

WORKFORCE NEEDS ASSESSMENT IOWA WORKFORCE DEVELOPMENT REGION 9 RELEASED 2019

CLINTON, JACKSON, MUSCATINE AND SCOTT COUNTIES



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Note: Sections marked as “Insufficient Data to Report” did not receive enough survey responses to allow for reporting.

2018 IOWA WORKFORCE NEEDS ASSESSMENT SURVEY



INTRODUCTION

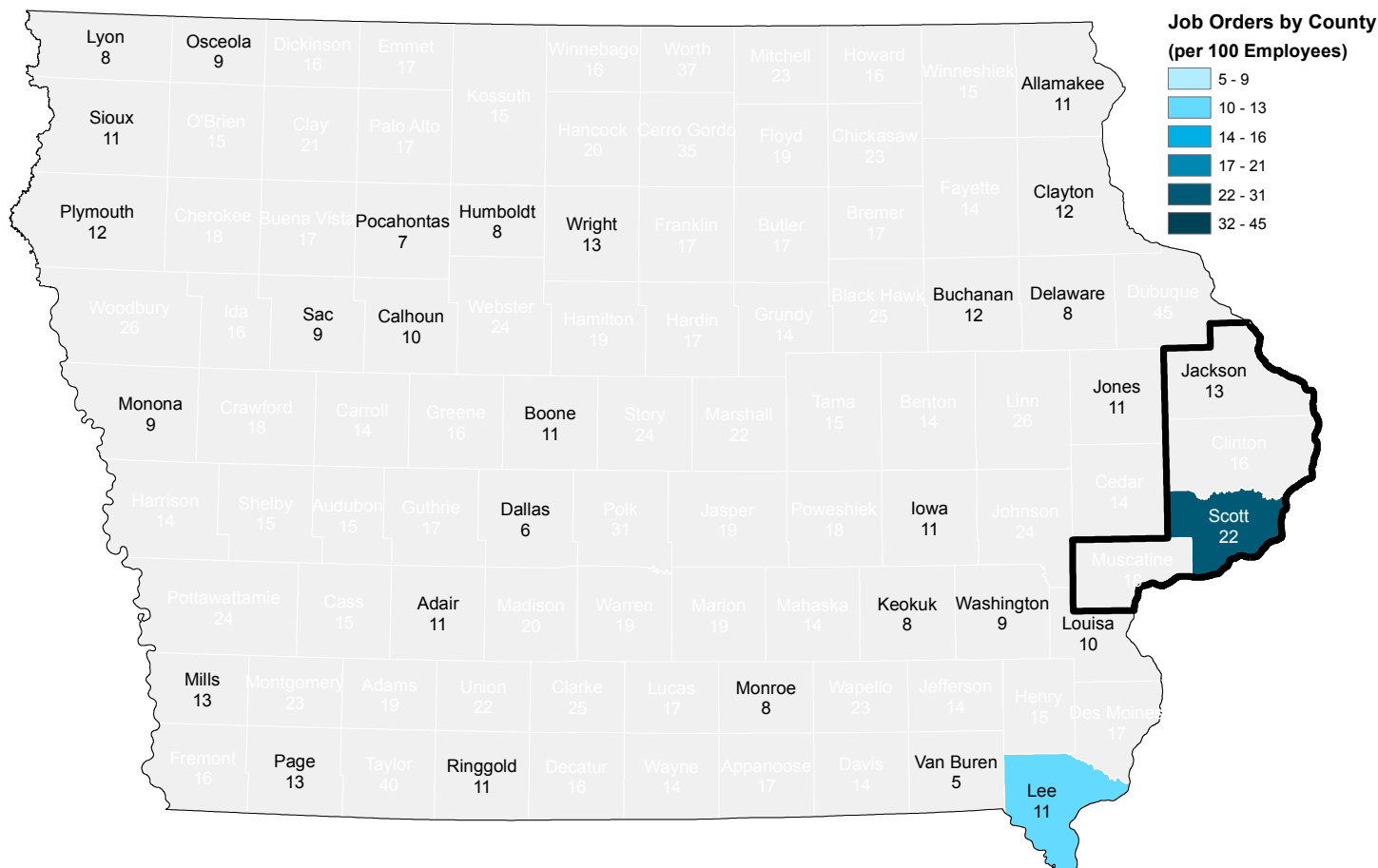
Iowa Workforce Development (IWD) conducted the sixth Workforce Needs Assessment. In addition to vacancy and retirement data, the survey also addressed the demand for workers and skills required in the workforce. Data regarding benefits offered by employers was also collected and is delineated in the Employment Benefit Analysis. The results of the survey were analyzed on both a statewide and regional basis.

Beginning in July 2018, 3,022 employers operating 3,790 locations in the region were contacted either by mail or email and asked to complete the survey. By the end of the survey period (October 2018), IWD had received 976 responses, yielding a 32.3 percent response rate.



VACANCY ESTIMATES

Number of Job Orders by County (per 100 Employees)*

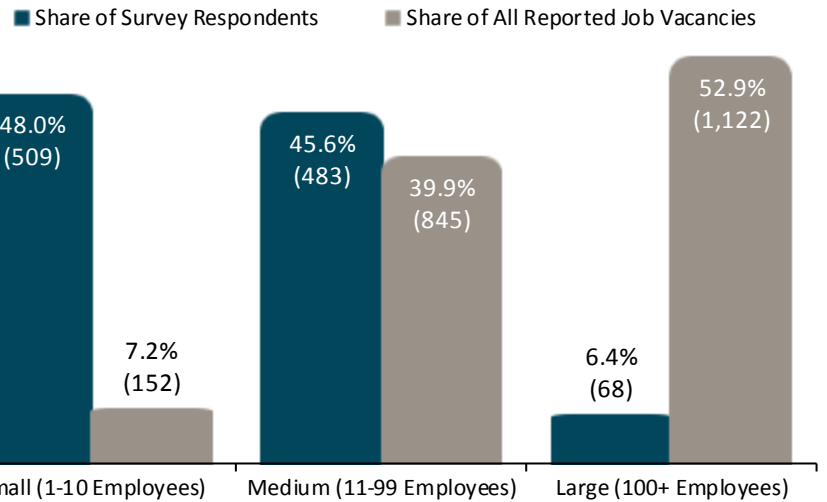


Iowa Workforce Development Job Bank
 Quarterly Census of Employment & Wages - Iowa Workforce Development
 *(Total Reported Job Orders Per County / Average Employment Per County)*100



VACANCY ESTIMATES

Reported Job Vacancies by Workplace Size



Total Number of Job Orders by Occupational Category

Occupational Category	Total Job Orders ¹	Percent of Total Job Orders ¹	Entry Wage ²	Average Wage ²	Projected Annual Openings ³
Sales & Related	3,419	13.9%	\$8.84	\$17.13	2,090
Office & Administrative Support	3,163	12.9%	\$10.53	\$16.31	2,570
Transportation & Material Moving	3,025	12.3%	\$10.21	\$16.91	1,610
Architecture & Engineering	1,649	6.7%	\$21.47	\$35.07	165
Business & Financial Operations	1,632	6.6%	\$17.73	\$30.50	590
Protective Service	1,503	6.1%	\$10.05	\$20.26	270
Production	1,400	5.7%	\$11.82	\$18.56	2,080
Food Preparation & Serving Related	1,372	5.6%	\$8.39	\$10.40	2,665
Healthcare Practitioner & Technical	1,275	5.2%	\$17.00	\$34.47	530
Management	1,256	5.1%	\$22.66	\$45.51	1,295
Installation, Maintenance & Repair	1,009	4.1%	\$14.24	\$22.58	840
Computer & Mathematical Science	974	4.0%	\$17.76	\$31.18	220
Healthcare Support	580	2.4%	\$10.50	\$13.65	655
Building & Grounds Cleaning & Maintenance	563	2.3%	\$8.96	\$12.75	850
Community & Social Services	402	1.6%	\$11.96	\$21.05	250
Construction & Extraction	329	1.3%	\$14.36	\$22.64	935
Arts, Design, Entertainment, Sports & Related	285	1.2%	\$9.02	\$17.08	205
Life, Physical & Social Science	264	1.1%	\$15.37	\$27.91	95
Personal Care & Service	193	0.8%	\$8.39	\$11.96	885
Farming, Fishing & Forestry	128	0.5%	\$10.82	\$15.89	140
Education, Training & Library	101	0.4%	\$12.15	\$25.29	815
Legal	33	0.1%	\$16.16	\$38.89	50

¹Iowa Workforce Development Job Bank

²Iowa Wage Report - Iowa Workforce Development

³Iowa's Long-Term Occupational Projections - Iowa Workforce Development



VACANCY ESTIMATES

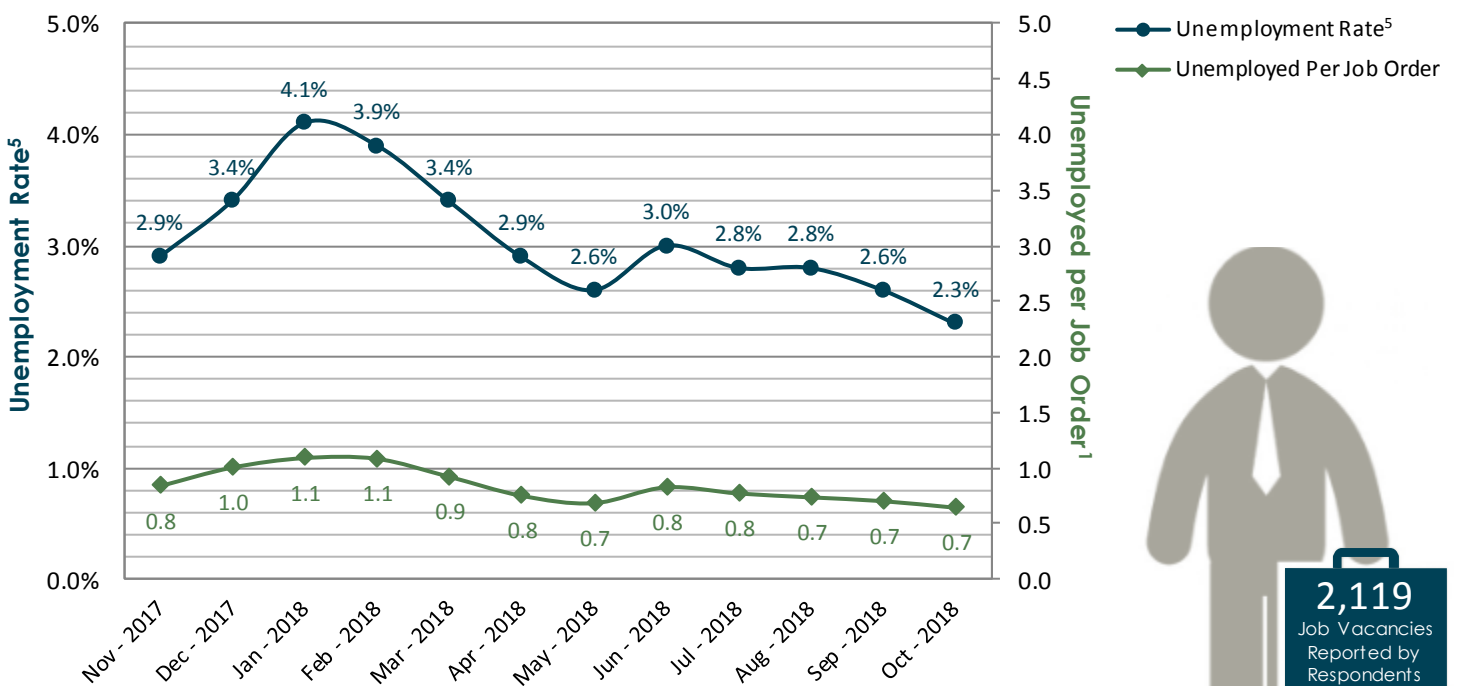
Vacancy Rate by Industry

	Employment ⁴	Estimated Vacancies	*Vacancy Rate	New Hire Wage ⁴	Projected Annual Openings ³
Utilities	739	42	5.7%	\$37.49	-1
Transportation & Warehousing	4,732	228	4.8%	\$16.17	74
Accommodation & Food Services	13,378	598	4.5%	\$5.81	119
Manufacturing	24,758	767	3.1%	\$23.08	4
Information	1,224	37	3.0%	\$12.55	-7
Personal Services	4,493	134	3.0%	\$8.42	37
Health Care & Social Assistance	18,673	385	2.1%	\$14.14	307
Construction	8,016	152	1.9%	\$20.27	117
Administrative & Waste Services	9,401	169	1.8%	\$14.57	179
Agriculture, Forestry, Fishing & Mining	383	7	1.8%	\$9.38	5
Professional & Technical Services	4,117	63	1.5%	\$18.85	60
Educational Services	8,746	96	1.1%	\$8.80	83
Wholesale & Retail Trade	21,849	201	0.9%	\$10.06	102
Finance, Insurance & Real Estate	5,066	23	0.5%	\$16.98	78
Public Administration	4,600	18	0.4%	\$12.56	8
Arts, Entertainment & Recreation	1,764	6	0.3%	\$5.85	11
Management	2,853	0	0.0%	\$20.15	78

³Iowa's Long-Term Industry Projections - Iowa Workforce Development
⁴Longitudinal Employer-Household Dynamics - United States Census Bureau
⁵Insufficient data to report

*Vacancy Rate calculations can be found in the Methodology

Number of Unemployed Persons per Job Order



¹Iowa Workforce Development Job Bank
²Local Area Unemployment Statistics - Iowa Workforce Development (Data as of November 1, 2018, Numbers Not Seasonally Adjusted)

