

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY
Economic Information and Analysis Division

PY04 ONE-STOP LMI GRANT WORK PLAN
July 1, 2004- June 30, 2005

Final Progress Report

1. Continue to populate the ALMIS Database with state data

Achievements

- ▶ Delivery of a finished database in the ALMIS 2.3 format;
- ▶ Completed installation of the initial and customization phase of front-end application, Virtual Labor Market Information (VLMI), testing version 7.0 (in progress);
- ▶ Participation in Consortium meetings and projects;
- ▶ Participation in the VLMI user group meetings;
- ▶ Update of all core tables required by the US Employment and Training Administration and other non-core tables as data became available;
- ▶ Development of automated integration between federal/state statistical program processing systems and the ALMIS Database;
- ▶ Provision of data extracts and data verification services according to user or system specifications;
- ▶ Communication and cooperation with the Illinois Skills Match (ISM) system/database administrator to monitor and ensure the proper interface between the VLMI and ISM web sites once customization is complete; and,
- ▶ Provision of licensed occupations files to the National Crosswalk Service Center for display in the ACINET.

Planned Budget: \$198,778

Planned expenditures included project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), and contractual employee.

Actual Expenditures: \$132,395

Expenditures were less than planned due to loss of staff.

2. Produce and disseminate industry and occupational employment projections

Achievements

Constructed County-level 1990-2003 NAICS-based industry employment series

- ▶ Estimated ES202-based historical industry employment series
- ▶ Investigated economic and non-economic code changes
- ▶ Conducted outlier detection and apply adjustments
- ▶ Developed and applied series for non-covered employment and special populations
- ▶ Established summability of the preliminary county-level to the preliminary state-level industry series and apply adjustments
- ▶ Finalized revised county-level industry series
- ▶ Constructed Workforce Area industry series

Completed 2002-2012 Workforce Area Industry Projections

- ▶ Finalized historical employment series
- ▶ Estimated preliminary industry projections
- ▶ Conducted review of industry projections
- ▶ Finalized industry projections

Completed 2002-2012 Workforce Area Occupational Projections

- ▶ Constructed industry-based occupational staffing patterns for covered employment
- ▶ Constructed industry-based occupational staffing patterns for non-covered employment
- ▶ Revised national input data
- ▶ Revised occupational directory
- ▶ Estimated preliminary occupational projections
- ▶ Conducted review of occupational projections
- ▶ Finalized occupational projections

Completed 2002-2012 Substate Industry and Occupational Projections (SEPS)

- ▶ Constructed industry and occupational input data files
- ▶ Estimated preliminary industry projections
- ▶ Conducted review of industry projections
- ▶ Finalized industry projections
- ▶ Estimated preliminary occupational projections
- ▶ Conducted review of occupational projections
- ▶ Finalized occupational projections

Did Not Complete 2004-2006 Statewide Industry Projections

- ▶ 2004-2006 Statewide Industry Projections were not completed due to lack of staff and reallocation of resources to complete future short-term projections.

Did Not Complete 2004-2006 Statewide Occupational Projections

- ▶ 2004-2006 Statewide Occupational Projections were not completed due to lack of staff and reallocation of resources to complete future short-term projections

Schedule of Training

- ▶ Short-Term Industry Projections Software. The training session was rescheduled for October 2005 and was completed.
- ▶ Short-Term Industry Projections Methodology. The training was canceled by the USDOL Projections Management Partnership, due to lack of funds.
- ▶ Occupational Descriptor Software. The training was canceled by the USDOL Projections Management Partnership due to lack of funds.
- ▶ Skills-Based Employment Projections software. The training was rescheduled for April 2005 and was completed.
- ▶ Occupational Projections Software. The training session was rescheduled for January 2006.

Principal Customers

Staff (counselors, trainers, planners) and customers (UI claimants, dislocated workers) of One-Stop Career Centers, State agencies and organizations, private sector (training providers), employers, human resource managers, economic developers

Budget: \$352,638

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time consultant services, data processing hardware and software, data subscription services, and in-state and out-of-state travel.

Actual: \$299,532

Expenditures were less than planned due to reduced staffing levels.

