

Annual Report
for
PY 03 Workforce Information
Core Products and Services

Submitted by:
The Indiana Department of Workforce Development
Labor Market Information Unit

December 6, 2004

Introduction

The Indiana Department of Workforce Development (DWD) is pleased to submit the PY 03, Workforce Information System, Core Products and Services annual report. This report addresses all of the activities listed in the PY 03 Allocation Plan. We hope that all of the information contained in this report provides a clear picture of the activities and services provided within the Workforce Information System. Please feel free to contact the following if questions should arise:

Brett Wineinger, Director
Department of Workforce Development
Business and Information Development Unit
10 N. Senate Ave.
Indianapolis, IN 46204
Phone: 317/233-5514
Bwineinger@dwd.state.in.us

Continued Population of the ALMIS Database with State Data

ALMIS continued to be populated with state data during PY 03. Using version 1.1, data was entered on the most recent five-year period. The ALMIS data is used as the source for Indiana's web-site, INEWS (Indiana's New Economy Workforce Statistics). Data was entered for historical NAICS based time series back to 1990. In addition, the Industry Wages report was changed from SIC to NAICS in January of 2003.

The state data covers metropolitan statistical areas, workforce service areas, counties and statewide. All core products have been populated as required. This data continues to be maintained and updated on a monthly, quarterly or annual basis.

Produce and Disseminate Long-term Industry and Occupational Employment Projections

Indiana's long-term, substate projections to 2010 were completed in June of 2003. These projections covered all 12 of Indiana's planning regions and education requirements were included for each occupation. All occupations were ranked by total openings expected, growth rate, and total growth. Indiana's statewide long-term preliminary projection to 2012 was completed and delivered to ETA. Long-term and short-term growth is contained on INEWS.

Indiana has used the Longitudinal Database (LDB) to construct historical NAICS based time series back to 1990. This continues to be worked on as we strive to go farther back. The historical NAICS based series to 1990 was completed by July 1, 2003.

Additionally, Indiana produced the Occupations and Starting Wages report on a quarterly basis, monthly labor market letters by WSA, and the annual County Highlights report that was finished in August and issued to each Labor Market Analyst by their county of coverage.

Produce and Disseminate Short-term Industry and Occupational Employment Forecasts

Indiana's Labor Market Information Unit (LMI) produced short-term industry and occupational forecasts for the third quarter of 2002 through the third quarter of 2005. The ETA file was sent to Ohio for forwarding to BLS.

Provide Occupational and Career Information Products for Public Use

As mentioned previously, Indiana produced several products during the course of the year pertaining to occupation outlooks for public consumption. Some of the products are as follows:

Occupations and Starting Wages – This report provides clients the ability to look at job openings by region and obtain starting wage information for that industry and in a particular area (planning region).

Labor Market Letter - An informal publication issued by the local Labor Market Analyst that covers trends for the prior month.

County Highlights – This provides an overview of the LMI trends by county for the year. This annual publication was sent to customers on November 30, 2004.

Customer Self Service System (CS3) Job Openings Report- A list of openings and job orders provided to job seekers by county region or state through the CS3 database system.

All of these materials are issued to policymakers, WIBs, educational institutions and economic developers by request or as part of a mailing list. These materials may also be found on display within the Information Resource Areas of the 27 WorkOne facilities.

Provide an Employer Name and Address File for Access by the Public

Indiana obtained subscriptions to InfoUSA for all 27 WorkOnes and three for the LMI Unit. InfoUSA is deployed in all of the WorkOnes currently.

Provide Information and Support to State and Local Workforce Investment Boards and Produce Other State Information Products and Services

The six Labor Market Analysts (LMAs) continued to attend WIB meetings on a quarterly basis. They also keep regular contact with the Program Director for each Work Service Area. The Program Directors are the Department of Workforce Developments representative on the WIB and relay information to the LMAs as to data needs and information requests from board members. Additionally, LMAs serve on various subcommittees of the WIB. In regards to the WorkOne consortium, LMAs provide hard copies of the materials produced during the year for their consumption. The WIB members or service providers are represented on the mailing lists of each LMA and thereby receive the monthly labor market letters as well as the County Highlights Report.

The LMI Unit and Business and Information Unit are interested in new ways to customize information and rely on WIB input for new product development.

Improve and Deploy Electronic State Workforce Information Delivery Systems

INEWS continues to be the premier tool for electronic distribution of information to the general public. We continued to add tables from ALMIS to INEWS. Basic maintenance and upkeep is ongoing and of course the input of ALMIS data on INEWS is a regular occurrence.

Support State Workforce Information Training Activities

The Department of Workforce Development maintains a commitment to training that is far beyond other agencies within state government. The Life Long Learning Institute (LLI) is a nationally recognized program for providing training to DWD staff and to WIB partners. Due to budget constraints, Indiana offered early retirement to qualifying employees, leaving numerous vacancies around the agency including the LMI Unit. Cross-training and new employee orientation has been critical and the LLI has been a valuable partner in providing software and personal computer training to LMI Unit staff.

Staff has received the opportunity to attend the LMI Training Institute, ALMIS LMI forum, GIS, ALMIS Database training, O-NET, Crystal Reports Advanced, and other activities such as “Women in the Workplace”, leadership, management, and Information Technology classes in Novell, A+, Cisco and various other certifications. DWD also offers \$2,500 in tuition reimbursement per semester to encourage life-long learning.

DWD completed ISO training toward certification. The LMI Unit was one of the pilot areas for ISO certification and they continue to provide quarterly audit reports.

Indiana is also participating in the Local Employment Dynamics (LED) program, which is a partnership between the U.S. Bureau of Census and participating states. In January, DWD will send two members of the LMI staff to Washington D.C. to participate in LED training. The sessions will address the following topics:

- Measurement of Quarterly Workforce Indicators
- Estimation of the QWI's
- Analysis and quality control of the QWI's
- Applications that make use of the QWI's to respond to typical questions that are asked of a labor market analyst.
- Uses of the data to create additional understanding of the local economy.

Customer Service Satisfaction Assessment Survey

DWD has asked the State Human Resource Investment Council to perform the Customer Satisfaction Survey. The SHRIC has agreed to perform this activity and will continue to utilize written surveys by mail and focus groups. DWD has agreed to support the SHRIC in this endeavor with state funding.