

New LMI Director Resource Guide



Welcome

***WELCOME to the NASWA LMI
Committee's resource guide for
new (and not so new) LMI
directors.***



We have designed this resource to make it easy to find answers to questions you may have about the different programs, initiatives, grants, and issues common to all of us in the labor market information community.

This is a living document and will be updated as changes occur. We suggest bookmarking or saving the link to this document on your desktop for easy reference.

WE are committed to helping you be successful

You are part of a network of peers who are ready to assist you when needed. Please feel free to reach out to the various contacts for additional help.

If you don't find what you need here, please let us know so we can answer your questions and add that information to this resource guide.

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LMI Players

*Who makes up the
world of labor market
information?*



U.S. Department of Labor

The main player in labor market information

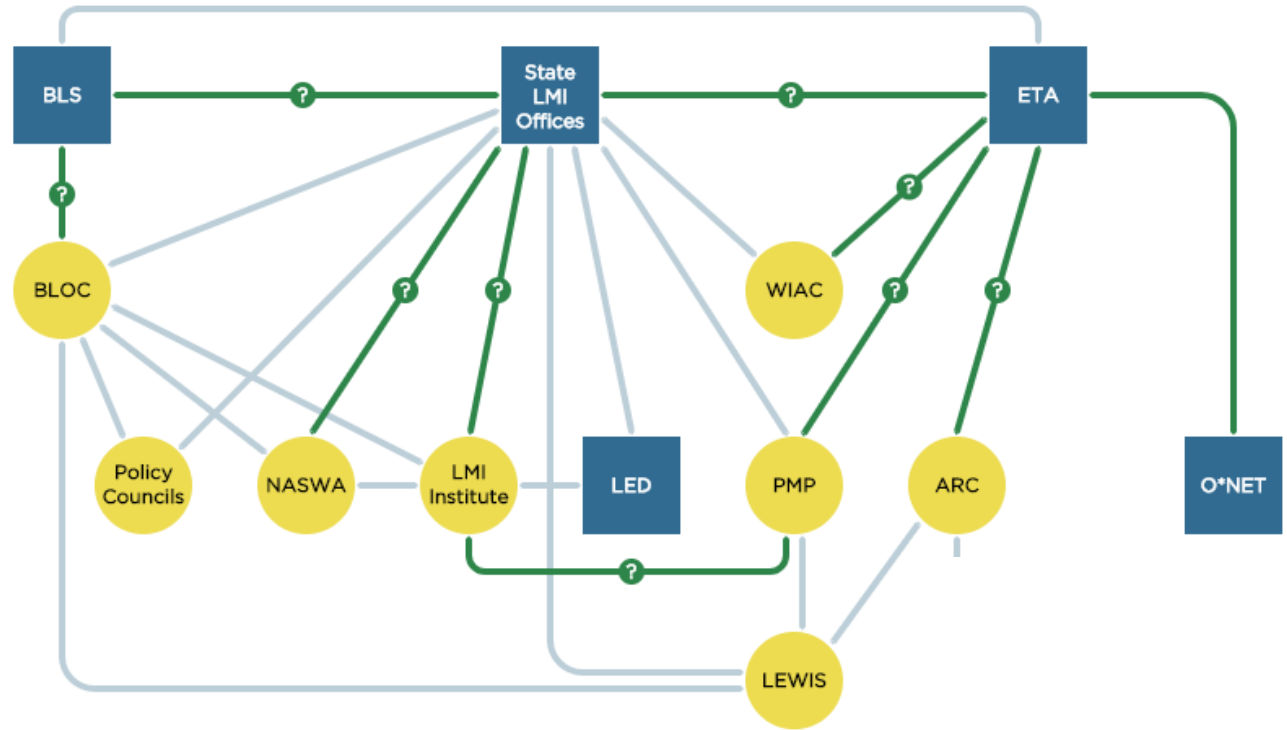
1. BLS

- a. [BLS programs](#)
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- c. [QCEW](#)
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2. ETA

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LMI System Players



There are many “players” involved in the creating the labor market information that is so vital to our customers. In this section you will learn about each of these players and the role they play in the creation of labor market information.

The US Department of Labor and Industry

The two main sources of funding and direction for labor market information are housed within the US Department of Labor. Each plays a unique role within the system and each manages their role in different ways

Bureau of Labor Statistics (BLS)

- Produces, analyzes, and delivers national, state, and local labor statistics, in cooperation with state LMI agencies. Managed under the Fed-State Cooperative Agreement (CA) between each state and the national office
- Oversees data standards and processes for LMI cooperative statistical programs that make up the national LMI infrastructure
- Provides technical assistance to the PMP (Projections Managing Partnership)

Employment and Training Administration

- Provides Workforce Information Grants (WIGS) for states. These grants are three-year grants to the states
- ARC (Analyst Resource Center), LEWIS (L), and the PMP
- Supplies workforce development products (O*Net, my Skills my Future, and Workforce GPS)

BLS Programs

Mission

The Bureau of Labor Statistics of the U.S. Department of Labor is the principal Federal agency responsible for measuring labor market activity, working conditions, and price changes in the economy. Its mission is to collect, analyze, and disseminate essential economic information to support public and private decision-making. As an independent statistical agency, BLS serves its diverse user communities by providing products and services that are objective, timely, accurate, and relevant.

Vision

The Bureau of Labor Statistics will meet the information needs of a rapidly changing U.S. and global economy by continuously improving its products and services, investing in its work force, and modernizing its business processes.

BLS History

The Bureau of Labor Statistics has provided essential economic information to support public and private decision-making [since 1884](#).

BLS Programs

By topic

Inflation & Prices

Consumer Price Indexes (CPI): monthly data on changes in the prices paid by urban consumers for a representative basket of goods and services.

Producer Price Indexes: monthly data on changes in the selling prices received by domestic producers of goods and services.

Import/export Price Indexes: monthly data on changes in the prices of imported and exported nonmilitary goods traded between the U.S. and the rest of the world.

Consumer Expenditure Survey: data on the buying habits of American consumers, by socioeconomic characteristics.

Time Use

American Time Use Survey (ATUS): annual information on how people spend their time..

Productivity

Quarterly Labor Productivity: quarterly indexes of labor productivity and related measures of costs for major sectors of the economy, including business, nonfarm business, and manufacturing.

