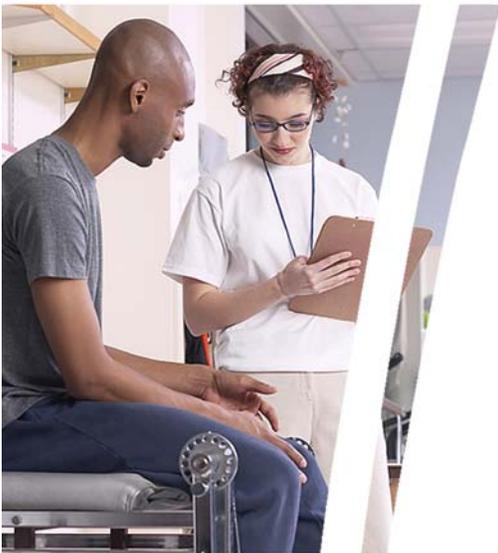




# Idaho Job Vacancy Survey Report Spring 2010



Idaho Department of Labor  
Communications and Research



**IDAHO**  
DEPARTMENT OF LABOR  
C.L. "BUTCH" OTTER, GOVERNOR  
ROGER B. MADSEN, DIRECTOR

# Idaho Job Vacancy Survey Report, Spring 2010

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## About the Survey

The 2010 Idaho Job Vacancy Survey estimates the number of job vacancies in Idaho during spring 2010 when the survey was conducted. This survey was distributed at the beginning of April and responses were collected until mid-May. The number of vacant positions in the state and the characteristics of those jobs provide valuable insight into the current work force trends and needs of Idaho employers.

The original sample included 5,001 establishments with current unemployment insurance accounts in the state of Idaho. They represent a total of 55,809 establishments. Out of business, out of state and firms that could not be located were removed from the sample through data processing. The overall response rate was 69 percent. In analysis, the sample was further refined by eliminating firms with an average employment of two or fewer in the third quarter of 2009.

The survey collected the following information for job vacancies:

- Job titles and description
- Number of openings
- Number of openings that were newly created
- Full or part time
- Permanent or temporary
- Education requirement
- Experience requirement
- License or certification requirement
- Wage
- Duration of opening



Results were analyzed by Idaho region, industry and occupation group. Lists of industry sectors and occupation groups are at the end of this report.

Additional information about the 2010 Idaho Job Vacancy Survey is available by contacting Jennifer Quintero at (208) 332-3570 ext. 3588 or [jennifer.quintero@labor.idaho.gov](mailto:jennifer.quintero@labor.idaho.gov).

## Summary

The 2010 Idaho Job Vacancy Survey showed 10,649 job openings statewide. Not surprisingly, the highest total number of job vacancies was in southwestern Idaho, which contains the Boise area and the largest population. The highest vacancy rates, or job openings per employed worker, were in north central and east central Idaho.

By industry, vacancies were most likely found in health care, accommodations and food services and retail trade. Jobs in the office and administrative support occupation group were most likely to be available, followed by sales and then food preparation and serving workers. The single occupation most in demand was retail salesperson with 530 job openings statewide.

The median wage for the job openings was significantly lower than the median wage for employed workers in Idaho. Over half of the openings offered a starting wage below \$10 per hour. Six percent of job openings offered more than \$25 per hour. However, slightly more than half of the openings did offer some type of group health insurance plan.

All employers in the sample, regardless of current job openings, were asked their greatest difficulty in filling job positions. Almost one-third said it was finding candidates with the desired or necessary education, experience or skills. Twenty percent of employers reported having no difficulty or not recently needing to fill a vacancy.

The single occupation most in demand was retail salesperson with an estimated 530 job openings statewide.

**Table 1: "In general, what is the greatest difficulty you face in filling job positions?"**

We have been unable to find applicants with the specific education, experience, training, skills and/or certification that we are seeking.	32%
No reported difficulty in filling vacancy. / Have not filled a vacancy recently.	20%
The work ethic of people, once they are hired, is unacceptable. Comments included social skills, appearance, trustworthiness, attitude, maturity, ability to fit in with existing culture and dependability.	16%
Some other difficulty mentioned such as turnover or multiple reasons.	8%
Some aspect of the job is undesirable to applicants such as shifts, seasonality, length, travel, environment, schedule changes, or physical requirements.	6%
Cannot hire anyone for financial reasons or lack of work.	5%
Qualified applicants will not work for the compensation package we offer. Low-paying job and/or competitive rates based on supply and demand.	4%
Location of job. May not have housing and/or transportation.	3%
Not applicable — self-employed, out of state.	3%
Finding people to pass a drug test or background check, such as driving record or credit check or pre-employment testing and screening.	2%
Not enough applications submitted.	0%

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

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**Statewide Results**

The 2010 Idaho Job Vacancy Survey conducted in April and May found 10,649 job vacancies in Idaho. To determine whether the number of total vacancies is high or low compared to employment in the state, the job vacancy rate is calculated. Statewide, the rate was 1.8 percent. Only 22 percent of vacant positions were reported as being newly created, indicating that the majority of vacancies were due less to growth than to turnover or replacement.

By comparison, Oregon reported a 1.3 percent vacancy rate in 2009, and this year Washington reported 2.7 percent. Looking at eastern Washington, which is most similar to Idaho and its economy, the regional vacancy rates ranged from 2 percent to 2.5 percent. Outside the Northwest, for example, Massachusetts reported a 1 percent vacancy rate in the last quarter of 2009, Singapore was 1.8 percent in 2009 and Israel was 2 percent this year.

The majority of openings in Idaho were full time. At the time of the survey in the spring, most had been vacant for less than 30 days. About two-thirds of the open jobs were permanent and did not have a set ending date.

More than 90 percent of job openings included information on the level of education usually required. Slightly more than 25 percent of vacancies required more than high school. Sixty percent required experience related to the position, and a third required some type of license or certification. Combined, 67 percent of all vacancies reported required at least education beyond high school, a certification or related experience.

To analyze work force preparedness, the education level of workers claiming unemployment benefits in April can be compared to the requirements of job openings. As Figure 1 on page 8 shows, the distribution of education requirements for job openings varied from the qualifications of job seekers. A significantly higher portion of job seekers had some college education, which includes vocational training. The imbalance means that applicants in that category will have more competition for each open job than they would if competing for a position requiring a bachelor degree. In fact, as Table 3 shows, there were 17 workers with some college or vocational training for every one job in this category.

**67 percent of  
all vacancies  
reported required  
at least education  
beyond high  
school, a  
certification  
or related  
experience.**

