

WORKFORCE INFORMATION GRANT
PY2004
SOUTH DAKOTA
Progress Report
October 7, 2005

The period of performance for most of the activities in this grant is from July 1, 2004 to June 30, 2005. However, there are a few activities that will continue until December 31, 2005. This progress report covers activities completed and dollars spent as part of the PY2004 grant. Fiscal expense reports were available only through June, so actual expenses will be used for activities completed by June 30.

ALMIS Database

We upgraded the ALMIS data base structure to version 2.3. The core tables of the ALMIS database has been populated with statewide and sub-state data. We have put 2004 licensing data into the data base. The licensing data was also sent to the NCSC. All significant milestones have been met.

	Planned	Actual
Dollars Spent: ALMIS database	\$19,128	\$14,447

Industry and Occupational Employment Projections

We have completed work on the 2002-2012 long-term industry projections for the Sioux Falls MSA, the Rapid City MSA and three balance-of-state areas.

The LMIC used the annual openings data from the long-term projections to determine occupational demand for workers and to determine high growth occupations. The occupational projections are widely used in our career magazines and brochures.

We produced statewide short-term industry employment forecasts from 4th Qtr. 2004 to 4th Qtr. 2006, using the NAICS industry codes.

Statewide short-term occupational projections for 2004-2006 were completed. We submitted the deliverable to the projections management partnership.

2004-2014 industry projections will be starting shortly after the first of the year.

We had listed 15 required milestones for this activity. We have completed 14 of those milestones, which amounted to over 90 percent of the goals.

	Planned	Actual
Dollars Spent: Projections	\$26,544	\$ 26,010

Occupational and Career Information Products

We conducted a survey of private post-secondary institutions and collected 2004 graduate data by educational program. We used the data from this survey and the data from the

SD Follow-up Project (public educational and training programs) to determine trained supply by occupation.

LMIC staff determined and published high growth occupations by educational level. High growth and high wage occupations were published in the **Career Spotlights** brochures. The high growth and high demand information is also used to answer many requests for occupational and career information.

We used a combination of Employment Services job applicant data and graduate/completer numbers to determine occupational supply. Information from wage records was used to establish controls for the total supply of new workers. The occupational demand (new workers need yearly) were compared to occupational supply to determine a numerical overall job outlook rating and a SD worker trend rating. The numerical ratings were converted to graphic descriptors. The graphic descriptors were published in the **Careerways** magazine.

From July 1, 2004 through September 30, 2005, we designed, published and disseminated 12,090 copies of the **Careerwise** magazine, 30,649 copies of the **Career Spotlights** brochures and 51,303 copies of the **Careerways** magazine to students, teachers, counselors, businesses and workforce development professionals. A total of 9,396 copies of the **Careerwise**, **Career Spotlights** and **Careerways** were sent to Career Center, SD DOL, or partner agency staff. The **Careerwise** magazine is designed for adults and has been a huge success at the Career Centers. The **Career Spotlights** and **Careerways** are also widely used with customers at the Career Centers. In addition, Career Center staff use the magazines when they visit local schools in their areas.

We also published 43,397 copies of the Bookmarks, 12,190 copies of the Parents Brochure, 30,312 copies of the **Career Wonders** magazine, 941 copies of the Career Peeks activities brochures, 16,193 copies of the **Career Aware** and 7,722 copies of the Pocket Resume. Approximately 19,721 copies of these products were provided to Career Center, SD DOL, or partner agency staff. The Bookmarks and Pocket Resumes are widely used and distributed by Career Centers for workforce development activities. Some of the products are used by Career Center staff when they visit local schools and employers. The other biggest users of these products are school counselors, teachers and school administrators.

The majority of users' needs for South Dakota occupational and career information are now met with the various career publications, the LMIC website and South Dakota Career InSite. However LMIC staff also provided responses to approximately 285 more in-depth requests for occupational and career information from all types of users. We handled about 45 such requests from Career Center, SD DOL, or partner agency staff.