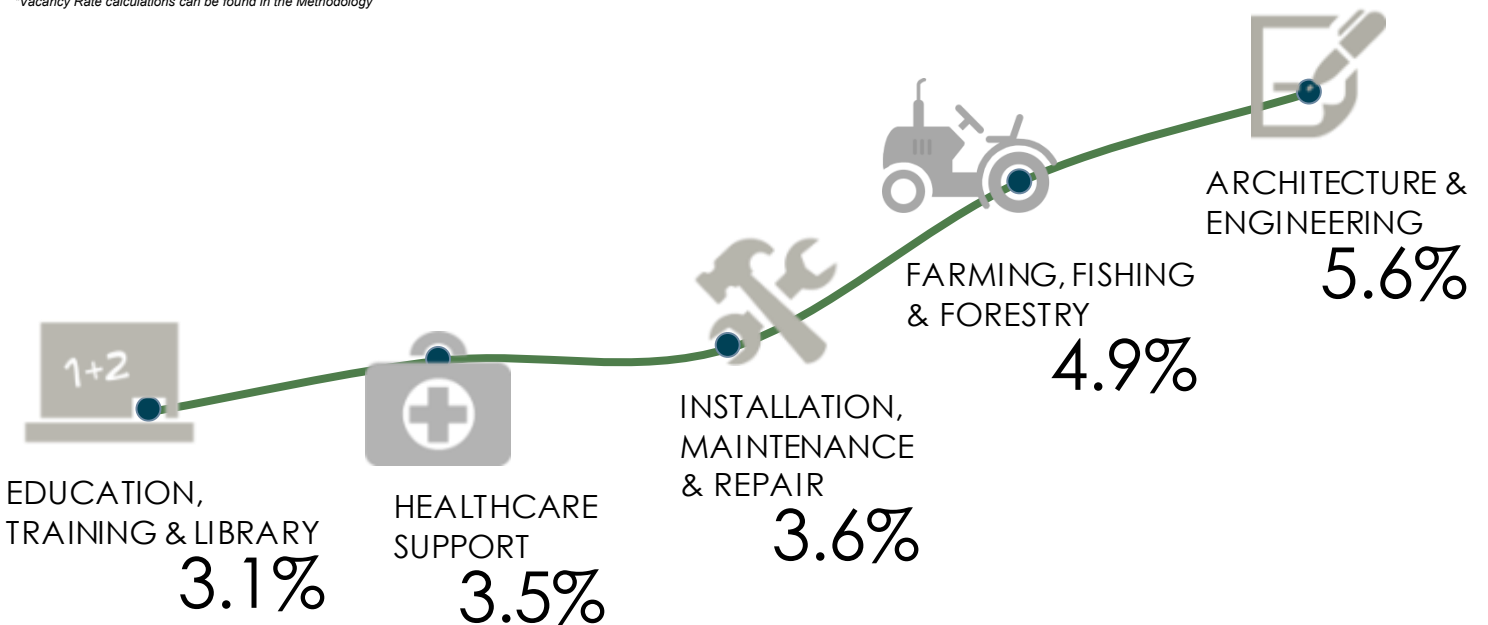




Vacancy Rate by Occupational Category

	Employment ²	Estimated Vacancies	*Vacancy Rate	Entry Wage ²	Projected Annual Openings ³
Architecture & Engineering	1,970	109	5.6%	\$21.47	165
Farming, Fishing & Forestry	270	13	4.9%	\$10.82	140
Installation, Maintenance & Repair	7,360	262	3.6%	\$14.24	840
Healthcare Support	4,520	160	3.5%	\$10.50	655
Education, Training & Library	7,340	224	3.1%	\$12.15	815
Production	17,830	533	3.0%	\$11.82	2,080
Food Preparation & Serving Related	15,240	411	2.7%	\$8.39	2,665
Protective Service	2,190	48	2.2%	\$10.05	270
Construction & Extraction	6,570	123	1.9%	\$14.36	935
Transportation & Material Moving	11,560	220	1.9%	\$10.21	1,610
Arts, Design, Entertainment, Sports & Related	1,310	24	1.8%	\$9.02	205
Computer & Mathematical Science	2,710	44	1.6%	\$17.76	220
Sales & Related	14,890	235	1.6%	\$8.84	2,090
Building & Grounds Cleaning & Maintenance	4,760	67	1.4%	\$8.96	850
Management	7,220	84	1.2%	\$22.66	1,295
Personal Care & Service	4,360	47	1.1%	\$8.39	885
Business & Financial Operations	4,810	37	0.8%	\$17.73	590
Community & Social Services	1,820	15	0.8%	\$11.96	250
Legal	680	5	0.7%	\$16.16	50
Life, Physical & Social Science	770	6	0.7%	\$15.37	95
Healthcare Practitioner & Technical	8,220	39	0.5%	\$17.00	530
Office & Administrative Support	18,270	75	0.4%	\$10.53	2,570

²Iowa Wage Report - Iowa Workforce Development
³Iowa's Long-Term Occupational Projections - Iowa Workforce Development
 **Insufficient data to report
 *Vacancy Rate calculations can be found in the Methodology



TOP VACANCY RATES



VACANCY ESTIMATES

HIGH DEMAND OCCUPATIONS



Top Reported Total Job Orders

	Total Job Orders ¹	Entry Wage ²	Average Wage ²
Heavy and Tractor-Trailer Truck Drivers	1,747	\$15.20	\$21.02
Security Guards	1,295	\$9.32	\$11.86
First-Line Supervisors of Retail Sales Workers	995	\$12.82	\$19.92
Retail Salespersons	912	\$8.31	\$12.90
Customer Service Representatives	751	\$10.79	\$15.95
Stock Clerks and Order Fillers	611	\$9.28	\$12.71
Accountants and Auditors	598	\$20.70	\$32.26
Cashiers	590	\$8.25	\$10.21
Engineers, All Other	469	\$25.35	\$35.07
Combined Food Preparation and Serving Workers, Including Fast Food	451	\$8.41	\$9.83
First-Line Supervisors of Office and Administrative Support Workers	441	\$15.14	\$24.29
Industrial Engineers	369	\$26.82	\$36.46
Production Workers, All Other	348	\$11.36	\$21.11
First-Line Supervisors of Food Preparation and Serving Workers	326	\$10.42	\$15.78
Sales Representatives, Services, All Other	319	\$16.27	\$30.96
Registered Nurses	311	\$21.27	\$27.46
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	287	\$8.53	\$11.98
First-Line Supervisors of Production and Operating Workers	271	\$18.56	\$29.39
Laborers and Freight, Stock, and Material Movers, Hand	263	\$9.63	\$13.77
Social and Human Service Assistants	239	\$9.77	\$16.26
Driver/Sales Workers	237	\$8.33	\$11.61
Food Service Managers	233	\$15.67	\$22.67
Light Truck or Delivery Services Drivers	222	\$9.18	\$15.46
Mechanical Engineers	211	\$24.50	\$40.82
Business Operations Specialists, All Other	208	\$17.43	\$30.24
Nursing Aides, Orderlies, and Attendants	199	**	**
Bookkeeping, Accounting, and Auditing Clerks	197	\$11.65	\$17.76
Automotive Service Technicians and Mechanics	193	\$12.66	\$19.55
Computer and Information Research Scientists	182	**	**
Maintenance and Repair Workers, General	156	\$13.30	\$21.08

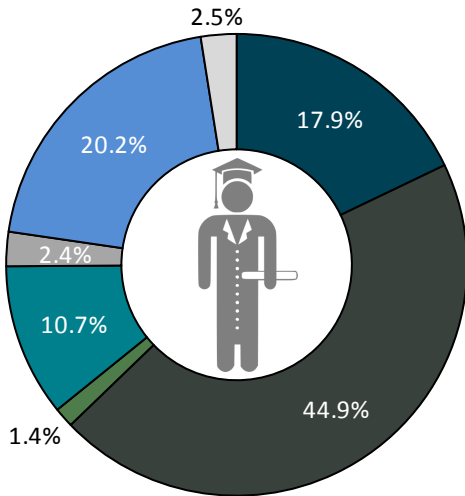
¹Iowa Workforce Development Job Bank
²Iowa Wage Report - Iowa Workforce Development
 **Insufficient data to report



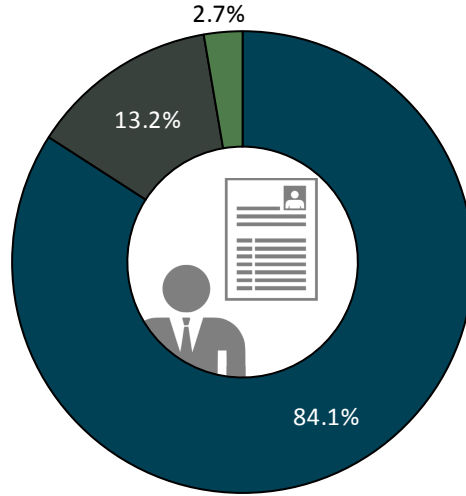
EDUCATION & EXPERIENCE REQUIREMENTS

Education and experience levels required and on-the-job training for the job orders (27,371 total) within the Iowa Workforce Development job bank are shown below. These requirements are based on the typical levels needed to enter an occupation according to data reported by the Bureau of Labor Statistics and does not reflect expected levels indicated by survey respondents.

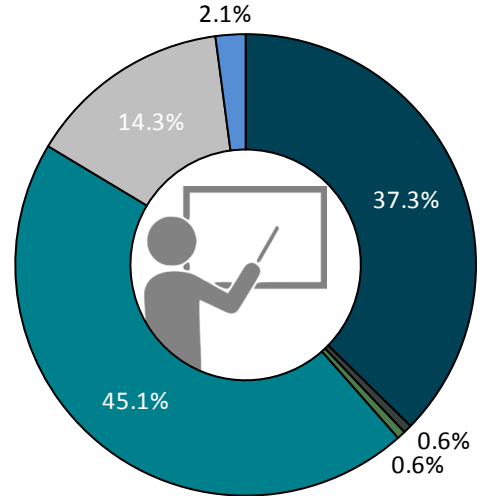
Education Requirements - Total Job Orders



Experience Requirements - Total Job Orders



On-The-Job Training - Total Job Orders



- No Formal Educational Credential - 17.9%
- High School Diploma or Equivalent - 44.9%
- Some College, No Degree - 1.4%
- Postsecondary Non-Degree Award - 10.7%
- Associate Degree - 2.4%
- Undergraduate Degree - 20.2%
- Postgraduate/Professional Degree - 2.5%

- No Experience Required - 84.1%
- Less than 5 Years - 13.2%
- 5 Years of More - 2.7%

- None - 37.3%
- Apprenticeship - 0.6%
- Internship/Residency - 0.6%
- Short-term on-the-job training - 45.1%
- Moderate-term on-the-job training - 14.3%
- Long-term on-the-job training - 2.1%

PERCEPTION OF APPLICANTS



Employers that responded to the survey were asked their perceptions on the degree to which job applicants possessed basic, occupational and interpersonal skills.

Workforce gaps can be determined by comparing the inventory of skills needed by employers (via the Workforce Needs Assessment Survey) and those skills held by the population of workers as presented in a Laborshed analysis. This gap can then be analyzed and the necessary training and education programs can be formalized through a Skillshed analysis.

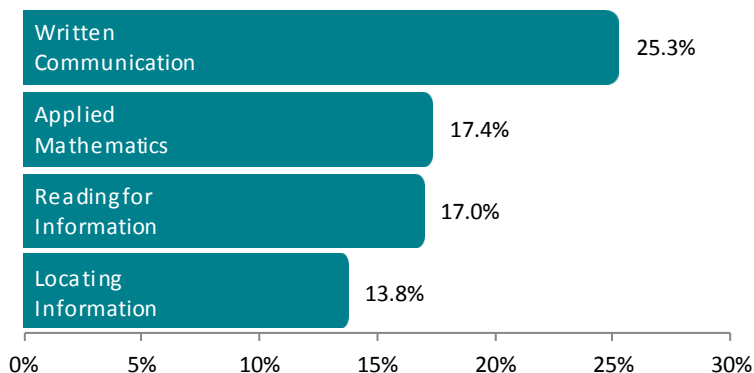
Perception of Applicants

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Applicants fulfill all necessary requirements for the job.	6.5%	18.6%	37.6%	26.8%	10.5%
Applicants possess the basic skills required for the job.	3.3%	11.5%	31.3%	37.7%	16.2%
Applicants possess the hard, or occupational, skills for the job.	9.9%	23.1%	36.9%	22.0%	8.1%
Applicants possess the soft, or interpersonal, skills for the job.	5.1%	20.6%	40.4%	25.6%	8.3%



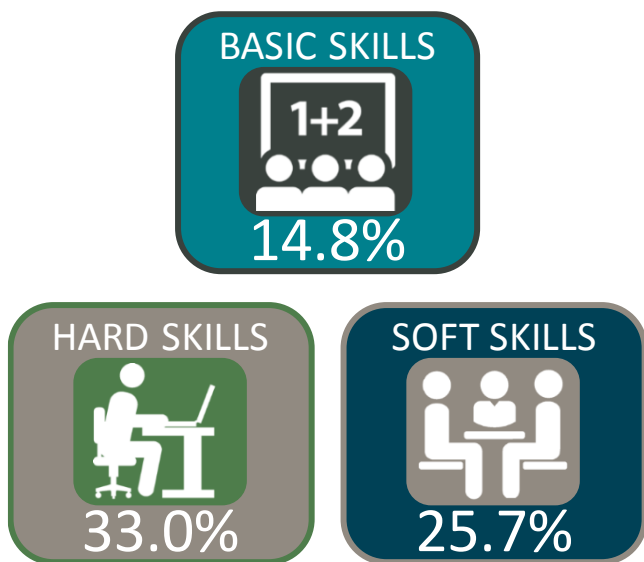
PERCEPTION OF APPLICANTS

Basic Skills Lacking in Applicants

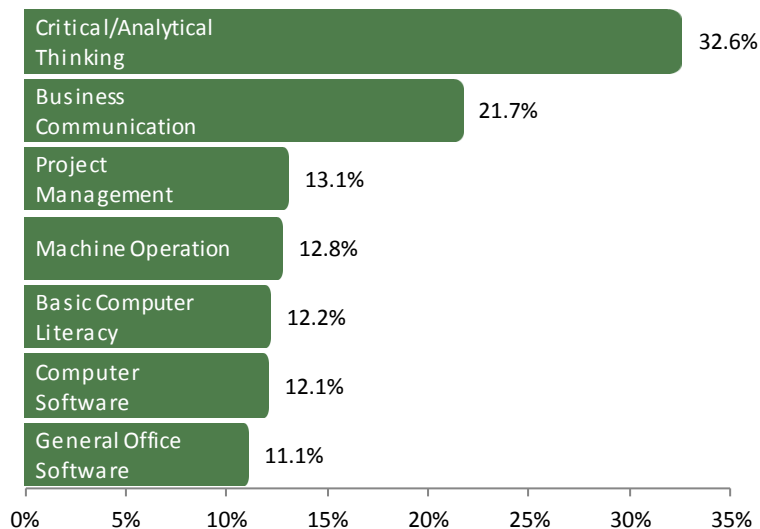


Basic skills are those skills developed during the elementary and middle part of an individual's education. These skills include literacy, numeracy (the ability to do arithmetic and reason with numbers), and the abilities to locate and read for information. The Skilled Iowa initiative, through the National Career Readiness Certificate testing program, provides a means to benchmark and certify applicants' skills in Applied Mathematics, Reading for Information and Locating Information. For more information on Skilled Iowa visit www.skillediowa.org.

Percentage of Employers That Perceive A Lack of Skills Among Applicants Across All Categories

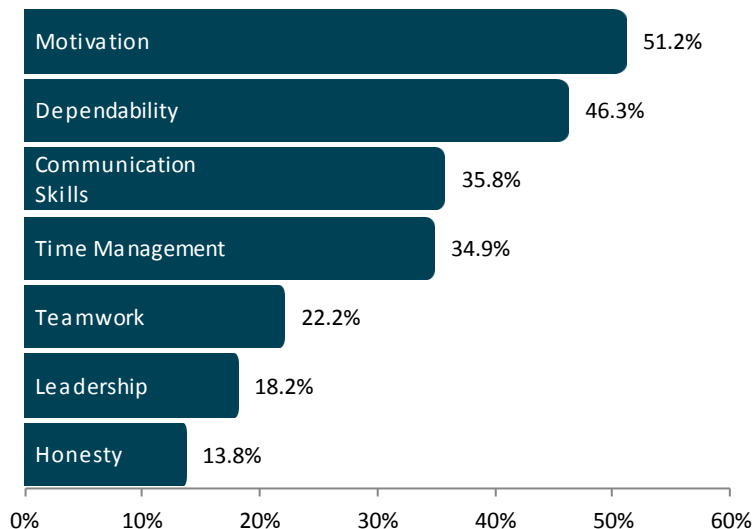


Occupational "Hard" Skills Lacking in Applicants



Occupational "hard" skills are the technical and know-how skills that apply directly to a job. In general, occupational skills include analytical skills, managerial ability, physical ability, knowledge and experience. The exact definition of these skills varies, depending on the job in question.