**Table 2: 2010 Job Vacancies**

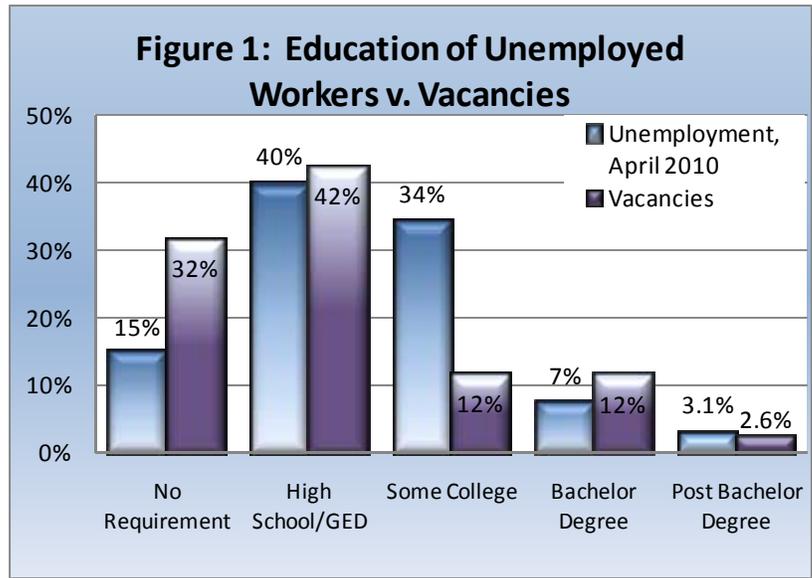
<b>Number of Job Vacancies</b>	<b>10,649</b>
<b>Job Vacancy Rate*</b>	<b>1.8%</b>
New Positions	22%
Full-Time Positions	60%
Part-Time Positions	40%
Vacancies Open Less than 30 Days	71%
Vacancies Open 30-59 Days	13%
Vacancies Open 60 Days or More	16%
Permanent Positions	66%
Temporary/Seasonal Positions	34%
<b>Vacancies Requiring</b>	
No Education Requirement	31%
Diploma/GED	42%
Vocational Training	6%
Some College	3%
Associate's Degree	4%
Bachelor Degree	11%
Advanced Degree	3%
No Experience Required	33%
Unrelated Work Experience	7%
Experience Related to the Position	60%
License or Certificate	33%
<b>Hourly Wages</b>	
Less than \$10	53%
\$10 - \$14.99	24%
\$15 - \$19.99	11%
\$20 - 24.99	7%
More than \$25.00	6%
Median Wage	\$9.30
<b>Vacancies Offering</b>	
Health Insurance	53%
Paid Sick or Vacation Leave	50%
Retirement/Pension Plan	44%
No Benefits Offered	42%

\* vacancies per 100 filled jobs

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

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Due to seasonality, the lowest number of unemployed workers per opening was for jobs listing no education requirement (Table 3). It was three workers per open job. This ratio may be misleading, however, because workers with higher levels of education such as some college or high school diplomas may also apply for the positions with no education requirements. If the workers and vacancies for those three groups are combined, then one job existed for every seven unemployed workers.



Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

Looking only at vacancies for permanent jobs, the most favorable ratio was for unemployed workers with bachelor degrees — five for every open position. The ratio for permanent jobs requiring some college or less was 11 unemployed workers for every job. Of course, looking at education alone does not perfectly reflect work force needs since 60 percent of positions require related experience and 33 percent require some kind of certification.

To better analyze wages, a preparation requirement level was assigned to each job opening. This level combines required education with required experience. The “low” level requires only a high school diploma or work experience. The “highest” level requires an advanced degree and related work experience.

**Table 3: Distribution of Education Requirements**

Education Requirement	Unemployment, April 2010 (%)	Vacancies (%)	Permanent Positions (%)	Unemployed Workers	Estimated Openings*	Unemployed Workers for Each Open Position	Estimated Permanent Positions	Unemployed for Each Permanent Position
No Requirement	15%	32%	26%	10,079	3,353	3	1,706	6
High School/GED	40%	42%	40%	26,791	4,082	7	2,648	10
Some College	34%	12%	15%	23,050	1,332	17	1,015	23
Bachelor Degree	7%	12%	16%	4,979	1,322	4	1,064	5
Post Bachelor Degree	3%	3%	3%	2,097	297	7	229	9

\* Education levels were inferred from other data for non-responses to be able to report an accurate count.

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

**2010 Idaho Job Vacancy Report**

The 2010 poverty guideline for a family of four is \$22,050, or \$10.60 per hour.<sup>1</sup> Jobs with the medium preparation requirement and higher had median wages — for a 40-hour week — above the poverty level. Jobs in these groups required some education or training beyond high school and may require previous experience. Some positions in the medium-low and low categories did offer more than \$10.60 an hour without education beyond high school, but they almost always required related experience.

Figure 2 shows the distribution of preparation requirements for all vacancies offering at least \$15 per hour, or approximately \$30,000 annually. More than two out of every three jobs fell into the medium preparation category or higher, requiring some education beyond high school and possibly experience.

Overall, 58 percent of spring vacancies offered some type of benefit — paid time off, health insurance or a retirement plan. For additional information about benefits offered by Idaho employers, see the 2009 Fringe Benefits Survey Report.<sup>2</sup>

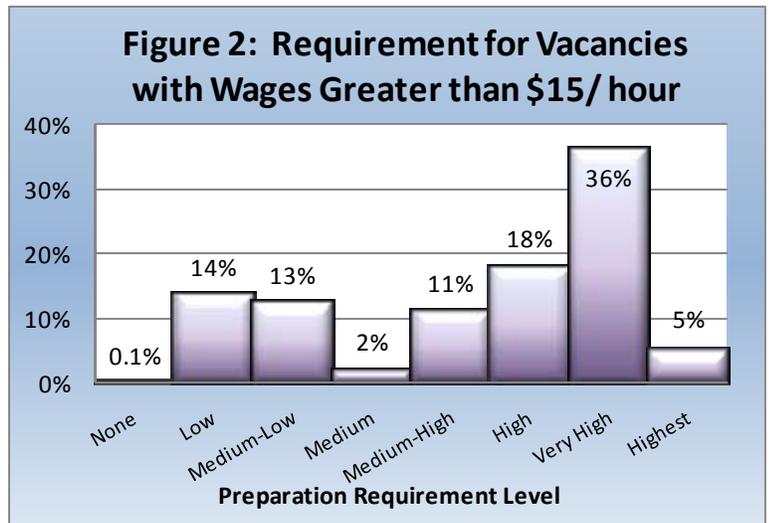
**Jobs with the medium preparation requirement and higher had median wages — for a 40-hour week — above the poverty level.**

**Table 4: Wages by Preparation Requirements**

Preparation Requirement Level*	Vacancies	Median Wages
None	1,808	\$7.50
Low	2,553	\$8.25
Medium-Low	2,181	\$9.62
Medium	213	\$11.80
Medium-High	413	\$15.00
High	455	\$18.00
Very High	819	\$21.50
Highest	103	\$30.00

\*Combination of required education and experience.  
Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

**Figure 2: Requirement for Vacancies with Wages Greater than \$15/ hour**



Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

<sup>1</sup> The poverty guidelines updated periodically in the *Federal Register* by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).

