

**One-Stop Labor Market Information Annual Plan  
District of Columbia  
Statewide Employment Statistics System**

The Office of Labor Market Research and Information (OLMRI) within the Department of Employment Services is the entity in the District that is responsible for the operation of the statewide employment statistics system. The OLMRI, through a cooperative agreement with the U.S. Department of Labor, Bureau of Labor Statistics, produces the official employment and unemployment statistics for the District and the Washington, D.C. Primary Metropolitan Statistical Area. This office also has responsibility for the production of the workforce information core information products and services funded by the One-Stop Career Center/America's Labor Market Information System (ALMIS) grant.

The District's Workforce Investment Council (WIC) established an Employer Involvement/Labor Market Information Committee (EI/LMI) to promote the development of the employment statistics system inline with the District's WIA Five Year Strategic Plan. The EI/LMI Committee is composed of WIC members; representatives from the business community; members of the District's workforce development system; private and public research organizations and an OLMRI representative.

The EI/LMI Committee, which meets monthly, is the major source of information on the workforce information needs of the business community. Periodically, the OLMRI meets with the workforce development system professionals to determine staff and customer workforce information needs. Feedback on the workforce information needs of individuals is obtained during weekly orientation sessions conducted with customers of the workforce development system.

The District's employment statistics system supports the District's WIA Five Year Strategic Plan by making available to job seeking and employer customers timely, comprehensive and user-friendly labor market information. The information available includes information on trends in industry employment and wages; labor force, employment and unemployment; occupational employment and wages; projected industry and occupational employment; demographics and other economic indicators. This information is delivered to workforce system customers through a combination of online systems (the District's Web Site and Virtual One-Stop); hard copy publications; forums and one-on-one contact.

Within the District's One-Stop service delivery system, workforce information and services are delivered to customers via self-service or staff assisted access to the Department's web site and the Virtual One-Stop System; hard copy publications and job seeker orientation sessions. Starting this program year, Labor Market Information Specialists will be out stationed at the One-Stop centers to provide workforce information to customers and staff and user training on the use of labor market information.

**One-Stop Labor Market Information Annual Plan  
Statement of Work for the District of Columbia  
Priority Core Products and Services**

**1) Continue to populate the ALMIS Database with State data.**

**Activity:**

Grant funds will be used to continue populating the ALMIS Database Version 2.2 core tables and associated lookup and crosswalk tables with District level data in accordance with guidelines issued by the ALMIS Database Consortium. One-Stop/LMI funds will be used for equipment, software, and staff costs for a database administrator to maintain the database. Ninety percent of the costs for the database administrator will be paid out of prior year grant funds.

Additionally, the ALMIS Database administrator will maintain and update occupational licensing data by populating the following database files: license.dbf, licauth.dbf, and lichist.dbf. Licensing data will be submitted through the National Crosswalk Service Center (NCSC) for inclusion on the America's Career Information Network (ACINet) site.

**Focus:**

The ALMIS Database serves as the repository for LMI and other economic data accessed through the automated One-Stop System.

**Consultation Results:**

WIC members and workforce development system staff all recognized this product as a key element in our One-Stop service delivery system and that funding of this activity is vital to the system.

**Strategic Plan Support:**

This product supports the District's five-year plan priority of providing the public with more timely, comprehensive, and user-friendly labor market information by making the data available to customers using the Virtual One-Stop System.

**Projected Customer Outcomes:**

Timelier updating of the database is expected to reduce the number of phone and email requests for data contained in the database by 75 over the year.

**Customer Satisfaction Assessment:**

Customer satisfaction will be determined from responses to an online customer satisfaction survey available to users of the DC Analyzer System.

**Schedule:**

Core tables - Ongoing

Licensing data - February 2003

**Customers:**

Program planners, policy makers, job seekers, vocational and career counselors, trainers and students

**Total Cost:** **\$ 35,900**

Geographic Solutions ADA software :	2,756
Geographic Solutions ALMIS data updates:	19,500
ALMIS Database Administrator:	5,644
Hardware:	4,500
Software:	3,500

**2) Produce and disseminate long-term industry and occupational employment projections.**

**Activity:**

Prior years grant funds are being used to produce the District-level, long-term industry and occupational employment projections using the methodology, software tools, and guidelines developed by the Projections Consortium and the Projections Managing Partnership. For PY 2002, projections will be produced with calendar year 2000 as the base year and 2010 as the projected year, in coordination with the BLS National Projections for the same time period.

