation Codes reported for the estimated 14,061 entry-level job openings.

¹⁷ **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 in May 2005: *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 13,739 or 97.7% of the 14,061 entry-level job openings.



Experience Requirements. Of the estimated entry-level job openings, 62.8% required no experience.

Experience Required	Total	Percent
No experience	8,828	62.8
< 1 year	5,233	37.2
Total Entry-Level	14,061	100.0

Of the top three industries with entry-level job openings, the *Healthcare & Social Assistance* industry had the highest level of experience requirements with well over half (69.4%) of the industry total requiring some experience.

Industry	No Experience		
		<1 Year	
Accommodation & Food Services	3,677	588	
Retail Trade	1,489	359	
HealthCare & Social Assistance	1,299	2,952	→ 69.4%
Manufacturing	554	108	
Construction	443	24	
Educational Services	438	110	
Admin. & Support & Waste Manage. and Remed. Svcs	365	6	
Finance & Insurance	158	232	
Professional, Scientific, & Technical Services	118	25	
Other Services (except Public Administration)	88	324	
Public Administration	77	42	
Wholesale Trade	53	148	
Transportation & Warehousing	40	29	
Real Estate & Rental & Leasing	18	0	
Information	10	29	
Agriculture, Forestry, Fishing & Hunting	1	3	
Arts, Entertainment, & Recreation	0	254	
Management of Companies & Enterprises	**	**	
Mining	**	**	
Utilities	**	**	
Total Entry Level	8,828	5,233	

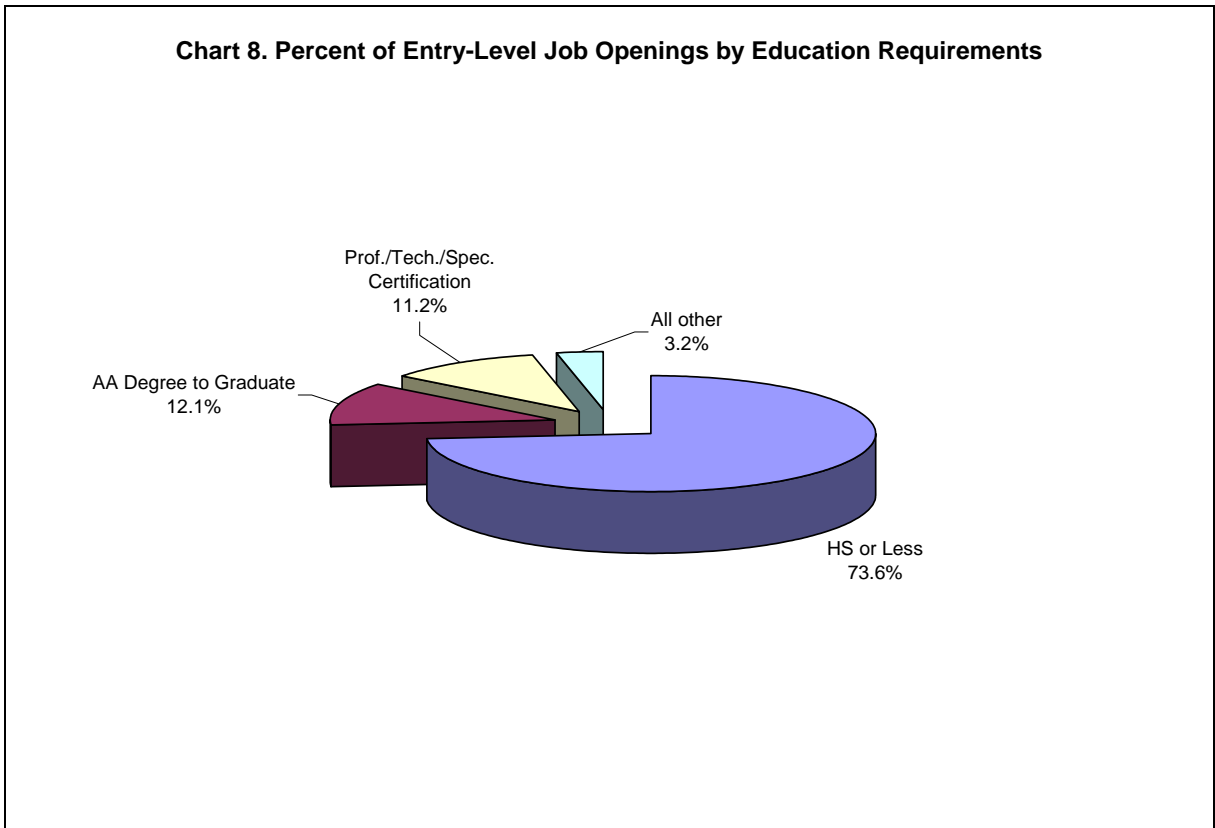
Reported Wages¹⁸. Of all the entry-level job openings, 39.3% paid less than \$8.00 per hour, while another 25.3% paid between \$8 and \$14.99 per hour. Based on the survey results, 50.9% of the entry-level job openings paying \$15.00 per hour or higher (587 estimated job openings) required an *associates degree or higher*. An additional 32.2% of those entry-level jobs paying \$15.00 per hour or higher required only a *high school degree or less* while another 6.0% required *professional certification*.

Less than \$8.00 per hour	5,523	39.3%
\$8-14.99 per hour	3,560	25.3%
\$15.00+ per hour	587	4.2%
HS or Less	189	
AA Degree +	299	
Professional Certification	35	
*All other responses	64	

¹⁸ 31.2% of entry-level openings had no reported wage (N=4,391).

Education Requirements¹⁹. Approximately 7 out of 10 (73.6%) entry-level job openings required only a *high school degree or less*. Moreover, 75.5% of these jobs requiring only a *high school degree or less* (10,342) were concentrated in *Accommodation & Food Services (40.5%)*, *HealthCare and Social Assistance (18.2%)* and *Retail Trade (16.8%)*.

HS or Less	10,342	73.6%
AA Degree to Graduate	1,696	12.1%
Professional, Technical or Special Certification	1,571	11.2%
*All other	452	3.2%
*Includes Other and Don't Know/Not Sure		



¹⁹ Of the 452 estimated job openings indicated as *All other**, only 282 were “*don't know/not sure*”.

Training Opportunities²⁰. *On-the-job training* was the most prevalent training option offered at 69.9% of all entry-level job openings. Not only did the *Accommodation & Food Services* (30.3%), *HealthCare & Social Assistance* (30.2%) and *Retail Trade* (13.1%) industries make up 73.6% of all entry-level job openings, they also accounted for 67.5% of all the jobs offering *On-the-job training*; 41.6%, 7.6% and 18.3% respectively. There were an additional 6.2% of entry-level job openings in *Manufacturing*, which offered *on-the-job training*.

O-T-J Training	9,591	69.9%
Mentoring	5,305	38.7%
Internships	2,779	20.3%

Benefits²¹. *Medical* (60.5%), *Vacation* (60.4%), and *Dental* (55.3%) were offered the most often and were found in all industries reporting²² entry-level job openings except for *Arts, Entertainment, & Recreation* and *Real Estate & Rental & Leasing*. Industries offering a full range of benefits included *Educational Services*, *Finance & Insurance*, *HealthCare & Social Assistance*, and *Retail Trade*. Only 1,603 (11.7%) of the estimated entry-level job openings offered *no benefits*. Of those entry-level job openings offering *no benefits*, 80.3% of those were found in *HealthCare & Social Assistance* (1,288).

Medical	8,299	60.5%
Vacation	8,281	60.4%
Dental	7,588	55.3%
No Benefits	1,603	11.7%
Transportation	328	2.4%
Childcare	320	2.3%

²⁰ Percentages based on the total number of estimated entry-level openings in which one or more of the benefits offered were reported (May 2005 N= 13, 716).

²¹ Percentages based on the total number of estimated entry-level openings in which one or more of the benefits offered were reported (May 2005 N= 13, 716).

²² Of the 20 NAICS industries, the following three industries did not report entry-level job openings in May 2005: *Management of Companies & Enterprises, Mining, and Utilities*.

Job Incentives²³. The most common job incentives offered for entry-level job openings were *on-going training* (58.0%), *401K* (39.9%), and *bonuses* (39.4%). Industries offering a full range of incentives included *Construction*, *Manufacturing*, and *Accommodation & Food Services*.

On-going Training	7,954	58.0%
401K	5,468	39.9%
Bonus	5,404	39.4%
Pension	4,241	30.9%
Tuition	4,179	30.5%
No Incentives	2,352	17.1%
Stock	1,537	11.2%
Commission	1,414	10.3%
SAR	313	2.3%

The Table below shows the training, benefits and incentives offered for the top three industries, *Accommodation & Food Services* (30.3%), *Healthcare & Social Assistance* (30.2%), and *Retail Trade* (13.1%) that represent 73.6% of all entry-level job openings²⁴.

Industry	O-T-J Training	Internships	Mentoring	Vacation	Medical	Dental	Childcare	Transportation	No Benefits	Pension	401K	SAR	Stock	Tuition	On-going Training	Bonus	Commission	No Incentives
Accommodation & Food Services	100.0	26.1	64.9	54.7	59.0	51.7	0.0	0.0	3.5	8.3	43.8	0.8	9.3	4.1	84.2	57.7	15.4	9.8
HealthCare & Social Assistance	17.1	8.1	0.0	61.9	60.5	59.3	3.0	1.6	30.2	45.9	33.7	0.6	0.4	0.0	18.5	15.6	0.0	29.3
Retail Trade	95.2	29.7	51.1	66.3	65.5	62.3	8.6	1.5	3.3	41.5	51.3	6.6	36.8	32.8	76.1	44.0	0.0	7.0

Percent

²³ Percentages based on the total number of estimated entry-level openings in which one or more of the incentives offered were reported (May 2005 N= 13,721).

²⁴ Percentages based on the industry total number of estimated entry-level openings in which one or more of the training, benefits or incentives offered were reported May 2005 (*Accommodation & Food Services*: training and benefits N=3,989 and incentives N=3,993; *Healthcare & Social Assistance*: training, benefits and incentives N = 4,261; *Retail Trade*: training, benefits and incentives N = 1,844).

Skill Requirements. Well over eight out of ten (85.0%) entry-level job openings required reading skills at a 10th grade level or higher while required math skills were somewhat less at 68.1% at the same level. The difference mostly being due to the 17.0% of entry-level job openings requiring *no math skills* (see next page) compared to only 3.2% 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 41.3% to 100.0% (see next page) and math skills with the same requirements ranging from 1.2% to 100.0%.

Reading Skills Requirements²⁶

No reading skills required	438	3.2%	
< 10th grade	1,598	11.8%	
10th grade	3,666	27.1%	} 85.0%
> 10th grade	7,839	57.9%	

Math Skills Requirements²⁷

No math skills required	2,354	17.0%	
< 10th grade	2,065	14.9%	
10th grade	3,472	25.1%	} 68.1%
> 10th grade	5,943	43.0%	

²⁵ Of the 20 NAICS industries, the following three industries did not report entry-level job openings in May 2005: *Management of Companies & Enterprises, Mining, and Utilities.*

²⁶ Percentages based on the total number of estimated entry-level openings in which Reading skills required were reported (May 2005 N = 13,541).