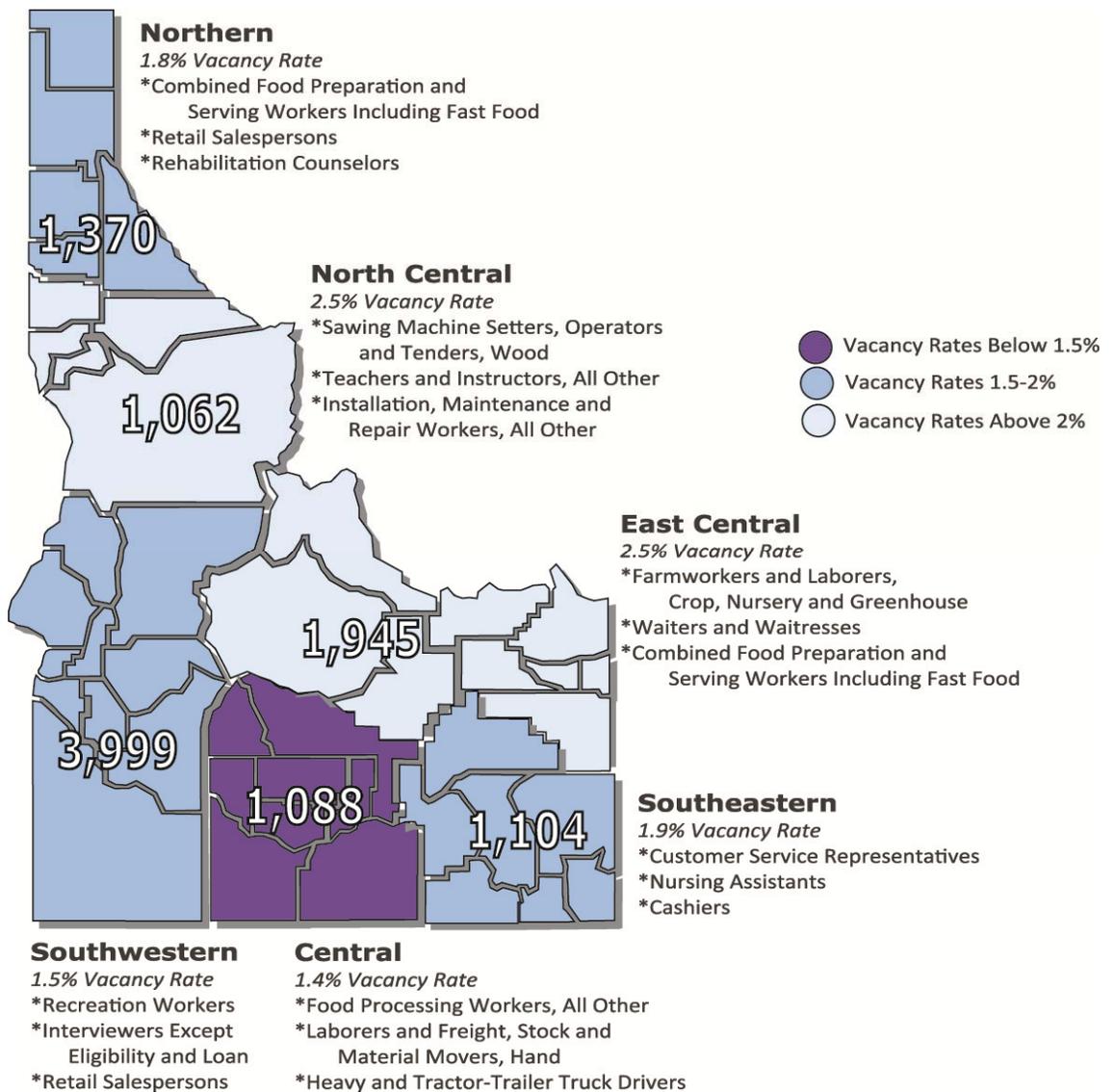
<sup>2</sup> [2009 Idaho Fringe Benefit Survey](#), Idaho Department of Labor

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**Regions**

The map below shows the number of estimated vacancies within each Idaho region. The regions are color coded according to the vacancy rate, which is the number of job openings divided by the number of workers. The north central and east central regions had the highest vacancy rates at 2.5 percent. Southwestern Idaho had the most job openings but a low vacancy rate.

The map also shows the three occupations with the most spring openings in each region. Some reflect the seasonal needs of companies as they begin hiring for the summer such as the temporary recreation workers in the southwestern Idaho. Appendix A shows a complete breakdown of openings within each region.



Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

## Occupations

The occupations with the most vacancies statewide are listed in Table 5. Each occupation was given a score that combined experience and education requirements. With the exception of registered nurse, the occupations with the most vacancies in Idaho required a medium to low preparation level.

**Table 5: Occupations & Vacancies**

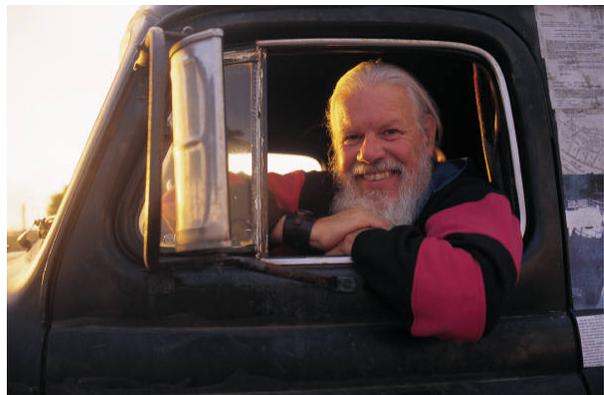
Occupation	Vacancies
Retail Salespersons	530
Customer Service Representatives	410
Combined Food Preparation and Serving Workers, Including Fast Food	407
Rehabilitation Counselors	386
Recreation Workers	372
Cashiers	345
Heavy and Tractor-Trailer Truck Drivers	331
Registered Nurses	325
Nursing Assistants	325
Waiters and Waitresses	284

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

See Appendix B on page 21 for the 20 occupations with the most vacancies in Idaho.

The survey was conducted in April and May, and the impact of seasonal hiring is apparent in the results. More than half of the openings for three of the top 10 occupations — recreation worker, cashier and waiter and waitress — were seasonal or temporary.

The highest percentage of full-time openings was for heavy and tractor-trailer truck driver, and 53 percent of them were listed as newly created jobs, not replacements. Openings for registered nurse, nursing assistant and customer service representative were also more likely to be full time. In addition, a greater percentage of customer service representative jobs than any other occupation had been open for more than 60 days.



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**Industries**

The growth and employment turnover of an industry can best be analyzed using the total number of vacancies, the vacancy rate and the percentage of openings for jobs that were newly created. The industry sector encompassing management of companies and enterprises<sup>2</sup> had the highest job vacancy rate — the most openings for the number of people working. But only 3 percent of those openings were new positions. In contrast, while professional, scientific and technical services had a slightly lower vacancy rate, the percentage of openings for new positions was 10 times greater at 37 percent. But health care and social assistance had the greatest number of job openings, one of the highest vacancy rates and 20 percent of the openings were for newly created jobs.

Part-time jobs — fewer than 32 hours a week — were most prevalent in sectors such as retail, real estate, and food services and accommodations. In those sectors, 60 percent to 70 percent of the openings were part time, but more than half were for permanent part-time jobs lasting beyond the summer seasonal hires. Four industries — finance and insurance, wholesale trade, information and mining — reported over 75 percent of the openings were full time and over 75 percent were permanent.

health care and social assistance had the greatest number of job openings, one of the highest vacancy rates and 20 percent of the openings were for newly created jobs.

**Table 6: Industry Vacancy Rates**

	Industry	Vacancies	Vacancy Rate	Newly Created Positions
Above 2% Vacancy Rate	Management of Companies and Enterprises	320	4.9%	3%
	Professional, Scientific and Technical Services	1046	3.8%	37%
	Other Services (except Public Administration)	468	3.3%	10%
	Accommodation and Food Services	1331	2.6%	12%
	Health Care and Social Assistance	1875	2.4%	20%
	Transportation and Warehousing	445	2.4%	25%
	Information	229	2.3%	21%
1.5 - 2 %	Finance and Insurance	372	2.0%	33%
	Administrative and Support and Waste Management and Remediation Services	724	1.9%	13%
	Retail Trade	1079	1.5%	27%
Below 1.5% Vacancy Rate	Manufacturing	748	1.4%	25%
	Mining, Quarrying and Oil and Gas Extraction	32	1.4%	*
	Arts, Entertainment, and Recreation	142	1.2%	17%
	Wholesale Trade	260	1.1%	24%
	Educational Services	513	1.0%	25%
	Real Estate and Rental and Leasing	53	0.9%	19%
	Construction	207	0.6%	22%
	Agriculture, Forestry, Fishing and Hunting	70	0.3%	22%
	Public Administration	736	0.1%	18%