Current year grant funds will be used only to populate the ALMIS Database with the projections data and submit the data for public dissemination following procedures established by the Projections Consortium and the Projections Managing Partnership.

Since the District has no industry employment data for sub-state areas, the District will be unable to produce sub-state forecasts.

**Focus:**

This activity fills the data gap for long-term occupational demand data.

**Consultation Results:**

WIC members and workforce development system staff all recognized this product as a key element in our One-Stop service delivery system and that funding of this activity is vital to the system.

**Strategic Plan Support:**

This product supports the District’s five-year plan priority of providing the public with more timely, comprehensive, and user-friendly labor market information by making data on industrial and occupational demand available to customers using the Virtual One-Stop System. This activity also forms the basis for the development of the Demand Occupations Training Provider List identified in the plan.

**Projected Customer Outcomes:**

In addition to web-based distribution, at least 1,000 booklets containing the full set of projections data will be distributed to customers during the year. Selected projections data will also be included in the monthly brochure and distributed to over 10,000 customers.

**Customer Satisfaction Assessment:**

Customer satisfaction will be determined from responses to the customer satisfaction survey included with the booklet and responses to the annual survey mailed to subscribers to the monthly brochure.

**Schedule:**

Long-term industry projections - July 30, 2002  
Long-term occupational projections - September 13, 2002  
ALMIS Database update and public dissemination – February 25, 2003

**Customers:**

Program planners, policy makers, job seekers, vocational and career counselors, trainers, and students

**Total Cost:** **\$ 1,500**

### **3) Produce and disseminate short-term industry and occupational employment forecasts.**

#### **Activity:**

Grant funds will be used to produce and disseminate District-level, short-term industry and occupational employment forecasts using the methodology, software tools, and guidelines developed by the Projections Consortium and the Projections Managing Partnership. For PY 2002, the District will develop a NAICS-based historical industry employment series for the District and test the series with the short-term projections models.

The ALMIS Database will be populated with the 2001 – 2003 projections data and the projections will be submitted for public dissemination in accordance with procedures established by the Projections Consortium and the Projections Managing Partnership.

#### **Focus:**

This activity fills the data gap for short-term industrial and occupational demand data.

#### **Consultation Results:**

WIC members and workforce development system staff approved funding of this activity.

#### **Strategic Plan Support:**

This product supports the District's five-year plan priority of providing the public with more timely, comprehensive, and user-friendly labor market information by making data on short-term industrial and occupational demand available to internal and external customers.

#### **Projected Customer Outcomes:**

Short-term projections data will be included in the monthly brochure and distributed to about 10,000 customers.

#### **Customer Satisfaction Assessment:**

Customer satisfaction will be determined from responses to the annual customer satisfaction survey mailed to subscribers to the monthly brochure and through consultation with individual users.

**Schedule:**

Development of NAICS-based employment series - June 27, 2003  
Testing of short-term projections models – August 29, 2003  
Public dissemination of 2001- 2003 projections - August, 2003

**Customers:**

Program planners, policy makers, job seekers, vocational and career counselors, trainers, and students.

**Total Cost:** **\$ 25,000**

**4) Develop occupational analysis products.**

**Activity:**

The District will continue to produce the following two customer-focused occupational and career information products, incorporating related information such as occupational supply information, employment projections, forecasts and trends, and providing skills-based information using O\*NET and other skills research and information:

*High Demand Occupations in the District and the Metro Area* - Includes projected annual openings, wages and training requirements for use by workforce development specialists and training providers in determining occupations appropriate for WIA training.

*District of Columbia Industry and Occupational Projections, including the Washington Metro Area* - Includes base year and projected industry and occupational employment, openings, growth rates, and industry and occupational employment analysis.

These occupational information products and services have previously been developed in consultation with the District's WIC and the department's Workforce Development Bureau.

Utilizing the latest set of occupational projections, a new set of tables and narrative will be developed for possible inclusion in a career guide publication. The career guide publication would require the cooperative effort of the D.C. Public Schools. The cost of the career guide will be paid out of prior year grant funds.

**Focus:**

This activity fills the data gap for long-term industrial and occupational demand data.

**Consultation Results:**

WIC members and workforce development system staff all recognize these products as key elements in our One-Stop service delivery system and that funding of this activity is vital to the system. They emphasized the need for the development of a career guide.

**Strategic Plan Support:**

This product supports the District’s five-year plan priority of providing the public with more timely, comprehensive, and user-friendly labor market information by making data on industrial and occupational demand available to the public.