Workplace Injuries

Nonfatal Injuries and Illnesses, and Fatal Injuries (IIF): data on nonfatal illnesses and injuries on the job and fatal injuries to workers. Also referred to as Survey of Occupational Injuries and Illnesses (SOII) and Census of Fatal Occupational Injuries (CFOI).

International Labor

Comparisons (ILS): comparative information by country on productivity and unit labor costs; compensation; labor force, employment, and unemployment; and consumer prices.

BLS Programs By topic

Pay & Benefits

National Compensation Survey (NCS): integrated data from separate BLS compensation surveys.

Benefits: comprehensive data on access to, participation in, and provisions of employee benefit plans.

Wages from the National Compensation Survey: comprehensive measures for occupational earnings.

Earnings Statistics from the Current Population Survey: national data on usual weekly earnings, hourly earnings, employment, unemployment, and other labor market topics by demographic characteristics; includes earnings by occupation for men and women.

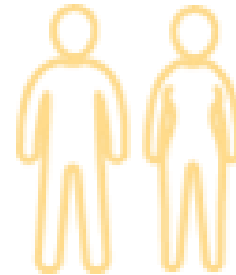
Work Stoppages: data on major work stoppages (lockouts and strikes).

Current Population Survey

A monthly survey of households conducted by the Bureau of Census for the BLS. It provides a comprehensive body of data on the labor force, employment, unemployment, persons not in the labor force, hours of work, earnings, and other demographic and labor force characteristics.

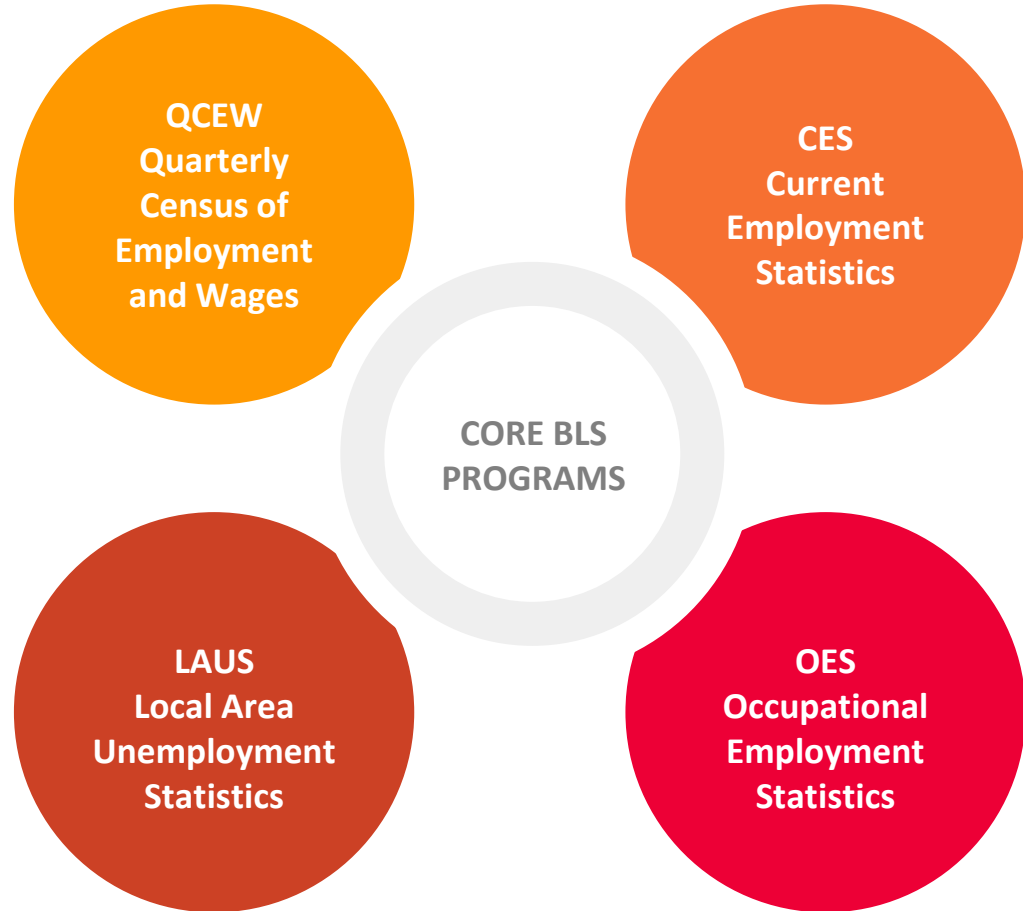
CPS databases include:

- Labor force statistics
- Weekly hours and earnings
- Union affiliation data
- Marital and family labor force statistics



BLS Programs

The Core BLS Programs for LMI



It's important to understand what types of data each program captures

Each of the core BLS programs has specific data elements that are included or excluded. It is important to understand what each program measures and, as importantly, what it doesn't measure. In the next sections, we will provide a closer look, in a non-technical way, at each of the programs and the data collected and the uses of the data.

Current Employment Statistics

CES

The Current Employment Statistics (CES) program is a monthly survey conducted by the Bureau of Labor Statistics. The survey provides employment, hours, and earnings estimates based on payroll records of business establishments.

Includes:

Nonfarm employment series (private and government) for all employees, production and nonsupervisory employees, and women employees

Average hourly earnings, average weekly hours, and average weekly overtime hours in manufacturing industries (private sector only) for all employees, production and nonsupervisory employees.

Current Employment Statistics

CES

*147,000 businesses and government agencies
representing approximately 634,000 worksites
throughout the United States*

Data is classified according to the 2012 North American Industry Classification System (NAICS)

Reference period is the pay period including the 12th of the month

The CES monthly employment series are the first economic indicator of current economic trends each month, together with the unemployment rate, and are inputs to many gauges of the U.S. economy

Current Employment Statistics

CES

Why it's important

*CES employment series
are inputs into other
major economic
indicators:*

*Personal income (aggregate
earnings)*

*Industrial production
(aggregate hours in
manufacturing, mining, and
public utilities)*

*Index of leading economic
indicators (average weekly
hours of production
employees in manufacturing)*