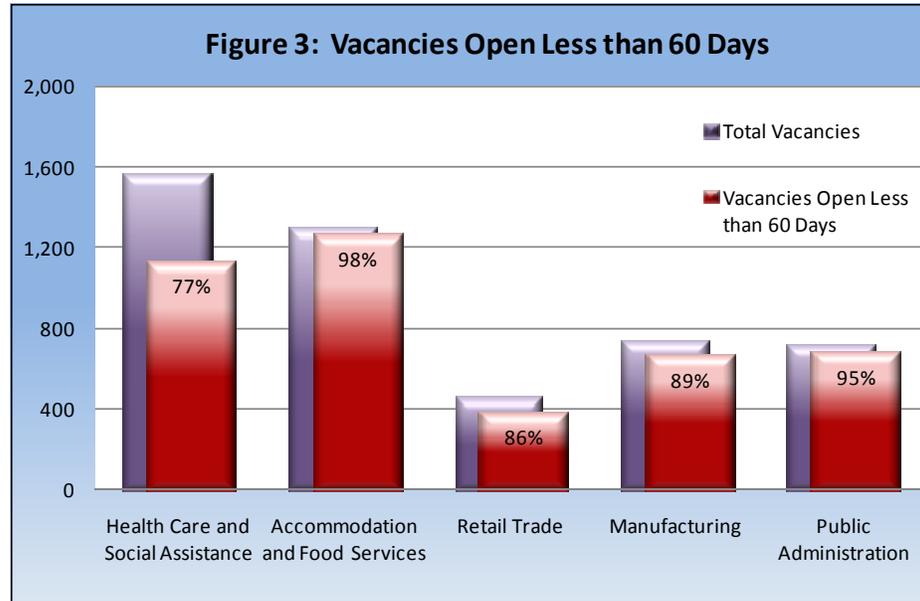
\* Data suppressed due to small sample size.

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

<sup>2</sup> This sector is made up of businesses that control companies, manage the strategic, organization and decision-making operations of a business or perform business functions normally kept in-house

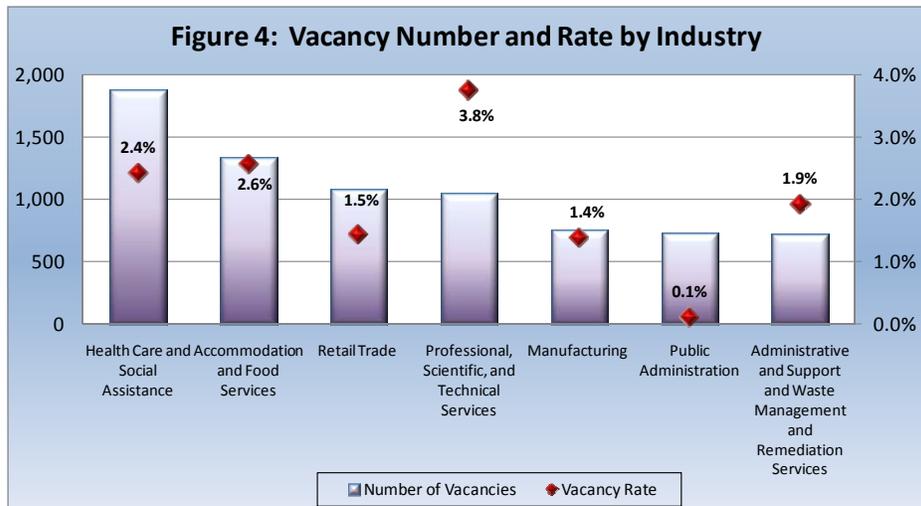
## 2010 Idaho Job Vacancy Report

Among industries with the most openings, more than three-fourths of the jobs have been vacant for less than 60 days. See Figure 3. Health care and social assistance had the most vacancies open for at least 60 days and the second most openings for newly created jobs. The sectors with the highest percentages of jobs vacant for more than 60 days were mining, finance and insurance and management of companies and enterprises although the actual number of long-term vacancies was much smaller because each had significantly fewer openings overall. See Appendix C to see vacancy characteristics by industry.



Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

Figure 4 shows the industries with the seven highest vacancy totals and their corresponding vacancy rates. The vacancy rate allows for comparison across sectors regardless of the actual number of vacancies. For example, health care and social assistance had the highest number of job openings, about 500 more than the next highest. But since health care steadily employs a lot of people in Idaho, its 2.4 percent vacancy rate is substantially lower than the 3.8 percent rate for professional, scientific and technical services.



Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

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Higher vacancy rates could be due to high seasonal hiring, high employee turnover, replacement of previously lost employment or sector growth. Management of companies and enterprises has the highest vacancy rate. The actual number of openings though is only 320, and only 3 percent are newly created positions. While there is potential for job seekers, most vacancies result from a worker leaving, not new employment. On the other hand, professional, scientific and technical services had over a thousand vacancies, giving it the second highest vacancy rate, but 37 percent of the openings were for newly created jobs.



Table 7 shows the two-year employment change for the three sectors with the most vacancies. From the first quarter of 2008 to the first quarter of 2010, health care added over 4,000 jobs, making the additional vacancies in 2010 even more interesting. Filling vacancies in the other two sectors in 2010 will be just a small step towards regaining job levels of March 2009.

Among the three sectors with the most vacancies, health care had the highest proportion of jobs open more than 60 days at 23 percent. Accommodation and food services was on the opposite end with one of the lowest percentages at only 2 percent. The health care jobs were also more likely to be full time — 56 percent — and significantly more likely to require education beyond high school and a license or certificate. See Appendix C on page 21 for vacancy characteristics by industry.

**Professional, scientific and technical services had over a thousand vacancies, giving it the second highest vacancy rate, and 37 percent of the openings were for newly created jobs.**

**Table 7: Employment Change Compared to Vacancies**

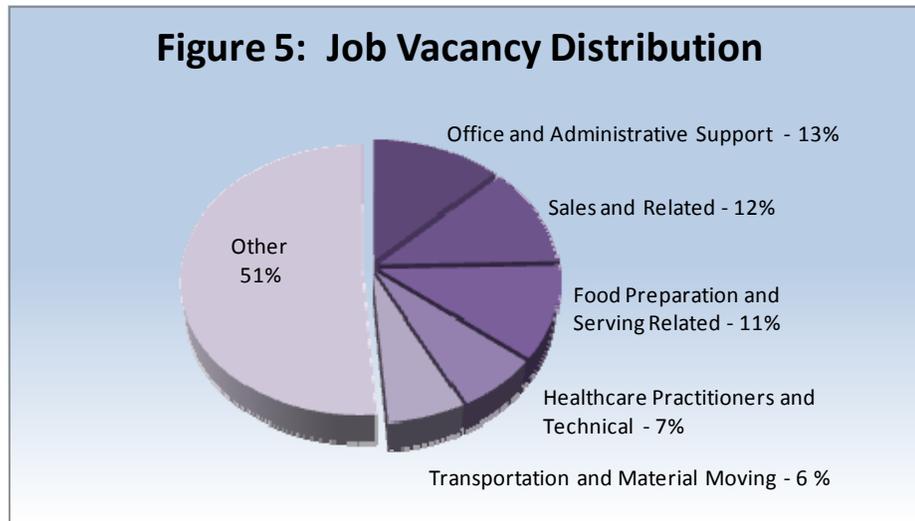
<b>Top Vacancy Industries</b>	<b>Employment Change March 2008-2010</b>	<b>2010 Total Vacancies</b>
Health Care and Social Assistance	+ 4237	1875
Accommodation and Food Services	- 6681	1331
Retail Trade	- 8807	1079

Sources: Quarterly Census of Employment and Wages, 2010 Idaho Job Vacancy Survey

## Occupation Groups

More than a third of the vacancies were concentrated in three occupation groups — office and administrative support at 13 percent, sales at 12 percent and food preparation and serving at 11 percent. With health care practitioners and technical workers at 7 percent and transportation and material moving workers at 6 percent, almost half of the estimated vacancies were covered.