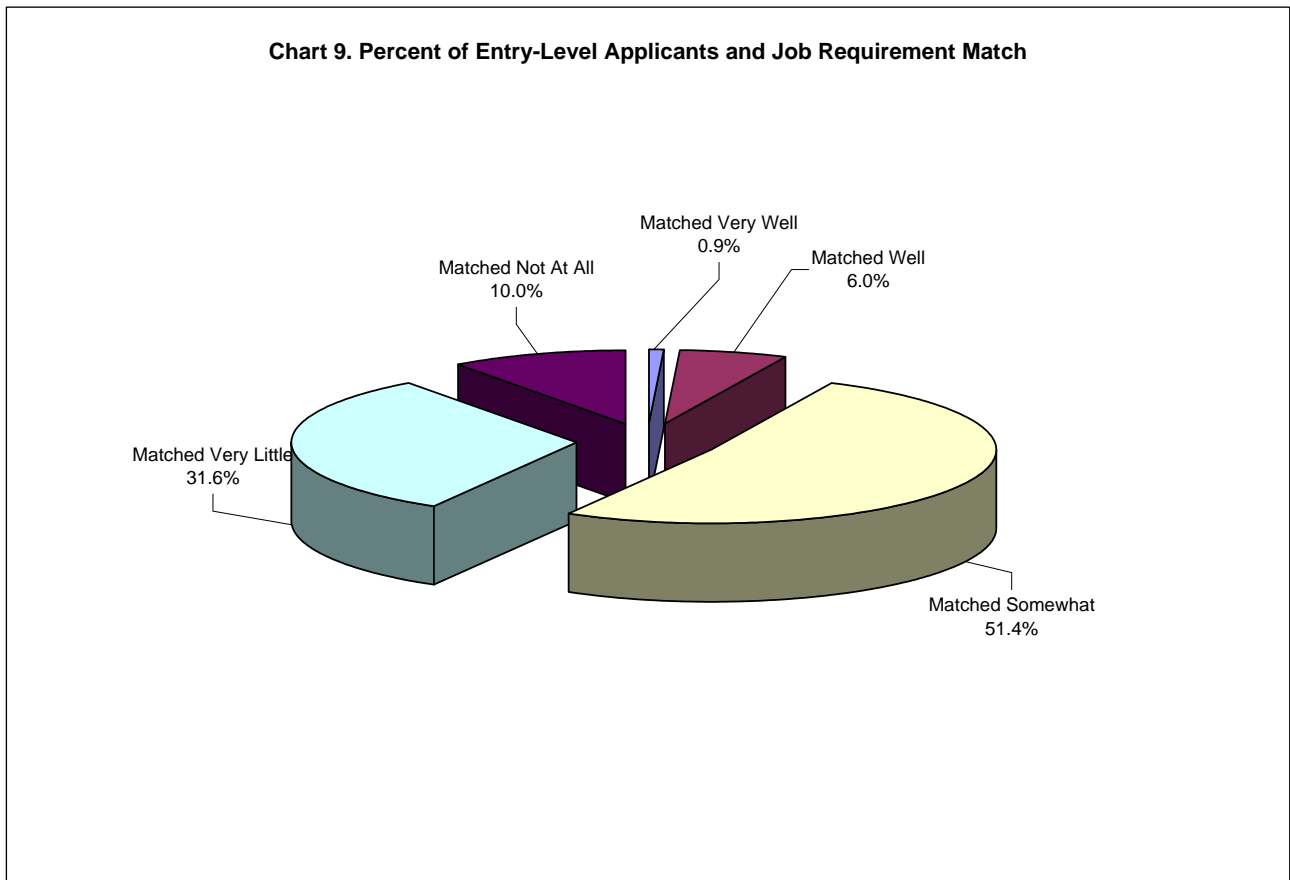
²⁷ Percentages based on the total number of estimated entry-level openings in which Math skills required were reported (May 2005 N = 13,834).

Industry	10 grade or > Reading	10 grade or > Math
Real Estate & Rental & Leasing	100.0	100.0
Finance & Insurance	100.0	75.9
Information	100.0	66.7
Professional, Scientific, & Technical Services	100.0	60.1
Admin. & Support & Waste Manage. and Remed. Svcs	100.0	59.4
Arts, Entertainment, & Recreation	100.0	1.2
Manufacturing	97.3	58.6
HealthCare & Social Assistance	96.4	86.8
Transportation & Warehousing	95.7	42.0
Wholesale Trade	94.5	85.6
Educational Services	93.0	77.6
Other Services (except Public Administration)	92.2	53.2
Retail Trade	86.0	72.5
Public Administration	83.2	83.2
Agriculture, Forestry, Fishing & Hunting	75.0	75.0
Accommodation & Food Services	69.5	55.8
Construction	41.3	36.4
Management of Companies & Enterprises	**	**
Mining	**	**
Utilities	**	**

Percentages based on the industry total number of estimated entry-level openings in which *reading* and *math* skills required were reported. See footnote 17 and 18 for total estimated entry-level openings.

Applicants’ Skills Compared to Job Requirements²⁸. When survey respondents were asked to rate the skills of entry-level applicants in comparison with the skill requirements of the job openings reported, 83.1% responded *matched somewhat* or *matched very little*. Only 6.9% of all applicants were said to *match well* or *match very well*.

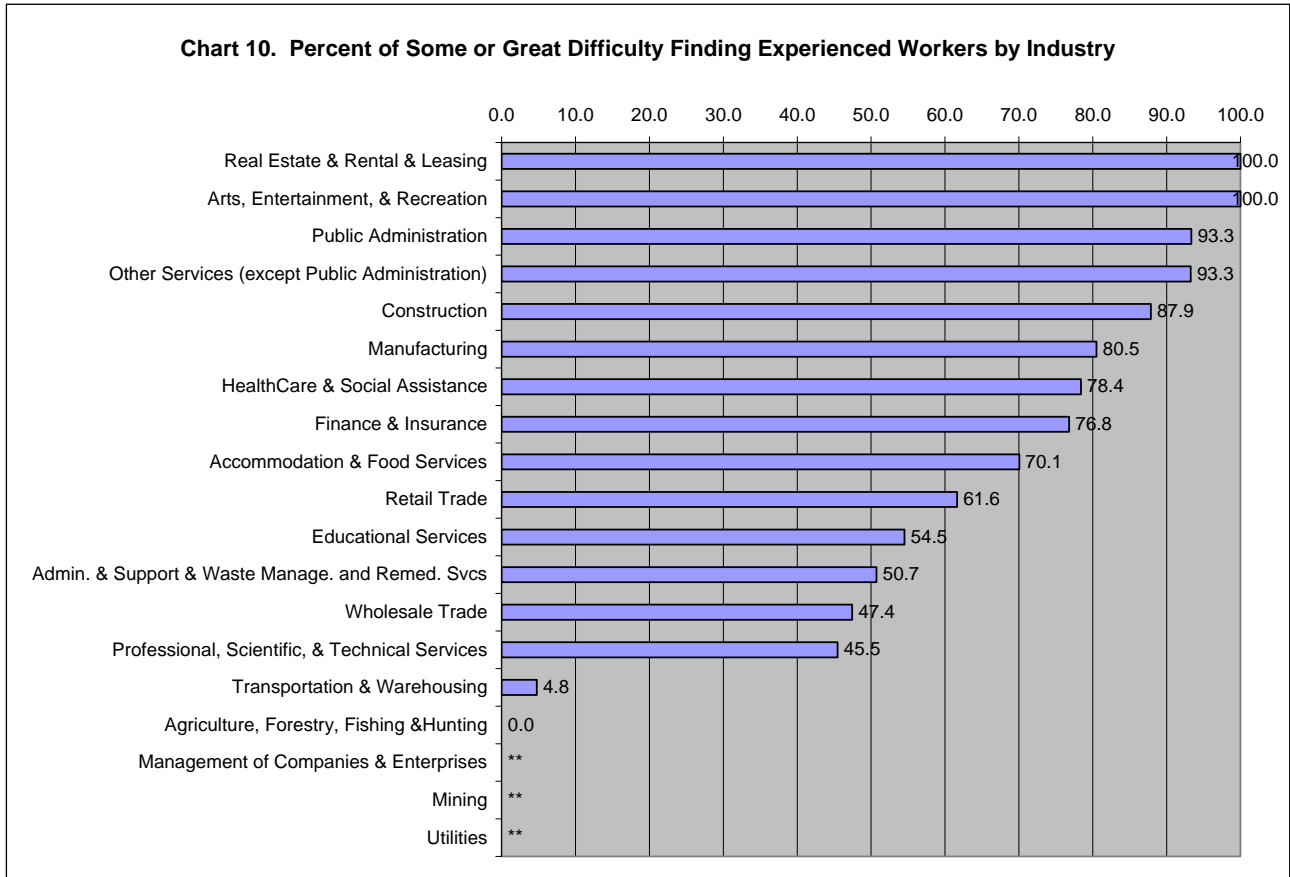
Matched Very Well	0.9%	}	6.9%
Matched Well	6.0%		
Matched Somewhat	51.4%	}	83.1%
Matched Very Little	31.6%		
Matched Not At All	10.0%		



²⁸Percentages based on the total number of openings in which there was a response to the question “Have applicants met job requirements?” (N=9,530).

Difficulty Finding Entry-Level Applicants²⁹. When survey respondents were asked to rate the difficulty of finding entry-level workers, 7 out of 10 respondents (70.2%) said they had *some difficulty* or *great difficulty*. *Transportation & Warehousing* reported that 95.2% of the time they had *no difficulty* finding entry-level workers³⁰.