3. Provide occupational and career information products for public use

Achievements

Career Information System (CIS)

- ▶ Completed and delivered the updated version via the Internet on schedule.

- ▶ Compiled and integrated updated employment projections data, occupational wages, current employment, bibliography, training programs, schools, scholarships, and other related information into appropriate files.
- ▶ Incorporated enhancements such as Quick Link tabs to allow faster navigation; improved and expanded keyword search; Course Planner; 21 new occupational files; expanded “My Portfolio” administrative tools; and, additional activities for special education students.
- ▶ Number of visitor sessions = 131,000.

Career Click

- ▶ Retooled web access by the 16 national career clusters to improve customer ease-of-access format.
- ▶ Added 55 new occupational videos provided by ALMIS Consortium.
- ▶ Number of visitor sessions = 115,000.

Countdown

- ▶ Added 16 occupational files for Standard Occupational Classification titles not previously included.
- ▶ Updated all occupational files including descriptions, wages, and employment projections data in the expanded geographical format first introduced last year in response to customer feedback.
- ▶ Number of visitor sessions = 28,000.

Workforce Info Center Web site (WIC)

- ▶ Expanded and enhanced system platform and incorporated necessary ALMIS database additions.
- ▶ Reconfigured home and main pages to better communicate critical data elements and special studies and reports to customers:
- ▶ Comparison of industries, occupations, and local areas;
- ▶ Industry and occupational profiles;
 - Quick access to labor market facts; and,
 - Content management system in order to customize entire system.
- ▶ Content management system in order to customize entire system.
- ▶ Number of visitor sessions = 68,000.

LMI Source Web site

- ▶ Updated access to all print publications including: Job Outlook in Brief (English and Spanish); Guides to Career Choices; and, special report “Job Vacancy Survey for the Workforce Boards of Metropolitan Chicago.”

- ▶ Enhanced web page for access to Local Employment Dynamics (LED) data.
- ▶ Revised access to several data sources to improve customer access.
- ▶ Number of visitor sessions = 171,000.

Print Publications

- ▶ Revised, updated and distributed the Illinois Occupational Outlook in Brief in both English and Spanish (Perspectiva de trabajo en breve).
- ▶ Revised and updated Guides to Career Choices.
- ▶ Developed parent section and other data tables for “FORWARD: Your Life After High School” magazine.
- ▶ Gathered feedback from education and workforce development audiences on “Kids & Careers,” a guide for parents and families to assist youth in informed career decision-making. (Brochure should be available by January 2006.)

Planned Budget: \$219,011

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employee, Spanish translation service, and printing costs.

Actual Expenditures: \$169,224

Expenditures were less than planned due to savings in printing costs and reduced staffing levels.

4. Ensure that workforce information and support required by state and local workforce investment boards are provided

Achievements

- ▶ Provided monthly Local Area Unemployment Statistics (LAUS), Current Employment Statistics (CES), Quarterly Census of Employment and Wages (QCEW) summary reports and Mass Layoff Statistics (MLS) data, in requested formats, by *Opportunity Returns* Economic Development Regions (EDRs) and Local Workforce Areas (LWAs) to the Illinois Governor’s Office, to the Illinois Department of Commerce and Economic Opportunity (DCEO), to the Illinois Workforce Investment Board (IWIB), and to Local Workforce Investment Boards (LWIBs).
- ▶ Analyzed regional and local industry data and occupational supply-demand balances and developed recommendations on specific target industries (Health Care, Manufacturing, and

Trade/Transportation/Logistics) and critical occupations and delivered to DCEO and LWIB staff coordinating the Critical Skill Shortages Initiative (CSSI) within each EDR. Began initial development of supply-demand analysis vehicle with partner agencies and the National Crosswalk Service Center.

- ▶ Provided requested technical assistance to the Illinois Workforce Investment Board, Governor's Office, and Illinois Department of Commerce and Economic Opportunity.
- ▶ Distributed promotional materials and information brochures to all Chambers of Commerce and economic development regions.
- ▶ Local Workforce Analysts provided technical assistance to LWIBs and EDR Committees and subcommittees as requested, including serving on Critical Skill Shortages Initiative (CSSI) advisory councils.

