

**Fergus Falls Area**

**HOT**

**JOBS**



**The Key to Your  
Career Future  
in West Central  
Minnesota**

**2007 Regional  
Employer Survey**

**This publication was made possible by:**

**The Fergus Falls WorkForce Center**

**Fergus Falls Economic Improvement Commission**

**Fergus Falls Chamber of Commerce**

**Rural Minnesota CEP**

**Minnesota Department of Employment and Economic Development**

**Minnesota Vocational Rehabilitation Department**

**Minnesota Veterans Services**



# THE THREE THINGS

You want a job. A good job right here at home. So what do you **NEED TO KNOW** to get a good job around Fergus Falls?

While there are no easy solutions to getting one of these **HOT JOBS**, there is one truth you must understand:

**IF** you want to live and work in the Fergus Falls region, you need to know **THESE THREE THINGS**:

- 1) What better jobs are usually available in the area;
- 2) What you need to learn to qualify for those jobs; and,
- 3) How can you learn and gain those skills you need to apply for those **HOT JOBS**.

With that in mind, the WorkForce Center, Fergus Falls Chamber of Commerce and the Fergus Falls Economic Improvement Commission surveyed **KEY BUSINESSES** within 25 miles of Fergus Falls in the fall of 2007.

The document you hold in your hands is the result of that survey, a **ROADMAP** that you can use to make better decisions about your career path.

It will take time and resolve on your part. But hopefully this will help you realize that **THERE ARE GOOD JOBS AVAILABLE** for those with the right skills.

Now you will know what those **HOT JOBS** are and you can take steps to make certain you are ready to get a good job!

# How To Use This **HOT JOBS** Book



The **FERGUS FALLS AREA HOT JOBS 2007-2008** book is divided by industry.

What defines a **HOT JOB**? In each industry, you will find what the survey of area employers have told us are:

- 1) **JOBS THAT ARE MOST OFTEN OPEN**, and;
- 2) **JOBS THAT ARE MOST DIFFICULT TO FIND QUALIFIED WORKERS**

In other words, these jobs are the ones that offer you, the job seeker, the most opportunity for work in our region..the **HOT JOBS**. (Some of these jobs do not pay as well, but they are most often available.)

For these jobs, area employers who replied to our survey have also listed the top **TALENT AND SKILLS** that they need for someone to qualify for those jobs. This does not represent the **ONLY** skills you need, but gives you an idea of the most valued skills for the industry in the Fergus Falls area.

We also have identified the **MOST IMPORTANT KEY SOFT SKILLS** that you need to work in these industries. What are soft skills? Soft skills are things like showing up on time for work, being able to communicate well, getting along with others, able to learn a new skill on the job...those things that may not be directly related to your job, but are important to the **SUCCESS** you have in a job!

Finally we have the latest "**TYPICAL WAGE**" information listed by "**MEDIAN WAGE**" for Northwest Minnesota. "Median Wage" means that half of the reported wages are below the wage listed, and half of the reported wages are above the listed wage. Data comes from the 2007 Minnesota Salary Survey from the Labor Market Information Office of the Minnesota Department of Employment and Economic Development. Remember, that the "median wage" is for all workers; for example, workers who may have been at the same job for 10 years. The **starting wage** for any occupation will more than likely be lower than the wage listed in this report.

## **PERSONALITY PROFILE**

The Personality Profile for each occupation (**REALISTIC**, **CONVENTIONAL**, etc.) is explained on **PAGE 14**.

# HEALTHCARE HOT JOBS

## Healthcare Support Workers\*

- Good customer service
- Completed required training
- Can provide direct care
- Is a team player
- Able to keep accurate records

## KEY SOFT SKILL:

"Is Honest & Respectful"

## Licensed Practical Nurse

- Has a license to practice
- Has good attendance and dependability
- Communicates in a professional manner
- Is accurate
- Has good patient assessment skills

## PERSONALITY PROFILE:

SOCIAL  
INVESTIGATIVE

## Registered Nurse

- Reliable
- Has experience & current license
- Has educational background
- Is accurate
- Can handle flexible scheduling



## Other Jobs Listed by Regional Employers in This Category:

*Dietary Aide*

*Clerical*

*Delivery Personnel*

*Customer Service Representative*

## MEDIAN SALARY IN WEST CENTRAL MINNESOTA (2007 DATA)

*Remember, starting wages may likely be lower!*

Healthcare Support Workers \$11.29

LPN \$15.78

RN \$24.40

**DID YOU KNOW...**Healthcare is one of the fastest growing occupations in this region with a 25% projected increase in employment in the next ten years.