Great Difficulty	1,605	16.0%	} 70.2%
Some Difficulty	5,425	54.2%	
No Difficulty	2,985	29.8%	

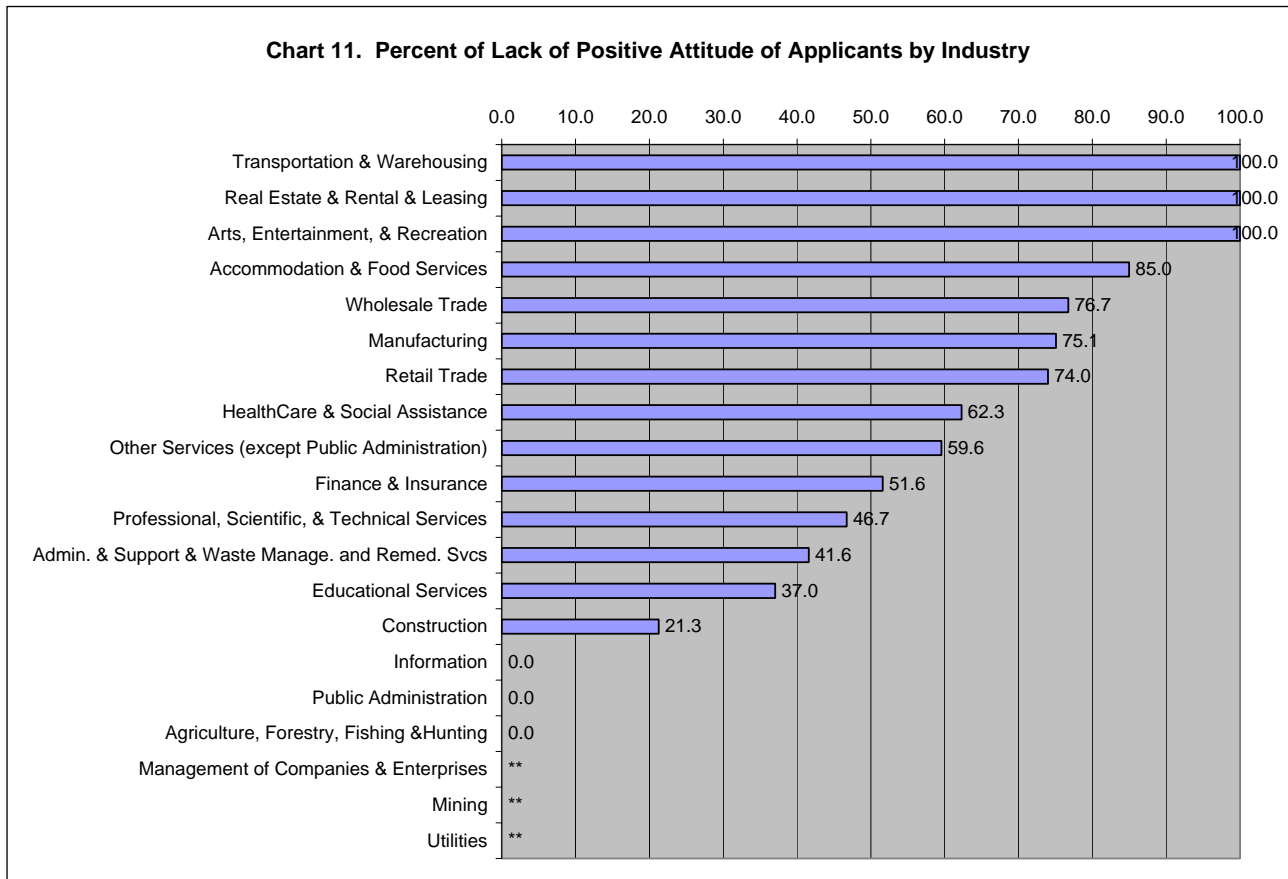


²⁹ Percentages based on the total number of openings in which there was a response to the question “Is this position difficult to fill with the required experience needed?” (N=10,015).

³⁰ Agriculture, Forestry, Fishing & Hunting only had 4 estimated entry-level job openings and had no response to the question “Is this position difficult to fill with the required experience needed?” Therefore is indicated at 0.0%.

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 71.3% of all entry-level job openings, trailed closely by *poor customer service skills* (70.1%) and *poor work ethic* (63.5%).

	Percent Responding Yes
Positive Attitude	71.3
Customer Service Skills	70.1
Work Ethic Skills	63.5
Communication Skills	50.9
Industry Knowledge	48.9
Comprehend Written Information	32.9
Technical Skills	25.4
Writing Skills	17.3
Computer Skills	13.2
Basic Math	12.6

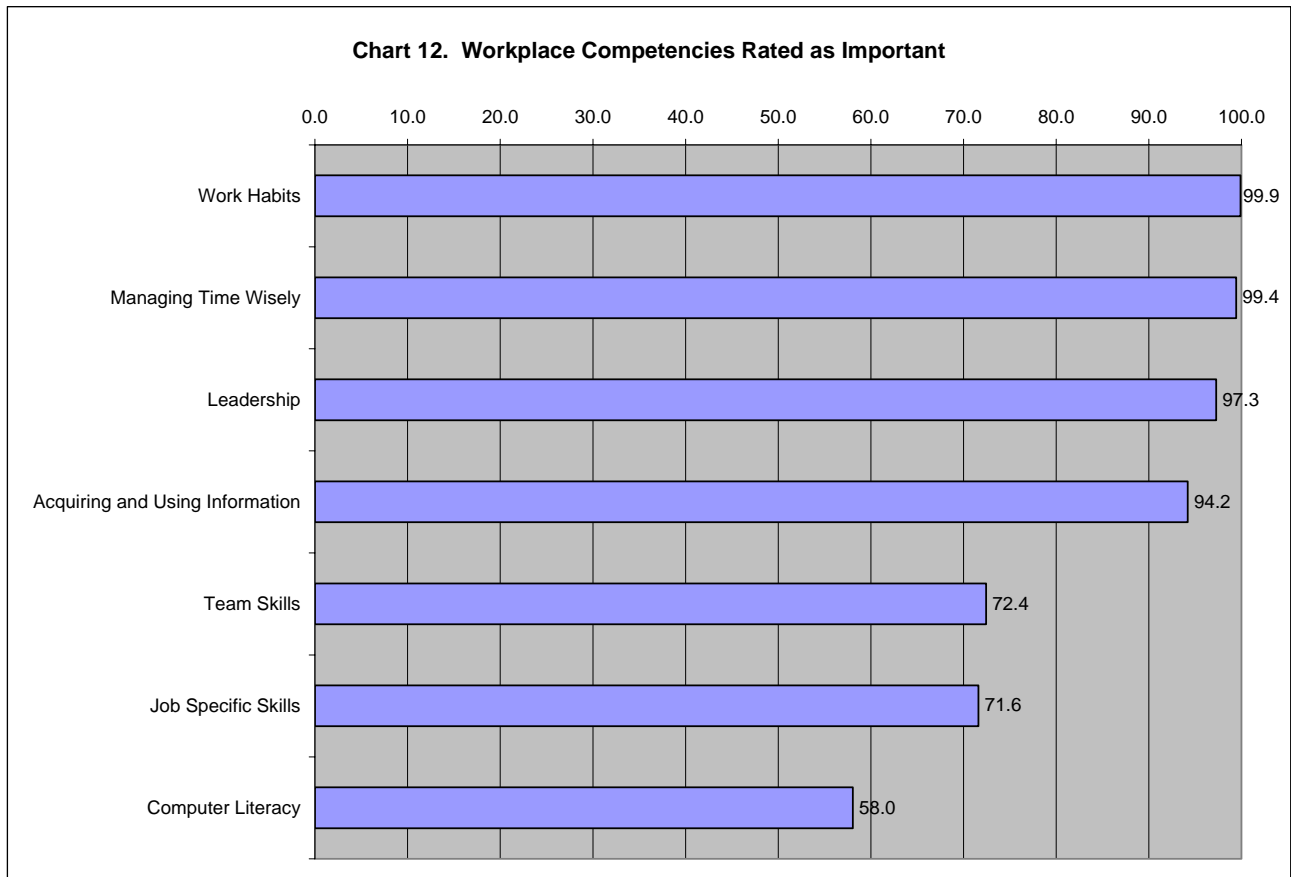


³¹ Percentages based on the total number of openings in which one or more of the workplace competencies and/or skills were reported in the Shortcomings Category (N=9,768). Agriculture, Forestry, Fishing & Hunting only had 4 estimated entry-level job openings and had no response to the workplace competencies, therefore is indicated at 0.0%. Neither, *Information or Public Administration* indicated *lack of positive attitude* as a shortcoming of recent applicants.

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 58.0% to *work habits* at 99.9%.

Percent Responding Important

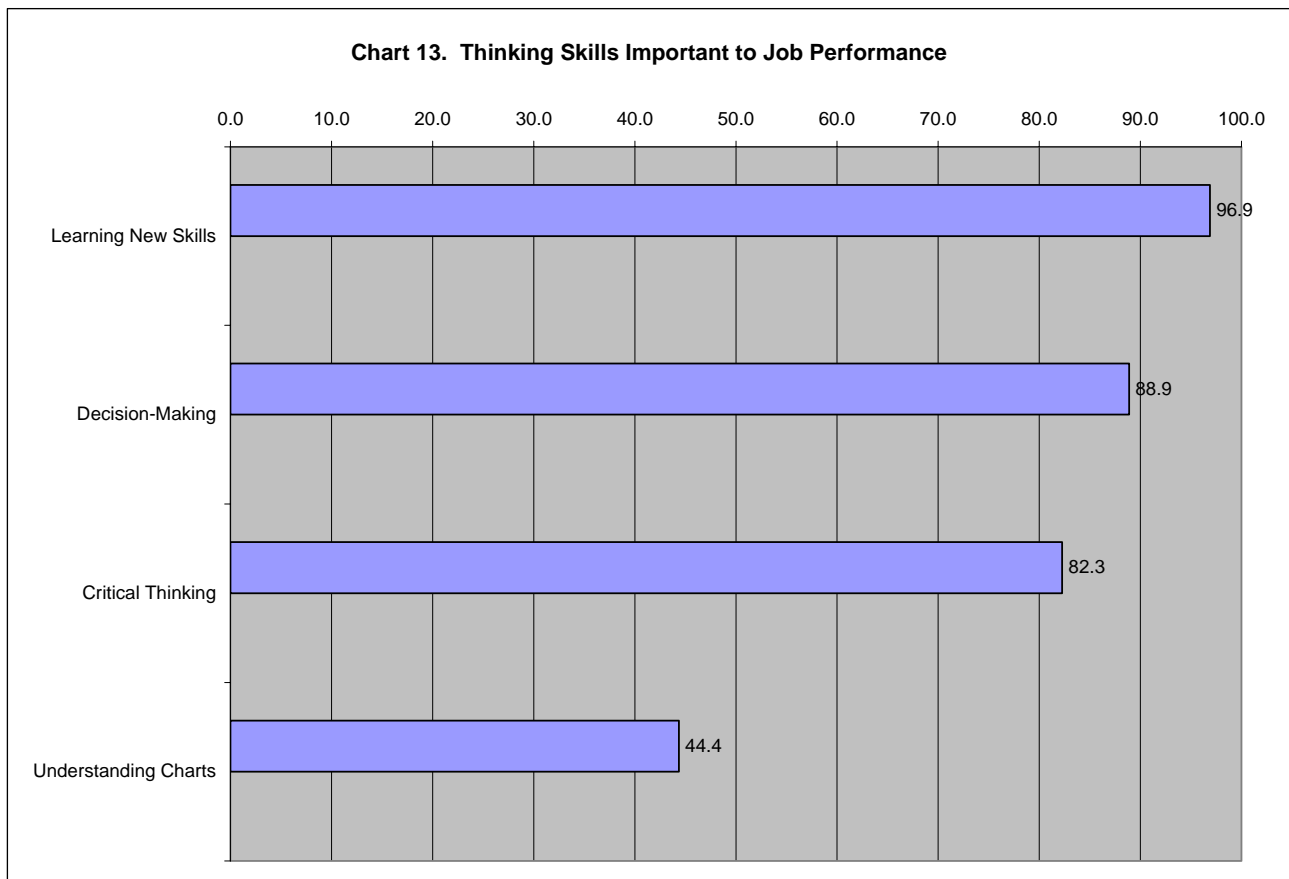
Work Habits	99.9
Managing Time Wisely	99.4
Leadership	97.3
Acquiring and Using Information	94.2
Team Skills	72.4
Job Specific Skills	71.6
Computer Literacy	58.0



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=14,002).