**Projected Customer Outcomes:**

At least 1,000 booklets containing projections data will be distributed to customers during the year. The High Demand Occupations publication will be distributed to about 1,500 customers.

**Customer Satisfaction Assessment:**

Customer satisfaction will be determined from responses to the customer satisfaction survey included with the publications and through consultation with members of the EI/LMI Committee and workforce development professionals.

**Schedule:**

*High Demand Occupations in the District and the Metro Area* - July 31, 2002  
*D.C. and Metro area Industry and Occupational Projections* - March 31, 2003  
*District of Columbia Career Guide* – April 30, 2003

**Customers:**

Program planners, policy makers, job seekers, vocational and career counselors, trainers, and students.

<b>Total Cost:</b>	<b>\$ 20,000</b>
<i>High Demand Occupations in the District and the Metro Area:</i>	5,000
<i>D.C. and Metro area Industry and Occupational Projections:</i>	15,000
<i>District of Columbia Career Guide:</i>	0

**5) Provide an employer name and address list that can be accessed by the public.**

**Activity:**

Grant funds will be used to continue to integrate the ALMIS Employer Database with the ALMIS Database in accordance with ALMIS Database Consortium guidelines.

Easy public access to the employer name and address list will be provided through the District's web-based Virtual One-Stop System (VOS) application.

In addition, the District will provide a system link to ACINet for public access to the employer name and address list.

**Focus:**

This activity fills the data gap for individual employer data.

**Consultation Results:**

WIC members and workforce development system staff all recognize this product as a key element in our One-Stop service delivery system and that funding of this activity is vital to the system.

**Strategic Plan Support:**

This product supports the District's five-year plan priority of providing the public with more timely, comprehensive, and user-friendly labor market information by making data on individual employers available to customers using the Virtual One-Stop System.

**Projected Customer Outcomes:**

Customer outcome for this activity will be based on usage statistics of the web-based system.

**Customer Satisfaction Assessment:**

Customer satisfaction will be determined by the results of consultation with individual customers and responses to an online customer satisfaction survey available to users of the DC Analyzer System.

**Schedule:**

Semi-annual updates



**Customers:**

Workforce development system customers

**Total Cost:**

**\$ 1,000**

**6) Provide information and support to Workforce Investment Boards and produce other State information products and services.**

**Activity:**

Grant funds will be used to provide information and support to the District's WIC and to produce other District information products and services. Customer information requirements will be determined through a survey of LMI customers. A secondary user license for the REMI Model currently used by the District's Office of Tax and Revenue will be obtained in order to conduct impact analysis of various major events on the labor market. The LMI survey and the REMI user license will be paid with prior year grant funds. In addition, the following four publications will be produced in cooperation with the WIC:

*Labor Market and Economic Trends- A Snapshot  
Labor Market Trends, Metropolitan Washington, D.C.  
Chief Executive Officers of the Top 200 Major Employers  
District of Columbia State of the Workforce*

The State of the Workforce Report will be paid out of prior year grant funds.

**Focus:**

This activity provides for the dissemination of information to policy makers, workforce development system staff, and customers for use in making informed decisions based on the economic data and analysis presented in the publications.

**Consultation Results:**

The LMI publications are produced in cooperation with the WIC while the WIC initiated the state of the workforce study. WIC members also indicated that there is a need for the LMI survey and the REMI model.

**Strategic Plan Support:**

These products support the District's five-year plan priority of providing the public with more timely, comprehensive, and user-friendly labor market information by making a wide variety of labor market and other economic data available to workforce investment system planners and customers.

**Projected Customer Outcomes:**

*Labor Market and Economic Trends- A Snapshot* is expected to have a monthly distribution of 10,000 copies while the *Labor Market Trends* publication is expected to have a monthly distribution of 5,000 copies. The *Top 200* publication will be distributed to 2,000 to 3,000 customers.

**Customer Satisfaction Assessment:**

Customer satisfaction with the monthly publications will be determined from responses to an annual survey mailed to subscribers. Customer satisfaction with the Top 200 publication will be based on responses to the survey included with the publication. Satisfaction with the output from the REMI model will be measured based on information obtained from consultation with the individual customers.