(\*Personal Attendants, Human Service Tech, Program Ass't, etc)

# MANUFACTURING HOT JOBS

## Machinists

- License or education
- Previous machine experience
- Math skills
- Ability to accurately follow directions
- Ability to adapt to changing situations

### KEY SOFT SKILL:

“Knows How to Learn New Skills”  
“Meets Accuracy Standards”

## Welders

- Welding experience or education
- Attention to quality
- Doesn't miss work days
- Can read blue prints
- Has good patient assessment skills

### PERSONALITY

### PROFILE:

REALISTIC

## CNC Operators

- Good computer knowledge
- Knowledge of CNC tools
- Math, reading and writing skills
- Knowledge of blueprints and able to read blueprints
- Knowledge of measuring equipment, mechanics and metal properties

### Other Jobs Listed by Regional Employers in This Category:

- Production & Assembly
- Maintenance, Mechanics
- Truck Drivers
- Loaders



## MEDIAN SALARY IN WEST CENTRAL MINNESOTA (2007 DATA)

*Remember, starting wages may likely be lower!*

Machinists \$15.64

Welders \$14.88 (cutters, braisers, solderers)

CNC Operators \$13.31

**DID YOU KNOW...**Nearly 75% of the manufacturers in Minnesota offer medical insurance plans to their employees, the highest percent of nearly all industries.

# CONSTRUCTION HOT JOBS

## Construction Laborers

Reading, writing & math  
Physical strength and willingness to use it  
Attention to detail  
Ability to accurately follow directions  
Ambition

### KEY SOFT SKILL:

"Doesn't Miss Work Days"

## HVAC Service Workers

Electrical knowledge  
Valid drivers' license (clean record)  
Good with hand tools  
Good communication skills with customers  
Time management skills/Neat appearance

### PERSONALITY PROFILE:

REALISTIC  
INVESTIGATIVE

## Carpenters

Reading, writing & math  
Ability to use a variety of tools accurately  
Physical strength  
Honest  
Anticipates next procedure

### Other Jobs Listed by Regional Employers in This Category:

Machine operators  
Bricklayers  
Pipelayers  
Apprentice electricians  
Iron workers  
Plumbers.



### MEDIAN SALARY IN WEST CENTRAL MINNESOTA (2007 DATA)

*Remember, starting wages may likely be lower!*

Construction Laborers \$14.44

HVAC \$19.23

Carpenters \$15.20

**DID YOU KNOW...**Construction and extraction jobs as a group are expected to grow faster than any other occupational group.

# PROFESSIONAL & RELATED **HOT JOBS**

## Physical Therapist

Education  
Ability to make accurate evaluations  
Treatment of exercise modules  
Computer skills

**KEY SOFT SKILL:**  
"Is Honest & Respectful"

## Physical Therapist Assistant

Education  
Treatment skills  
Computer skills

## Medical Secretary

Computer skills  
Able to analyze claims  
Good organizational skills

**PERSONALITY  
PROFILE:**  
REALISTIC  
INVESTIGATIVE  
SOCIAL

## Other Jobs Listed by Regional Employers in This Category:

Engineers  
Accountants  
Bookkeepers



## **MEDIAN SALARY IN WEST CENTRAL MINNESOTA (2007 DATA)**

*Remember, starting wages may likely be lower!*

Physical Therapist \$30.88

PT Assistant \$16.49

Medical Secretary \$12.16

**DID YOU KNOW...**The Bureau of Labor Statistics predicts that physical therapist aide will be the third fastest growing occupation for which a degree isn't required.