Interpersonal "Soft" Skills Lacking in Applicants



Interpersonal "soft" skills are skills associated with an individual's habits, personality and character. Soft skills include timeliness, responsibility, integrity and self-esteem. Also included are interpersonal skills such as leadership, customer service and teamwork. Individuals with strong soft skills are, generally, well suited to working with others.

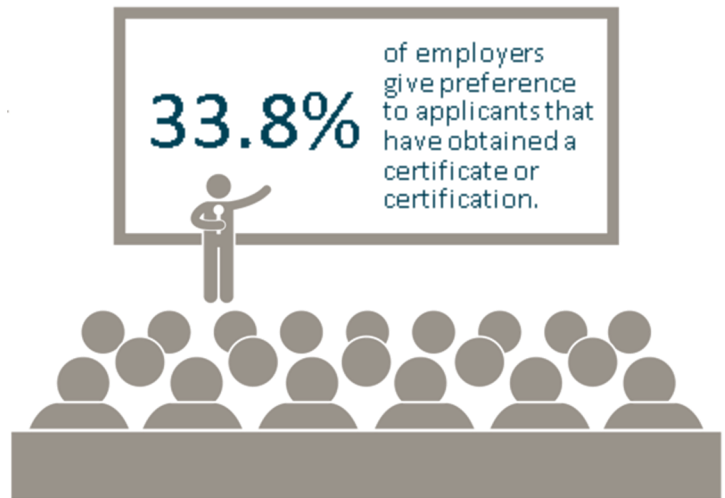


TRAINING & CERTIFICATES

In the event that current or newly hired employees are lacking the basic, occupational or soft skills necessary to fill current job vacancies, employers were asked where they send employees to upgrade these skills. Over four-fifths (81.2%) of employers indicated that they offer employee training.

Where Additional Training is Offered

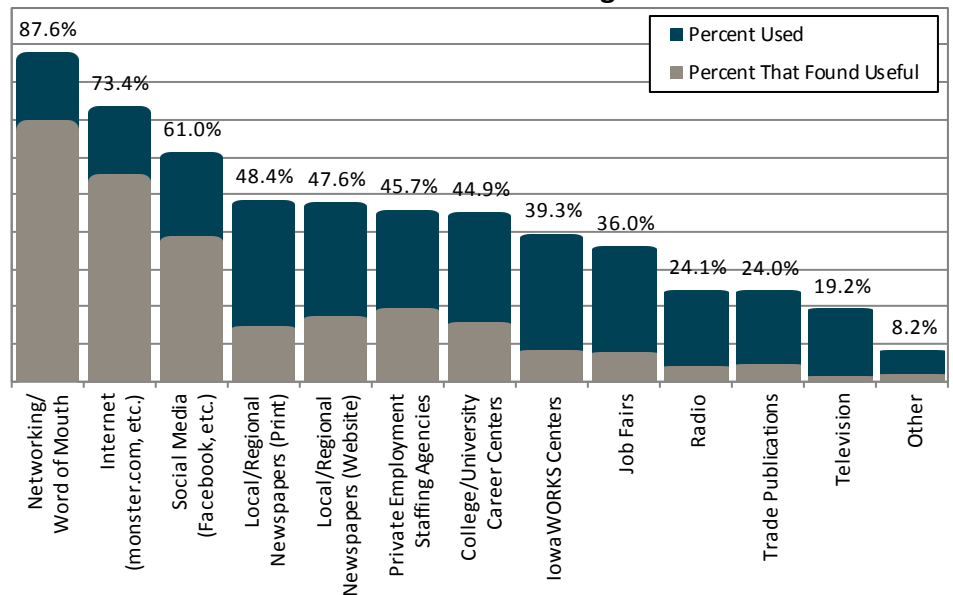
	Percent Offered
In-House Training	67.2%
Online Training	30.5%
Employee Self-Directed Training	20.7%
Commercial Training Provider	14.9%
Trade School	7.5%
College/University	6.6%
Other	6.1%



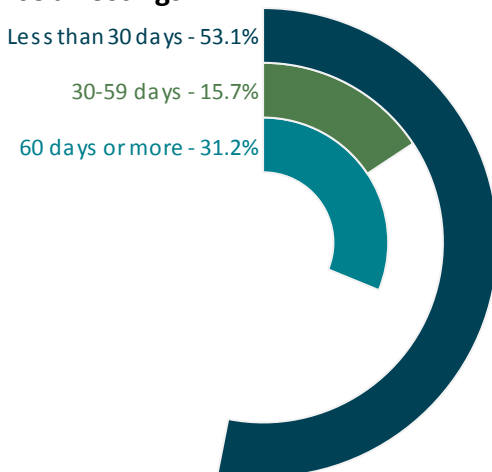
RECRUITMENT & ADVERTISING

Understanding and utilizing job search resources will provide employers with a more focused and effective recruitment tool. Residents are exposed to numerous sources by which employers communicate job openings and new hiring. Therefore, it is important to understand what sources potential workers rely on when looking for jobs.

Job Advertising Utilization & Usefulness



Recruitment Period for Job Postings



The time span from when a job posting opens to when it closes is referred to as the recruitment period. The figure to the left details the length of time between when a job order is opened in IWD's job bank and when it is closed.

A mismatch in advertising outlets versus job search usage can increase recruitment time periods and cost. Information on employee job search resource usage can be found in the Statewide Laborshed report which can be found here: www.iowaworkforcedevelopment.gov/laborshed.



RECRUITMENT & ADVERTISING

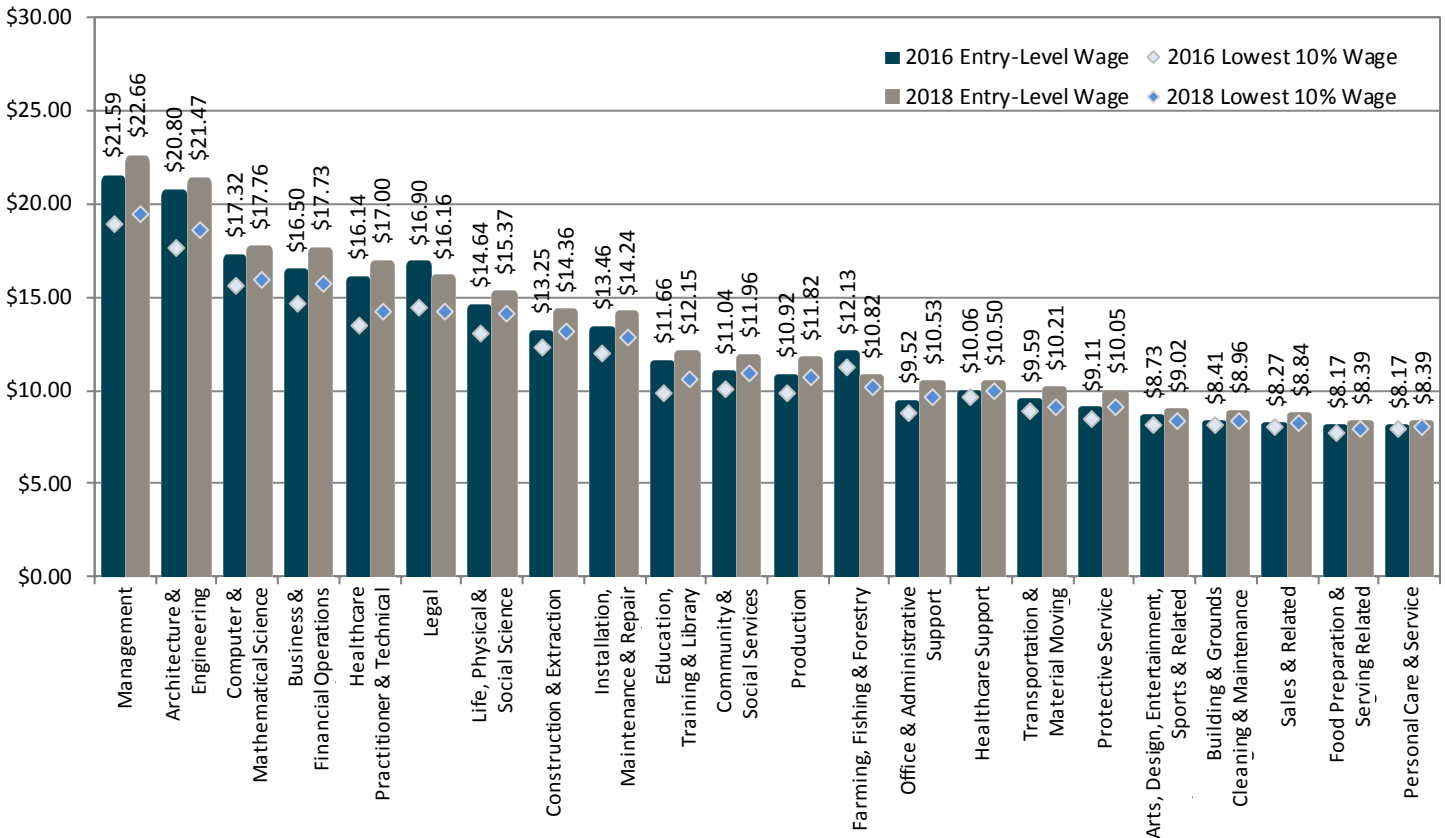
Difficulties Filling Vacant Positions

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Businesses have difficulty filling a position due to applicant failure to pass a background check.	34.1%	16.8%	33.2%	10.5%	5.4%
Businesses have difficulty filling a position due to applicant failure of controlled substance testing.	42.7%	14.7%	32.5%	6.6%	3.5%
Businesses have difficulty filling a position due to a general lack of applicants.	15.5%	14.2%	26.1%	26.9%	17.3%
Businesses have difficulty filling a position due to a lack of qualified applicants.	10.1%	10.4%	24.2%	32.3%	23.0%
Businesses have difficulty filling a position due to local competition.	21.7%	17.1%	34.4%	19.9%	6.9%
Businesses have difficulty filling a position due to applicant expectations of benefits package offered.	25.1%	20.8%	33.0%	14.8%	6.3%
Businesses have difficulty filling a position due to applicants willingness to accept wages offered.	18.5%	19.8%	33.9%	19.7%	8.1%
Businesses have difficulty filling a position due to the type of work involved.	19.5%	15.7%	34.3%	23.0%	7.5%
Businesses have difficulty filling a position due to the hours or shifts offered.	34.3%	20.0%	29.5%	11.5%	4.7%



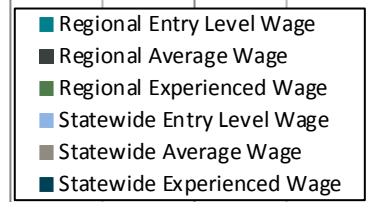
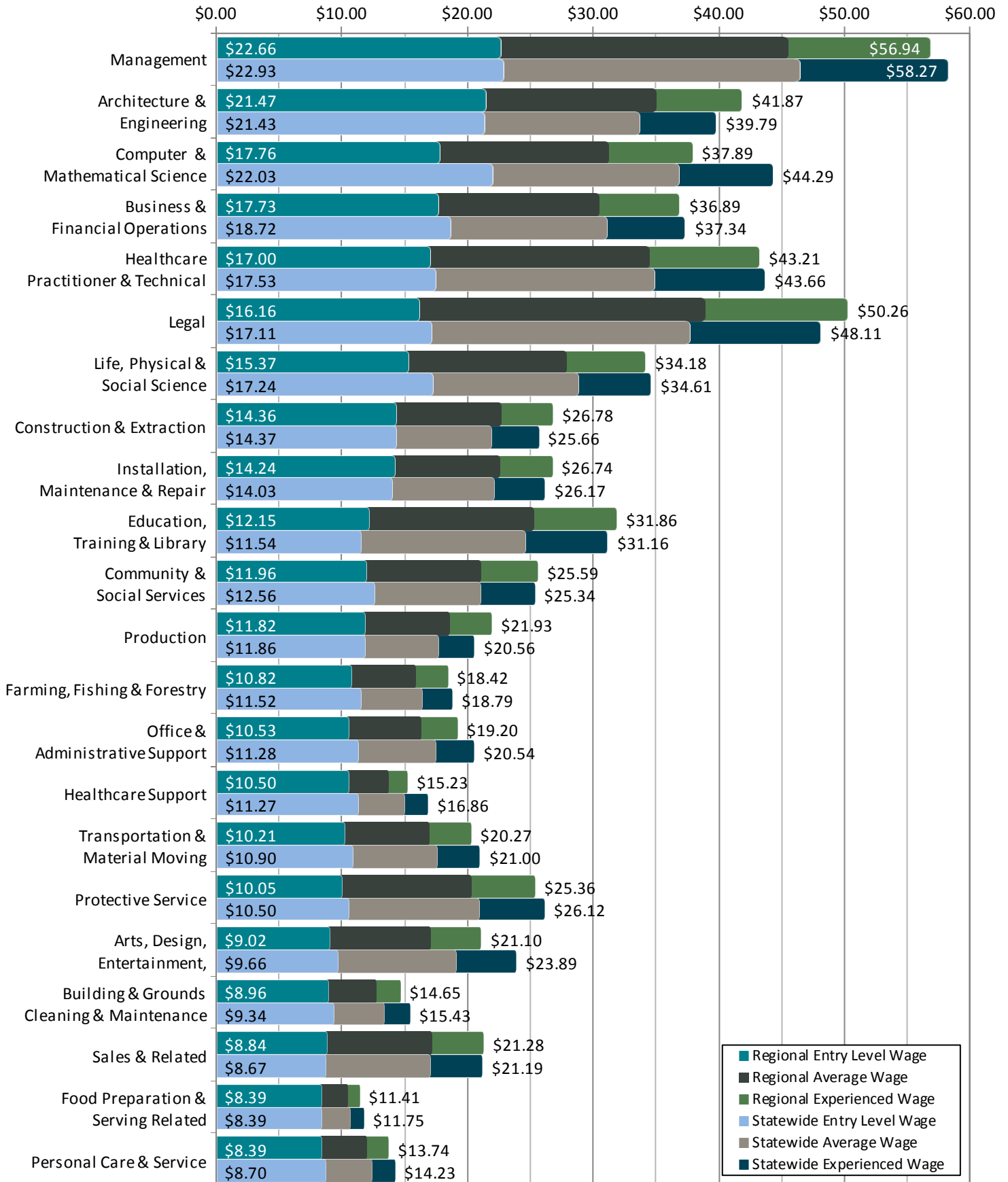
WAGES