*Index of Coincident indicators
(employment)*

*Productivity measures
(aggregate hours)*

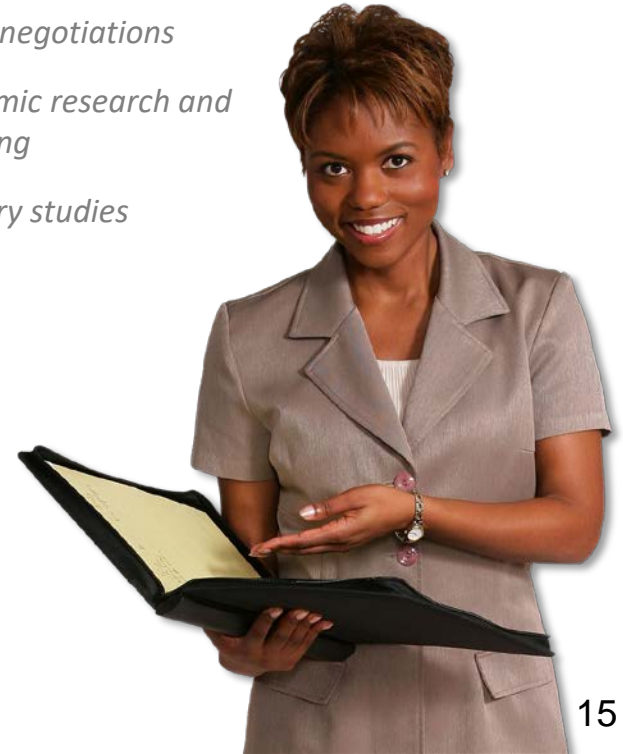
*Informs other areas of
business, research and
policy:*

Public policy

Wage negotiations

*Economic research and
planning*

Industry studies



Quarterly Census of Employment and Wage

QCEW

What is the Quarterly Census of Employment and Wages?

Industry employment and wages

Formerly known as the ES-202 program (1930s-2003), the QCEW program is the primary source of employment and wages of establishments which report to the Unemployment Insurance (UI) programs in the United States.

Employment covered by these UI programs represents about 97% of all wage and salary civilian employment in the country.

Because the data is collected quarterly there is a 6 month lag between data collection and when it becomes available to the public.

What's included in employment data?

It counts only filled jobs, whether full or part-time, temporary or permanent, by place of work. Multiple job holders could be counted two or more times in QCEW data.

Excluded from the data are self-employed workers, most agricultural workers on small farms, all members of the Armed Forces, elected officials in most states, most employees of railroads, some domestic workers, most student workers at schools at schools, and employees of certain small nonprofit organizations.

What's included in total wages?

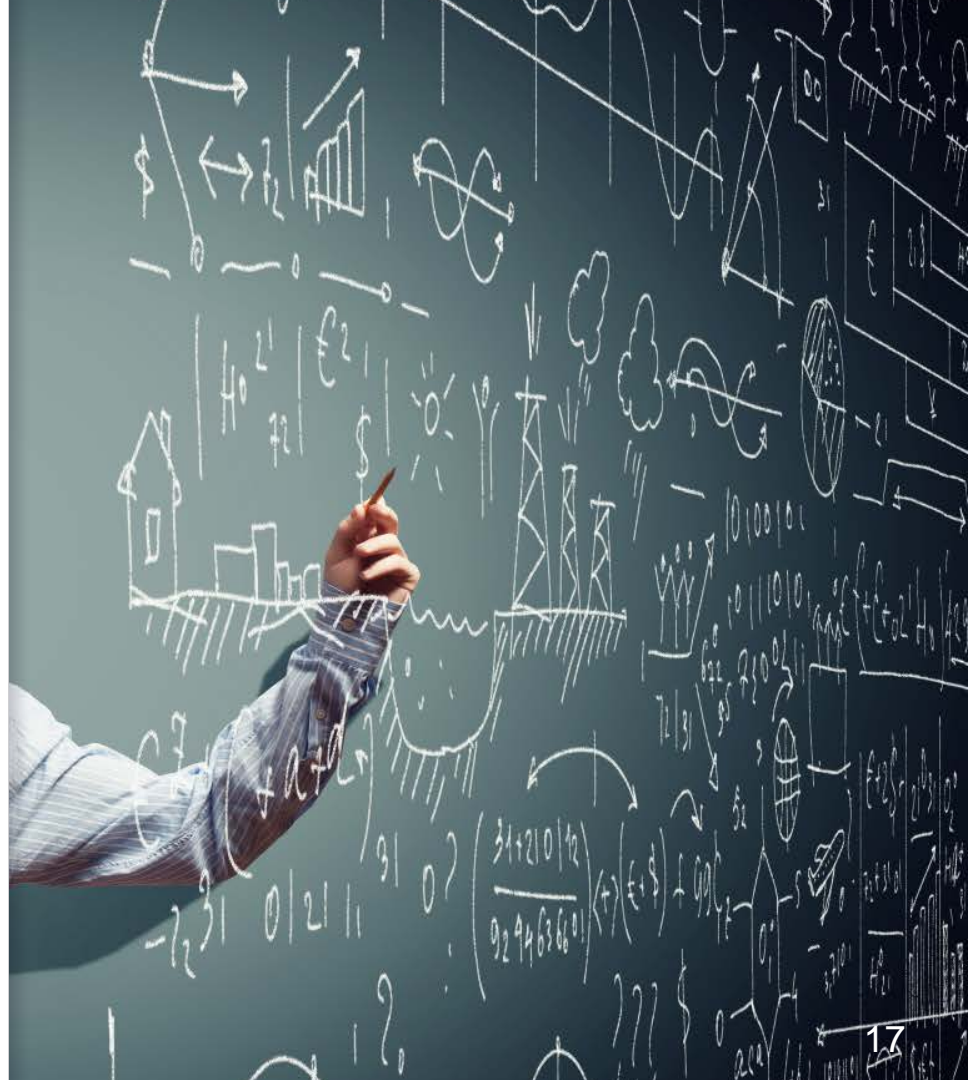
Wages include bonuses, stock options, severance pay, profit distribution, cash value of meals and lodging, tips and other gratuities, and, in some states, employer contributions to certain deferred compensation plans such as 401(k) plans.

Covered employers in most state report total compensation paid during the calendar quarter, regardless of when the services were performed.

QCEW's role in benchmarking

QCEW plays an important role in the process called benchmarking. Benchmarking is a standard or point of reference by which data can be compared. BLS fields many surveys, which are subject to sampling error. Some surveys are able to compare their survey estimates with censuses or more comprehensive sets of data.

For the core programs LMI shops deal with the CES and LAUS programs produce ESTIMATES on a monthly basis. The QCEW data is used to align the sample estimates (CES and LAUS) with the universe estimate (QCEW).