We tabulated and published occupational wage data. The occupational wage data was placed on our internet website; the wage data on the website is updated (aged) every quarter. LMIC staff developed and published the **2004 South Dakota Occupational Wage** publication in December, 2004. We charged \$15 for this hard copy publication

(to help pay paper and printing costs). Almost 1,000 copies of the publication were sent to customers (the majority of these publications were sent to employers who furnished data to us through the BLS OES program). The publication contained wage data for statewide, two MSAs and three Balance of State wage areas. The 2002-2003 OES wage data was aged to June 2004 for the publication. Only a few copies of the publication were provided to Career Centers. This year, we have attempted to cut down on the number of hard copy publications. We try to steer customers to our website application. In addition, we used e-mail to notify customers about the availability of the publication and that the occupational wage data is on the LMIC website. All employers who responded to the OES survey (and provided e-mail addresses) were contacted via the e-mail form letter.

We conducted a 2004 benefits survey to collect employee fringe benefits information. We worked with the employee benefits consortium to develop a survey instrument. The data collection was part of a pilot test of the benefits consortium questionnaires. The fringe benefits information included both the frequency of benefits and the costs. We published the SD 2004 Employee Benefits brochure in September 2004. We designed the brochure to be more “executive friendly,” and the new format was a great success. Nearly 1,000 copies of the brochure have been distributed. The more detailed benefits data was published on the LMIC website.

Staff collected 2004 licensing information from the state’s licensing and certification boards. We used the licensing information in the SD Follow-up Project reports and in our new career information website. We provided the licensing data to the national site and populated the ALMIS data base.

We completed all the significant milestones for occupational and career information products. We greatly exceeded the measurable outcomes for this activity, including the number of publications distributed.

	Planned	Actual
Dollars Spent: Careerwise	\$ 7,659	\$ 8,090
Benefits Survey	\$10,635	\$ 4,613
Occupational & Career Inf. Requests	\$33,072	\$27,782
Job Opportunities Ratings by Occupation	\$ 6,168	\$ 5,779
Licensing by Occupation	\$ 4,699	\$ 3,361
O*NET Skills	\$5,242	\$ 3,222
Total	\$67,475	\$52,847

ALMIS Employer Database

Career Center staff and customers and other SD DOL staff are provided access to the ALMIS Employer Database through three different levels of access. The general public will be provided access through the Employer Locator on the Career InfoNet website. We provided access to the Employer Database for Career Center staff and customers through a state government Intranet site. This application provides information about selected employers and has limited file download capability.

One LMIC staff person has the Employer Database on her computer hard drive. This allows the LMIC staff to download larger files and do more intensive searches. We also have a link on the LMIC web site to the Career InfoNet web site.

We installed two updates to the ALMIS Employer Database; the current installed version is 2005 2nd Edition.

All significant milestones were met.

	Planned	Actual
Dollars Spent: ALMIS Employer database	\$3,496	\$3,238

Support Workforce Investment Boards

We moved our affirmative action from hard copy brochures to an html file on the LMIC website. We used feed back from our users to determine what we should make available to our customers. The Affirmative Action information is provided to assist employers in the completion of their Affirmative Action Plan (AAP). Specifically, information is provided that will allow employers to compare the percentage that women and minorities comprise of all employment in their establishment to the percentage of women and minorities with requisite skills in the recruitment area. Information is also provided regarding the percentage of women and minorities in the population and in the labor force. Because the affirmative action tables contain a lot of labor force data by gender and race, employers use it for other needs (in addition to affirmative action purposes). The following items are available on the website:

2000 Census EEO Data Tool

(Employment by gender, race and occupational group)

2000 South Dakota Census Population and Civilian Labor Force by Gender and Race

Affirmative Action information for surrounding States

Contact information regarding the preparation of an Affirmative Action Plans

Contact information regarding the Census 2000 EEO Tabulations

Information on filing EEO-1 reports, including instructions and contact information Two Factor Analysis

LMIC staff produced 12 monthly issues of the **South Dakota Labor Bulletin** and distributed 20,171 copies to all types of users. Career Center, SD DOL and partner agency staff received approximately 4,330 copies of the publication. Great care is taken to make sure that the **South Dakota Labor Bulletin** is published on the due date.