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 *learning new skills* (96.9%), *decision-making* (88.9%), *critical thinking* (82.3%) and *understanding charts* (44.4%).

	Percent Responding Yes
Learning New Skills	96.9
Decision-Making	88.9
Critical Thinking	82.3
Understanding Charts	44.4



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=13,998).

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

Four-Year College Degree or Higher

Registered Nurses

Two Year Associated Degree

Registered Nurses

Professional Certification

Nursing Aides, Orderlies, and Attendants

Registered Nurses

High School Degree or Some High School

Combined Food Preparation and Serving Workers, Including Fast Food
Driver/Sales Workers

First-Line Supervisors/Managers of Food Preparation and Serving Workers

Freight, Stock, and Material Movers, Hand

Maids and Housekeeping Cleaners

Medical and Clinical Laboratory Technicians

Nursing Aides, Orderlies, and Attendants

Retail Salespersons

Teacher Assistants

Waiters and Waitresses

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

Two Year Associated Degree

Tax Preparers

Professional and Special Certification

Registered Nurses

Respiratory Therapists

High School Degree or Some High School

Cashiers

Combined Food Preparation and Serving Workers, Including Fast Food

Construction Laborers

Cooks, Fast Food

Cooks, Restaurant

Counter Attendants, Cafeteria, Food Concession, and Coffee Shop

Customer Service Representatives

Food Preparation Workers

Landscaping and Groundskeeping Workers

Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers

Maids and Housekeeping Cleaners

Nursing Aides, Orderlies, and Attendants

Packers and Packagers, Hand

Retail Salespersons

Waiters and Waitresses

No Education Required

Waiters and Waitresses

Part 3: Experienced Job Openings Survey Findings³⁴

Openings. During May 2005, employers were seeking workers for an estimated:

8,941 Experienced Job Openings³⁵

- 7,147 Full-Time Job Openings
- 2,684 Part-Time Job Openings
- 10 Not indicated

Industry Distribution.³⁶ *Healthcare & Social Assistance* (44.4%) dominated the number of experienced job openings in the St. Louis, MO-IL MSA. Another four industries, *Manufacturing* (7.7%), *Retail Trade* (7.0%), *Accommodations & Food Services* (6.7%), and *Transportation & Warehousing* (6.1%), and account for another 27.4% of estimated experienced job openings. Together, the five industries represented 7 out of 10 experienced job openings (71.9%).

Industry	Experienced	Percent	
HealthCare & Social Assistance	4,369	44.4	}
Manufacturing	758	7.7	
Retail Trade	693	7.0	
Accommodation & Food Services	659	6.7	
Transportation & Warehousing	603	6.1	
Professional, Scientific, & Technical Services	505	5.1	
Finance & Insurance	491	5.0	
Wholesale Trade	303	3.1	
Other Services (except Public Administration)	300	3.0	
Construction	246	2.5	
Information	244	2.5	
Educational Services	220	2.2	
Real Estate & Rental & Leasing	132	1.3	
Admin. & Support & Waste Manage. and Remed. Svcs	112	1.1	
Public Administration	110	1.1	
Arts, Entertainment, & Recreation	69	0.7	
Agriculture, Forestry, Fishing & Hunting	27	0.3	
Management of Companies & Enterprises	**	**	
Mining	**	**	
Utilities	**	**	
Total Experienced	9,841	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 278 different Occupation Codes reported for the estimated 9,841 experienced job openings.

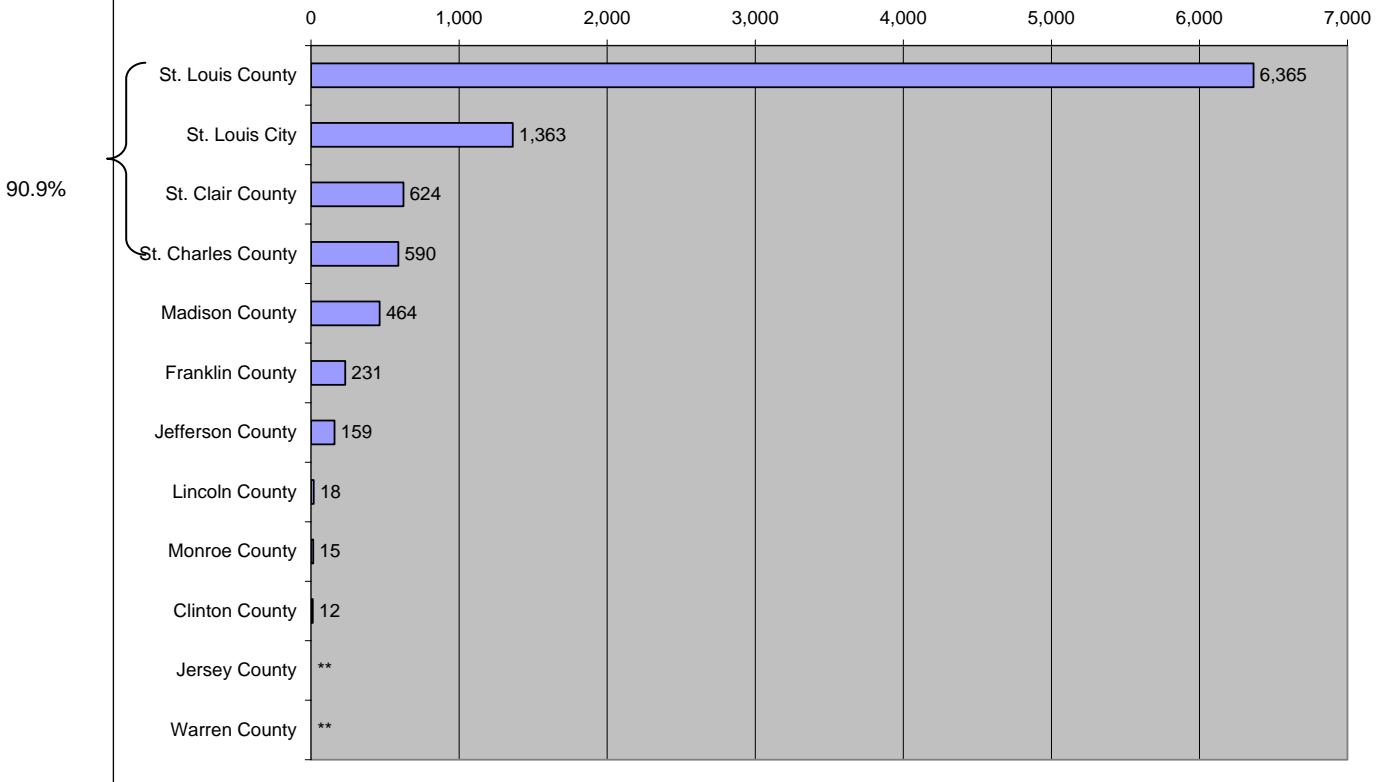
³⁶ **Will be used throughout Part 3 of this report to indicate that, of the 20 NAICS industries, the following three industries had not reported experienced job openings May 2005: *Management of Companies & Enterprises*, *Mining and Utilities*. *Admin. & Support & Waste Manage. and Remed. Svcs* is abbreviation for Administrative & Support & Waste Management and Remediation Services.

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

- St. Clair County in Illinois
- St. Louis, St. Louis City and St. Charles counties in Missouri

These openings accounted for 8,942 or 90.9% of the 9,841 experienced job openings.

Chart 14. Estimated Experienced Job Openings by County



Experience Requirements. Of the estimated job openings that required some experience, 81.2% required 1 to 3 years of experience.

Experienced Required	Total	Percent
1 to 3 years	7,993	81.2
4 to 10 years	1,727	17.6
10+ years	121	1.2
Total Experienced	9,841	100

Of these 7,993 estimated job openings requiring 1-3 years of experience, 5 industries accounted for 75.8% of these experienced job openings: *HealthCare & Social Assistance* (50.0%), *Retail Trade* (7.5%), *Transportation & Warehousing* (7.2%), *Manufacturing* (6.0%), and *Accommodations & Food Services* (5.1%).

Industry	1-3 Years	4-10 Years	10+ Years
HealthCare & Social Assistance	4,000	369	0
Retail Trade	598	68	27
Transportation & Warehousing	573	28	2
Manufacturing	476	226	56
Accommodation & Food Services	409	238	12
Finance & Insurance	302	187	2
Professional, Scientific, & Technical Services	273	228	4
Other Services (except Public Administration)	233	67	0
Wholesale Trade	218	84	1
Information	191	49	4
Educational Services	187	33	0
Construction	153	83	10
Real Estate & Rental & Leasing	116	16	0
Public Administration	94	16	0
Svcs	81	31	0
Arts, Entertainment, & Recreation	67	2	0
Agriculture, Forestry, Fishing & Hunting	22	2	3
Management of Companies & Enterprises	**	**	**
Mining	**	**	**
Utilities	**	**	**
Total Experienced	7,993	1,727	121

64.6%
1-3 years

75.8%
Experienced

Reported Wages³⁷. Of all the experienced job openings, 20.2% paid \$15.00 or more per hour. Another 20.0% of experienced job openings paid between \$8.00 and \$14.99 per hour. Based on the survey results 40.5% of the experienced job openings paying \$15.00 per hour or more (1,987 estimated job openings) required an *Associates Degree or Higher*. An additional 30.4% of those experienced jobs paying \$15.00 per hour or higher required only a *High School Degree or Less* while another 18.9% required *Professional, Technical or Special Certification*.

Less than \$8.00 per hour	592	6.0%
\$8-14.99 per hour	1,967	20.0%
\$15.00+ per hour	1,987	20.2%
HS or Less	605	
AA Degree +	805	
Professional, Technical or Special Certification	376	
*All other responses	201	

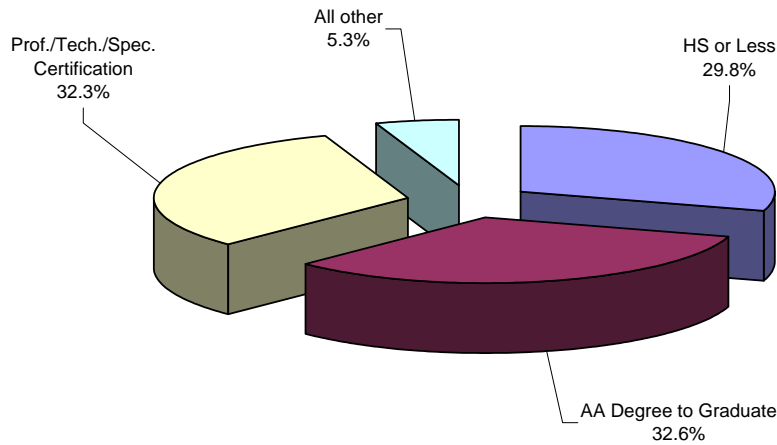
*Includes don't know/not sure and refused to answer

³⁷ 53.8% of experienced job openings had no reported wage.