Local Area Unemployment Statistics

LAUS

The Local Area Unemployment Statistics (LAUS) program provides monthly estimates of total employment and unemployment for approximately 7,500 areas

Census regions and divisions

States

Metropolitan Statistical Areas and Metropolitan NECTAS (New England City and Town Areas)

Metropolitan divisions and NECTA divisions

Micropolitan Statistical Areas and Micropolitan NECTAs

Combined Metropolitan Statistical Areas and Combined NECTAs

Small Labor Market Areas

Counties and county equivalents

Cities of 25,000 population or more

Cities and towns in New England regardless of population

Local Area Unemployment Statistics

LAUS

What's behind the creation of these data?

The concepts and definitions underlying LAUS data come from the Current Population Survey (CPS), the household survey that is the source of the national unemployment rate. State monthly model-based estimates are controlled in “real time” to sum to national monthly employment and unemployment estimates from the CPS. These models combine current and historical data from the CPS, the CES and state unemployment insurance systems.

Estimates for counties are produced through a building-block approach known as the “Handbook method”. This procedure uses data from several sources, including CPS, the CES program, state UI systems, and the Census Bureau’s American Community Survey (ACS), to create estimates that are adjusted to the statewide measures of employment and unemployment. Estimates for cities are prepared using disaggregation techniques based on inputs from the ACS, annual population estimates, and current UI data.

Local Area Unemployment Statistics

LAUS

Definitions

Civilian Labor Force

Included are all persons in the civilian non-institutional population ages 16 and older classified as either employed or unemployed.

Employed persons

All persons who, during the reference week (the week including the 12th of the month), that (a) did any work as paid employees, worked in their own business or profession or on their own farm, or worked 15 hours or more as unpaid workers in an enterprise operated by a member of their family, or (b) were not working but who had jobs from which they were temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs. Each employed person is only counted once, even if he or she holds more than one job.

Unemployed persons

All persons who had no employment some time during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment some time during the 4 week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

Unemployment rate

The unemployed percent of the civilian labor force [i.e., 100 times (unemployed/civilian labor force)].

[Click here for LAUS FAQs](#)

Occupational Employment Statistics

OES

What's behind the creation of these data?

The **Occupational Employment Statistics** (OES) program conducts a semiannual mail survey designed to produce estimates of employment and wages for specific occupations. The OES program collects data on wage and salary workers in nonfarm establishments in order to produce employment and wage estimates for about 800 occupations. Data from self-employed persons are not collected and are not included in the estimates. The OES program produces these occupational estimates for the nation as a whole, by state, by metropolitan or nonmetropolitan area, and by industry or ownership. The Bureau of Labor Statistics produces occupational employment and wage estimates for over 450 industry classifications at the national level. The industry classifications correspond to the sector, 3-, 4-, and selected 5- and 6-digit North American Industry Classification System (NAICS) industrial groups

Occupational Employment Statistics

OES

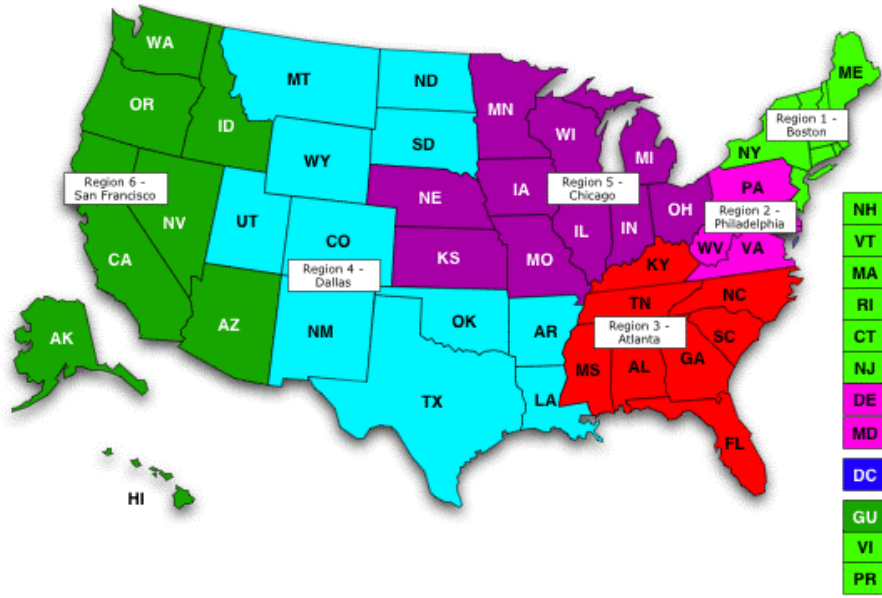
The OES program surveys approximately 200,000 establishments per panel (every six months), taking three years to fully collect the sample of 1.2 million establishments. To reduce respondent burden, the collection is on a three-year survey cycle that ensures that establishments are surveyed at most once every three years. The estimates for occupations in nonfarm establishments are based on OES data collected for the reference months of May and November.

The OES survey is a federal-state cooperative program between the Bureau of Labor Statistics (BLS) and State Workforce Agencies (SWAs). BLS provides the procedures and technical support, draws the sample, and produces the survey materials, while the SWAs collect the data. SWAs from all fifty states, plus the District of Columbia, Puerto Rico, Guam, and the Virgin Islands participate in the survey. Occupational employment and wage rate estimates at the national level are produced by BLS using data from the fifty states and the District of Columbia. Employers who respond to states' requests to participate in the OES survey make these estimates possible.

What's covered in the OES survey?

The OES survey covers all full-time and part-time wage and salary workers in nonfarm industries. Surveys collect data for the payroll period including the 12th day of May or November. The survey does not cover the self-employed, owners and partners in unincorporated firms, household workers, or unpaid family workers.





The Employment and Training Administration maintains six regional offices whose staff monitor programs, services and benefits provided under the Workforce Innovation and Opportunity Act, Unemployment Insurance Program, Trade Adjustment Assistance Program, and other targeted grant investments. Agency personnel also provide technical assistance, as appropriate, to State and local governments and other organizations who deliver services and benefits under these programs for the benefit of our jobseeker and business customers.