Comparison of 2016 & 2018 Entry-Level Wages by Occupational Category



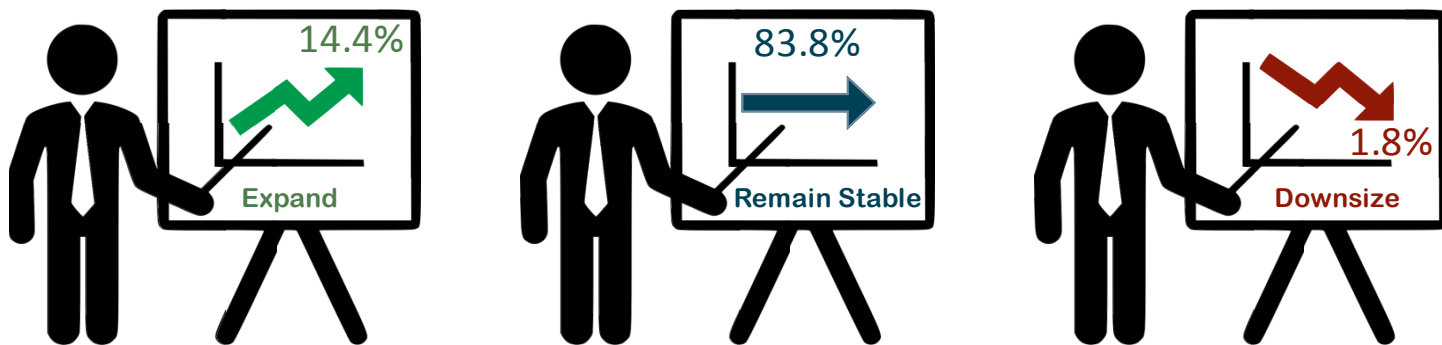


Comparison of 2018 Wage Levels by Occupational Category





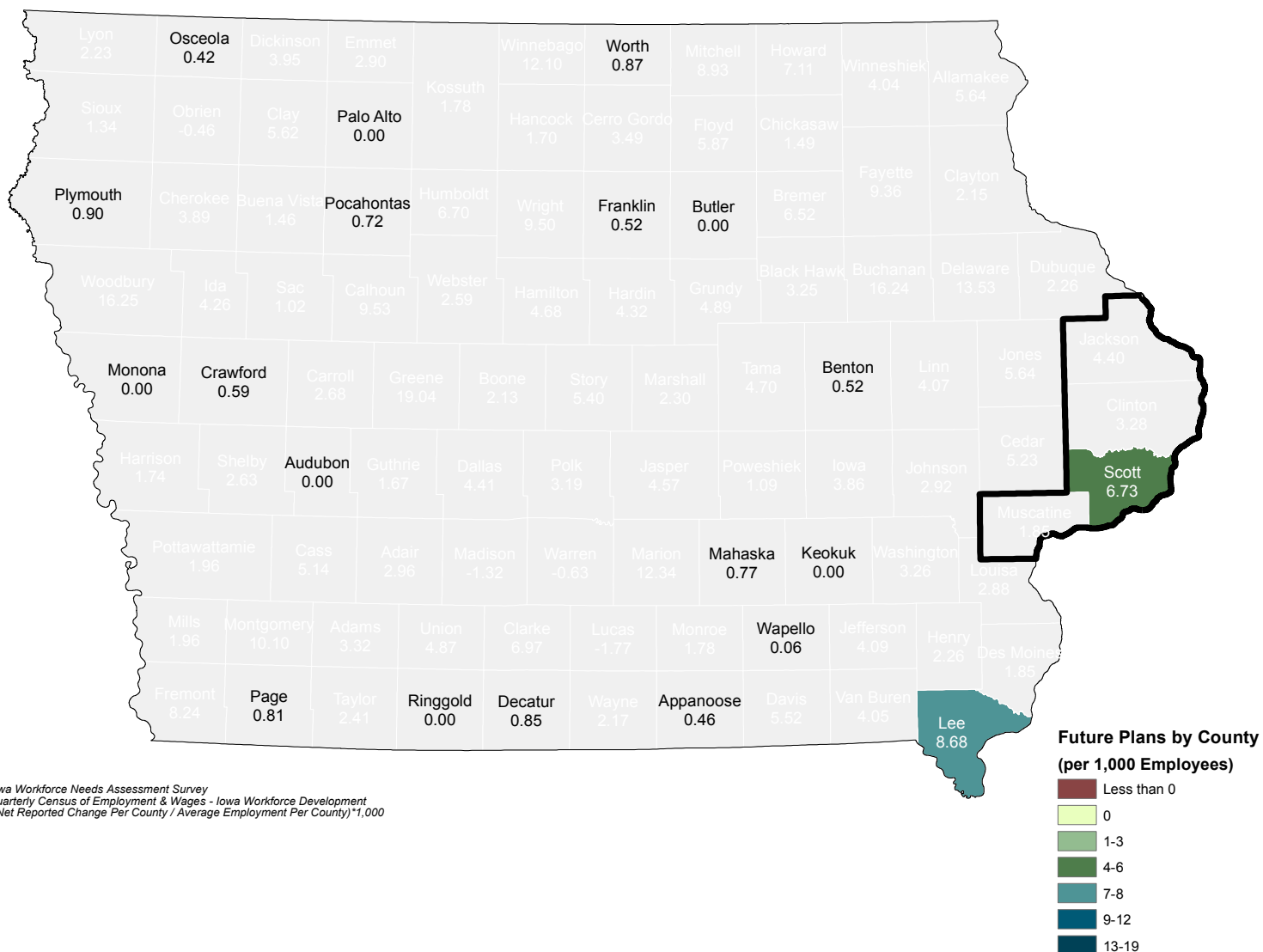
FUTURE PLANS



Employers were asked a series of questions about their plans for future payroll changes. They were asked whether they planned on increasing or decreasing the number of workers on payroll or if they planned to keep their workforce at its current strength. Questions regarding timeframe for any change, the reasons for change and jobs that would be affected by the change were also asked.

When analyzing reported workforce changes, it is important to note not only the specific reasons provided by employers but also the business and economic environment during which the employers were surveyed.

Net Planned Payroll Change by County (per 1,000 Employees)*

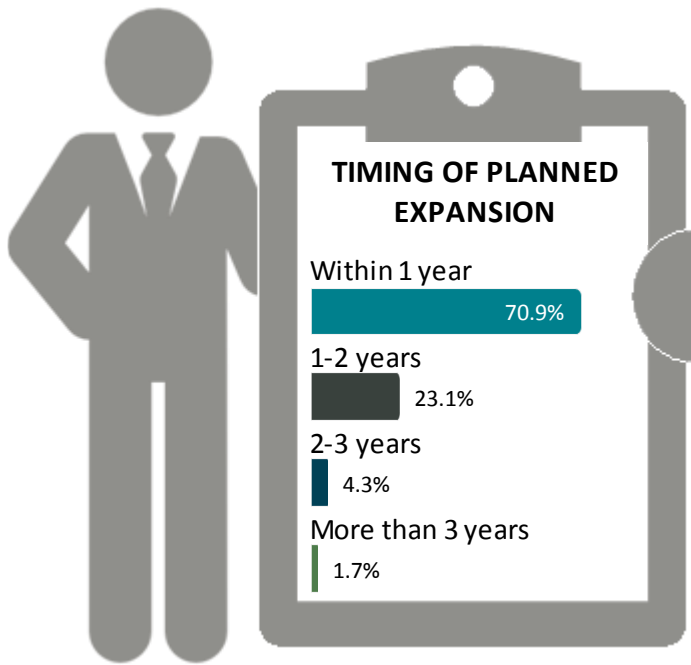
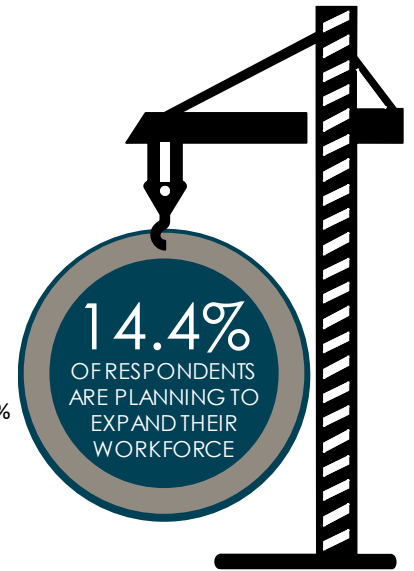
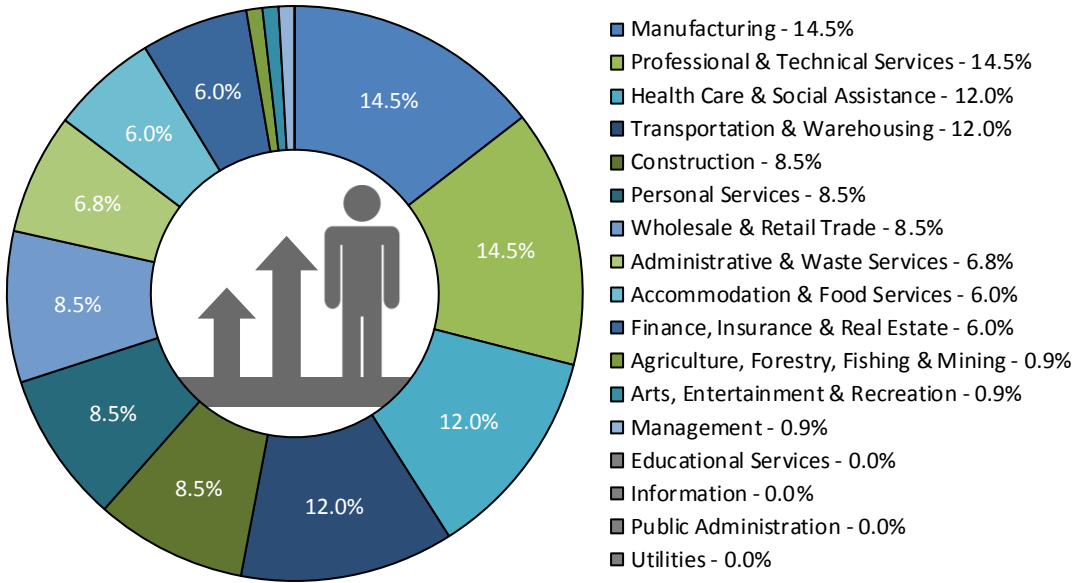


Iowa Workforce Needs Assessment Survey
 Quarterly Census of Employment & Wages - Iowa Workforce Development
 *(Net Reported Change Per County / Average Employment Per County)*1,000



FUTURE PLANS - EXPANSION

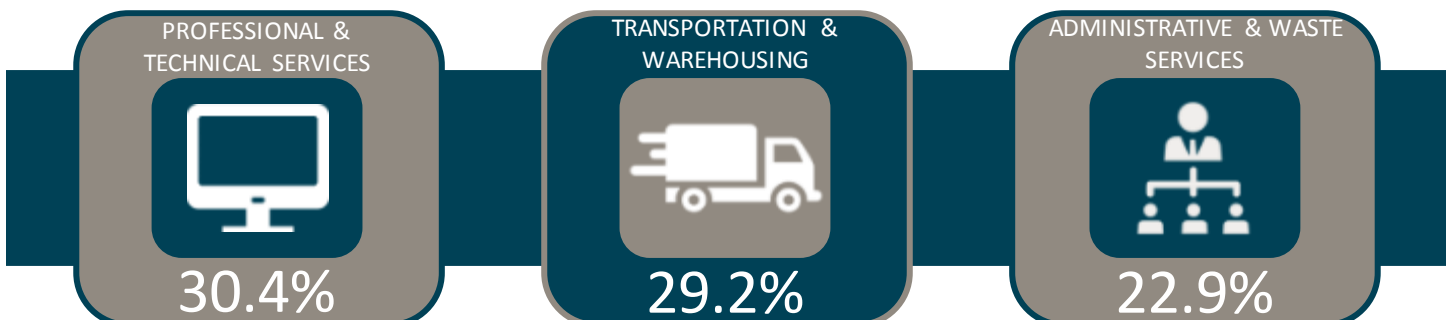
Percent of Total Planned Expansion by Industry



Percent within Each Industry with Planned Payroll Expansion

Industry	Percent of Each Industry
Professional & Technical Services	30.4%
Transportation & Warehousing	29.2%
Administrative & Waste Services	22.9%
Manufacturing	18.7%
Personal Services	14.9%
Health Care & Social Assistance	14.4%
Management	14.3%
Finance, Insurance & Real Estate	13.2%
Agriculture, Forestry, Fishing & Mining	12.5%
Construction	11.6%
Arts, Entertainment & Recreation	11.1%
Accommodation & Food Services	9.1%
Wholesale & Retail Trade	7.4%
Educational Services	0.0%
Information	0.0%
Public Administration	0.0%
Utilities	0.0%

TOP INDUSTRIAL EXPANSION



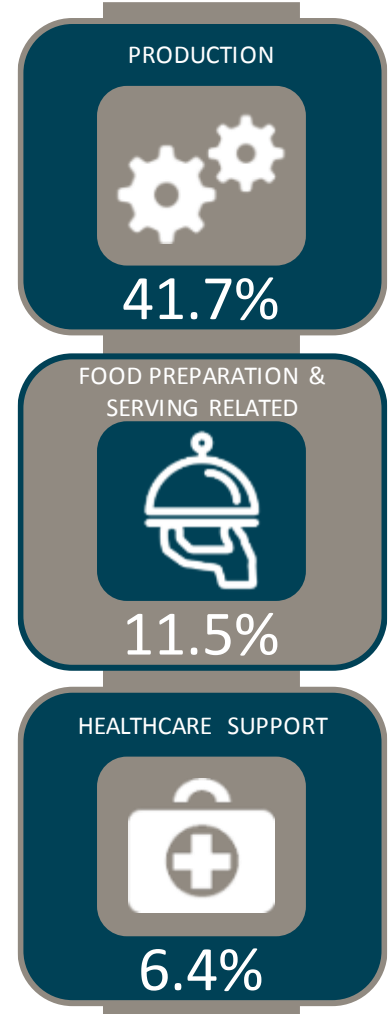


FUTURE PLANS - EXPANSION

Percent of Planned Expansion by Occupational Category

Occupational Category	Percent of Planned Expansion
Production	41.7%
Food Preparation & Serving Related	11.5%
Healthcare Support	6.4%
Office & Administrative Support	5.8%
Architecture & Engineering	5.7%
Sales & Related	5.1%
Transportation & Material Moving	4.4%
Building & Grounds Cleaning & Maintenance	3.5%
Business & Financial Operations	3.3%
Construction & Extraction	3.0%
Installation, Maintenance & Repair	2.9%
Management	1.7%
Personal Care & Service	1.3%
Computer & Mathematical	0.9%
Healthcare Practitioners & Technical	0.9%
Protective Service	0.9%
Arts, Design, Entertainment, Sports & Media	0.6%
Farming, Fishing & Forestry	0.4%
Community & Social Service	0.1%
Education, Training & Library	0.0%
Legal	0.0%
Life, Physical & Social Science	0.0%
Unknown	0.4%