Planned Budget: \$209,916

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employee, and printing costs.

Actual Expenditures: \$173,406

Expenditures were less than planned in large part due to reduced staffing levels.

5. Maintain and enhance electronic state workforce information delivery systems

Achievements

One Source Portal Page (www.ILWorkInfo.com)

- ▶ Continued extensive promotional activities to brand "One Source: Your Gateway to Workforce and Career Information" as the definitive starting point for access to comprehensive local information.
- ▶ Revised direct linkages to Labor Market Information publications.
- ▶ Number of visitor sessions = 234,000.

Workforce Info Center Web site (WIC)

- ▶ Expanded and enhanced system platform and incorporated necessary ALMIS database additions.
- ▶ Reconfigured home and main pages through content management system to better communicate critical data elements and special studies and reports to customers.
- ▶ Number of visitor sessions = 68,000.

Career Information System (CIS)

- ▶ Completed and delivered the updated version via the Internet on schedule.
- ▶ Incorporated enhancements such as Quick Link tabs to allow faster navigation; improved and expanded keyword search; and expanded “My Portfolio” administrative tools.
- ▶ Number of visitor sessions = 131,000.

LMI Source Web site

- ▶ Updated access to all print publications including: Job Outlook in Brief (English and Spanish); Guides to Career Choices; and, special report “Job Vacancy Survey for the Workforce Boards of Metropolitan Chicago.”
- ▶ Enhanced web page for access to Local Employment Dynamics (LED) data.
- ▶ Revised access to several data sources to improve customer access.
- ▶ Number of visitor sessions = 171,000.

- ▶ Provided technical assistance and workforce analysis to the Governor’s Office, Illinois Workforce Investment Board, and Illinois Department of Commerce and Economic Opportunity.
- ▶ In conjunction with partner agencies, worked to incorporate the Career Information System into Phase 1 of the Virtual One-Stop System, Illinois workNet.
- ▶ Local Workforce Analysts provided data, technical assistance and analysis to the Economic Development Region staff, Local Workforce Invest Boards and their committees, and staff at the One-Stop Career Centers (Illinois Employment and Training Centers).

Planned Budget: \$173,057

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), EDP hardware, software, training and conference fees, printing, in-state/out-of-state travel.

Actual Expenditures: \$136,547

Expenditures were less than planned in large part due to savings in travel and printing costs, which were leveraged with other grant funds.

6. Support state workforce information training activities

Achievements

- ▶ Reorganized staff to create a Chicago-based Outreach Network to intensify labor market and career information dissemination efforts in the Chicagoland area. This five-person team consists of: labor market economist, development specialist, 2 workforce/career information training specialists, and a customer outreach specialist. The team meet monthly to coordinate strategic planning and enhance accountability and customer feedback measurement tools. Highlights of achievements by the Chicago-based Outreach Network include:
 - collaborated with the University of Chicago, Office of Special Programs Chicago Public Schools to provide hands-on career information training to students in grades 9-12;
 - intensified efforts to work with Chicago Public Schools (CPS) K-8 staff and as a result have conducted several hands-on training sessions for CPS Education-to-Careers Administrators, Teachers and Counselors; and,
 - developed a working relationship with the Archdiocese of Chicago, Office of Catholic Schools for the purpose of providing their students K-12 with labor market and career information resources.
- ▶ Developed and delivered training on the use of workforce information - Census, industry and occupational employment projections, occupational wages, industry staffing patterns, and occupational supply data - in the analysis of regional economic target industries and critical occupations for the Governor's Critical Skill Shortages Initiative (CSSI) to Local Workforce Board directors and partner agency staff.
- ▶ Conducted further training for Local Workforce Analysts to assist Local Workforce Investment Boards in the utilization and analysis of available workforce data and Local Employment Dynamics (LED) data.
- ▶ To promote available online applications and information services, distributed 225,000 bookmarks, 35,000 One Source brochures and 20,000 Job Search Guides to workforce development stakeholders and the business/employer community, and participated in several youth motivational programs and the following presentations and exhibits:

July 2004

Workforce and Career Information awareness training, Illinois Department of Human Services, Division of Human Capital Development (Chicago); Fayette County Economic Development

Corp.; Center for Economic Progress (Chicago); Pilsen Employment and Training Center (Chicago)

August 2004

South Suburban Mayors and Managers Association (Cook County); Illinois Workforce Partnership (Springfield); Chicago Cosmopolitan Chamber of Commerce; City Treasurer's Small Business Expo (Chicago); Metro South Region One-Stops

September 2004

Northern Illinois Employer Council Fall Conference (DeKalb); 18th Annual Entrepreneurial Women's Conference (Chicago); Chicago Tribune Career Builder Job Fair; Loop Business/Economic Development Seminar

October 2004

Governor's Workforce Development Conference (Springfield); Cook County 14th Annual Operation Access to Employment Fair for Person with Disabilities; Chicago Association of Vocational Experts (CAVE); Illinois Center for Specialized Professional Support; Legislator Information Forum (Chicago); Chicago Assn. of Minority Recruiters Open House

November 2004

Grundy Chamber of Commerce; Jacksonville Employment and Training Center; Elgin Employment and Training Center; Hispanic Governor's Town Hall meeting; Illinois Employer Council; Illinois Association of Workforce Professionals (Bloomington)

December 2004

Chicago Jobs Corps Working Committee; Chicago Workforce Board; Kankakee Employment and Training Center; Legislator Information Forum (Chicago); Chicago Transit Authority Career Fair

January 2005

Bolingbrook Employment and Training Center; Rehabilitation Institute of Chicago; Morton College

February 2005

Networking = Results Conference (Bloomington); Evanston Employment and Training Center; Joliet Employment and Training Center; Harvey Employment and Training Center; Chicago Heights Employment and Training Center

March 2005

Carlinville IETC partners; Arlington Heights Employment and Training Center

April 2005

Workforce Board of Northern Cook County; Illinois Assn. of Workforce Professionals Spring Conference

May 2005

Illinois Association of Workforce Professionals (Joliet)

June 2005

Association of Colleges and Employers Conference; Mayopr's Office of Workforce Development Job and Resource Fair (Chicago)

- ▶ Promoted career information tools at 180 events including the following conferences, exhibits and capacity-building training sessions:

July 2004

Family, Career and Communities Leaders of America National Conference (Chicago)

August 2004

Illinois Association for Supervision and Curriculum Development; Chicago Tribune Teachers Resource Fair Exhibit; Career and Technical Education Administrators Leadership Meeting (Peoria); Illinois State Fair; Statewide Non-Traditional Leadership Team; Safer Foundation Organization (Chicago)

September 2004

Galesburg Employment and Training Center partners; Suburban Career Fair; Technical Assistance Workshop for DHS-Human Capital Development Division contractors with Chicago Jobs Council staff; Chicago Tribune Career Builder Job Fair; Illinois Office of Educational Services; Regional Office of Career and Technical Education Fall Counselor meeting (Springfield)

October 2004

New Fall Classic Institute Day, Lake Land College (Charleston); Starved Rock Area Vocational and Technical Education (Ottawa); Shawnee College Career Day (Ullin); Black College Expo, Mt. Vernon High School; Career Development Center's Elementary Administrators Fall Meeting; College of DuPage; Quincy Area Vocational Tech Center; Mt. Vernon Teacher's Conference

November 2004

Illinois Office of Educational Services; State Advisory Council on Education of Students with Disabilities; Heartland Community College; Illinois School Library Media Association (Arlington Heights); Illinois Education and Technology Conference (Springfield); LaMoine Valley Educational System Career Day (Macomb); Youth Motivation Program at Fenger High School (Chicago); Illinois Association of School Boards Annual Conference

December 2004

LaMoine Valley Regional Office of Education Counselors Conference (Macomb)

January 2005

Lake County Area Vocational System; South Shore High School Campus first Annual College Career Fair; North and Northwest Cook County School District; Rehabilitation Institute of Chicago's Career Day; Chicago Public Schools Area 15 Science Fair