Employment and Training Administration

The Employment and Training Administration is made up of the following offices:

- Apprenticeship
- Contracts Management
- Financial Administration
- Foreign Labor Certification
- Grants Management
- Human Resources
- Job Corps
- Policy Development & Research
- Trade Adjustment Assistance
- Unemployment Insurance
- Workforce Investment
- Regional Offices

What you need to know about ETA

They provide us funding through the Workforce Information Grants (WIG)

The Workforce Information Grants (WIG) fund the activities listed in the TEGL. The TEGL is the Training and Employment Guidance Letter that describes the deliverables that must be met in order to receive grant funding.

To find TEGLs use the link below:

<https://wdr.doleta.gov/directives/>

This is a good place to look up all of the ETA Advisories for any of their programs.

You can search by advisory type, year, and keyword. You can also subscribe to emails for the latest advisory postings.

Search for an Advisory by type and Year

- All Active Cancelled
 WIOA Operating Guidance

Current Advisories

TEN - Training & Employment Notice
TEGL - Training & Employment Guidance Letter
UIPL - Unemployment Insurance Program Letter

Year*

ALL
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
2004
2003
2002

Historical Advisories

DINAP - Indian and Native American Programs Bulletin
ESPL - Employment Service Program Letter
GAL - General Administration Letter
MSFW - Migrant and Seasonal Farmworkers Bulletins
OWB - Older Worker Bulletins
RAL - Reports and Analysis Letter
TEIN - Training & Employment Information Notice

List

Reset

WIOA

Workforce Innovation and Opportunity Act

<https://www.doleta.gov/wioa>



They are responsible for WIOA

The Department of Labor (DOL), in coordination with the U.S. Departments of Education (ED) and Health and Human Services (HHS), has worked to prepare everyone for the implementation of WIOA. The WIOA Resource Page provides information and resources for States, local areas, non-profits and other grantees, and other stakeholders to assist with implementation of the Act. This page is updated to reflect newly developed materials, including responses to frequently asked questions.

The U.S. Departments of Labor and Education issued five rules implementing WIOA. WIOA is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

WIOA'S THREE HALLMARKS OF EXCELLENCE

The needs of businesses and workers drive workforce solutions and local boards are accountable to communities in which they are located

One-Stop Centers (or American Job Centers) provide excellent customer service to jobseekers and employers and focus on continuous improvement

The workforce system supports strong regional economies and plays an active role in community and workforce development

Labor market information is a required component for each state's plan under WIOA.

O*Net Occupational Information Network

The O*NET Program is the nation's primary source of occupational information. Valid data are essential to understanding the rapidly changing nature of work and how it impacts the workforce and U.S. economy. From this information, applications are developed to facilitate the development and maintenance of a skilled workforce.

Central to the project is the O*NET database, containing hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy. The database, which is available to the public at no cost, is continually updated from input by a broad range of workers in each occupation.

O*NET information is used by millions of The Occupational Information Network (O*NET) is developed under the sponsorship of the U.S. Department of Labor/Employment and Training Administration (USDOL/ETA) through a grant to the North Carolina Department of Commerce.

The screenshot shows the O*NET Resource Center website. At the top, there is a navigation bar with the O*NET logo and the title "O*NET Resource Center". Below the navigation bar, there is a search bar and a menu with options like "Help", "About O*NET", "Products", "Developers", "Data Collection", "Using O*NET", "About Us", "Share", and "O*NET Sites". The main content area features a "Get O*NET Data Now!" section with three buttons: "Download a specific type of data", "Download the entire database", and "Sign up for O*NET Web Services". Below this, there is a "Welcome to the O*NET Resource Center" section with a "What is O*NET?" button. To the right, there is a "Find out What's New in O*NET news, and stay up to date:" section with buttons for "Email", "Facebook", "RSS", and "Twitter". At the bottom, there is a section titled "Explore the world of work with our family of O*NET sites!" which includes links to "O*NET OnLine", "O*NET Code Connector", and "My Next Move".

<https://www.onetcenter.org/overview.html>

WDQI

Workforce Data Quality Initiative

WDQI grants are used for a variety of purposes with the ultimate goal of developing or enhancing the state's workforce longitudinal databases and linking to education data

The Employment and Training Administration (ETA) administers federal government job training and worker dislocation programs, federal grants to states for public employment service programs, and unemployment insurance benefits.

The Workforce Data Quality Initiative (WDQI) aims to: [support] the development of, or enhancements to, longitudinal administrative databases that will integrate workforce data and create linkages to education data. States will incorporate workforce information into longitudinal data systems to expand the scope and depth of data from programs, such as the Workforce Investment Act programs, Wagner-Peyser, Trade Adjustment Assistance, and Unemployment Insurance. The long-term WDQI and SLDS goal for States is to use their longitudinal data systems to follow individuals through school and into and through their work life. The WDQI also emphasizes promoting improvements and the level of quality of these systems, in addition to increasing the accessibility of performance data, including data reported by employment services and training providers.

Data Elements Relevant to Postsecondary Education and Workforce Development:

Each WDQI grantee is expected to develop or expand state workforce longitudinal administrative data systems that integrates education data. The state-level workforce data sources include (but are not limited to):

- Wage record data from employers reporting through the Unemployment Insurance (UI) payroll tax system.
- Benefit and demographic data from claims processed through UI.
- Data from the employment and training services authorized under the Workforce Investment Act and the Wagner-Peyser Act employment services.
- Trade Adjustment Assistance.
- Federal employment data from the Federal Employment Data Exchange System.²

http://www.lmiontheweb.org/Resources/briefs/Summary_Brief_-_Workforce_Data_Quality_Initiative.pdf

SLDS

State Longitudinal Data System Grant Program

(not funded by ETA)

Through grants and a growing range of services and resources, the program has helped propel the successful design, development, implementation, and expansion of K12 and P-20W (early learning through the workforce) longitudinal data systems. These systems are intended to enhance the ability of States to efficiently and accurately manage, analyze, and use education data, including individual student records. The SLDSs should help states, districts, schools, educators, and other stakeholders to make data-informed decisions to improve student learning and outcomes; as well as to facilitate research to increase student achievement and close achievement gaps.

As authorized by the Educational Technical Assistance Act of 2002, Title II of the statute that created the Institute of Education Sciences (IES), the SLDS Grant Program has awarded competitive, cooperative agreement grants to states since 2005. These grants extend for three to five years for up to twenty million dollars per grantee. Grantees are obligated to submit annual reports and a final report on the development and implementation of their systems. All 50 states, five territories, and the District of Columbia are eligible to apply.