# UTILITY HOT JOBS

## Journeyman Line Workers

- Graduate of an accredited program
- Mechanical background
- Customer service skills
- Able to work in adverse weather conditions
- Safety-minded/CDL

## KEY SOFT SKILL:

- "Is Honest & Respectful"
- "Gets Along With Others"

## Customer Service/Personnel

- Communications skills
- Computer skills
- Organizational skills
- High school diploma
- Flexibility
- AA accounting degree

## PERSONALITY PROFILE:

- REALISTIC
- CONVENTIONAL

## Computer Support Specialists

- Computer services experience
- Computer repair experience
- Computer skills
- Education & experience
- Team worker

## Other Jobs Listed by Regional Employers in This Category:

- Engineers
- Middle Management
- Accountants
- Machine Operators



## MEDIAN SALARY IN WEST CENTRAL MINNESOTA (2007 DATA)

*Remember, starting wages may likely be lower!*

Line Workers **\$16.85** (Installation, Repair, and Maintenance workers)

Customer Service **\$13.08**

Computer Support Specialists **\$16.68**

**DID YOU KNOW...** The utilities industry is facing a workforce challenge nationally and locally. Replacing electrical line worker positions that will be impacted by retirements is of particular concern.

# AGRICULTURE, FORESTRY & TRANSPORTATION **HOT JOBS**

## Truck Drivers

- Safety-minded
- CDL
- Knowledge of and ability to follow laws
- Dependable
- Can retain directions

## KEY SOFT SKILL:

- "Is On Time"
- "Gets Along With Others"

## Laborers

- Reliable
- Physical strength
- Mobility
- Has current clean drivers' license
- Can follow directions
- Pleasant to work with

## PERSONALITY PROFILE:

- REALISTIC
- ENTERPRISING

## Retail Sales Clerk

- Knowledgeable
- Good work ethic
- Reliable
- Pleasant to work with



## MEDIAN SALARY IN WEST CENTRAL MINNESOTA (2007 DATA)

*Remember, starting wages may likely be lower!*

- Truck Driver (heavy) \$13.75
- Truck Driver (light) \$10.02
- Laborer \$10.52
- Retail Clerk \$9.55

**DID YOU KNOW...**Most employees in the truck transportation and warehousing industry work in small establishments.

# RETAIL & SERVICE HOT JOBS

## Interior Design

Estimates cost  
Design and presentation skills  
Client advising skills

## Sales Person

Good customer service skills  
Knowledge of products  
Learns on the job and maintains knowledge  
Good self esteem

## Auto Tech

Farm equipment repair skills  
Reliable  
Good customer service  
Trainable  
Hard worker

## Other Jobs Listed by Regional Employers in This Category:

Clerical  
Auto Parts Clerk

## MEDIAN SALARY IN WEST CENTRAL MINNESOTA (2007 DATA)

*Remember, starting wages may likely be lower!*

Interior Design \$11.91  
Retail Sales \$9.55  
Auto Tech \$15.94

## KEY SOFT SKILL:

"Gets Along With Others"  
"Accurate"  
"On Time"  
"Learns New Skills"

## PERSONALITY PROFILE:

REALISTIC  
SOCIAL  
ENTERPRISING



**DID YOU KNOW...** Sales managers are found in nearly every industry. Job growth in sales is expected to increase faster than the average but competition is keen.

# SERVICE, CLEANING & BUILDING MAINTENANCE **HOT JOBS**

## Housekeeping

- Attention to detail
- Ability to work alone
- Positive attitude
- Physical mobility and strength

## KEY SOFT SKILL:

- "Gets Along With Others"
- "Doesn't Miss Work"

## Housekeeping Supervisor

- Supervisory skills
- Attention to detail
- Positive attitude
- Physical mobility and strength

## PERSONALITY PROFILE:

- REALISTIC
- CONVENTIONAL

## Front Desk Clerk

- Phone etiquette skills
- Good customer service skills
- Knowledge of office machines
- Problem solving skills
- Computer skills



## MEDIAN SALARY IN WEEST CENTRAL MINNESOTA (2007 DATA)

*Remember, starting wages may likely be lower!*

Housekeeper \$8.75

Housekeeping Supervisor \$16.09

Front Desk Clerk \$7.90

**DID YOU KNOW...**Although cleaning jobs can be found in all cities and towns, most are located in highly populated areas where there are many office buildings, schools, apartment houses, nursing homes, and hospitals.