Education Requirements³⁸. Of all experienced job openings 32.6% require an *associates degree or higher*. Of these 3,204 estimated job openings 58.9% are in the following 3 industries: *HealthCare & Social Assistance, Manufacturing; and Professional, Scientific, & Technical Services*, 34.8%, 13.0%, and 11.1% respectively.

HS or Less	2,934	29.8%
AA Degree to Graduate	3,204	32.6%
Professional, Technical or Special Certification	3,178	32.3%
*Other	525	5.3%
*Includes Don't Know/Not Sure and Other		

Chart 15. Percent of Experienced Job Openings by Education Requirement



³⁸ Of the 525 estimated job openings indicated as *All other**, only 176 were “*don't know/not sure*”.

Training Opportunities³⁹. *On-the-job training* was the most prevalent training option offered at 48.0% of all experienced job openings.

O-T-J Training	4,445	48.0%
Mentoring	2,517	27.2%
Internships	1,877	20.3%

Benefits⁴⁰. *Vacation (87.7%), Medical (85.7%), and Dental (70.0%)* were offered the most often and were found in all industries reporting⁴¹ experienced job openings. Industries offering a full range of benefits included *Manufacturing, Retail Trade, Finance & Insurance, Administrative & Support & Waste Management and Remediation Services, HealthCare & Social Assistance, and Other Services (except Public Administration)*.

Vacation	8,122	87.7%
Medical	7,930	85.7%
Dental	6,479	70.0%
Childcare	289	3.1%
Transportation	477	5.2%
No Benefits	408	4.4%

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 2005 N= 9,256).

⁴⁰ Percentages based on the total number of estimated experienced job openings in which one or more of the benefits offered were reported (May 2005 N= 9,256).

⁴¹ Of the 20 NAICS industries, the following three industries had not reported experienced job openings May 2005: *Management of Companies & Enterprises, Mining and Utilities*.

Job Incentives⁴². The most common job incentives offered for experienced job openings were *pension* (51.2%), *on-going training* (47.9%), *401K* (42.0%), *bonus* (38.6%), and *tuition reimbursement* (32.6%). Industries⁴³ that offered the full range of incentives included *Manufacturing, Wholesale Trade, Retail Trade, Transportation & Warehousing, Finance & Insurance, Professional, Scientific, & Technical Services* and *HealthCare & Social Assistance*.

Pension	51.2%
On-going Training	47.9%
401K	42.0%
Bonus	38.6%
Tuition	32.6%
Commision	12.7%
SAR	6.5%
No Incentives	6.1%
Stock	5.6%

The Table below shows the training, benefits and incentives offered for the top five industries, *HealthCare & Social Assistance* (44.4%), *Manufacturing* (7.7%), *Retail Trade* (7.0%), *Accommodation & Food Services* (6.7%) and *Transportation & Warehousing* (6.1%) that represent 71.9% of all experienced job openings⁴⁴.

Industry	O-T-J Training	Internships	Mentoring	Vacation	Medical	Dental	Childcare	Transportation	No Benefits	Pension	401K	SAR	Stock	Tuition	On-going Training	Bonus	Commision	No Incentives
HealthCare & Social Assistance	19.5	4.9	9.3	89.6	88.1	71.8	1.8	1.9	5.8	72.7	16.8	4.5	2.1	12.8	21.5	13.6	2.2	6.8
Manufacturing	69.8	28.0	53.5	98.6	99.4	87.2	3.2	6.1	0.0	36.1	64.3	5.5	6.1	68.4	72.3	53.2	27.2	0.0
Retail Trade	76.0	12.7	46.9	88.0	61.3	42.0	6.1	6.0	6.1	27.6	42.0	5.8	4.0	26.5	57.9	48.0	29.1	12.6
Accommodation & Food Services	81.8	58.0	67.4	90.4	80.3	80.3	0.0	0.0	5.5	27.0	64.9	0.0	14.6	55.2	63.7	37.2	39.6	12.9
Transportation & Warehousing	96.8	55.7	16.3	87.3	100.0	93.5	0.0	0.0	0.0	39.4	86.2	16.4	3.9	5.5	96.8	84.1	12.4	0.0

Percent

⁴² Percentages based on the total number of estimated experienced job opening in which one or more of the incentives offered were reported (May 2005 N=8,838).

⁴³ Of the 20 NAICS industries, the following three industries had not reported experienced job openings May 2005: *Management of Companies & Enterprises, Mining and Utilities*.

⁴⁴ Percentages based on the industry total number of estimated experienced job openings in which one or more of the training, benefits or incentives offered where reported May 2005 (*Healthcare & Social Assistance*: training and benefits N = 4,004 and incentives N = 3,623; *Manufacturing*: training, benefits and incentives N=725; *Retail Trade*: training, benefits and incentives N=667; *Accommodation & Food Services*: training, benefits and incentives N=659; *Transportation & Warehousing*: training, benefits and incentives N = 566).

Skill Requirements. Well over nine out of ten (98.4%) experienced job openings required reading skills at a 10th grade level or higher while those requiring math skills were slightly less at 91.5% for the same level. Experienced job openings in all industries⁴⁵ had reading requirements *10th grade or higher* ranging from 87.9% to 100.0% (see next page) and math skills with the same requirements ranging from 53.1% to 100.0%.

Reading Skills Requirements⁴⁶

No reading skills required	19	0.2%		
< 10th grade	135	1.4%		
10th grade	1,181	12.0%	}	98.4%
> 10th grade	8,472	86.4%		

Math Skills Requirements⁴⁷

No math skills required	248	2.5%		
< 10th grade	582	5.9%		
10th grade	1,558	15.9%	}	91.5%
> 10th grade	7,407	75.6%		

⁴⁵ Of the 20 NAICS industries, the following three industries did not report entry-level job openings in May 2005: *Management of Companies & Enterprises, Mining, and Utilities.*

⁴⁶ Percentages based on the total number of estimated experienced job openings in which one of the reading skills required were reported (May 2005 N= 9,807).

⁴⁷ Percentages based on the total number of estimated experienced job openings in which one of the math skills required were reported (May 2005 N= 9,795).

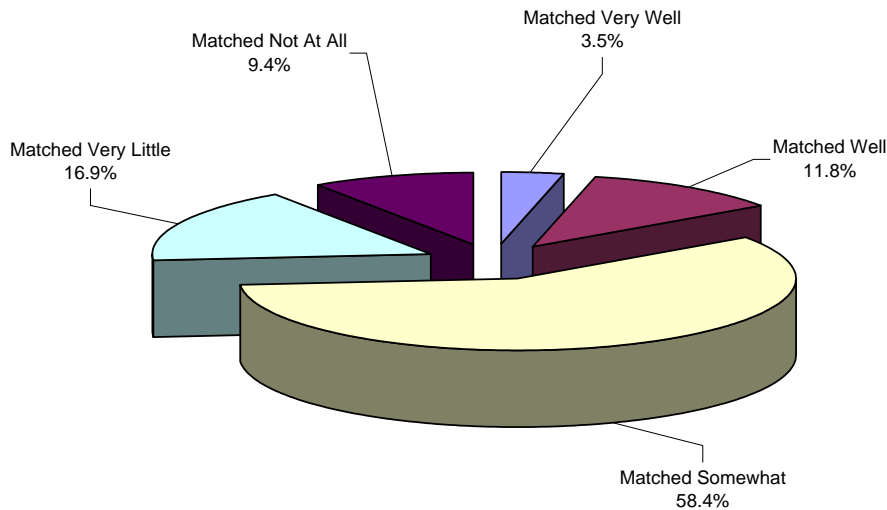
Industry	10th grade or > Reading Skills	10th grade or > Math Skills
Admin. & Support & Waste Manage. and Remed. Svcs	100.0	58.9
Agriculture, Forestry, Fishing & Hunting	100.0	100.0
Arts, Entertainment, & Recreation	100.0	100.0
Construction	100.0	100.0
Educational Services	100.0	92.7
Finance & Insurance	100.0	97.8
HealthCare & Social Assistance	100.0	95.9
Information	100.0	100.0
Other Services (except Public Administration)	100.0	87.3
Real Estate & Rental & Leasing	100.0	100.0
Retail Trade	100.0	93.4
Transportation & Warehousing	100.0	53.1
Wholesale Trade	100.0	85.1
Public Administration	98.1	98.1
Manufacturing	97.5	100.0
Accommodation & Food Services	89.1	75.4
Professional, Scientific, & Technical Services	87.9	100.0
Management of Companies & Enterprises	**	**
Mining	**	**
Utilities	**	**

Percentages based on the industry total number of estimated entry-level openings in which *reading* and *math* skills required were reported. See footnote 38 and 39 for total estimated experienced openinas.

Applicants’ Skills Compared to Job Requirements⁴⁸. When survey respondents were asked to rate the skills of experienced applicants in comparison with the skill requirements of the job opening, 75.3% responded *matched somewhat* or *matched very little*. Only 7.7% of all applicants were said to *match well* or *match very well*.

Matched Very Well	3.5%	} 75.3%
Matched Well	11.8%	
Matched Somewhat	58.4%	
Matched Very Little	16.9%	
Matched Not At All	9.4%	