**Figure 5: Job Vacancy Distribution**

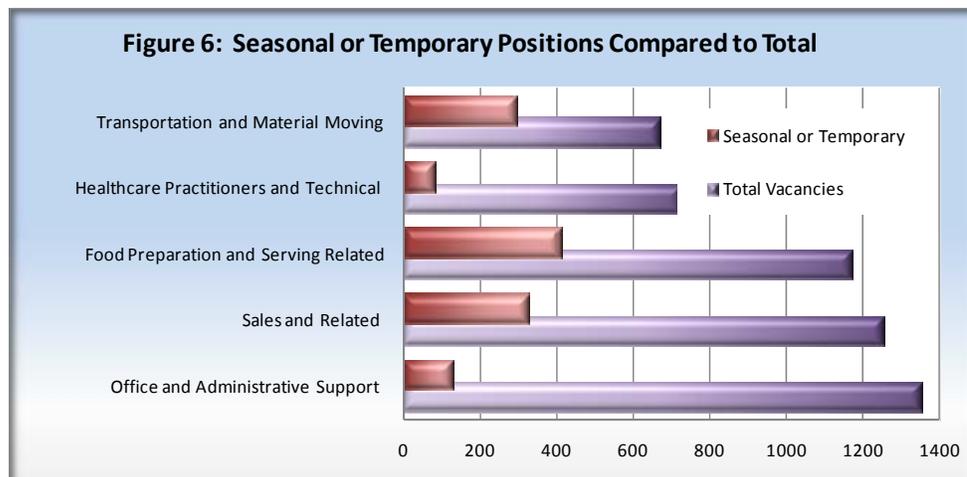


Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

76 percent of the vacancies for the top five occupation groups were for permanent positions

Statewide, the majority of job openings were for full-time positions. However, the ratio of full-time to part-time jobs was very different for each occupation group. Appendix E on page 23 represents the number of estimated full-time and part-time vacancies by occupation group. The occupation groups with the most total vacancies were those with the greatest amount of part-time openings. Also, 76 percent of the vacancies for the top five occupation groups were for permanent positions. For the rest of the vacancies, only 58 percent of openings were permanent.

**Figure 6: Seasonal or Temporary Positions Compared to Total**



Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

**In all occupation groups, the majority of positions had been vacant less than 60 days**



Office and administrative support occupations had an estimated 1,354 vacancies in spring 2010, slightly higher than the 1,256 vacancies in sales and related occupations with 1,256 and 1,171 in food preparation and serving. But only 9 percent of the office and administrative support vacancies were for temporary or seasonal jobs compared to 26 percent in sales and 35 percent in food preparation and serving.

Other occupations reflecting a higher demand for seasonal or temporary employees were farming, fishing and forestry at 90 percent; construction and extraction at 83 percent; protective service at 69 percent; life, physical and social sciences at 64 percent; personal care and service at 64 percent and building and grounds cleaning and maintenance at 64 percent. This high seasonal employment is attributable to jobs such as carpenter, lifeguard, farm laborer, forester, recreation worker and groundskeeper.

**Table 8: Occupation Groups with More than 25 Percent of Positions Vacant 60+ Days**

Occupation Group	%
Management	37%
Healthcare Practitioners and Technical	36%
Education, Training, and Library	34%
Architecture and Engineering	32%
Computer and Mathematical	29%
Healthcare Support	28%
Business and Financial Operations	27%

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

In all occupation groups, the majority of positions had been vacant less than 60 days. Even the groups with the most vacancies open beyond 60 days had only 25 to 40 percent in that category. See Table 8.

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Positions within each major occupation group vary in required experience and education. Requirements may also change from business to business based on the type of work being handled or a supervisor’s expectation of applicants. The preparation requirement level described earlier provides a quick snapshot of what each group wants to fill openings. With the exception of the health care and transportation occupations, the majority of the vacancies reported require little education or licensure. Groups with high preparation requirements tend to require advanced degrees or bachelor’s degrees with related experience. Table 9 lists the occupation groups in descending order of vacancies with the most frequent preparation requirement level for each group.

**Table 9: Required Preparation by Occupational Group**

Major Occupational Group	Preparation Requirement Level
Office and Administrative Support	Medium Low
Sales and Related	Low
Food Preparation and Serving Related	Low
Healthcare Practitioners and Technical	High
Transportation and Material Moving	Low
Personal Care and Service	Medium Low
Production	Low
Community and Social Services	Low
Healthcare Support	Medium High
Education, Training and Library Occupations	Very High
Business and Financial Operations	Very High
Architecture and Engineering	Very High
Management	Very High
Building and Grounds Cleaning and Maintenance	Low
Computer and Mathematical	Very High
Life, Physical and Social Science	Medium Low
Installation, Maintenance and Repair	Low
Farming, Fishing and Forestry	Low
Construction and Extraction	Low
Arts, Design, Entertainment, Sports and Media	Very High
Protective Service	Medium Low
Legal	Very High

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

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Occupation groups that have a large percentage of vacancies in newly created jobs include transportation and material moving at 50 percent, community and social services at 42 percent and business and financial operations at 42 percent as shown in Table 10. These represent both low and high preparation requirements.

**Table 10: Percent of Vacancies that are New Positions**

0% - 10%	10% - 20%	20% - 30%	30% - 40%	40% - 50%
<ul style="list-style-type: none"> <li>• Management</li> <li>• Healthcare Support</li> <li>• Farming, Fishing and Forestry</li> <li>• Protective Service</li> <li>• Legal</li> </ul>	<ul style="list-style-type: none"> <li>• Education, Training and Library</li> <li>• Personal Care and Service</li> <li>• Installation, Maintenance and Repair</li> <li>• Sales and Related</li> <li>• Food Preparation and Serving Related</li> <li>• Healthcare Practitioners and Technical</li> <li>• Architecture and Engineering</li> <li>• Life, Physical and Social Science</li> <li>• Production</li> </ul>	<ul style="list-style-type: none"> <li>• Arts, Design, Entertainment, Sports and Media</li> <li>• Construction and Extraction</li> <li>• Building and Grounds Cleaning and Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Computer and Mathematical</li> <li>• Office and Administrative Support</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation and Material Moving</li> <li>• Community and Social Services</li> <li>• Business and Financial Operations</li> </ul>