TOP OCCUPATIONAL EXPANSION



Constraints Preventing Payroll Expansion Ranked by Relative Importance

Impediments to Expansion
Cost of additional labor (wages and benefits)
Lack of available skilled workforce
Competition within existing markets
Expense related to benefits
No desire to expand
Uncertainty in current market demands
Barriers to entering new markets
Tax or regulatory issues
Limited access to capital
Insufficient space at current location/inability to find appropriate new location
Planned merger/acquisition or business sale/transfer
Supply chain limitations
Don't know steps/processes needed to expand

Reasons for Payroll Expansion Ranked by Relative Importance

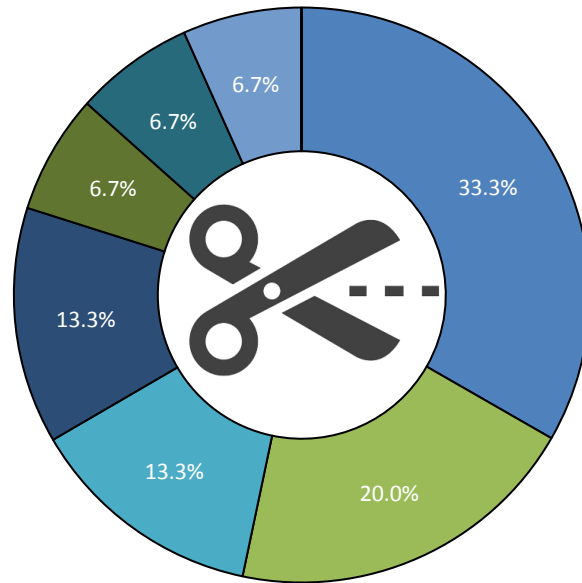
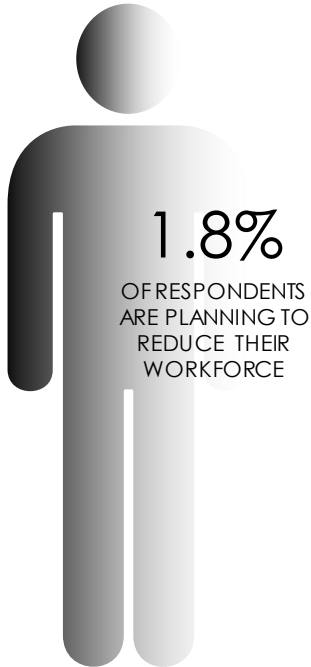
Reasons for Expansion
Meet current market demands
Increase share of existing market
Entry into new markets
Opening a new location
Changes in tax or regulatory incentives
Merger/acquisition
Reduction of overtime
Relocation of assets to a new location
Moving specific business operations in-house
Relocation of assets to an existing location





FUTURE PLANS - REDUCTION

Percent of Total Planned Reduction by Industry



- Wholesale & Retail Trade - 33.3%
- Professional & Technical Services - 20.0%
- Health Care & Social Assistance - 13.3%
- Manufacturing - 13.3%
- Accommodation & Food Services - 6.7%
- Construction - 6.7%
- Information - 6.7%
- Administrative & Waste Services - 0.0%
- Agriculture, Forestry, Fishing & Mining - 0.0%
- Arts, Entertainment & Recreation - 0.0%
- Educational Services - 0.0%
- Finance, Insurance & Real Estate - 0.0%
- Management - 0.0%
- Personal Services - 0.0%
- Public Administration - 0.0%
- Transportation & Warehousing - 0.0%
- Utilities - 0.0%

Percent within Each Industry with Planned Payroll Reduction

Industry	Percent of Each Industry
Information	14.3%
Professional & Technical Services	5.4%
Wholesale & Retail Trade	3.7%
Manufacturing	2.2%
Health Care & Social Assistance	2.1%
Accommodation & Food Services	1.3%
Construction	1.2%
Administrative & Waste Services	0.0%
Agriculture, Forestry, Fishing & Mining	0.0%
Arts, Entertainment & Recreation	0.0%
Educational Services	0.0%
Finance, Insurance & Real Estate	0.0%
Management	0.0%
Personal Services	0.0%
Public Administration	0.0%
Transportation & Warehousing	0.0%
Utilities	0.0%

Planned Payroll Reduction by Occupational Category

Occupational Category	Percent of Planned Reduction
Sales & Related	41.6%
Office & Administrative Support	20.8%
Production	20.8%
Business & Financial Operations	4.2%
Computer & Mathematical	4.2%
Healthcare Practitioners & Technical	4.2%
Management	4.2%
Architecture & Engineering	0.0%
Arts, Design, Entertainment, Sports & Media	0.0%
Building & Grounds Cleaning & Maintenance	0.0%
Community & Social Service	0.0%
Construction & Extraction	0.0%
Education, Training & Library	0.0%
Farming, Fishing & Forestry	0.0%
Food Preparation & Serving Related	0.0%
Healthcare Support	0.0%
Installation, Maintenance & Repair	0.0%
Legal	0.0%
Life, Physical & Social Science	0.0%
Personal Care & Service	0.0%
Protective Service	0.0%
Transportation & Material Moving	0.0%
Unknown	0.0%



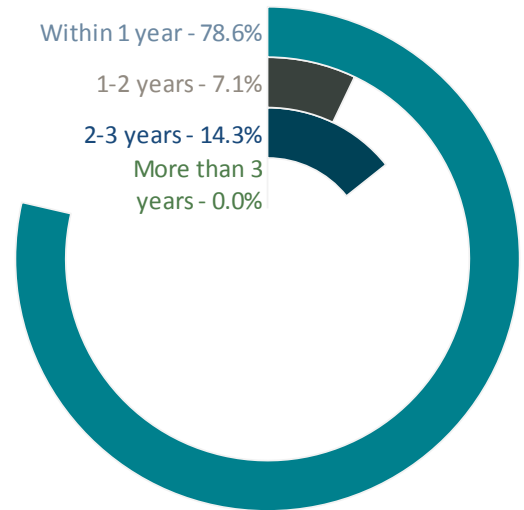


FUTURE PLANS - REDUCTION

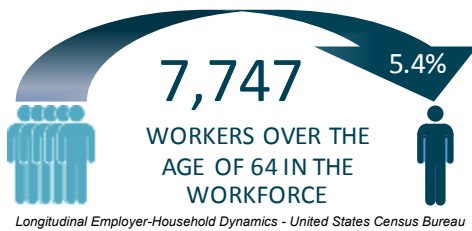
Reasons for Workforce Reduction Ranked by Relative Importance

Reasons for Reduction
Reduced profits from current operations
Business sale or closure
Closing an existing location
Exit from existing markets or business division closing
Reduced share of existing market
Response to reduced market demand
Expenses related to benefits
Outsourcing of specific business operations
Changes in tax or regulatory laws
Relocation of assets to a new location
Relocation of assets to an existing location

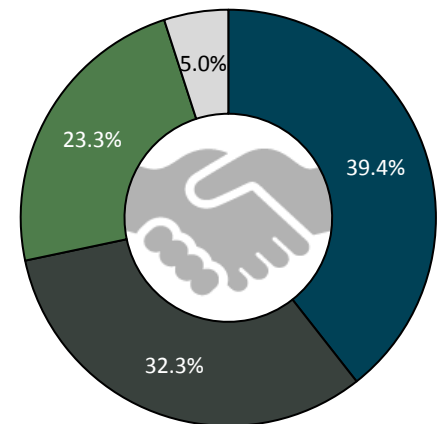
Timing of Planned Reduction



RETIREMENTS



How Companies Plan to Replace Those Who Retire

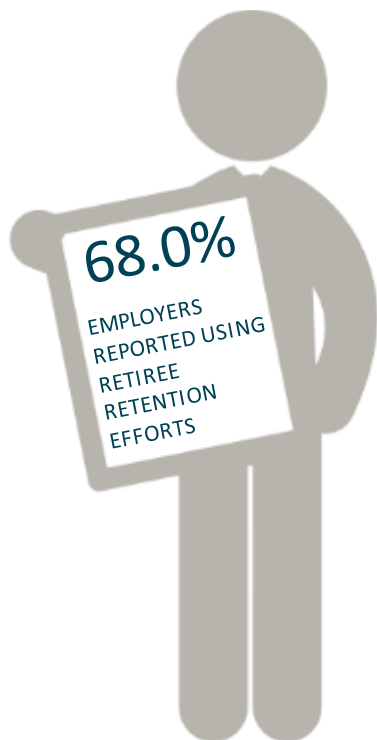


Workers Over the Age of 64 in the Workplace by Industry

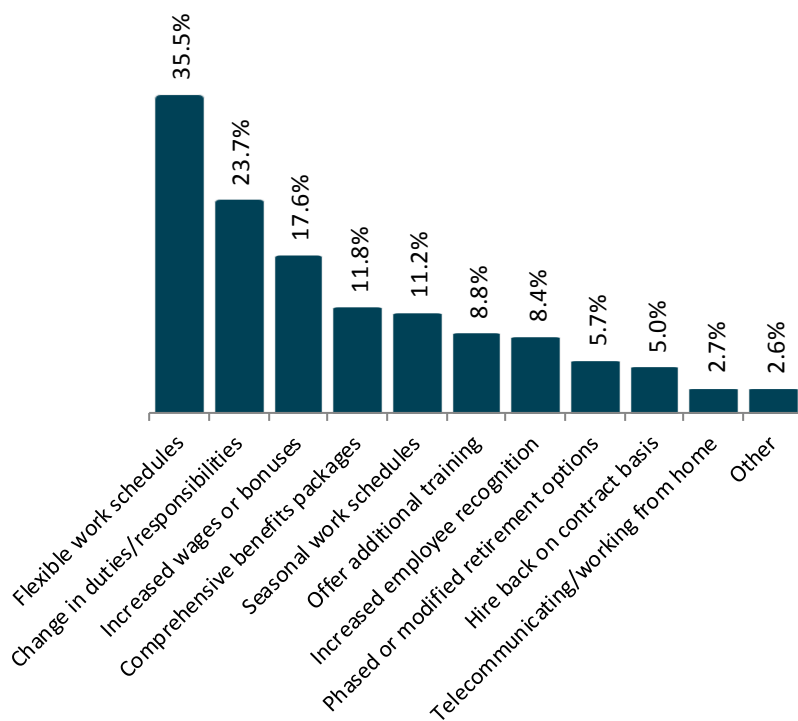
Industry	Percent of Total ⁴	Percent of Each Industry ⁴
Wholesale & Retail Trade	20.3%	6.7%
Health Care & Social Assistance	12.7%	5.0%
Educational Services	10.3%	8.4%
Manufacturing	9.7%	2.9%
Administrative & Waste Services	6.8%	5.3%
Accommodation & Food Services	5.9%	3.3%
Transportation & Warehousing	5.0%	7.6%
Finance, Insurance & Real Estate	4.9%	6.9%
Public Administration	4.9%	7.6%
Personal Services	4.8%	7.6%
Professional & Technical Services	4.3%	7.4%
Construction	3.9%	3.6%
Management	2.8%	7.1%
Arts, Entertainment & Recreation	1.9%	7.5%
Information	0.8%	4.7%
Agriculture, Forestry, Fishing & Mining	0.6%	11.5%
Utilities	0.1%	1.3%

- Both hire new workers and promote from within - 39.4%
- Hire new workers - 32.3%
- Not currently planning to fill these positions - 23.3%
- Promote from within the company - 5.0%

⁴Longitudinal Employer-Household Dynamics - United States Census Bureau



Retiree Retention Efforts by Employers





Iowa Wage Report - Iowa Workforce Development & Occupational Employment Statistics

The Iowa Wage Report, an Iowa Workforce Development program, and Occupational Employment Statistics, a Bureau of Labor Statistics program, estimate occupational employment and wages paid by employers. The wages are based on straight-time and gross pay wage estimates are updated annually using the Employment Cost Index.

The following types of pay are included in the collection of wages: base rates, commissions, cost-of-living allowances, mileage, piece rates, portal-to-portal rates and production bonuses. Also included are certain other types of pay such as: deadheading, guaranteed, hazard incentive and longevity.

The following types of pay are excluded from data collection: bonuses (attendance, holiday, stock, non-production and year-end); certain pay (back, holiday premium, jury duty, on-call, overtime, severance and weekend premium); certain allowances (clothing, tool/equipment, uniform and relocation); discounts (including merchandise discounts); draw; meal and lodging payments; prerequisites; profit-sharing payments; and shift differentials.

Definitions of terms used throughout the report:

- **Average Wage** - This is calculated by dividing the estimated total wage for an occupation or occupational category by its weighted employment.
- **Entry Wage** - This refers to the average of the lowest third of the reported wages for the occupation or occupational category.
- **Experienced Wage** - This refers to the average of the upper two-thirds of reported wages for the occupation or occupational category.

IWD, Iowa Wage Report (2018) - <https://www.iowaworkforcedevelopment.gov/iowa-wage-report>

IWD, Occupational Employment Statistics - <https://www.iowaworkforcedevelopment.gov/oes>

Bureau of Labor Statistics - Occupational Employment Statistics - <https://www.bls.gov/oes>

Iowa Workforce Development Job Bank - Iowa Workforce Development

The job order data in this report comes from Iowa Workforce Development's IowaJobs bank (www.iowajobs.org). Job orders on IowaJobs are either entered directly by IWD staff or employers on the site or brought in from one of over 1,400 indexed employer websites. The job orders pulled for this report are those that were open at any point between November 1, 2017 and October 31, 2018.

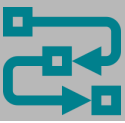
While there are many postings for jobs outside of Iowa within the IowaJobs bank, those are removed from the data for the purposes of this report. This is accomplished by filtering out all postings with a non-Iowa ZIP code. For those postings that did not have a valid ZIP code, the city and state fields were used to remove those that were clearly for jobs outside of Iowa.

In order to remove duplicate job postings, orders with identical job titles and employer names that were entered on the same day for the same ZIP code were identified. Of those, all duplicate postings that listed more than one opening were removed from the data. Postings that list only one opening are only removed if there are more than five duplicates (duplicates are removed until only five duplicated postings remain). The reasoning behind leaving any duplicate postings with one opening in the data is that it is possible the employer had more than one position open and they chose to make more than one posting instead of one posting with multiple openings listed.

Definitions of terms used throughout the report:

- **Total Orders** - This measure should be interpreted as the total number of job postings that were active at some point within the specified period of time (either monthly or annual). Note this is the number of job orders, so if a job order lists more than one opening, only one opening is counted. If an employer posts an order for a job, closes the order, and then opens another order for the same job in the same period of time, both of those openings will be counted, as well.

The crosswalk used to classify each job opening into a Standard Occupational Code was obtained from O*NET Online.



Local Area Unemployment Statistics - Iowa Workforce Development & Bureau of Labor Statistics

The Local Area Unemployment Statistics (LAUS) program is a federal-state cooperative effort in which monthly estimates of total employment and unemployment are prepared for approximately 7,500 areas.

These estimates are key indicators of local economic conditions. The Bureau of Labor Statistics (BLS) of the U.S. Department of Labor is responsible for the concepts, definitions, technical procedures, validation, and publication of the estimates that state workforce agencies prepare under agreement with BLS.