In addition to the grants, the program offers many services and resources to assist education agencies with SLDS-related work. Best practices, lessons learned, and non-proprietary products/solutions developed by recipients of these grants and other states are disseminated to aid state and local education agencies.

The graphic features a dark blue header with the title "STATEWIDE LONGITUDINAL DATA SYSTEMS GRANT PROGRAM" and the subtitle "Supporting State Collection and Use of Longitudinal Data to Improve Student Outcomes". Below the header is a section titled "BETTER DECISIONS REQUIRE BETTER INFORMATION." which explains the program's purpose. To the right is a box titled "Why Do SLDSs Matter?" containing a bulleted list of benefits. The bottom section, titled "Background:", provides details on the program's authorization and eligibility. The graphic also includes the SLDS logo, an IES logo, and an illustration of students and a teacher.

STATEWIDE LONGITUDINAL DATA SYSTEMS GRANT PROGRAM
Supporting State Collection and Use of Longitudinal Data to Improve Student Outcomes

BETTER DECISIONS REQUIRE BETTER INFORMATION.

This principle lies at the heart of the Statewide Longitudinal Data Systems (SLDS) Grant Program. Through grants and a wide range of services and resources, the SLDS program has helped propel the successful design, development, implementation, expansion, and use of K12 and P-20W (early learning through the workforce) longitudinal data systems. These systems increase States' capacity to efficiently and accurately manage, analyze, and use education, social service, workforce, and other statewide data. SLDSs help policy makers, program administrators, educators, and other stakeholders make data-informed decisions to take actions which improve student outcomes, and facilitate research to improve policies and service provision.

Why Do SLDSs Matter?

- Promote workforce and economic development by informing the alignment of education pathways and employment opportunities.
- Enable research and program evaluation to inform State policymaking and resource allocation.
- Provide a holistic view of classrooms and students to support and enrich teaching and learning.
- Improve government efficiency by identifying redundancies and automating processes.

Background: Authorized by the Educational Technical Assistance Act of 2002, Title II of the statute that created the Institute of Education Sciences, the SLDS Grant Program has awarded competitive, cooperative agreement grants to States since 2005. Grants extend 3 to 5 years and require grantees to submit annual reports and a final report on the development and implementation of their systems. All 50 States, 5 Territories, and the District of Columbia are eligible to apply.

Learn more about the SLDS Program at <http://www.ed.gov/programs/slds>.

ies NATIONAL INSTITUTE OF EDUCATION SCIENCES
U.S. DEPARTMENT OF EDUCATION

<https://nces.ed.gov/programs/slds/>

What you need to know about ETA



<https://www.careeronestop.org/>

They provide financial, technical, and oversight support for special programs

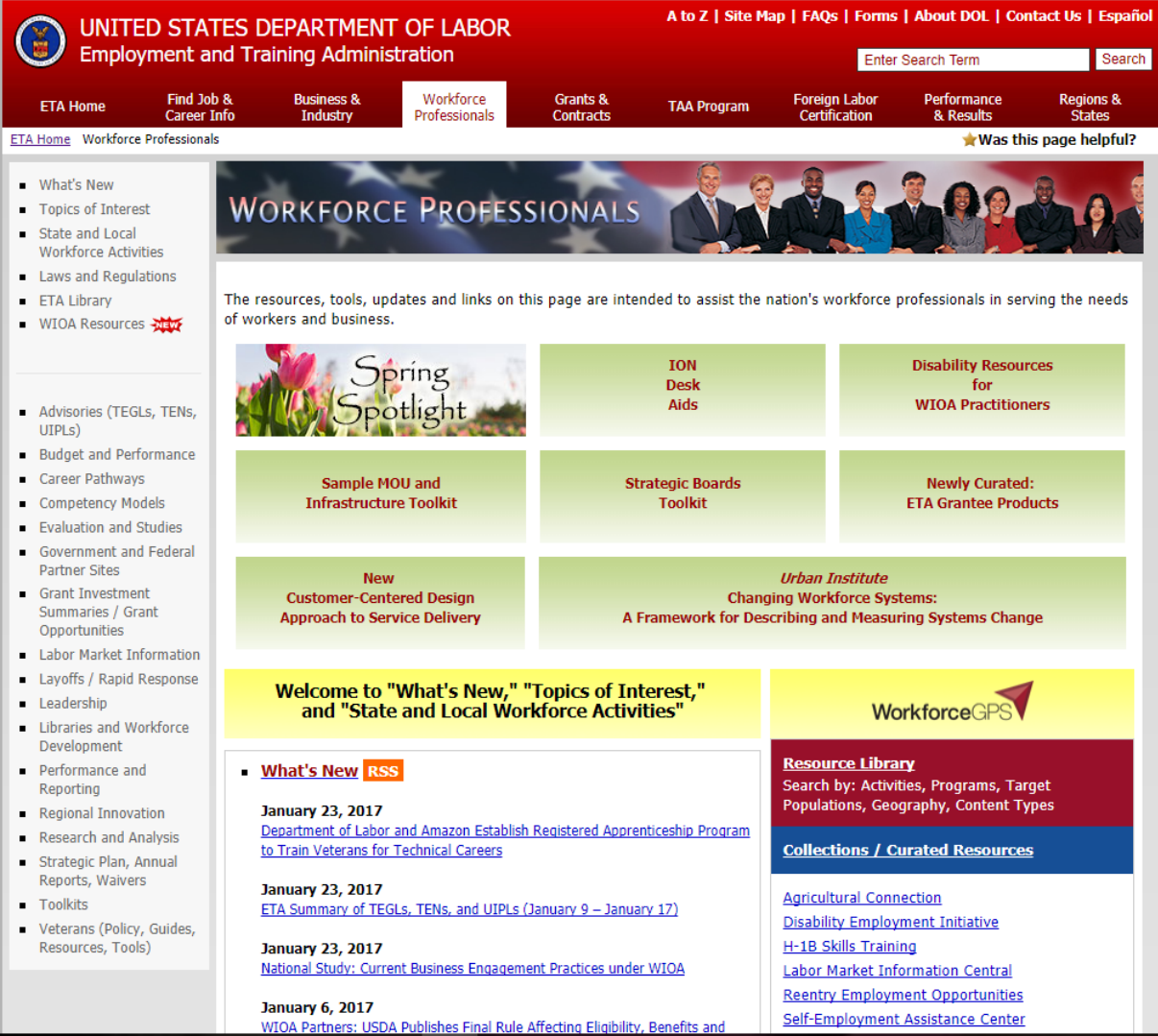
ETA provides funding and support to the Analyst Resource Center, LEWIS, PMP, and the Employer Database.