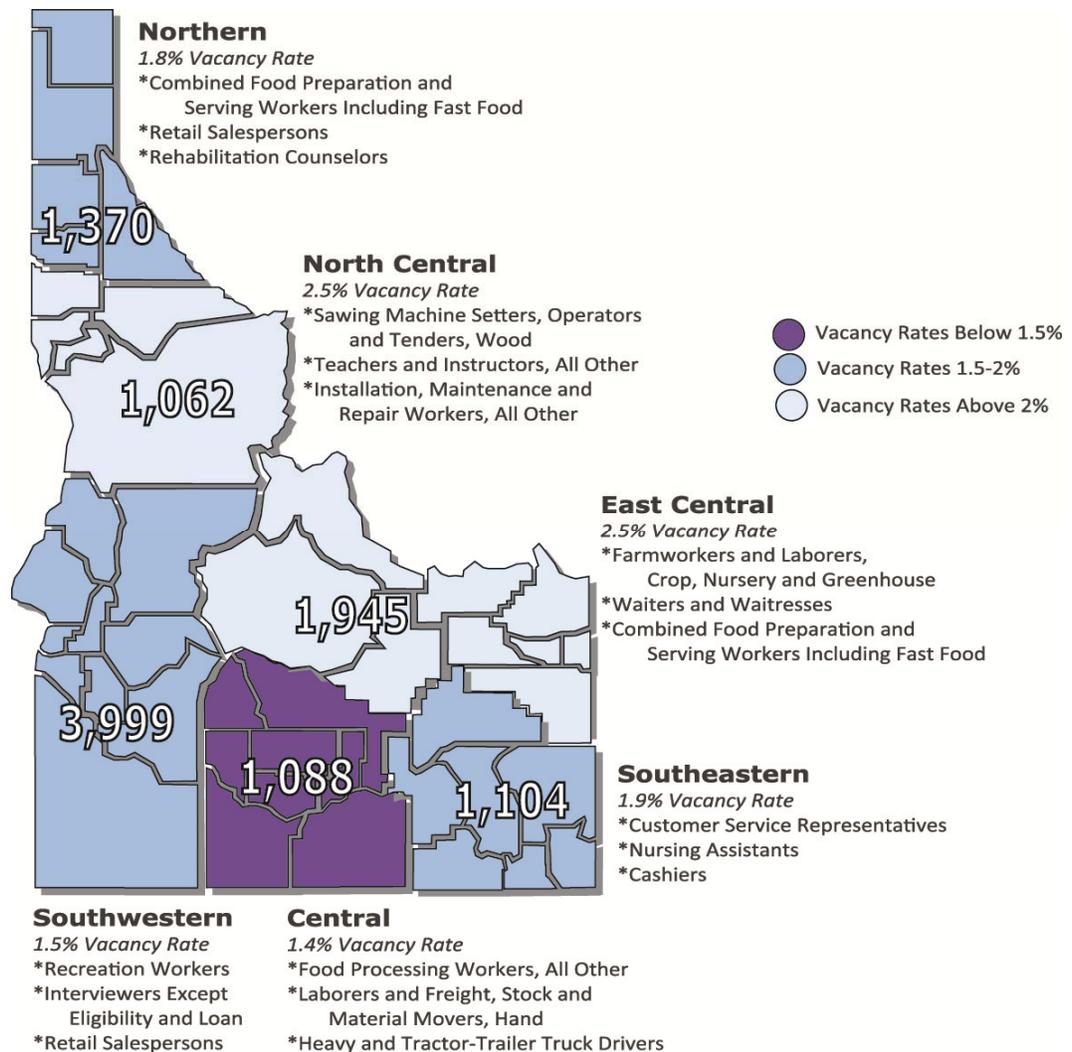
Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor



## Appendix A – Vacancy Characteristics by Idaho Regions

Region	Vacancies	Full-Time Openings	Temporary or Seasonal Openings	Newly Created Positions	Vacant 60+ Days	Requiring Education Beyond HS/GED	Requiring Related Experience	Requiring License or Certificate
Northern	1370	44%	42%	23%	4%	22%	52%	22%
North Central	1062	56%	35%	14%	23%	24%	35%	29%
Southwestern	3999	58%	23%	28%	17%	31%	71%	32%
South Central	1088	62%	47%	28%	14%	24%	58%	31%
Southeastern	1104	62%	33%	13%	27%	28%	59%	30%
East Central	1945	74%	41%	15%	13%	26%	55%	50%

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor



Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

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**Appendix B - Top 20 Occupations with the Most  
Vacancies Statewide**

Occupation	Vacancies	Full-Time Openings	Temporary or Seasonal Openings	Newly Created Positions	Vacant 60+ days	License or Certificate Required	Related Experience Required	Requiring Education Beyond HS/GED	Preparation Requirement Level**
Retail Salespersons	530	50%	19%	12%	26%	13%	38%	3%	Low
Customer Service Representatives	410	85%	3%	13%	38%	0%	72%	10%	Medium-Low
Combined Food Preparation and Serving Workers, Including Fast Food	407	11%	5%	14%	1%	1%	5%	0%	Low
Rehabilitation Counselors	386	50%	28%	44%	6%	13%	26%	20%	Low
Recreation Workers	372	9%	95%	0%	0%	5%	92%	0%	Medium-Low
Cashiers	345	15%	59%	17%	4%	5%	19%	0%	Low
Heavy and Tractor-Trailer Truck Drivers	331	95%	29%	53%	16%	92%	94%	18%	Low
Registered Nurses	325	59%	16%	14%	40%	100%	93%	96%	High
Nursing Assistants	325	70%	5%	6%	33%	93%	52%	65%	Medium
Waiters and Waitresses	284	27%	68%	10%	0%	6%	84%	0%	Low
Interviewers, Except Eligibility and Loan	255	*	*	*	*	*	*	*	*
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	193	*	*	*	*	*	*	*	*
Stock Clerks and Order Fillers	181	39%	13%	30%	0%	3%	20%	0%	Low
Cooks, Restaurant	155	59%	31%	30%	0%	25%	59%	1%	Low
Food Processing Workers, All Other	154	*	*	*	*	*	*	*	Low
Maids and Housekeeping Cleaners	145	51%	47%	19%	4%	68%	54%	0%	Low
Sawing Machine Setters, Operators, and Tenders, Wood	132	*	*	*	*	*	*	*	*
Personal Care Aides	120	17%	21%	32%	58%	10%	34%	0%	Low
Licensed Practical and Licensed Vocational Nurses	113	63%	8%	3%	16%	100%	82%	96%	Medium-High
Laborers and Freight, Stock, and Material Movers, Hand	103	1%	83%	94%	4%	0%	5%	0%	Low
Teachers and Instructors, All Other	101	*	*	*	*	*	*	*	*
Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	101	0%	100%	0%	0%	100%	95%	11%	Medium-Low
Sales Representatives, Services, All Other	95	90%	0%	5%	0%	1%	100%	1%	Medium-Low
Landscaping and Groundskeeping Workers	95	96%	95%	9%	0%	70%	90%	0%	Low
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	88	22%	47%	15%	1%	0%	39%	0%	Low

\* Data was suppressed due to small sample size

\*\* Preparation requirement level is based on the combination of education and experience requirements.