The concepts and definitions underlying LAUS data come from the Current Population Survey (CPS), the household survey that is the source of the national unemployment rate. State monthly model-based estimates are controlled in "real time" to sum to national monthly employment and unemployment estimates from the CPS. These models combine current and historical data from the CPS, the Current Employment Statistics (CES) survey, and state unemployment insurance (UI) systems. Estimates for seven large areas and their respective balances of state also are model-based. Estimates for counties are produced through a building-block approach known as the "Handbook method." This procedure also uses data from several sources, including the CPS, the CES program, state UI systems, and the Census Bureau's American Community Survey (ACS), to create estimates that are adjusted to the statewide measures of employment and unemployment. Estimates for cities are prepared using disaggregation techniques based on inputs from the ACS, annual population estimates, and current UI data. Benchmarking occurs each year in February and updated numbers for the current and previous years are published in March.

Iowa Workforce Development, Local Area Unemployment Statistics - <https://www.iowaworkforcedevelopment.gov/laus>
Bureau of Labor Statistics, Local Area Unemployment Statistics - <https://www.bls.gov/lau/lauov.htm>

Long-Term Industry & Occupational Projections - Iowa Workforce Development & Bureau of Labor Statistics

Long-term projections, also known as forecasts, provide detailed information on the estimated activity for each occupation, occupational category or industry in areas of employment, growth rate, total annual openings, wages, career preparation and skill requirements.

IWD, Long-Term Industry Projections (2016-2026) - <https://www.iowaworkforcedevelopment.gov/industry-projections>
IWD, Long-Term Occupational Projections (2016-2026) - <https://www.iowaworkforcedevelopment.gov/occupational-projections>

Longitudinal Employer-Household Dynamics - United States Census Bureau

The Longitudinal Employer-Household Dynamics (LEHD) program is part of the Center for Economic Studies at the U.S. Census Bureau. The LEHD program produces new, cost effective, public-use information combining federal, state and Census Bureau data on employers and employees under the Local Employment Dynamics (LED) Partnership. State and local authorities increasingly need detailed local information about their economies to make informed decisions. The LED Partnership works to fill critical data gaps and provide indicators needed by state and local authorities.

Under the LED Partnership, states agree to share Unemployment Insurance earnings data and the Quarterly Census of Employment and Wages (QCEW) data with the Census Bureau. The LEHD program combines these administrative data, additional administrative data and data from censuses and surveys. From these data, the program creates statistics on employment, earnings, and job flows at detailed levels of geography and industry and for different demographic groups. In addition, the LEHD program uses these data to create partially synthetic data on workers' residential patterns.

All 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands have joined the LED Partnership, although the LEHD program is not yet producing public-use statistics for Massachusetts, Puerto Rico, or the U.S. Virgin Islands. The LEHD program staff includes geographers, programmers, and economists. Data is reprocessed every quarter to incorporate processing improvements and state resubmissions. Due to this, numbers in the report may differ slightly from numbers found on the website.

Definitions of terms used throughout the report:

- **New Hire Wage** - This is the average reported wage for newly hired workers.

United States Census Bureau, Longitudinal Employer-Household Dynamics (2017, Quarter 3) - <https://lehd.ces.census.gov>

Quarterly Census of Employment & Wages - Iowa Workforce Development & Bureau of Labor Statistics

The Quarterly Census of Employment and Wages (QCEW) program publishes a quarterly count of employment and wages reported by employers covering 98 percent of U.S. jobs, available at the county, MSA, state and national levels by industry.

IWD, Quarterly Census of Employment & Wages (2018, Quarter 1) - <https://www.iowaworkforcedevelopment.gov/qcew>
Bureau of Labor Statistics, Quarterly Census of Employment & Wages - <https://www.bls.gov/qcew>

Vacancy Rate (calculation reported per industry & occupational category)

The vacancy rate calculation reported per industry and occupational category was calculated by dividing the estimated vacancies reported (Workforce Needs Assessment Survey) by the employment within the given industry (Longitudinal Employer-Household Dynamics) or occupational category (Occupational Employment Statistics).

APPENDIX



LIST OF ALL JOB VACANCIES

The following section shows total job orders, estimated employment, annual job openings and the entry wage for each reported job title utilizing vacant job advertising (total job orders) data from Iowa Workforce Development's job bank: www.iowajobs.org. For detailed occupation definitions and information, visit O*Net (www.onetonline.org), a U.S. Department of Labor resource which provides information on the following topics for each job title:

- Abilities
- Interests
- Knowledge
- Tools & Technology Used
- Work Context
- Education
- Job Tasks
- Related Occupations
- Wages - Hourly/Annually
- Work Styles
- Employment - State/National
- Job Zone
- Skills
- Work Activities
- Work Values

Job Title	SOC Code	Total Job Orders ¹	Estimated Employment ²	Annual Job Openings ³	Entry Wage ²
Heavy and Tractor-Trailer Truck Drivers	53-3032	1,747	2,980	410	\$15.20
Security Guards	33-9032	1,295	740	95	\$9.32
First-Line Supervisors of Retail Sales Workers	41-1011	995	1,450	175	\$12.82
Retail Salespersons	41-2031	912	4,790	660	\$8.31
Customer Service Representatives	43-4051	751	2,910	525	\$10.79
Stock Clerks and Order Fillers	43-5081	611	1,870	280	\$9.28
Accountants and Auditors	13-2011	598	730	85	\$20.70
Cashiers	41-2011	590	3,970	600	\$8.25
Engineers, All Other	17-2199	469	150	**	\$25.35
Combined Food Preparation and Serving Workers, Including Fast Food	35-3021	451	4,790	980	\$8.41
First-Line Supervisors of Office and Administrative Support Workers	43-1011	441	1,010	120	\$15.14
Industrial Engineers	17-2112	369	270	25	\$26.82
Production Workers, All Other	51-9199	348	3,160	395	\$11.36
First-Line Supervisors of Food Preparation and Serving Workers	35-1012	326	1,090	160	\$10.42
Sales Representatives, Services, All Other	41-3099	319	530	70	\$16.27
Registered Nurses	29-1141	311	3,110	200	\$21.27
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	37-2011	287	2,090	335	\$8.53
First-Line Supervisors of Production and Operating Workers	51-1011	271	1,010	110	\$18.56
Laborers and Freight, Stock, and Material Movers, Hand	53-7062	263	3,100	470	\$9.63
Social and Human Service Assistants	21-1093	239	380	50	\$9.77
Driver/Sales Workers	53-3031	237	500	40	\$8.33
Food Service Managers	11-9051	233	220	45	\$15.67
Light Truck or Delivery Services Drivers	53-3033	222	1,040	125	\$9.18
Mechanical Engineers	17-2141	211	230	20	\$24.50
Business Operations Specialists, All Other	13-1199	208	840	95	\$17.43
Nursing Aides, Orderlies, and Attendants	31-1012	199	**	**	**
Bookkeeping, Accounting, and Auditing Clerks	43-3031	197	1,640	200	\$11.65
Automotive Service Technicians and Mechanics	49-3023	193	890	90	\$12.66
Computer and Information Research Scientists	15-1111	182	**	**	**
Maintenance and Repair Workers, General	49-9071	156	1,750	190	\$13.30
Computer Systems Analysts	15-1121	152	450	30	\$27.10
Transportation Attendants, Except Flight Attendants	53-6061	152	**	**	**
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	41-4012	147	1,590	180	\$16.59
Food Preparation Workers	35-2021	146	610	130	\$8.44
Maids and Housekeeping Cleaners	37-2012	142	950	225	\$8.57
Tax Preparers	13-2082	141	30	10	**
Production, Planning, and Expediting Clerks	43-5061	139	330	40	\$12.11
Receptionists and Information Clerks	43-4171	135	900	155	\$10.05
General and Operations Managers	11-1021	132	2,460	245	\$19.88
Chief Executives	11-1011	130	140	20	\$14.42
Machinists	51-4041	129	420	50	\$12.81
Pharmacy Technicians	29-2052	125	390	40	\$10.41
Computer Support Specialists	15-1041	124	**	**	**
Managers, All Other	11-9199	121	180	70	\$23.98

¹Iowa Workforce Development Job Bank

²Iowa Wage Report - IWD

³Iowa's Long-Term Projections - IWD

**Insufficient data to report



APPENDIX - LIST OF ALL JOB VACANCIES

Job Title	SOC Code	Total Job Orders ¹	Estimated Employment ²	Annual Job Openings ³	Entry Wage ²
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	43-6014	120	1,540	205	\$10.57
Healthcare Support Workers, All Other	31-9099	114	60	15	\$8.65
Electrical Engineers	17-2071	110	160	10	\$27.97
Tellers	43-3071	110	510	60	\$10.68
Helpers--Production Workers	51-9198	109	650	100	\$10.12
Police and Sheriff's Patrol Officers	33-3051	101	440	30	\$22.38
Computer Specialists, All Other	15-1099	100	**	**	**
Marketing Managers	11-2021	95	260	20	\$30.36
Waiters and Waitresses	35-3031	92	3,250	565	\$8.34
Nursing Assistants	31-1014	89	2,020	225	\$10.67
Welders, Cutters, Solderers, and Brazers	51-4121	89	580	90	\$13.99
Merchandise Displayers and Window Trimmers	27-1026	87	140	15	\$9.50
Agricultural Inspectors	45-2011	84	**	**	**
Sales and Related Workers, All Other	41-9099	84	110	10	\$10.43
Management Analysts	13-1111	83	170	20	\$17.17
First-Line Supervisors of Non-Retail Sales Workers	41-1012	81	230	50	\$17.50
Life, Physical, and Social Science Technicians, All Other	19-4099	81	40	10	\$13.96
Electrical and Electronic Engineering Technicians	17-3023	80	110	10	\$17.21
Demonstrators and Product Promoters	41-9011	79	150	25	\$9.80
Network and Computer Systems Administrators	15-1142	79	310	30	\$24.30
Office and Administrative Support Workers, All Other	43-9199	79	100	20	\$12.59
Assemblers and Fabricators, All Other	51-2099	77	**	60	**
Bus and Truck Mechanics and Diesel Engine Specialists	49-3031	77	380	35	\$14.06
Executive Secretaries and Executive Administrative Assistants	43-6011	76	500	70	\$15.81
Human Resources Specialists	13-1071	76	430	45	\$17.48
Nurse Practitioners	29-1171	76	180	10	\$37.43
First-Line Supervisors of Protective Service Workers, All Other	33-1099	75	70	10	\$11.67
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	53-1031	75	**	20	**
Licensed Practical and Licensed Vocational Nurses	29-2061	73	580	35	\$15.99
Maintenance Workers, Machinery	49-9043	73	**	15	\$15.38
Computer Programmers	15-1131	72	80	**	\$22.08
Cooks, Restaurant	35-2014	69	1,090	150	\$8.72
Industrial Truck and Tractor Operators	53-7051	68	780	110	\$13.30
Sales Managers	11-2022	66	290	45	\$35.38
Data Entry Keyers	43-9021	64	80	10	\$13.44
Security and Fire Alarm Systems Installers	49-2098	64	150	15	\$15.67
Shipping, Receiving, and Traffic Clerks	43-5071	63	540	75	\$10.83
Medical Assistants	31-9092	62	540	75	\$12.39
Computer Occupations, All Other	15-1199	60	220	15	\$22.32
Logisticians	13-1081	60	110	10	\$22.25
Financial Managers	11-3031	59	570	60	\$30.28
Personal Care Aides	39-9021	59	1,350	250	\$10.26
Computer Software Engineers, Applications	15-1031	56	**	**	**
Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	17-2111	56	**	**	**
Industrial Machinery Mechanics	49-9041	56	850	95	\$19.31
Construction Laborers	47-2061	55	1,100	185	\$12.38
First-Line Supervisors of Mechanics, Installers, and Repairers	49-1011	55	570	50	\$21.53
Producers and Directors	27-2012	55	20	**	\$12.92
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	35-3022	54	550	135	\$8.51
Medical and Health Services Managers	11-9111	54	540	50	\$28.11
Pharmacists	29-1051	53	390	15	\$48.64
Civil Engineers	17-2051	52	130	15	\$28.68

¹Iowa Workforce Development Job Bank

²Iowa Wage Report - IWD

³Iowa's Long-Term Projections - IWD

**Insufficient data to report

APPENDIX - LIST OF ALL JOB VACANCIES



Job Title	SOC Code	Total Job Orders ¹	Estimated Employment ²	Annual Job Openings ³	Entry Wage ²
Meeting, Convention, and Event Planners	13-1121	52	60	10	\$11.69
Office Clerks, General	43-9061	51	2,320	315	\$10.07
Physical Therapists	29-1123	51	160	15	\$25.41
Home Health Aides	31-1011	49	990	175	\$10.07
Installation, Maintenance, and Repair Workers, All Other	49-9099	49	90	10	\$13.23
Parts Salespersons	41-2022	49	290	40	\$9.91
Industrial Production Managers	11-3051	48	480	30	\$31.28
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	35-9031	47	250	65	\$8.41
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	41-4011	46	170	20	\$23.62
Financial Analysts	13-2051	45	120	**	\$21.93
Market Research Analysts and Marketing Specialists	13-1161	45	280	35	\$15.32
Cleaners of Vehicles and Equipment	53-7061	43	550	95	\$8.63
Personal Financial Advisors	13-2052	43	160	25	\$25.30
Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023	43	**	20	**
Building Cleaning Workers, All Other	37-2019	42	**	**	**
Administrative Services Managers	11-3011	41	120	10	\$28.22
Carpenters	47-2031	41	470	85	\$15.05
Construction Managers	11-9021	41	270	30	\$27.50
Hotel, Motel, and Resort Desk Clerks	43-4081	41	390	75	\$8.30
Mechanical Engineering Technicians	17-3027	41	**	**	\$15.84
Aerospace Engineering and Operations Technicians	17-3021	40	**	**	**
Architectural and Civil Drafters	17-3011	40	40	**	\$21.13
Healthcare Practitioners and Technical Workers, All Other	29-9099	40	**	**	\$12.18
Human Resources Managers	11-3121	40	130	10	\$29.99
Health Technologists and Technicians, All Other	29-2099	38	100	10	\$13.25
Securities, Commodities, and Financial Services Sales Agents	41-3031	37	200	25	\$15.89
Training and Development Specialists	13-1151	37	190	25	\$14.54
Emergency Medical Technicians and Paramedics	29-2041	36	310	30	\$10.92
Child, Family, and School Social Workers	21-1021	35	220	35	\$13.08
Electrical and Electronic Equipment Assemblers	51-2022	35	**	20	**
Industrial Engineering Technicians	17-3026	35	50	**	\$20.14
Cooks, Institution and Cafeteria	35-2012	32	560	70	\$9.36
Architectural and Engineering Managers	11-9041	31	160	10	\$41.37
Chemical Technicians	19-4031	31	80	10	\$12.60
Market Research Analysts	19-3021	31	**	**	**
Excavating and Loading Machine and Dragline Operators	53-7032	30	**	**	**
Dishwashers	35-9021	29	440	45	\$8.32
Team Assemblers	51-2092	29	**	180	**
Electricians	47-2111	28	820	95	\$21.24
Human Resources Assistants, Except Payroll and Timekeeping	43-4161	28	70	10	\$14.21
Metal Workers and Plastic Workers, All Other	51-4199	28	**	20	\$12.46
Social and Community Service Managers	11-9151	28	220	20	\$16.75
Environmental Science and Protection Technicians, Including Health	19-4091	27	30	**	\$14.14
First-Line Supervisors of Construction Trades and Extraction Workers	47-1011	27	810	85	\$21.57
First-Line Supervisors of Housekeeping and Janitorial Workers	37-1011	27	150	25	\$12.96
Landscaping and Groundskeeping Workers	37-3011	27	1,260	185	\$9.73
Packers and Packagers, Hand	53-7064	27	420	75	\$9.54
Social Workers, All Other	21-1029	27	**	**	\$13.43
Aerospace Engineers	17-2011	26	**	**	**
Aircraft Launch and Recovery Officers	55-1012	26	**	**	**
Computer and Information Systems Managers	11-3021	26	280	30	\$39.43
Electromechanical Equipment Assemblers	51-2023	26	**	**	**