# PRODUCTION & SAFETY HOT JOBS

## Embroidery Machine Operators

- Good feel for color and placement on garment
- Customer service skills
- Can write and spell accurately
- Physical strength and mobility

## Corrections Officer

- Interpersonal communications skills
- Computer skills
- Common sense
- Able to read and write well
- Physically fit

## Production and Assembly Workers

- Hand-eye coordination
- Work at a fast pace
- Attention to detail
- Good attendance
- Strength and mobility

## Other Jobs Listed by Regional Employers in This Category:

- Loaders
- Drivers
- Maintenance Workers
- Screen Printers

## KEY SOFT SKILL:

- "Knows How to Learn New Skills"
- "Meets Accuracy Standards"

## PERSONALITY PROFILE:

REALISTIC  
CONVENTIONAL



## MEDIAN SALARY IN WEST CENTRAL MINNESOTA (2007 DATA)

*Remember, starting wages may likely be lower!*

- Embroidery Machine Operators \$11.20
- Corrections Officers \$17.80
- Production and Assembly Workers \$11.82

**DID YOU KNOW...**The use of team production techniques has been a success in the manufacturing sector, boosting productivity and improving the quality of goods.

# PERSONALITY PROFILE

## The KEYS TO YOUR CAREER

Most people are one of six personality types, which are identified in the different career areas as follows:

**Realistic** - practical, physical, hands-on, tool-oriented

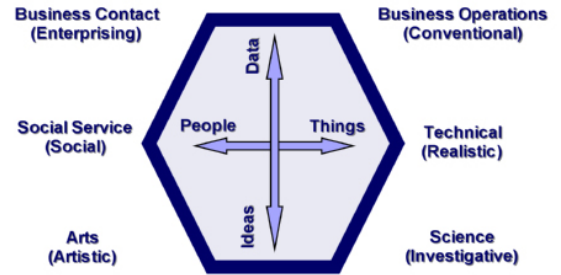
**Investigative** - analytical, intellectual, scientific, explorative

**Artistic** - creative, original, independent, chaotic

**Social** - cooperative, supporting, helping, healing/nurturing

**Enterprising** - competitive environments, leadership, persuading

**Conventional** - detail-oriented, organizing, clerical



People of the same personality type working together in a job create a work environment that fits their type. For example, when Artistic persons are together on a job, they create a work environment that rewards creative thinking and behavior — an Artistic environment. Studies show that people who choose to work in an environment similar to their personality type are more likely to be successful and satisfied.

This means that you probably should choose an occupation whose type is the same as, or similar to, your personality type.

You can find out your own personality type by taking a test through the Fergus Falls WorkForce Center, or online by searching for “Holland Codes” (work on this was done by John Holland).

Most people, in reality, are a combination of types — like Realistic-Investigative, or Artistic-Social. Therefore, you will probably want to consider occupations in more than one category. In summary, you are most likely to choose a satisfying job if you choose one that fits your personality type.

Visit with a career counselor at the Fergus Falls WorkForce Center to help you make good job and career decisions using the personality data!

## **ABOUT THE SURVEY**

**This first-ever employment survey was mailed to 160 businesses in and within 25 miles of Fergus Falls in August of 2007. Not every business received a survey; businesses were chosen that generally had positions that were categorized as high demand/high pay industries as identified through labor market information through the Minnesota Department of Employment and Economic Development (thanks to Labor Market Analyst Nathan Dorr for his help in defining the questions and tabulating the results). There were 40 responses to the survey, a 25% response rate.**

**A special thanks to the 40 employers who returned their surveys.**

**This is the 2007  
Fergus Falls Regional**

**HOT**

**JOBS**

**Report!**