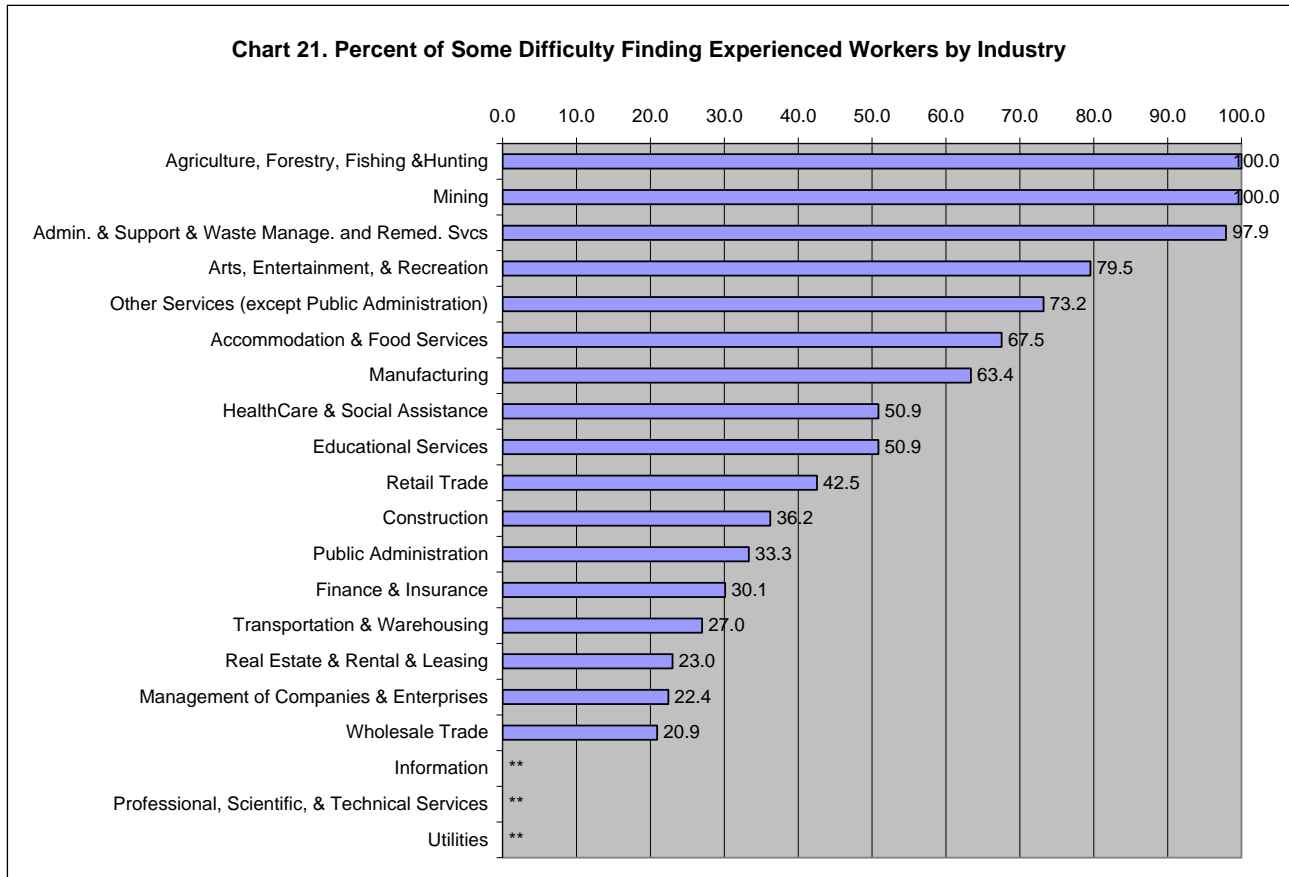
Chart 16. Percent of Experienced Applicants and Job Requirement Match



⁴⁸ Percentages based on the total number of openings in which there was a response to the question “Have applicants met job requirements?” (May 2005 N=4,535).

Difficulty Finding Experienced Applicants⁴⁹. When survey respondents were asked to rate the difficulty of finding experienced workers, over half of all responses (54.9%) said they had *some difficulty* with an additional 25.5% saying they had *great difficulty*.

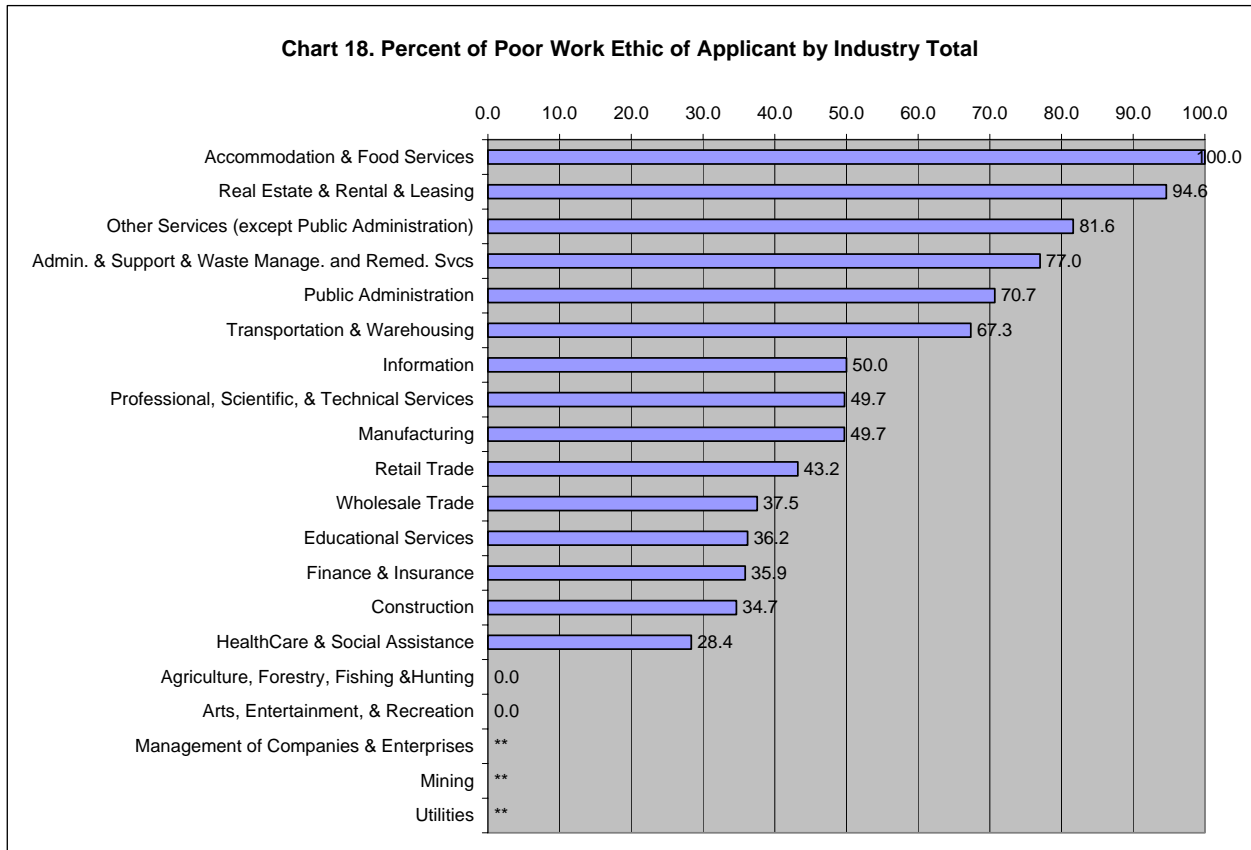
Great Difficulty	1,256	25.5%
Some Difficulty	2,709	54.9%
No Difficulty	965	19.6%



⁴⁹ 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=4,930).

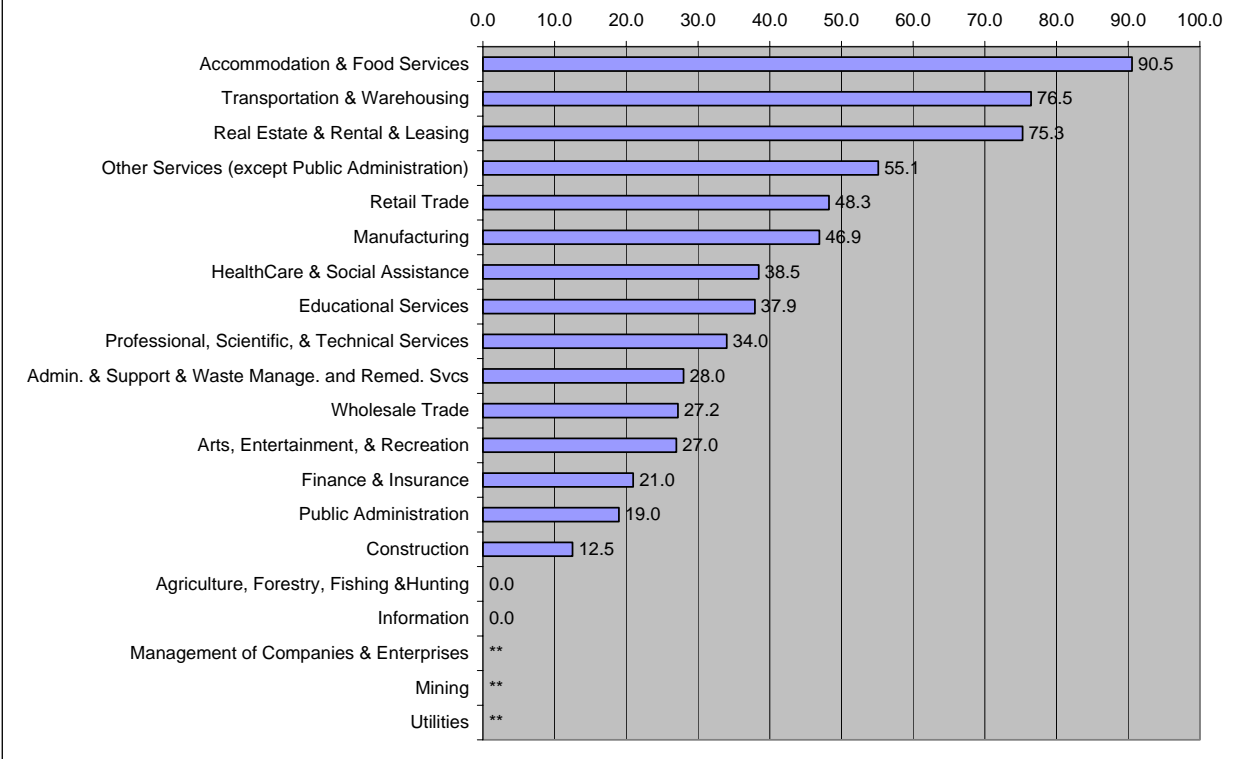
Shortcomings of Recent Applicants⁵⁰. Survey respondents were asked to identify which personal attributes; workplace competencies and/or skills were found lacking in recent experienced applicants. *Lack of positive attitude* (see Chart 18) and *poor communication skills* (see Chart 19) were the most reported shortcomings at 53.0% and 48.0% of all experienced job openings, trailed closely by *lack of industry knowledge* (47.9%) and *poor work ethic* (44.9%).