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

## Appendix C – Vacancy Characteristics by Industry

INDUSTRY	Vacancies	Vacancy		Newly Created Positions	Vacant 60+ Days	License or Certificate Required	Requiring		Any Fringe Benefit Offered	Health Insurance Offered	Private Employer
		Rate	Openings				Education Beyond HS/GED	Related Experience			
Agriculture, Forestry, Fishing and Hunting	70	0.3%	100%	8%	17%	25%	26%	91%	9%	14%	100%
Mining, Quarrying, and Oil and Gas Extraction	32	1.4%	90%	76%	*	25%	10%	86%	14%	17%	100%
Construction	207	0.6%	70%	36%	22%	46%	22%	72%	28%	34%	95%
Manufacturing	748	1.4%	98%	73%	25%	9%	34%	43%	57%	40%	100%
Wholesale Trade	260	1.1%	86%	95%	24%	23%	30%	57%	43%	46%	100%
Retail Trade	1,079	1.5%	38%	71%	27%	11%	7%	36%	64%	35%	99%
Transportation and Warehousing	445	2.4%	76%	62%	25%	78%	11%	67%	33%	22%	94%
Information	229	2.3%	78%	94%	21%	5%	30%	69%	31%	35%	100%
Finance and Insurance	372	2.0%	79%	100%	33%	36%	30%	81%	19%	50%	100%
Real Estate and Rental And Leasing	53	0.9%	39%	61%	19%	0%	0%	59%	41%	58%	100%
Professional, Scientific, and Technical Services	1,046	3.8%	65%	69%	37%	8%	36%	74%	26%	36%	100%
Management of Companies and Enterprises	320	4.9%	97%	48%	3%	77%	41%	41%	59%	94%	100%
Administrative and Support and Waste Management and Remediation Services	724	1.9%	83%	72%	13%	23%	20%	70%	30%	19%	100%
Educational Services	513	1.0%	58%	58%	25%	53%	70%	67%	33%	51%	16%
Health Care and Social Assistance	1,875	2.4%	56%	77%	20%	59%	53%	59%	41%	31%	92%
Arts, Entertainment, and Recreation	142	1.2%	41%	31%	17%	17%	29%	63%	37%	8%	83%
Accommodation and Food Services	1,331	2.6%	32%	55%	12%	19%	1%	42%	58%	11%	100%
Other Services (except Public Administration)	468	3.3%	29%	32%	10%	20%	9%	93%	7%	15%	100%
Public Administration	736	0.1%	51%	28%	18%	37%	17%	59%	41%	24%	0%
<b>TOTAL</b>	<b>10,649</b>	<b>1.8%</b>	<b>60%</b>	<b>64%</b>	<b>22%</b>	<b>33%</b>	<b>27%</b>	<b>60%</b>	<b>40%</b>	<b>53%</b>	<b>87%</b>

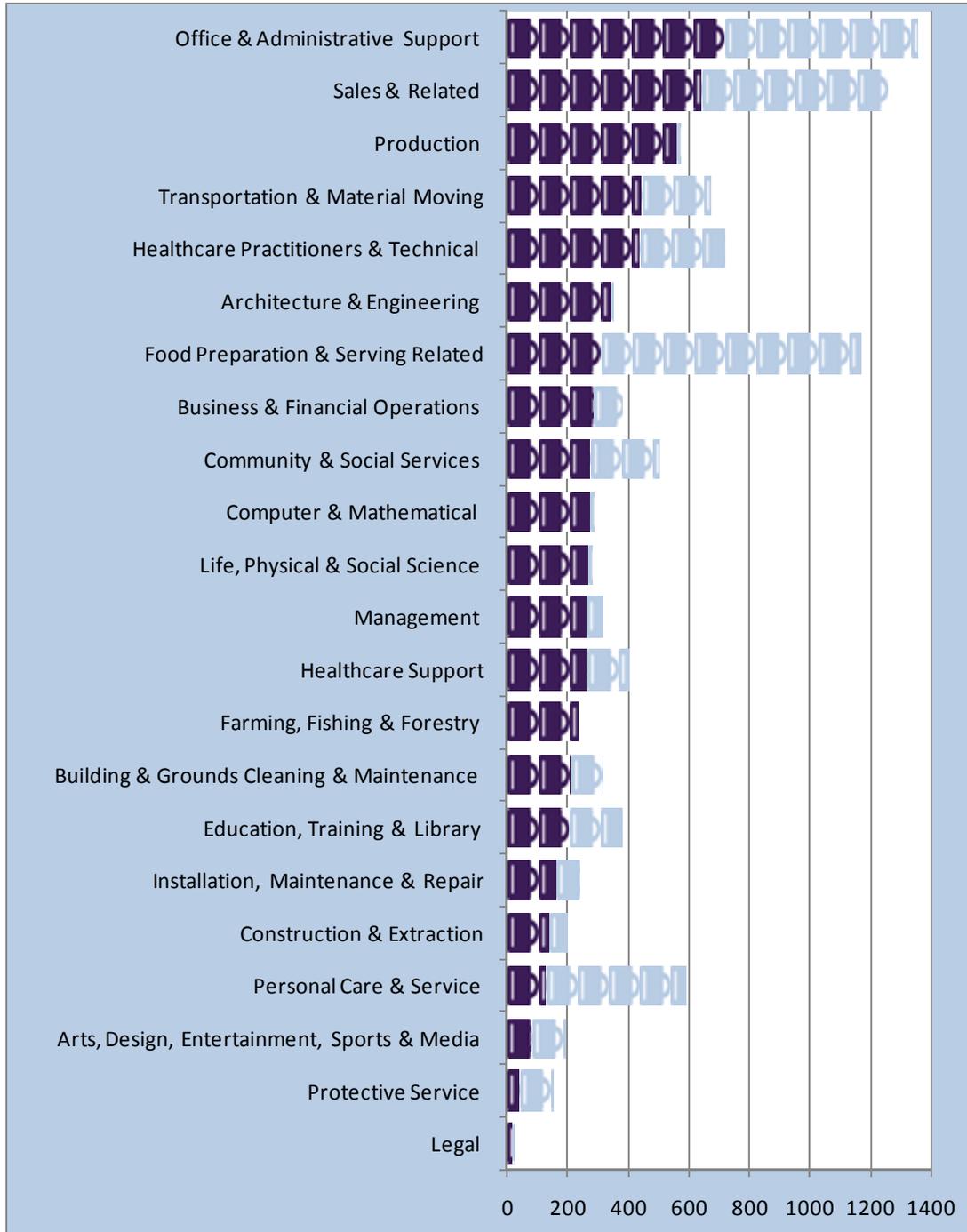
\* Data was suppressed due to small sample size  
Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

## Appendix D – Vacancy Characteristics by Occupational Group

Major Occupational Group	Vacancies	Median Wage Offered	Percent of Total Vacancies	Full-Time Openings	Seasonal or Temporary Openings	Newly Created Positions	Private Employment	Vacant 60+ Days	Requiring Education Beyond HS/GED	Requiring Related Experience	Requiring License or Certificate	Preparation Requirement Level
Office and Administrative Support	1,354	\$9.50	13%	53%	9%	37%	93%	12%	12%	72%	2%	Medium Low
Sales and Related	1,256	\$8.25	12%	51%	26%	14%	99%	20%	11%	45%	18%	Low
Food Preparation and Serving Related	1,171	\$7.25	11%	26%	35%	13%	96%	3%	1%	42%	8%	Low
Healthcare Practitioners and Technical	721	\$20.75	7%	61%	12%	13%	83%	36%	86%	81%	93%	High
Transportation and Material Moving	671	\$11.25	6%	66%	44%	50%	98%	11%	12%	67%	62%	Low
Personal Care and Service	594	\$7.75	6%	22%	64%	16%	94%	20%	1%	76%	17%	Medium Low
Production	572	\$11.50	5%	99%	38%	11%	99%	2%	16%	29%	5%	Low
Community and Social Services	503	\$14.42	5%	55%	25%	42%	84%	7%	29%	34%	21%	Low
Healthcare Support	405	\$9.00	4%	65%	4%	7%	93%	28%	59%	58%	80%	Medium High
Education, Training, and Library Occupations	382	\$14.42	4%	54%	39%	18%	18%	34%	67%	61%	54%	Very High
Business and Financial Operations	380	\$10.00	4%	76%	35%	42%	75%	27%	46%	48%	53%	Very High
Architecture and Engineering	348	\$28.84	3%	99%	26%	10%	97%	32%	97%	70%	35%	Very High
Management	319	\$19.23	3%	83%	4%	9%	85%	37%	66%	86%	23%	Very High
Building and Grounds Cleaning and Maintenance	318	\$7.50	3%	66%	64%	24%	89%	3%	1%	74%	60%	Low
Computer and Mathematical	289	\$20.19	3%	95%	14%	39%	97%	29%	69%	86%	20%	Very High
Life, Physical, and Social Science	281	\$14.00	3%	96%	64%	11%	62%	10%	46%	72%	21%	Medium Low
Installation, Maintenance, and Repair	239	\$11.19	2%	69%	48%	14%	66%	15%	18%	69%	45%	Low
Farming, Fishing, and Forestry	234	\$7.25	2%	100%	90%	5%	79%	5%	0%	22%	82%	Low
Construction and Extraction	200	\$11.87	2%	71%	83%	25%	84%	8%	14%	70%	40%	Low
Arts, Design, Entertainment, Sports, and Media	194	\$12.00	2%	44%	42%	26%	70%	14%	58%	80%	3%	Very High
Protective Service	153	\$8.50	1%	29%	69%	4%	24%	3%	13%	78%	74%	Medium Low
Legal	21	\$25.00	0%	95%	0%	0%	31%	5%	100%	36%	82%	Very High