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APPENDIX - LIST OF ALL JOB VACANCIES

Job Title	SOC Code	Total Job Orders ¹	Estimated Employment ²	Annual Job Openings ³	Entry Wage ²
Engineering Technicians, Except Drafters, All Other	17-3029	26	90	**	\$18.18
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	45-2092	25	60	20	\$9.15
Financial Specialists, All Other	13-2099	25	130	15	\$16.44
Purchasing Managers	11-3061	25	60	**	\$28.68
Telecommunications Equipment Installers and Repairers, Except Line Installers	49-2022	25	80	10	\$19.07
Chefs and Head Cooks	35-1011	24	100	20	\$11.41
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	51-9121	24	230	35	\$13.41
Dining Room and Cafeteria Attendants and Bartender Helpers	35-9011	24	300	45	\$8.36
Dispatchers, Except Police, Fire, and Ambulance	43-5032	24	180	25	\$12.72
Wholesale and Retail Buyers, Except Farm Products	13-1022	24	**	15	**
Highway Maintenance Workers	47-4051	23	200	25	\$17.71
Legal Secretaries	43-6012	23	120	15	\$16.02
Residential Advisors	39-9041	23	20	**	\$8.10
Loan Officers	13-2072	22	210	30	\$17.87
Medical Secretaries	43-6013	22	330	65	\$13.07
Advertising Sales Agents	41-3011	21	50	10	\$11.51
Automotive Body and Related Repairers	49-3021	21	210	15	\$13.09
Construction and Related Workers, All Other	47-4099	21	**	**	**
Dietitians and Nutritionists	29-1031	21	50	**	\$18.90
Food Servers, Nonrestaurant	35-3041	21	360	60	\$8.41
Rail Car Repairers	49-3043	21	**	10	**
Computer-Controlled Machine Tool Operators, Metal and Plastic	51-4011	20	490	50	\$15.17
Dental Assistants	31-9091	20	310	35	\$14.87
Healthcare Social Workers	21-1022	20	130	15	\$14.36
Operations Research Analysts	15-2031	20	**	**	**
Order Clerks	43-4151	20	40	**	\$13.45
Reporters and Correspondents	27-3022	20	**	10	\$11.23
Civil Engineering Technicians	17-3022	19	80	**	\$14.76
Cooks, Fast Food	35-2011	19	530	60	\$8.42
Inspectors, Testers, Sorters, Samplers, and Weighers	51-9061	19	500	55	\$13.26
Material Moving Workers, All Other	53-7199	19	**	**	**
Medical Records and Health Information Technicians	29-2071	19	160	10	\$13.02
Painters, Construction and Maintenance	47-2141	19	200	35	\$14.61
Public Relations Specialists	27-3031	19	60	**	\$16.30
Surgical Technologists	29-2055	19	90	**	\$15.78
Bus Drivers, Transit and Intercity	53-3021	18	120	15	\$14.86
Cement Masons and Concrete Finishers	47-2051	18	310	50	\$13.79
Home Appliance Repairers	49-9031	18	**	10	**
Mental Health and Substance Abuse Social Workers	21-1023	18	70	**	\$14.65
Pest Control Workers	37-2021	18	80	15	\$13.66
Railroad Conductors and Yardmasters	53-4031	18	**	**	**
Agricultural and Food Science Technicians	19-4011	17	60	10	\$14.18
Electrical Power-Line Installers and Repairers	49-9051	17	100	10	\$27.66
Graphic Designers	27-1024	17	120	15	\$12.66
Paralegals and Legal Assistants	23-2011	17	190	15	\$13.47
Education Administrators, Postsecondary	11-9033	16	180	25	\$27.52
Environmental Scientists and Specialists, Including Health	19-2041	16	40	**	\$26.66
Helpers—Installation, Maintenance, and Repair Workers	49-9098	16	**	25	\$11.46
Medical and Clinical Laboratory Technicians	29-2012	16	**	**	**
Outdoor Power Equipment and Other Small Engine Mechanics	49-3053	16	**	15	\$13.18
Physicians and Surgeons, All Other	29-1069	16	220	10	\$63.20
Plumbers, Pipefitters, and Steamfitters	47-2152	16	720	90	\$16.16

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Postsecondary Teachers, All Other	25-1199	16	80	**	\$27,935
Radiologic Technologists	29-2034	16	160	10	\$19.92
Bill and Account Collectors	43-3011	15	**	20	**
Computer Software Engineers, Systems Software	15-1032	15	**	**	**
Conservation Scientists	19-1031	15	30	**	\$18.86
Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094	15	20	**	\$18.16
Gaming Supervisors	39-1011	15	**	15	**
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	49-9021	15	560	80	\$16.36
Interpreters and Translators	27-3091	15	**	**	**
Occupational Therapists	29-1122	15	110	10	\$32.68
Parking Lot Attendants	53-6021	15	100	15	\$8.58
Physician Assistants	29-1071	15	40	**	\$35.05
Construction and Building Inspectors	47-4011	14	60	**	\$23.66
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	51-4031	14	170	20	\$12.35
Health Diagnosing and Treating Practitioners, All Other	29-1199	14	**	**	\$10.64
Insurance Sales Agents	41-3021	14	350	60	\$13.88
Interviewers, Except Eligibility and Loan	43-4111	14	140	15	\$11.57
Nurse Anesthetists	29-1151	14	**	**	**
Property, Real Estate, and Community Association Managers	11-9141	14	80	15	\$20.25
Recreation Workers	39-9032	14	470	70	\$8.21
Community Health Workers	21-1094	13	30	**	\$13.75
Counter and Rental Clerks	41-2021	13	680	80	\$8.24
Database Administrators	15-1141	13	50	**	\$23.77
Floral Designers	27-1023	13	50	**	\$10.79
Grounds Maintenance Workers, All Other	37-3019	13	**	**	**
Structural Iron and Steel Workers	47-2221	13	**	10	**
Air Crew Officers	55-1011	12	**	**	**
Animal Trainers	39-2011	12	**	**	**
Billing and Posting Clerks	43-3021	12	380	60	\$13.69
Community and Social Service Specialists, All Other	21-1099	12	80	20	\$10.78
Court, Municipal, and License Clerks	43-4031	12	100	15	\$15.76
Rail-Track Laying and Maintenance Equipment Operators	47-4061	12	**	**	**
Real Estate Sales Agents	41-9022	12	**	20	\$11.34
Respiratory Therapists	29-1126	12	70	**	\$21.26
Speech-Language Pathologists	29-1127	12	130	10	\$29.44
Substance Abuse and Behavioral Disorder Counselors	21-1011	12	**	10	**
Transportation, Storage, and Distribution Managers	11-3071	12	110	**	\$26.85
Bartenders	35-3011	11	1,160	155	\$8.34
Buyers and Purchasing Agents, Farm Products	13-1021	11	**	**	**
Couriers and Messengers	43-5021	11	60	10	\$10.31
Environmental Engineers	17-2081	11	40	**	\$15.91
Financial Clerks, All Other	43-3099	11	**	**	**
Food Preparation and Serving Related Workers, All Other	35-9099	11	**	**	**
Instructional Coordinators	25-9031	11	70	10	\$20.84
Lawyers	23-1011	11	340	25	\$31.77
Mechanical Drafters	17-3013	11	160	10	\$19.31
Tool and Die Makers	51-4111	11	130	10	\$20.02
Aircraft Mechanics and Service Technicians	49-3011	10	40	**	\$14.47
Bus Drivers, School or Special Client	53-3022	10	520	50	\$9.25
Cooks, All Other	35-2019	10	**	**	**
Credit Analysts	13-2041	10	70	10	\$17.67
Editors	27-3041	10	**	10	\$15.49

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Farm and Home Management Advisors	25-9021	10	**	**	**
Laundry and Dry-Cleaning Workers	51-6011	10	200	25	\$8.29
Locomotive Engineers	53-4011	10	**	**	**
Mail Clerks and Mail Machine Operators, Except Postal Service	43-9051	10	50	10	\$9.99
New Accounts Clerks	43-4141	10	40	**	\$13.91
Payroll and Timekeeping Clerks	43-3051	10	120	10	\$16.29
Physical Therapist Assistants	31-2021	10	70	15	\$19.97
Sawing Machine Setters, Operators, and Tenders, Wood	51-7041	10	**	10	**
Slot Supervisors	39-1012	10	**	10	**
Actors	27-2011	9	**	**	**
Detectives and Criminal Investigators	33-3021	9	20	**	\$26.70
Electronics Engineers, Except Computer	17-2072	9	**	**	**
Family and General Practitioners	29-1062	9	170	**	\$82.62
Funeral Attendants	39-4021	9	**	**	**
Medical and Clinical Laboratory Technologists	29-2011	9	**	**	**
Molders, Shapers, and Casters, Except Metal and Plastic	51-9195	9	140	10	\$13.29
Occupational Health and Safety Specialists	29-9011	9	90	**	\$21.69
Occupational Therapy Assistants	31-2011	9	40	10	\$22.13
Pharmacy Aides	31-9095	9	**	**	**
Plant and System Operators, All Other	51-8099	9	**	**	**
Advertising and Promotions Managers	11-2011	8	**	**	**
Agricultural Engineers	17-2021	8	**	**	**
Biochemists and Biophysicists	19-1021	8	**	**	**
Chemical Plant and System Operators	51-8091	8	**	20	**
Claims Adjusters, Examiners, and Investigators	13-1031	8	90	10	\$25.03
Compliance Officers	13-1041	8	110	15	\$19.43
Computer Network Support Specialists	15-1152	8	200	15	\$16.78
Computer Operators	43-9011	8	**	**	\$15.19
Interior Designers	27-1025	8	40	10	\$9.72
Medical Transcriptionists	31-9094	8	100	35	\$10.31
Mobile Heavy Equipment Mechanics, Except Engines	49-3042	8	140	20	\$13.41
Nonfarm Animal Caretakers	39-2021	8	150	20	\$8.29
Police, Fire, and Ambulance Dispatchers	43-5031	8	80	**	\$20.57
Printing Press Machine Operators and Tenders	51-5023	8	**	**	**
Printing Press Operators	51-5112	8	230	20	\$10.34
Sales Engineers	41-9031	8	**	**	\$27.67
Software Developers, Applications	15-1132	8	370	35	\$27.32
Telemarketers	41-9041	8	110	15	\$10.18
Transportation Inspectors	53-6051	8	10	**	\$19.72
Transportation Workers, All Other	53-6099	8	**	**	**
Vocational Education Teachers, Postsecondary	25-1194	8	110	10	\$16.06
Water and Wastewater Treatment Plant and System Operators	51-8031	8	170	10	\$17.53
Architects, Except Landscape and Naval	17-1011	7	20	**	**
Chemical Equipment Operators and Tenders	51-9011	7	30	**	\$13.53
Commercial Pilots	53-2012	7	**	**	**
First-Line Supervisors of Farming, Fishing, and Forestry Workers	45-1011	7	**	10	**
Fitness Trainers and Aerobics Instructors	39-9031	7	270	75	\$9.00
Massage Therapists	31-9011	7	100	20	\$9.16
Mental Health Counselors	21-1014	7	**	10	**
Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	51-4081	7	850	100	\$13.43
Personal Care and Service Workers, All Other	39-9099	7	**	**	**
Rehabilitation Counselors	21-1015	7	310	20	\$13.27

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Reinforcing Iron and Rebar Workers	47-2171	7	**	**	**
Statisticians	15-2041	7	**	**	**
Teacher Assistants	25-9041	7	1,230	165	\$19,887
Adhesive Bonding Machine Operators and Tenders	51-9191	6	**	**	**
Agricultural Equipment Operators	45-2091	6	**	10	\$16.68
Agricultural Sciences Teachers, Postsecondary	25-1041	6	**	**	**
Aircraft Launch and Recovery Specialists	55-3012	6	**	**	**
Appraisers and Assessors of Real Estate	13-2021	6	70	**	\$20.40
Automotive and Watercraft Service Attendants	53-6031	6	50	**	\$11.63
Captains, Mates, and Pilots of Water Vessels	53-5021	6	**	**	\$22.78
Cargo and Freight Agents	43-5011	6	30	**	\$15.44
Childcare Workers	39-9011	6	650	170	\$8.38
Compensation, Benefits, and Job Analysis Specialists	13-1141	6	50	**	\$20.11
Cost Estimators	13-1051	6	240	30	\$24.32
Dentists, General	29-1021	6	160	**	\$27.52
Engine and Other Machine Assemblers	51-2031	6	**	**	**
Insurance Claims and Policy Processing Clerks	43-9041	6	190	20	\$17.69
Internists, General	29-1063	6	**	**	**
Loan Interviewers and Clerks	43-4131	6	80	15	\$13.92
Machine Feeders and Offbearers	53-7063	6	210	30	\$10.90
Materials Engineers	17-2131	6	**	**	\$25.37
Medical Equipment Repairers	49-9062	6	80	**	\$13.82
Operating Engineers and Other Construction Equipment Operators	47-2073	6	390	55	\$15.09
Packaging and Filling Machine Operators and Tenders	51-9111	6	990	130	\$11.03
Service Unit Operators, Oil, Gas, and Mining	47-5013	6	**	**	**
Surgeons	29-1067	6	**	**	**
Taxi Drivers and Chauffeurs	53-3041	6	120	20	\$8.92
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	51-4122	6	**	**	\$15.64
Ambulance Drivers and Attendants, Except Emergency Medical Technicians	53-3011	5	**	**	**
Biological Technicians	19-4021	5	100	**	\$14.37
Brokerage Clerks	43-4011	5	50	10	\$17.12
Butchers and Meat Cutters	51-3021	5	420	50	\$9.35
Cardiovascular Technologists and Technicians	29-2031	5	30	**	\$11.91
Communications Equipment Operators, All Other	43-2099	5	**	**	**
Computer User Support Specialists	15-1151	5	710	50	\$13.71
Cooks, Short Order	35-2015	5	130	20	\$8.50
Crane and Tower Operators	53-7021	5	140	15	\$24.18
Dental Hygienists	29-2021	5	290	20	\$27.51
Dietetic Technicians	29-2051	5	70	**	\$10.62
Drafters, All Other	17-3019	5	30	**	\$20.89
Electronic Home Entertainment Equipment Installers and Repairers	49-2097	5	**	15	\$15.22
Environmental Engineering Technicians	17-3025	5	**	**	\$16.23
First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	37-1012	5	90	15	\$15.77
Food Processing Workers, All Other	51-3099	5	50	**	\$10.37
Forest and Conservation Technicians	19-4093	5	30	**	\$16.80
Hairdressers, Hairstylists, and Cosmetologists	39-5012	5	370	90	\$8.39
Human Resources, Training, and Labor Relations Specialists, All Other	13-1079	5	**	**	**
Media and Communication Workers, All Other	27-3099	5	**	**	**
Meter Readers, Utilities	43-5041	5	30	**	\$21.48
Print Binding and Finishing Workers	51-5113	5	50	**	\$10.41
Private Detectives and Investigators	33-9021	5	**	**	**
Psychiatrists	29-1066	5	**	**	**