They provide technical assistance to states as well as oversight of the WIG.

They provide a suite of online tools to enhance dissemination of information to the LMI network and tools for workforce development professionals, students, and job-seekers.

ETA's website has links to many useful resources

<https://www.doleta.gov/usworkforce/>



The screenshot shows the homepage of the Workforce Professionals section of the U.S. Department of Labor website. The header includes navigation links for various programs and a search bar. The main content area features a banner for 'WORKFORCE PROFESSIONALS' with a group photo of professionals. Below the banner, there is a text block explaining the page's purpose. A grid of resource tiles includes 'Spring Spotlight', 'ION Desk Aids', 'Disability Resources for WIOA Practitioners', 'Sample MOU and Infrastructure Toolkit', 'Strategic Boards Toolkit', 'Newly Curated: ETA Grantee Products', 'New Customer-Centered Design Approach to Service Delivery', and 'Urban Institute Changing Workforce Systems: A Framework for Describing and Measuring Systems Change'. A yellow banner welcomes users to 'What's New,' 'Topics of Interest,' and 'State and Local Workforce Activities'. A 'Resource Library' section offers search options by activities, programs, target populations, and geography, and lists curated resources like 'Agricultural Connection' and 'Disability Employment Initiative'. A 'What's New' section with an RSS icon lists recent updates from January 2017, including the Department of Labor and Amazon's apprenticeship program, a summary of TEGLs, TENS, and UIPLs, a national study on business engagement practices, and a rule affecting WIOA partners.

UNITED STATES DEPARTMENT OF LABOR
Employment and Training Administration

A to Z | Site Map | FAQs | Forms | About DOL | Contact Us | Español

Enter Search Term Search

ETA Home Find Job & Career Info Business & Industry Workforce Professionals Grants & Contracts TAA Program Foreign Labor Certification Performance & Results Regions & States

ETA Home Workforce Professionals ★ Was this page helpful?

WORKFORCE PROFESSIONALS

The resources, tools, updates and links on this page are intended to assist the nation's workforce professionals in serving the needs of workers and business.

- What's New
- Topics of Interest
- State and Local Workforce Activities
- Laws and Regulations
- ETA Library
- WIOA Resources **NEW**

- Advisories (TEGLs, TENS, UIPLs)
- Budget and Performance
- Career Pathways
- Competency Models
- Evaluation and Studies
- Government and Federal Partner Sites
- Grant Investment Summaries / Grant Opportunities
- Labor Market Information
- Layoffs / Rapid Response
- Leadership
- Libraries and Workforce Development
- Performance and Reporting
- Regional Innovation
- Research and Analysis
- Strategic Plan, Annual Reports, Waivers
- Toolkits
- Veterans (Policy, Guides, Resources, Tools)

Spring Spotlight

ION Desk Aids

Disability Resources for WIOA Practitioners

Sample MOU and Infrastructure Toolkit

Strategic Boards Toolkit

Newly Curated: ETA Grantee Products

New Customer-Centered Design Approach to Service Delivery

Urban Institute Changing Workforce Systems: A Framework for Describing and Measuring Systems Change

Welcome to "What's New," "Topics of Interest," and "State and Local Workforce Activities"

WorkforceGPS

Resource Library
Search by: Activities, Programs, Target Populations, Geography, Content Types

Collections / Curated Resources

- [Agricultural Connection](#)
- [Disability Employment Initiative](#)
- [H-1B Skills Training](#)
- [Labor Market Information Central](#)
- [Reentry Employment Opportunities](#)
- [Self-Employment Assistance Center](#)

- What's New** **RSS**

January 23, 2017
[Department of Labor and Amazon Establish Registered Apprenticeship Program to Train Veterans for Technical Careers](#)

January 23, 2017
[ETA Summary of TEGLs, TENS, and UIPLs \(January 9 – January 17\)](#)

January 23, 2017
[National Study: Current Business Engagement Practices under WIOA](#)

January 6, 2017
[WIOA Partners: USDA Publishes Final Rule Affecting Eligibility, Benefits and](#)

Workforce GPS

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to communities and
collections

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Communities

* approval required for membership

- Apprenticeship
- Business Engagement Collaborative
- Disability and Employment
- H-1B Ready To Work
- H-1B Strengthening Working Families Initiative
- H-1B TechHire
- Indian & Native American Programs
- Innovation and Opportunity Network
- Older Workers

Collections

- Agricultural Connection
- Career Pathways
Joined on: 12/31/2016
- Disability Employment Initiative
- ETA Grantee Products
- Grants Application and Management
- H-1B Skills Training
- LMI Central
Joined on: 12/31/2016
- Performance Reporting
- Reemployment Connections
- Reentry Employment Opportunities
- Self-Employment Assistance Center
- Short-Time Compensation
- Veterans' Priority
- Workforce Innovation Fund
- Workforce System Strategies
- Youth CareerConnect
- Youth Summer Jobs

Save

Supporting Players

Who are the behind- the- scenes players that support the LMI system?



Supporting partners

1. [ARC](#)
2. [LEWIS](#)
3. [PMP](#)
4. [LMI Institute](#)
5. [LEHD](#)

“

*Surround yourself with people who
support you. Find champions.*

-Sarah Gavron

Supporting LMI Nationally

Besides the basic core programs provided by BLS and ETA, there are many other moving pieces that support the LMI committee nationally. Some are funded and supported by the US Dept. of Labor and others are associations and non-profits. In this section we'll describe the current organizations that play that vital behind-the-scenes role that supports the system.



ARC
LEWIS
PMP



WIAC
BLOC
Policy
Councils



NASWA
LMI Institute
LED

Analyst Resource Center

The Analyst Resource Center (ARC) is a joint effort between the [U.S. Department of Labor, Employment and Training Administration](#) and the states to enhance information delivery to workforce customers in the employment, education and economic development sectors.

The Analyst Resource Center (ARC) provides a range of products and services to support regional economic development activities, including planning and service delivery. While the ongoing design, development, and maintenance of the Workforce Information Database is of primary concern, the ARC provides additional resources including operation of and implementation of the Employer Database Master Agreement, training of state database administrators, and operation of the ARC website.