February 2005

DuPage County Technical Education counselors meeting; Illinois Coalition for Educating At-Risk Youth Conference (Springfield); Illinois Association of Career and Technical Education Conference (Springfield); Chicago Public School counselors

March 2005

Mendota High School; DuPage Institute for Counselors; Regional Office of Career and Technical Education Career Day (Springfield); Connections Conference (St. Charles); Illinois Adult and Continuing Educators Association 26th Annual Conference (Springfield); Chicago Public Schools Office of Special Programs; Northern Illinois University (DeKalb)

April 2005

Morgan Park High School Career Day (Chicago); University of Illinois at Springfield's Disabled Student Awareness Week; Chicago Public Schools Office of Special Programs; Chicago Public School parents group visits to Pilsen and Arlington Heights One-Stops; Chicago Community Colleges Semi-Annual Internship and Employment Fair; Paul Robeson High School Career Fair (Chicago); Chicago Teachers Union Conference; Illinois PTA 103rd Annual Conference (Naperville); Archdiocese off Chicago, Office of Catholic Schools Leadership meeting; Dunbar High School Career Fair (Chicago)

May 2005

South Elgin High School; Rehabilitation Institute of Chicago Career Day Fair exhibit

June 2005

Assisted partner agency staff in the analysis of occupational supply and demand and supply chain leakages to prioritize coordination action for the Critical Skill Shortages Initiative (CSSI).

Planned Budget: \$448,324

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employees, ALMIS database maintenance contract, EDP software, training fees, and in-state travel.

Actual Expenditures: \$375,303

Expenditures were less than planned in large part due to reduced travel costs and staffing levels.

7. Customer Satisfaction

Achievements

Customer feedback surveys indicated again this Program Year that among all three principal customer groups - employers, individuals, and the workforce development system - approximately two-thirds of respondents were "familiar with" or had "used" workforce and career information Web sites or publications.

However, within the business community (135 employers), the portion of customers that indicated awareness of our publications and Web sites improved just slightly.

Utilization of One Source Workforce and Career Information Web sites remained steady during PY 2004 at 750,000 visitor sessions. Attribute ratings for Accuracy, Relevancy, Accessibility, Understandability, Geographical Area, Comparability, and Completeness from surveys and questionnaires were generally high and improved from last Program Year in all categories. However, several comments were used as the basis for questions during subsequent customer focus groups and partner agency directed interviews to provide input for product/service improvement process.

Partner agencies in the workforce development system and responses from focus groups, directed interviews, and on-line "contact us" email asked that:

- ▶ Efforts be continued to depict all demographic groups, including persons with physical challenges, in the photos in our printed publications.
- ▶ Training opportunities continue to be expanded.
- ▶ Additional products be developed for special populations.
- ▶ LMI is something that employers struggle with, please work with us through our Chambers of Commerce to learn more about this information and how we could apply it.
- ▶ More historical data would be helpful.
- ▶ Employment, projections and earnings data for occupations within specific industries would improve analysis.

Based upon this feedback, PY 2005 Plan activities will:

- ▶ Expand outreach activities to the business community to increase awareness and utilization of workforce information Web sites and resources by business and economic development associations, Illinois Employer Council and other employer conferences, and regional and local chambers of commerce. Provide ready-to-use articles to business associations for member newsletters.
- ▶ Continue to aggressively raise awareness of all career information products, especially the Career Information System (CIS) and Countdown Web sites.
- ▶ Launch the on-line e-learning application for Illinois' workforce and career information training modules (similar to Workforce ATM's LMI@Work) accessible to all partner agencies and stakeholders. (Initial I*Compass pilot launch scheduled for January 2006.)

- ▶ Develop and distribute a version of the Occupational Outlook in Brief targeted for the soon-to-be-released correctional and formerly incarcerated populations.
- ▶ Measure customer satisfaction with new parents' publication “Kids & Careers: How Families Can Help Children Succeed”.
- ▶ Continue to expand and promote career information on nontraditional careers and accessibility issues.

Planned Budget: \$56,713

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), contractual services, and in-state travel.

Actual Expenditures: \$40,117

Expenditures were less than planned in large part due to reduced travel costs and staffing levels.