	Percent Responding Yes
Lack of Positive Attitude	53.0
Poor Communication Skills	48.0
Lack of Industry Knowledge	47.9
Poor Work Ethic	44.9
Poor Customer Service Skills	43.4
Poor Technical Skills	39.4
Poor Writing Skills	31.6
Lack of Computer Skills	26.5
Inability to understand Written Information	22.5
Poor Basic Math Skills	20.0



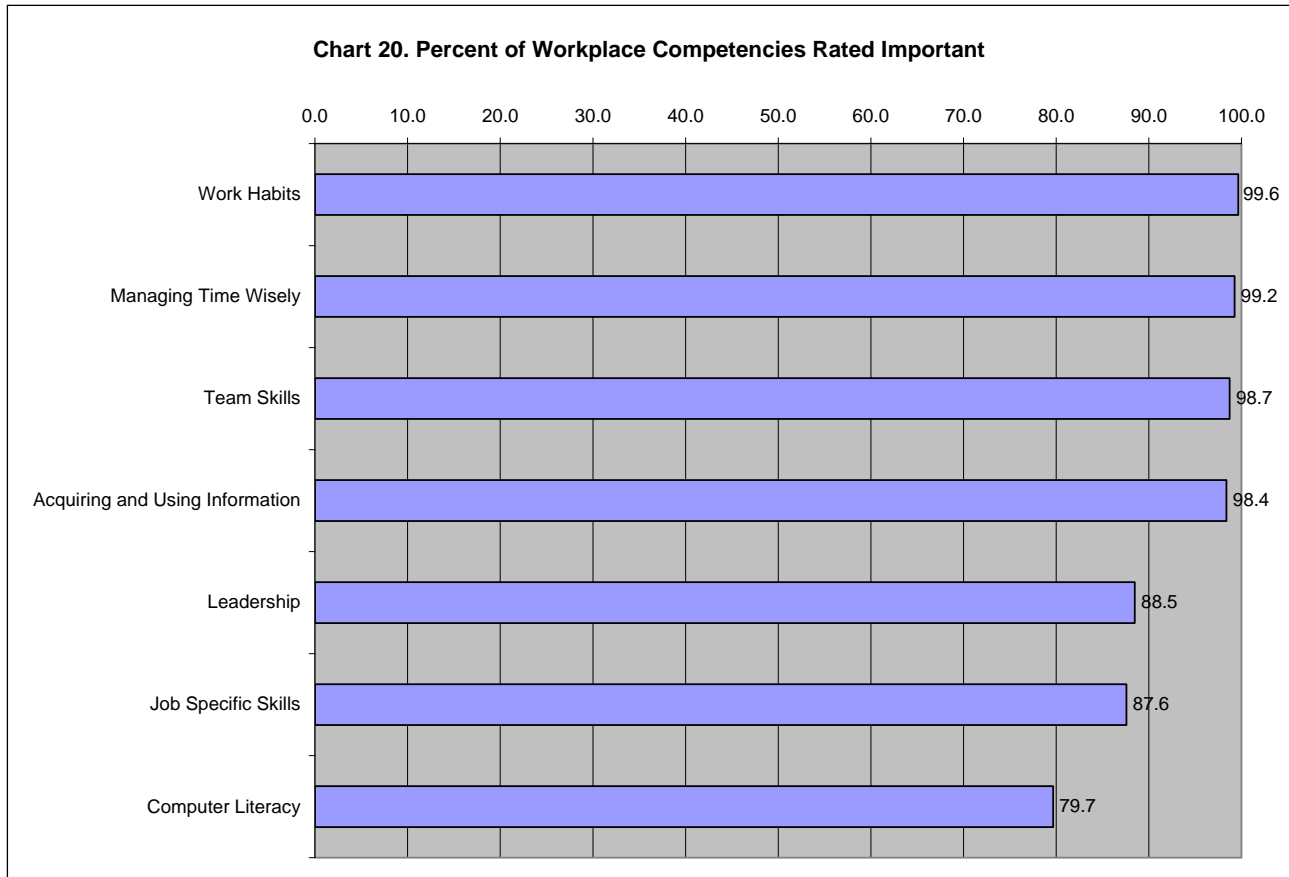
⁵⁰ Percentages based on the total number of openings in which one or more of the workplace competencies and/or skills were reported in the shortcomings category (N=4,856).

Chart 19. Percent of Poor Communication Skills of Applicant by Industry



Workplace Competencies⁵¹. 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* (99.6%), *managing time wisely* (99.2%), *team skills* (98.7%), and *acquiring and using information* (98.4%) were the most important attributes as over nine out of ten respondents rated these the highest. *Leadership*, *job specific skills*, and *computer literacy* were rated slightly less between 88.5% and 79.7%.

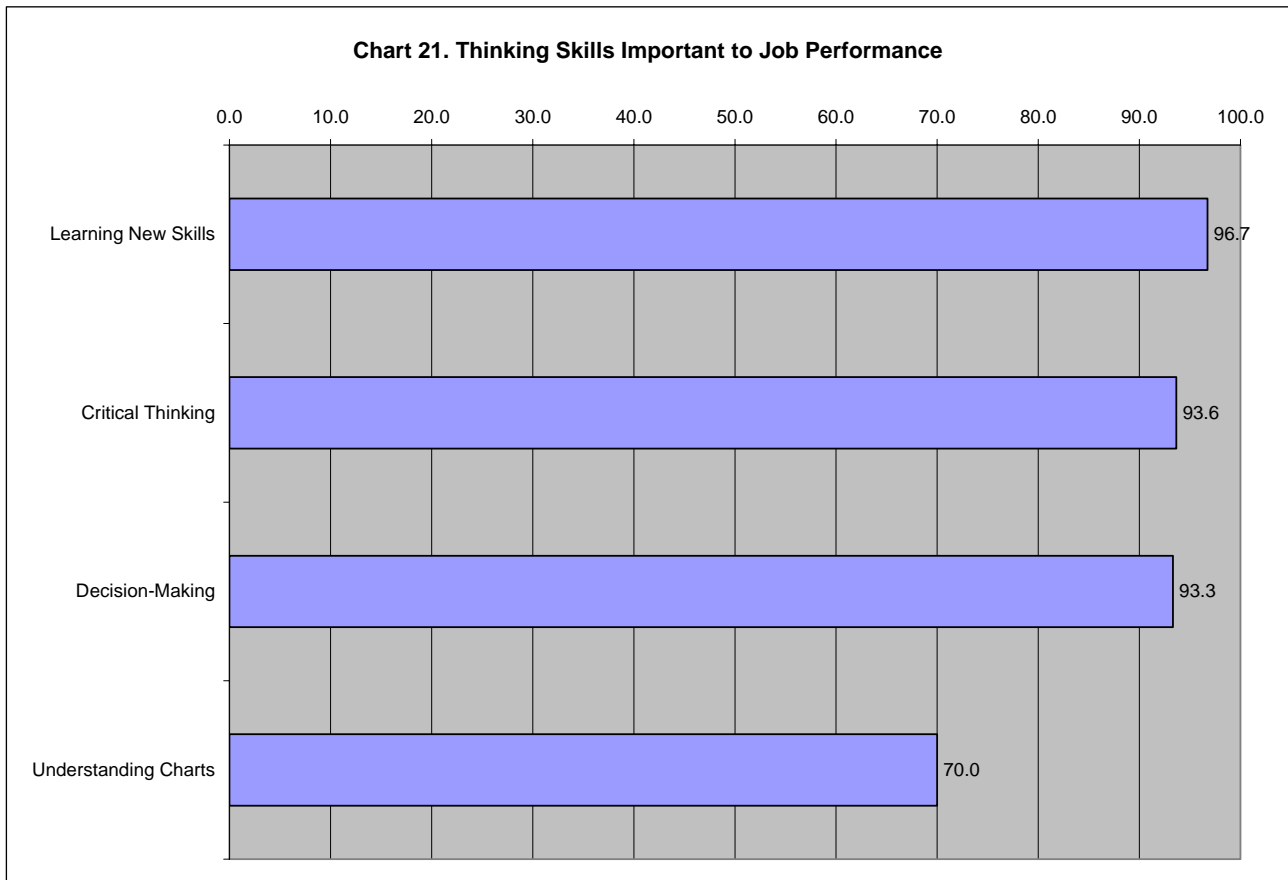
	Percent Responding Important
Work Habits	99.6
Managing Time Wisely	99.2
Team Skills	98.7
Acquiring and Using Information	98.4
Leadership	88.5
Job Specific Skills	87.6
Computer Literacy	79.7



⁵¹ 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=9,824).

Thinking Skills⁵². 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* (96.7%), *critical thinking* (93.6%), *decision-making* (93.3%), and *understanding charts* (70.0%).

	Percent Responding Yes
Learning New Skills	96.7
Critical Thinking	93.6
Decision-Making	93.3
Understanding Charts	70.0



⁵² 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=9,817).

Full-Time Experienced Positions with 100 or More Openings

Professional Certification

Registered Nurses

High School Degree

General and Operations Managers

Retail Salespersons

Tractor-Trailer Truck Drivers

Some High School or less

Truck Drivers, Heavy

Part-Time Experienced Positions with 100 or More Openings

2-Year Associates Degree

Residential Advisors

Professional Certification

Registered Nurses

High School Degree

Nursing Aides, Orderlies, and Attendants

Some High School or less

Truck Drivers, Heavy

Part 4. Survey Comparison –October 2004 and May 2005.

In the section that follows, selected results of the most recent survey are compared with the survey conducted in October 2004. This comparison is intended to show the changes that have occurred in the six months between surveys. In general, it reflects an improved labor market that is consistent with a pattern of larger estimated job opening in the May surveys. The survey results show a significant increase in estimated job openings, which are mainly due to an increase in reported estimated job openings in 11 of the 20 NAICS Industries. The greatest increase in estimated openings was seen in *Healthcare and Social Assistance* and *Accommodations and Food Services*, which consistently have the highest estimated openings⁵³. In general, the survey results show an increase across the board for required education, experience, reading and math, the importance of workplace competencies⁵⁴ and thinking skills. With this comes the continued difficulty finding qualified workers which is also reflected in the increase in firms responding that applicants skills and job requirements *match very little* or *match somewhat*.

Industry Distribution.

Industry	Oct-04	May-05	Change
HealthCare & Social Assistance	5,914	10,313	4,399
Accommodation & Food Services	3,558	5,091	1,533
Retail Trade	3,380	2,651	-729
Professional, Scientific, & Technical Services	1,269	659	-610
Educational Services	1,122	931	-191
Finance & Insurance	994	1,007	13
Transportation & Warehousing	924	709	-215
Real Estate & Rental & Leasing	738	167	-571
Manufacturing	700	1,495	795
Admin. & Support & Waste Manage. and Remed. Svcs	661	485	-176
Other Services (except Public Administration)	643	796	153
Wholesale Trade	582	553	-29
Construction	502	730	228
Public Administration	274	245	-29
Information	205	285	80
Arts, Entertainment, & Recreation	46	325	279
Agriculture, Forestry, Fishing & Hunting	16	32	16
Mining	3	0	-3
Utilities	2	10	8
Management of Companies & Enterprises	0	0	0
Total	21,533	26,484	4,951

⁵³ The number of firms responding to the May 2005 (N=1,636) survey had an overall increased of 0.6% from the October 2004 survey (N=1,627). Moreover, the number of job openings reported increased by 159 at those firms that did respond to the May 2005 survey, which is equivalent to an overall increase of 3.7%. This increase in reported openings accounts for the estimated increase in number of job openings from October 2004 to May 2005 (23.0% change).

⁵⁴ The only exception for *Workplace Competencies* was for *work habits* which declined very slightly (0.6%).

County 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 region⁵⁵. The overall increase of 4,951 estimated job openings, are echoed in the increase in estimated openings in six of the 12 counties that comprise the St. Louis MSA, MO-IL. Although there are registered gains in 6 of the 12 counties, there remains the top six counties⁵⁶ (St. Louis County, MO; St. Louis City MO; St. Charles County, MO; Jefferson County, MO IL; St. Clair County, IL; and Madison County,) that continue to dominate the estimated number of job openings in the region. With the continued domination, these six counties accounted for 97.6% of the estimated job openings in May 2005, which is up slightly from the 93.5% of the estimated job openings in October 2004.