We produced **Community Labor Profiles** for Career Center staff, businesses, and economic development groups. The Career Center staff use the CLPs for meetings with businesses and economic development groups. Customers can get a CLP by either using the LMIC interactive website application or by requesting a CLP from LMIC staff. (The recent change to the interactive website application was a cost-saving move that has

enhanced the quality and availability of labor supply information. The website application allows the user to use a default area configuration based on commuting patterns or they can pick the areas to include in a custom CLP. LMIC staff completed 29 CLPs for customers. In addition, customers used the website application to create approximately 1,546 CLPs on their own. The profiles provide a wide range of labor market information about the area, including labor supply. The CLP uses a combination of unemployed and underemployed data to determine available labor supply.

LMIC staff answered many requests from workforce investment boards, Career Centers, Career Learning Centers, and other SD DOL staff, over 3,900 requests. We met with the Workforce Development Council in April 2005 to discuss accomplishments of the PY2004 grant and ask for input on the PY2005 grant.

Of the 23,338 information requests handled by LMIC, almost 45 percent (10,479) were from businesses or economic development groups. Business and industry was by far the largest single requester group. All information requests are answered within one business day unless a different completion date has been agreed upon.

LMIC staff conducted several research projects. Each professional staff is assigned research projects and is required to write up the findings. In most cases, the research papers are used as a basis for articles for the **South Dakota Labor Bulletin**. Staff prepared 14 research articles; ten of these articles have been or will be published in the **South Dakota Labor Bulletin**. The following topics were researched:

Topic	Start date	End date	Published
Minimum Wage	05/01/2004	07/31/2004	Backup
Statewide Occupational Trends	07/01/2004	09/30/2004	November, 2004
High Tech Industries	07/01/2004	09/30/2004	October, 2004
Teaching Occupations	08/01/2004	01/31/2005	March, 2005
QCEW Trends	08/01/2004	12/31/2004	January, 2005
Gender Specific Career Choices	10/01/2004	11/30/2004	December, 2004
Nonfarm Workers-Year in Review	12/01/2004	01/31/2005	February, 2005
Legal Occupations	01/01/2005	04/30/2005	May, 2005
Follow-up-Ten years & still learning	02/01/2005	06/30/2005	August, 2005
Summer Jobs in 2005	03/01/2005	03/31/2005	April, 2005
LMIC Product Showcase	05/01/2005	05/31/2005	June, 2005
Cost of Living Measures	05/01/2005	08/31/2005	Backup
Impact of Benefits on Turnover	05/01/2005	08/31/2005	Backup
Pharmacists Occupations	06/02/2005	08/31/2005	Backup

A topic of great interest and usefulness is wage records research. Because we have access to other administrative data that we can combine with wage records, we are able to answer many workforce development questions without having to implement a new survey or a new data collection. We have used wage records to answer many questions on worker characteristics and job turnover. LMIC staff continues work with other

regional states on a LAUS AAMC to determine unemployed entrants and reentrants using wage records and other administrative data.

We completed work on four GIS projects. These four projects were the Job Seekers Mapping Locations, the Job Openings Mapping Locations, the Financial Sector Mapping Locations and the Manufacturing Sector Mapping Locations.

	Planned	Actual
Dollars Spent: GIS applications	\$ 4,336	\$ 6,138
Publish monthly Labor Bulletin	\$ 21,338	\$ 24,644
Workforce Development Info	\$ 51,718	\$ 48,724
Community Labor Profiles	\$ 3,404	\$ 6,778
Workforce Development Research	\$ 23,478	\$ 17,003
Wage Records Research	\$ 11,759	\$ 7,396
Workforce development planning	\$ 724	\$ 1,434
Total	\$116,757	\$112,117

State-based Workforce Information Delivery Systems

We used PY2004 funds to complete the phase I of the new Career InSite “virtual career information” web site. The web site is being used by Career Center staff and their customers and other career decision-makers who don’t have access to career development information elsewhere.