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Recreational Therapists	29-1125	5	**	**	**
Technical Writers	27-3042	5	20	**	\$16.41
Adult Basic and Secondary Education and Literacy Teachers and Instructors	25-3011	4	20	**	\$16.12
Air Crew Members	55-3011	4	**	**	**
Coaches and Scouts	27-2022	4	340	70	\$17,376
Commercial and Industrial Designers	27-1021	4	30	**	\$20.10
Commercial Divers	49-9092	4	**	**	**
Computer Network Architects	15-1143	4	70	10	\$24.32
Computer, Automated Teller, and Office Machine Repairers	49-2011	4	130	20	\$13.75
Concierges	39-6012	4	30	**	\$8.62
Conveyor Operators and Tenders	53-7011	4	**	10	**
Forest Fire Inspectors and Prevention Specialists	33-2022	4	**	**	**
Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic	51-4034	4	**	**	**
Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	33-9092	4	170	70	\$8.41
Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic	51-4035	4	20	**	\$16.27
Millwrights	49-9044	4	190	20	\$21.19
Nuclear Technicians	19-4051	4	**	**	**
Nurse Midwives	29-1161	4	**	**	**
Power Plant Operators	51-8013	4	**	**	**
Preschool Teachers, Except Special Education	25-2011	4	180	30	\$9.79
Protective Service Workers, All Other	33-9099	4	30	**	\$15.01
Public Relations and Fundraising Managers	11-2031	4	60	**	\$23.99
Secondary School Teachers, Except Special and Career/Technical Education	25-2031	4	1,660	130	\$45,203
Social Science Research Assistants	19-4061	4	**	**	\$13.89
Therapists, All Other	29-1129	4	**	**	**
Tire Repairers and Changers	49-3093	4	200	20	\$11.95
Web Developers	15-1134	4	80	10	\$15.64
Aircraft Cargo Handling Supervisors	53-1011	3	**	**	\$10.73
Anthropologists and Archeologists	19-3091	3	**	**	**
Athletic Trainers	29-9091	3	10	**	\$34,881
Brickmasons and Blockmasons	47-2021	3	80	10	\$17.88
Career/Technical Education Teachers, Middle School	25-2023	3	**	**	**
Clinical, Counseling, and School Psychologists	19-3031	3	40	**	\$17.40
Computer Hardware Engineers	17-2061	3	**	**	**
Control and Valve Installers and Repairers, Except Mechanical Door	49-9012	3	40	**	\$27.56
Court Reporters	23-2091	3	**	**	**
Diagnostic Medical Sonographers	29-2032	3	110	**	\$24.79
Education Administrators, All Other	11-9039	3	30	**	\$20.95
Education Administrators, Elementary and Secondary School	11-9032	3	150	15	\$82,166
Electronic Equipment Installers and Repairers, Motor Vehicles	49-2096	3	**	**	**
Entertainment Attendants and Related Workers, All Other	39-3099	3	**	**	**
Food Scientists and Technologists	19-1012	3	50	**	\$24.25
Foundry Mold and Coremakers	51-4071	3	80	**	\$13.54
Funeral Service Managers	11-9061	3	**	**	**
Gaming Change Persons and Booth Cashiers	41-2012	3	**	**	**
Gaming Dealers	39-3011	3	190	25	\$8.51
Health Educators	21-1091	3	50	10	\$15.18
Helpers, Construction Trades, All Other	47-3019	3	**	**	**
Helpers--Electricians	47-3013	3	390	55	\$13.00
Landscape Architects	17-1012	3	**	**	**
Librarians	25-4021	3	90	10	\$18.87
Library Assistants, Clerical	43-4121	3	130	15	\$8.28

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Medical Scientists, Except Epidemiologists	19-1042	3	**	**	**
Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic	51-4072	3	**	35	\$13.93
Natural Sciences Managers	11-9121	3	10	**	\$41.74
Nuclear Medicine Technologists	29-2033	3	20	**	\$30.07
Occupational Health and Safety Technicians	29-9012	3	10	**	\$11.99
Probation Officers and Correctional Treatment Specialists	21-1092	3	110	**	\$23.29
Radio and Television Announcers	27-3011	3	**	**	**
Sewing Machine Operators	51-6031	3	100	10	\$10.98
Skincare Specialists	39-5094	3	30	**	\$10.28
Software Developers, Systems Software	15-1133	3	110	10	\$20.03
Telecommunications Line Installers and Repairers	49-9052	3	**	**	**
Writers and Authors	27-3043	3	**	**	**
Art, Drama, and Music Teachers, Postsecondary	25-1121	2	**	**	**
Atmospheric and Space Scientists	19-2021	2	**	**	**
Bridge and Lock Tenders	53-6011	2	**	**	**
Budget Analysts	13-2031	2	**	**	**
Business Teachers, Postsecondary	25-1011	2	110	10	\$56,959
Camera Operators, Television, Video, and Motion Picture	27-4031	2	**	**	**
Chemists	19-2031	2	**	**	\$28.16
Coin, Vending, and Amusement Machine Servicers and Repairers	49-9091	2	30	**	\$13.37
Communications Teachers, Postsecondary	25-1122	2	**	**	**
Compensation and Benefits Managers	11-3111	2	20	**	\$34.10
Computer and Information Scientists, Research	15-1011	2	**	**	**
Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	51-4012	2	20	**	\$13.23
Cutting and Slicing Machine Setters, Operators, and Tenders	51-9032	2	60	**	\$14.01
Dental Laboratory Technicians	51-9081	2	70	**	\$15.11
Education, Training, and Library Workers, All Other	25-9099	2	**	**	**
Educational, Guidance, School, and Vocational Counselors	21-1012	2	220	35	\$14.67
Electrical and Electronics Drafters	17-3012	2	20	**	\$25.67
Emergency Management Directors	11-9161	2	**	**	**
Farmers, Ranchers, and Other Agricultural Managers	11-9013	2	**	500	**
Farmworkers, Farm, Ranch, and Aquacultural Animals	45-2093	2	**	35	**
Fence Erectors	47-4031	2	70	10	\$13.82
File Clerks	43-4071	2	30	**	\$8.77
First-Line Supervisors of Personal Service Workers	39-1021	2	260	25	\$11.37
Fishers and Related Fishing Workers	45-3011	2	**	**	**
Foreign Language and Literature Teachers, Postsecondary	25-1124	2	**	**	**
Gaming Surveillance Officers and Gaming Investigators	33-9031	2	**	**	**
Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	51-4033	2	100	15	\$13.20
Hazardous Materials Removal Workers	47-4041	2	**	**	**
Insulation Workers, Mechanical	47-2132	2	**	**	**
Labor Relations Specialists	13-1075	2	140	35	\$13.91
Marriage and Family Therapists	21-1013	2	**	**	**
Meat, Poultry, and Fish Cutters and Trimmers	51-3022	2	**	50	**
Medical Appliance Technicians	51-9082	2	**	**	**
Medical Equipment Preparers	31-9093	2	**	**	\$13.26
Network Systems and Data Communications Analysts	15-1081	2	**	**	**
Obstetricians and Gynecologists	29-1064	2	**	**	**
Opticians, Dispensing	29-2081	2	50	**	\$11.30
Painters, Transportation Equipment	51-9122	2	**	**	\$15.88
Painting, Coating, and Decorating Workers	51-9123	2	**	**	**
Paving, Surfacing, and Tamping Equipment Operators	47-2071	2	**	10	\$15.94

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³Iowa's Long-Term Projections - IWD

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APPENDIX - LIST OF ALL JOB VACANCIES

Job Title	SOC Code	Total Job Orders ¹	Estimated Employment ²	Annual Job Openings ³	Entry Wage ²
Physical Therapist Aides	31-2022	2	20	**	\$8.76
Psychiatric Technicians	29-2053	2	**	**	**
Railroad Brake, Signal, and Switch Operators	53-4021	2	50	**	\$16.67
Sheet Metal Workers	47-2211	2	150	20	\$13.49
Special Education Teachers, All Other	25-2059	2	10	**	\$33,253
Teachers and Instructors, All Other	25-3099	2	**	**	**
Training and Development Managers	11-3131	2	20	**	\$27.68
Tree Trimmers and Pruners	37-3013	2	**	**	**
Weighers, Measurers, Checkers, and Samplers, Recordkeeping	43-5111	2	**	**	**
Actuaries	15-2011	1	**	**	**
Administrative Law Judges, Adjudicators, and Hearing Officers	23-1021	1	**	**	**
Agricultural Workers, All Other	45-2099	1	**	45	**
Airfield Operations Specialists	53-2022	1	**	**	**
Amusement and Recreation Attendants	39-3091	1	**	35	\$8.45
Anesthesiologists	29-1061	1	**	**	**
Armored Assault Vehicle Officers	55-1013	1	**	**	**
Art Directors	27-1011	1	**	**	**
Audio and Video Equipment Technicians	27-4011	1	20	**	\$9.51
Bailiffs	33-3011	1	**	**	**
Bakers	51-3011	1	90	15	\$10.48
Biological Scientists, All Other	19-1029	1	10	**	\$13.01
Biomedical Engineers	17-2031	1	**	**	**
Broadcast Technicians	27-4012	1	10	**	\$8.24
Chemical Engineers	17-2041	1	**	10	\$32.81
Chiropractors	29-1011	1	70	**	\$18.66
Clergy	21-2011	1	40	**	\$14.88
Command and Control Center Officers	55-1015	1	**	**	**
Continuous Mining Machine Operators	47-5041	1	**	**	**
Cooks, Private Household	35-2013	1	**	**	**
Correctional Officers and Jailers	33-3012	1	160	15	\$17.61
Counselors, All Other	21-1019	1	**	**	**
Credit Counselors	13-2071	1	40	**	\$14.85
Crossing Guards	33-9091	1	90	10	\$11.95
Cutters and Trimmers, Hand	51-9031	1	**	**	**
Designers, All Other	27-1029	1	**	**	**
Door-To-Door Sales Workers, News and Street Vendors, and Related Workers	41-9091	1	**	**	**
Economists	19-3011	1	**	**	**
Education Administrators, Preschool and Childcare Center/Program	11-9031	1	40	**	\$11.48
Education Teachers, Postsecondary	25-1081	1	60	**	\$46,274
Electrical and Electronics Installers and Repairers, Transportation Equipment	49-2093	1	**	**	**
Electro-Mechanical Technicians	17-3024	1	**	**	\$24.25
Engineering Teachers, Postsecondary	25-1032	1	**	**	**
Environmental Science Teachers, Postsecondary	25-1053	1	**	**	**
Etchers and Engravers	51-9194	1	**	**	**
Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	51-4021	1	230	15	\$15.34
Firefighters	33-2011	1	170	15	\$20.92
First-Line Supervisors of All Other Tactical Operations Specialists	55-2013	1	**	**	**
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand	53-1021	1	**	25	**
Forest and Conservation Workers	45-4011	1	**	**	**
Fundraisers	13-1131	1	70	15	\$14.83
Gaming and Sports Book Writers and Runners	39-3012	1	**	**	**
Gaming Cage Workers	43-3041	1	**	**	**

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Job Title	SOC Code	Total Job Orders ¹	Estimated Employment ²	Annual Job Openings ³	Entry Wage ²
Gaming Service Workers, All Other	39-3019	1	**	**	**
Gas Plant Operators	51-8092	1	**	**	**
Helpers—Painters, Paperhangers, Plasterers, and Stucco Masons	47-3014	1	**	**	**
Infantry Officers	55-1016	1	**	**	**
Information Security Analysts	15-1122	1	10	**	\$22.88
Jewelers and Precious Stone and Metal Workers	51-9071	1	10	**	\$16.93
Legal Support Workers, All Other	23-2099	1	**	**	**
Legislators	11-1031	1	50	**	\$17,097
Library Technicians	25-4031	1	100	10	\$11.62
Lodging Managers	11-9081	1	**	10	\$13.56
Manufactured Building and Mobile Home Installers	49-9095	1	**	**	**
Materials Scientists	19-2032	1	**	**	**
Middle School Teachers, Except Special and Career/Technical Education	25-2022	1	**	40	\$43,075
Mining and Geological Engineers, Including Mining Safety Engineers	17-2151	1	**	**	**
Mixing and Blending Machine Setters, Operators, and Tenders	51-9023	1	100	25	\$12.69
Model Makers, Metal and Plastic	51-4061	1	**	**	**
Motor Vehicle Operators, All Other	53-3099	1	**	15	**
Museum Technicians and Conservators	25-4013	1	**	**	**
Musicians and Singers	27-2042	1	**	**	**
Nursing Instructors and Teachers, Postsecondary	25-1072	1	20	10	\$51,526
Office Machine Operators, Except Computer	43-9071	1	20	**	\$10.61
Optometrists	29-1041	1	**	**	\$30.80
Pediatricians, General	29-1065	1	**	**	\$56.41
Photographers	27-4021	1	30	10	\$8.70
Physical Scientists, All Other	19-2099	1	**	**	**
Postal Service Mail Carriers	43-5052	1	320	15	\$17.20
Postal Service Mail Sorters, Processors, and Processing Machine Operators	43-5053	1	10	**	\$23.79
Power Distributors and Dispatchers	51-8012	1	**	**	**
Prepress Technicians and Workers	51-5111	1	40	**	\$12.82
Procurement Clerks	43-3061	1	30	**	\$14.36
Radio, Cellular, and Tower Equipment Installers and Repairers	49-2021	1	**	**	**
Roofers	47-2181	1	130	25	\$15.60
Rotary Drill Operators, Oil and Gas	47-5012	1	**	**	**
Special Education Teachers, Kindergarten and Elementary School	25-2052	1	80	10	\$42,665
Special Education Teachers, Middle School	25-2042	1	**	**	\$46,782
Special Education Teachers, Preschool, Kindergarten, and Elementary School	25-2041	1	**	**	**
Special Education Teachers, Secondary School	25-2054	1	110	10	\$46,733
Surveying and Mapping Technicians	17-3031	1	60	10	\$13.66
Switchboard Operators, Including Answering Service	43-2011	1	90	10	\$9.68
Veterinary Technologists and Technicians	29-2056	1	100	**	\$12.94
Woodworking Machine Setters, Operators, and Tenders, Except Sawing	51-7042	1	**	**	\$11.15
Word Processors and Typists	43-9022	1	**	**	**

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