County	Oct-04	May-05	Change
St. Louis County, MO	10,824	16,166	5,342
St. Louis City, MO	3,685	3,332	-353
Jefferson County, MO	1,738	826	-912
St. Charles County, MO	1,512	2,525	1,013
St. Clair County, IL	1,215	1,838	623
Madison County, IL	1,161	1,153	-8
Franklin County, MO	830	477	-353
Lincoln County, MO	470	42	-428
Monroe County, IL	89	15	-74
Warren County, MO	9	20	11
Clinton County, IL	0	89	89
Jersey County, IL	0	1	1
Total	21,533	26,484	4,951

93.5% of October 2004 Total Openings ←

97.6% of May 2005 Total Openings →

⁵⁵ See footnote 40.

⁵⁶ Of the top 6 counties only two of the counties saw decreases in the number of estimated job openings ranging from an overall -9.6% change in St. Louis City, MO to a -52.5% change in Jefferson County, MO.

Education Requirements. The comparison of the education requirements of estimated job openings between October 2004 and May 2005 again reflect the overall increase in estimated jobs in 11 of the 20 industries. However, the percentage of estimated job openings requiring *high school or less* decreased from 63.4% in October 2004 to 51.2% in May 2005. This is largely due to the increase in job openings requiring *professional certification or a 4-year college degree or higher*, which increased from 17.6% of estimated openings in October 2004 to 33.3% of estimated openings in May 2005.

Education Required	Oct-04	May-05	Change	
No Education	699	611	-88	} -114
Some High School	6,297	5,321	-976	
High School Diploma	6,671	7,621	950	
2-year Associates Degree	1,543	1,857	314	} +4,983
4-Year College Degree	1,668	2,957	1,289	
Graduate or Professional Degree	432	976	544	
Professional Certification	1,711	4,861	3,150	
Technical and Special Certification	514	659	145	
Other*	1,998	1,621	-377	
Total	21,533	26,484	4,951	

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

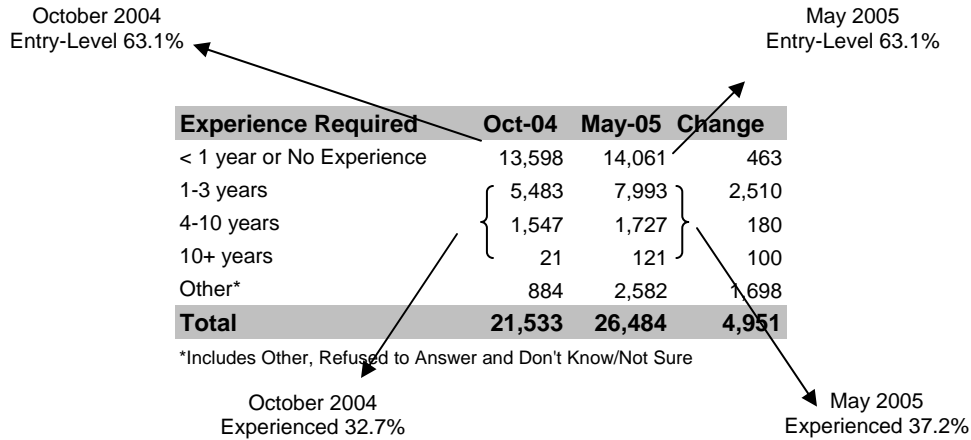
Education Required	Oct-04	May-05	Change	
No Education	3.2	2.3	-28.9	} ← 51.2% of May 2005 Total Openings
Some High School	29.2	20.1	-31.3	
High School Diploma	31.0	28.8	-7.1	
2-year Associates Degree	7.2	7.0	-2.1	} → 33.3% of May 2005 Total Openings
4-Year College Degree	7.7	11.2	44.1	
Graduate or Professional Degree	2.0	3.7	83.7	
Professional Certification	7.9	18.4	131.0	
Technical and Special Certification	2.4	2.5	4.2	
Other*	9.3	6.1	-34.0	
Total	100.0	100.0		

← 63.4% of October 2004 Total Openings

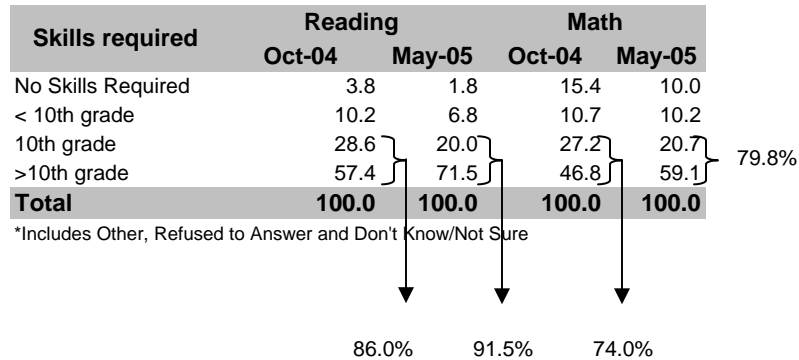
→ 17.6% of October 2004 Total Openings

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

Experience Requirements. A comparison of the experience requirements in the October 2004 and May 2005 surveys reflects an increase in the demand for experienced workers. The proportion of *entry-level (less than 1 year or no experience)* estimated openings declined from 63.1% in October 2004 to 53.1% in May 2005. In contrast there was an overall 13.8% increase in *experienced (1 or more years of experience)* estimated job openings, which increased from 32.7% in October 2004 to 37.2% in May 2005.



Reading and Math Requirements⁵⁷. The reading and math skill requirements for current estimated job openings have higher levels than those reported in October 2004 (86.0% and 74.0% respectively). May 2005 jobs requiring *10th grade or higher reading* (91.5%) and *math* (79.8%) skills have an overall percentage increase of 6.4% and 7.8% respectively.



⁵⁷ Percentages based on the total number of estimated experienced job openings in which one of the reading skills required were reported (October 2004 N= 21,140; May 2005 N= 25,717). Percentages based on the total number of estimated experienced job openings in which one of the math skills required were reported (October 2004 N= 21,145; May 2005 N= 25,995).

Benefits⁵⁸. Comparisons of the benefits offered in May 2005 with those in October 2004 show varied change. The portion of jobs that included childcare and transportation benefits showed a continued decline by -3.0% and -0.9% respectively. However, there was an increase in the proportion of jobs offering vacation (+4.6%), medical (+7.2%) and dental (+9.2%) benefits. Further, the proportion of jobs offering no benefits continues to climb.

Benefits Offered	Oct-04	May-05
Vacation	66.5	71.1
Medical	63.1	70.3
Dental	52.5	61.7
Transportation	4.5	3.6
Childcare	5.4	2.4
No benefits	6.4	10.2

Workplace Competencies⁵⁹. A comparison of the workplace competencies in the October 2004 and May 2005 surveys showed a continued increase in the importance of all workplace competencies except for *work habits* which was essentially unchanged (-0.6%). This continued increase in the importance of workplace competencies may be an indication of the continued transformation of the workplace and the essential skills and competencies required for it.

Workplace Competencies	Oct-04	May-05
Work Habits	100.0	99.4
Team Skills	98.4	98.7
Managing Time Wisely	93.4	97.8
Acquiring and Using Information	92.0	95.8
Job Specific Skills	65.5	79.6
Leadership	64.9	79.9
Computer Literacy	56.8	68.3

⁵⁸ Percentages based on the total number of openings in which one or more of the Benefits Offered were reported (October 2004 N= 20,919; May 2005 N=25,124).

⁵⁹ 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 2004 N= 21,497; May 2005 N= 26,310).

Thinking Skills⁶⁰. The Thinking Skills requirements for current estimated job openings continued to call for higher levels, including *understanding charts* which had the highest overall increase of 44.6%. These results indicate the increase in demand for higher skill occupations and experienced workers.

Thinking Skills	Oct-04	May-05
Learning New Skills	93.1	97.1
Decision-Making	85.1	87.7
Critical Thinking	81.0	91.3
Understanding Charts	39.9	57.7

Difficulty Finding Applicants⁶¹. As a general measure of the labor market conditions, survey respondents of the May 2005 survey continued to indicate *some or great difficulty* finding both *entry-level* (70.2%) and *experienced* (80.4%) workers. Overall, the greatest change in difficulty finding applicants was for *great difficulty* finding entry-level workers, which had an overall percentage increase of 46.9%. In contrast, there was a 36.3% overall percentage increase from October 2004 to May 2005 in *no difficulty* finding experienced workers, however, the most important finding is that 80.4% of the time firms are still having *some or great difficulty* finding experienced workers.

	Oct-04	May-05	Oct-04	May-05	
	Entry-Level		Experienced		
No Difficulty	35.4	29.8	14.4	19.6	
Some Difficulty	53.7	54.2	56.1	54.9	} 80.4%
Great Difficulty	10.9	16.0	29.5	25.5	
Total	100.0	100.0	100.0	100.0	

⁶⁰ 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 2004 N=21,306, May 2005 N= 26,179).

⁶¹ Percentages based on those respondents who answered the question "Is this position difficult to fill with the required experience needed?" (October 2004 Entry-Level N= 10,476, October 2004 Experience N= 5,291, May 2005 Entry-Level N= 10,015, May 2005 Experience N= 4,930).

Applicant Skills and Job Requirement Match⁶². There was an increase between October 2004 and May 2005 in respondents reporting *match very little or match somewhat*, 70.5% to 80.6%. With this increase comes a decrease in those reporting *match very well or well* from 18.3% in October 2004 to 9.6% in May 2005.

Skill Match	Oct-04	May-05			
Very Well	2.0	1.8			
Well	16.3	7.8			
Somewhat	48.4	53.1	80.6%		
Very Little				22.0	27.5
Not At All				11.3	9.8
Total	100.0	100.0			

↓
70.5%

Shortcomings of Applicants⁶³. A comparison of the skills of current job applicants (May 2005) with those in the October 2004 survey shows decreases in eight out of the ten shortcomings ranging from a -0.9% overall decrease in *lack of computer skills* to the greatest overall decrease in shortcomings which was found in *poor basic math skills* (-29.4%). There was an overall slight increase for both *poor customer service skills* (3.7%) and *poor technical skills* (4.2%).

Shortcomings	Oct-04	May-05
Lack of Positive Attitude	66.1	64.5
Poor Work Ethic Skills	65.0	56.4
Poor Customer Service Skills	58.4	60.6
Lack of Industry Knowledge	54.8	48.2
Poor Communication Skills	55.5	49.3
Poor Technical Skills	29.0	30.2
Information	33.6	29.0
Poor Writing Skills	22.9	21.7
Poor Basic Math	20.9	14.8
Lack of Computer Skills	18.2	18.0

⁶² 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 2004 (N= 16,145); May 2005 (N=14,141).

⁶³ 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 2004 (N=15,606); May 2005 (N= 14,878).

This report, *Survey of Job Openings in the St. Louis Metropolitan Statistical Area*, summarizes the results of the eighth 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 employments 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 program 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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The Workforce Information System is a project of the
MIDAS unit of the PUBLIC POLICY RESEARCH CENTER,
UNIVERSITY OF MISSOURI – ST. LOUIS
One University Boulevard, St. Louis, Missouri, 63121-499
Phone: 314.516.5273 Fax: 314.516.5268 Email: pprc@umsl.edu
Visit our webpage to learn more about our current projects:
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