We incorporated LMIC career information into the Career InSite application. In addition, O*NET data was included in the application. Phase II of Career InSite will begin later this winter because programming staff have not been available to begin the work.

We continued making enhancements (for instance, displaying three years of program performance data) to the South Dakota Training Provider and Program Planning website application. This website is the most comprehensive site of information on educational programs and training programs, including both private and public training. The application is used to certify WIA training providers. Program outcomes data from the SD Follow-up project and other sources have been used to populate the program planning modules. Potential students can compare outcomes from various providers and programs and make decisions about the education or training that meets their needs. LMIC staff continue to encourage training providers to make annual updates to their programs. We continue to receive positive feedback from school counselors.

LMIC staff completed work redesigning our website to have the same “look and feel” as the SD DOL site. The web site can be found at <http://www.sdjobs.org/lmic>

	Planned	Actual
Dollars Spent: Career InSite	\$ 41,351	\$ 42,765
Training Provider & Program Performance	\$ 15,965	\$ 16,778
LMIC web site	\$ 17,388	\$ 16,734
Total	\$ 74,704	\$ 76,277

State Workforce Information Training

In September 2004, LMIC staff provided occupational trends information at the Statewide WIA/Workforce Development conference in Spearfish. We also had an LMIC exhibit table at the conference.

Staff presented information to the Huron Area Human Resources Meeting.

We presented career and occupational information at a meeting held for new school counselors as well as at six fall guidance workshops. (These meetings are part of the ACRN grant.)

Staff provided LMI training to the Career Center staff. We visited 15 Career Center offices providing an LMI overview and one-on-one training to any Career Center staff who request it. Suggested improvements to our website were implemented as appropriate.

LMIC staff provided Career Development Facilitator training to Career Center and partner agency staff. The training was a two-part, three day training for LMI users and for professional development for workforce development professionals, school counselors and teachers. (This will be a joint project with other state agencies and involve ACRN funding.)

Staff attended professional and technical training to improve their skills and learn about new procedures. The following training was attended by LMIC staff. (Some of this training was paid for by PY2003 funds.)

- ALMIS Database Training in San Diego CA
- ALMIS Applied ArcGIS Training in Indianapolis IN
- LED Quality Workforce Indicators training in MD
- LMI Forum in Portland OR
- NASWA LMI Directors Conference in Kansas City MO
- Long Term Industry Projections training in Boise ID
- IMPLAN training in Stillwater MN
- ALMIS Applied Analyst training in Richmond VA
- Prevailing Wage training in Chicago IL
- Frontpage 2002 training in Aberdeen SD
- ACCESS Level I training in Aberdeen SD
- ACCESS Level II training in Aberdeen SD
- ArcView 9.0 training in Pierre SD
- WEBSITE Development training in Sioux Falls SD
- NASWA National Conference in Rapid City SD

		Planned	Actual
Dollars Spent:	Workforce development & LMI professional staff training	\$28,027	\$ 36,268

Customer Satisfaction

We conducted a customer satisfaction survey for our SD Occupational Wage Publication. From the survey, we learned that over 80 percent of the customers were business owners or employees or business association professionals. The largest customer group was business owners, executives or managers, sitting at 68.7 percent.

Using a process very similar to the one used by the Employment Security agencies, the publication received an index score of 77.8. The previous year, we surveyed the SD Quarterly Census of Employment and Wages publication customers who also ranked it; this publication received an 81.8 indexed score.

We document information requests received by the LMIC. Information about each request is entered into an Access data base, including the subject and user type. We are able to query the data base and report on the types of information requested and who is making the information requests. We can tabulate data on just businesses or on Career Centers and other professional workforce development agencies.

The LMIC presenters at the WIA Conference/LMI Users Conference received higher scores than the average for all presenters at the conference.

		Planned	Actual
Dollars Spent:	Customer Satisfaction	\$10,021	\$ 6,327