**Schedule:**

*Labor Market and Economic Trends- A Snapshot - Monthly*  
*Labor Market Trends, Metropolitan Washington D.C. - Monthly*  
*Chief Executive Officers of the Top 200 Major Employers - June 2003*  
*District of Columbia State of the Workforce – December 2002*

**Customers:**

Program planners, policy makers, job seekers, businesses, and workforce development staff

**Total Cost:** **\$ 107,440**

<i>Labor Market and Economic Trends- A Snapshot:</i>	14,400
<i>Labor Market Trends, Metropolitan Washington D.C.:</i>	87,360
<i>Chief Executive Officers of the Top 200 Major Employers:</i>	5,680
<i>District of Columbia State of the Workforce:</i>	0
LMI Customer needs Survey:	0
Secondary REMI User License:	0

**7) Support the development of state-based workforce information delivery systems.**

**Activity:**

Grant funds will be used to support the development and improvement of electronic access to and dissemination of workforce information. Self-service access to the ALMIS Database will be provided through the web-based Geographic Solutions Analyzer Internet System.

**Focus:**

This activity provides support for the maintenance and continued development of the online information delivery system.

**Consultation Results:**

WIC members and workforce development system staff agree that this product is a key element in our One-Stop service delivery system and that funding of this activity is vital to the system.

**Strategic Plan Support:**

This product supports the District’s five-year plan priority of providing the public with more timely, comprehensive, and user-friendly labor market information by making data available to customers using the Virtual One-Stop System.

**Projected Customer Outcomes:**

Customer outcome for this activity will be based on usage statistics of the web-based system.

**Customer Satisfaction Assessment:**

Customer satisfaction will be determined from responses to an online customer satisfaction survey available to users of the web-based system.

**Schedule:**

On-going

**Customers:**

Workforce development system customers.

**Total Cost:** **\$ 12,296**

**8) Support State workforce information training activities.**

**Activity:**

Grant funds will be used to hire two Labor Market Information Specialists. They will be responsible for disseminating LMI in one-stop centers and conducting staff and customer training on LMI. Grant funds will also be used to conduct a half-day training workshop

to increase staff and customer knowledge and use of workforce information. The workshop will focus on the industry and occupational projections and the current labor force, employment, and unemployment trends. The focus of the workshop may change as a result of the customer needs as identified by the planned LMI customer survey. Currently, it is anticipated that there will be 75 to 100 attendees at the workshop.

**Focus:**

This activity targets the need for training on LMI in the workforce development system.

**Consultation Results:**

WIC members agree with the workforce development system staff that there is real need for this activity in our One-Stop service delivery system and that funding of this activity is vital to the system.

**Strategic Plan Support:**

This product supports the District's five-year plan priority of providing the public with more timely, comprehensive, and user-friendly labor market information by making LMI more useful to both staff and customers of our One-Stop Career Centers.

**Projected Customer Outcomes:**

Customer outcome for this activity will be based on number of training attendees and customers served by the LMI One-Stop staff.

**Customer Satisfaction Assessment:**

Customer satisfaction with the level of service provided by the LMI Specialists will be determined through consultations with workforce development system professionals and customer evaluations. Customer satisfaction with the workshop will be determined from attendee responses to the workshop evaluation form.

**Schedule:**

April, 2003

**Customers:**

WIC members, workforce development system staff, employers, job seekers, policy makers, and economists.

**Total Cost:** **\$ 109,050**

Labor Market Information Specialists:	101,450
Workshop facilities, refreshments etc.:	5,600
Presenter fees:	2,000

**Activity:**

Grant funds will be used to cover the cost of LMI and workforce development system staff attendance at ETA, NASWA, and LMI Training Institute conferences and training sessions.

**Focus:**

This activity targets the need for LMI training in the workforce development system.

**Consultation Results:**

WIC members agreed that there is a need for ongoing LMI training and support the continued funding of this activity.

**Strategic Plan Support:**

This product supports the District’s five-year plan priority of providing the public with more timely, comprehensive, and user-friendly labor market information by enhancing the ability of staff to make LMI more relevant to customers of our One-Stop Career Centers.

**Projected Customer Outcomes:**

Customer outcome for this activity will be based on number of training attendees.

**Customer Satisfaction Assessment:**

Customer satisfaction will be determined from the training evaluation reports submitted by staff attending the training sessions.

**Schedule:**

As scheduled by the training providers

**Customers:**

LMI and workforce development system staff

**Total Cost:** **\$ 13,000**

**One-Stop Labor Market Information Annual Plan  
District of Columbia  
Customer Satisfaction Assessment  
Core Products and Services**

Customer satisfaction with the core products and services will be determined through a combination of user surveys, evaluation forms, training evaluation reports, focus groups and consultation. The specific satisfaction assessment strategy for each of the core products is identified in the preceding statement of work.