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

## Appendix E — Part- and Full-Time Job Vacancies by Occupational Group



= 100 Full-Time Job Vacancies      = 100 Part-Time Job Vacancies

Source: 2010 Idaho Job Vacancy Survey, Idaho Department of Labor

## ***Appendix F — Preparation Requirement Level Methodology***

Preparation Requirement Level is derived from combining the level of education and experience required for each position to more clearly define how much preparation a job requires. Each education value was given a number equivalent

- No School-1
- High School/GED-2
- Some College-3
- Vocational School-4
- Associate Degree-5
- Bachelor's Degree-6
- Advanced Degree-7

And experience was similarly labeled

- No Experience or Unrelated Experience-1
- Related Experience-2

A combined score was calculated for each occupation by summing the experience and education values. This gave eight levels of background requirements that were combined down to seven unique categories

- 2-3 Low
- 4 Medium Low
- 5 Medium
- 6 Medium High
- 7 High
- 8 Very High
- 9 Highest

The final rank was determined by most frequent values, rather than median, to represent what employers most frequently required.

## Appendix G — North American Industry Classification System

Code	NAICS Industry	Industry Description
11	Agriculture, Forestry, Fishing and Hunting	Establishments primarily engaged in growing crops, raising animals, harvesting timber and harvesting fish and other animals from a farm, ranch or their natural habitats.
21	Mining, Quarrying, and Oil and Gas Extraction	Establishments that extract naturally occurring mineral solids such as coal and ores; liquid minerals such as crude petroleum and gases such as natural gas.
22	Utilities	Establishments engaged in the provision of the following utility services: electric power, natural gas, steam supply, water supply and sewage removal.
23	Construction	Establishments primarily engaged in the construction of buildings or engineering projects; the preparation of sites for new construction; subdividing land for sale as building sites.
31-33	Manufacturing	Establishments engaged in the mechanical, physical or chemical transformation of materials, substances or components into new products.
42	Wholesale Trade	Establishments engaged in wholesaling merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.
44-45	Retail Trade	Establishments engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.
48-49	Transportation and Warehousing	Establishments providing transportation of passengers and cargo, warehousing and storage for goods, scenic and sightseeing transportation and support activities related to modes of transportation.
51	Information	Establishments engaged in the processes of producing and distributing information and cultural products; providing the means to transmit or distribute these products as well as data or communications; processing data.
52	Finance and Insurance	Establishments primarily engaged in financial transactions (transactions involving the creation, liquidation or change in ownership of financial assets) and/or in facilitating financial transactions.
53	Real Estate and Rental and Leasing	Establishments primarily engaged in renting, leasing or otherwise allowing the use of tangible or intangible assets and establishments providing related services.
54	Professional, Scientific and Technical Services	Establishments that specialize in performing professional, scientific and technical activities for others.
55	Management of Companies and Enterprises	Establishments that hold the securities of (or other equity interests in) companies and enterprises for the purpose of owning a controlling interest or influencing management decisions or establishments (except government establishments) that administer, oversee and manage establishments of the company or enterprise and that normally undertake the strategic or organizational planning and decisionmaking role of the company or enterprise.
56	Administrative and Support and Waste Management and Remediation Services	Establishments performing routine support activities for the day-to-day operations of other organizations.
61	Educational Services	Establishments that provide instruction and training in a wide variety of subjects.
62	Health Care and Social Assistance	Establishments providing health care and social assistance for individuals.
71	Arts, Entertainment and Recreation	Establishments that operate facilities or provide services to meet varied cultural, entertainment, and recreational interests of their patrons.
72	Accommodation and Food Services	Establishments providing customers with lodging and/or preparing meals, snacks and beverages for immediate consumption.
81	Other Services (except Public Administration)	Establishments engaged in providing services not specifically provided for elsewhere in the classification system, including equipment and machinery repairing, promoting or administering religious activities, grantmaking, advocacy, drycleaning and laundry services, personal care services, death care services, pet care services, photofinishing services, temporary parking services and dating services.
92	Public Administration	Establishments of federal, state and local government agencies that administer, oversee and manage public programs and have executive, legislative or judicial authority over other institutions within a given area.

Source: North American Industry Classification System, U.S. Census Bureau, 2007. <http://www.census.gov/eos/www/naics/index.html> Accessed 08/19/2010.

## Appendix H — Standard Occupational Classification

Major Occupational Group	Sample Occupations
Management Occupations	Education Administrators, Sales Managers, Food Service Managers
Business and Financial Operations Occupations	Appraisers, Accountants, Fundraisers, Human Resource Specialists
Computer and Mathematical Occupations	Web Developers, Mathematicians, Computer Support Specialists
Architecture and Engineering Occupations	Architects, Civil Engineers, Drafters, Engineering Technicians
Life, Physical, and Social Science Occupations	Foresters, Psychologists, Nuclear Technicians, Economists
Community and Social Service Occupations	Rehabilitation Counselors, Social Workers, Religious Workers
Legal Occupations	Lawyers, Judges, Court Reporters, Paralegals
Education, Training, and Library Occupations	Postsecondary Teachers, Librarians, Teacher Assistants
Arts, Design, Entertainment, Sports, and Media Occupations	Graphic Designers, Technical Writers, Photographers, Reporters
Healthcare Practitioners and Technical Occupations	Pharmacists, Registered Nurses, Paramedics, MRI Technologists
Healthcare Support Occupations	Dental Assistants, Phlebotomists, Nursing Assistants
Protective Service Occupations	Police Officers, Firefighters, Security Guards, Lifeguards
Food Preparation and Serving Related Occupations	Cooks, Fast Food Workers, Bartenders, Waiters and Waitresses
Building and Grounds Cleaning and Maintenance Occupations	Tree Trimmers, Maids, Pest Control Workers
Personal Care and Service Occupations	Hairdressers, Childcare Workers, Travel Guides, Personal Care Aides
Sales and Related Occupations	Cashiers, Travel Agents, Real Estate Sales Agents
Office and Administrative Support Occupations	Secretaries, Tellers, Customer Service Representatives, Dispatchers
Farming, Fishing, and Forestry Occupations	Agricultural Inspectors, Farmworkers, Logging Workers
Construction and Extraction Occupations	Construction Laborers, Painters, Extraction Workers
Installation, Maintenance, and Repair Occupations	Motorcycle Mechanics, Air Conditioning Installers, Appliance Repairers
Production Occupations	Assemblers, Bakers, Machinists, Cabinetmakers, Power Plant Operators
Transportation and Material Moving Occupations	Airline Pilots, Ambulance Drivers, Crane Operators, Material Movers

Source: U.S. Department of Labor, Bureau of Labor Statistics, *2010 Standard Occupational Classification*. <http://www.bls.gov/soc/home.htm>. Accessed August 23, 2010.