Visit the ARC website www.widcenter.org to get additional information on the Workforce Information Database (WID), including structure, training, download center and access to a list of each states' WID DBAs

LEWIS



LEWIS is an acronym for Local Employment and Wage Information System, an automated system for producing custom occupational wage and employment publications from the results of the annual occupational employment survey. This project was developed by the The North Carolina Department of Commerce in cooperation with the Bureau of Labor Statistics and the OES Policy Council. Currently the LEWIS system is maintained by the State of Utah-Department of Technology Services

<https://www.lewissupport.com/>

Projections Managing Partnership

The Projections Managing Partnership (PMP) operates an integrated, nationwide program of state and local projections. The PMP helps projections customers make informed decisions based on the most reliable and relevant occupational and industry outlook information. Funding for the PMP is provided by the U.S. Department of Labor, Employment & Training Administration, with technical support from the Bureau of Labor Statistics and other entities across the country.

Vision: Maximize the efficiency of public investments by facilitating talent development with high quality industry and occupational projections.

Mission: To enable/support states as they develop and deliver high quality state and local employment projections.

<https://support.projectionscentral.com/Home/About>

Projections Managing Partnership

- Creates, maintains, and improves a shared software and methodology.
- Develops/provides a network of subject matter experts (and analysts).
- Offers professional development for analysts (promote professional excellence to improve quality of employment projections).
- Designs new products and processes for users.
- Represents the network of analysts to national stakeholders (workforce, education, and economic development).
- Engages federal partners to support and recognize our work/use federal methods.



Learn more about
projections by
watching this BLS
video

LMI Institute

Labor Market Information Institute

Vision

The Labor Market Information Institute is the pre-eminent resource for supporting the development, interpretation, and use of labor market information.

Mission

The Labor Market Information Institute supports and promotes the production and use of high-quality workforce and employment information. We accomplish this mission by:

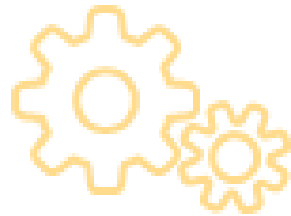
- Providing training and professional development to state and other LMI professionals.
- Improving the knowledge, skills, and understanding of LMI customers.
- Offering management, staffing, and coordination to support the nationwide LMI infrastructure.
- Fostering and encouraging the use of local, state, and national LMI in decision-making related to workforce development, economic development, education, and other relevant policy areas.

LMI Institute

Labor Market Information Institute

Training

The LMI Institute is dedicated to improving the skills of labor market information (LMI) professionals and the LMI customer community. In cooperation with the Council for Community and Economic Research, the LMI Institute offers a comprehensive training program for LMI professionals and applied researchers. Training offerings include periodic in-person training sessions and a monthly webinar series.



LMI Forum

The LMI Forum is an annual conference that allows LMI professionals and users to exchange ideas and innovative practices. The conference is designed for LMI staff and users to learn from other states and from experts in the field. State and vendor exhibits are also included. Since 2010, LMI Forum has been cosponsored with the Council for Community and Economic Research (C2ER) Annual Conference. This collaboration allows LMI staff to directly engage with applied community and economic development researchers through training sessions and topical panels.

Technical Assistance

The LMI Institute supports the national LMI infrastructure by conducting research and providing assistance on a variety of relevant topics including customer consultation and data dissemination. Recent examples can be found on the Publications page.

Administrative Support

The LMI Institute provides administrative and training assistance to the Projections Managing Partnership. This includes board relations, the coordination of supporting committees, the maintenance of the PMP training site, the development and implementation of training and technical assistance opportunities for state projections analysts, agenda development and logistics management for the PMP Summit, and other duties at the request of the PMP board of directors.

LMI Institute

Membership

To see which states are currently LMI members, check out the [State LMI Directory](#).

Annual LMI Institute memberships are available to all LMI producers and users.

Membership Opportunities

The LMI Institute's membership model reflects the entire LMI infrastructure. Through membership, the LMI Institute seeks to bring together a variety of LMI stakeholders, such as:

- State LMI offices
- University research centers
- Community colleges
- Workforce investment boards
- Private research & consulting groups
- Social services providers
- Organizations, associations, & foundations

Various benefits access levels are available to state and non-state LMI Institute members:

State LMI Office Memberships

- Basic
- Enhanced

LMI Affiliate Memberships

- Premium Organizational (10 individuals)
- Organizational (3 individuals)
- Research Professional (1 individual)

For a full list of benefits and pricing information, see the brochure:

http://www.lmiontheweb.org/Membership/LMI_Institute_Membership_Brochure.pdf

LEHD Longitudinal Employer- Household Dynamics

<https://lehd.ces.census.gov/>

The Longitudinal Employer-Household Dynamics (LEHD) program is part of the [Center for Economic Studies](#) at the [U.S. Census Bureau](#). The [LEHD program](#) produces new, cost effective, public-use information combining federal, state and Census Bureau data on employers and employees under the [Local Employment Dynamics \(LED\) Partnership](#). State and local authorities increasingly need detailed local information about their economies to make informed decisions. The LED Partnership works to fill critical data gaps and provide indicators needed by state and local authorities.

Under the LED Partnership, states agree to share Unemployment Insurance earnings data and the Quarterly Census of Employment and Wages (QCEW) data with the Census Bureau. The LEHD program combines these administrative data, additional administrative data and data from censuses and surveys. From these data, the program creates statistics on employment, earnings, and job flows at detailed levels of geography and industry and for different demographic groups. In addition, the LEHD program uses these data to create partially synthetic data on workers' residential patterns.

Forty-nine states, District of Columbia, Puerto Rico, and the U.S. Virgin Islands are active in the LED Partnership, although the LEHD program is not yet producing public-use statistics for Puerto Rico, or the U.S. Virgin Islands. The LEHD program staff includes geographers, programmers, and economists.

For more information on LEHD tools: <https://lehd.ces.census.gov/applications/>

Policy Related Partners

We've covered the core federal players but there are a host of other partners that focus on policy related issues in one way or another.

In this section we'll cover those non-federal players that help shape policies on a national level.



Policy Related Partners

1. [WIAC](#)
2. [BLOC/Policy Councils](#)
3. [NASWA](#)

WIAC Workforce Information Advisory Council

The WIAC is a Federal Advisory Committee of workforce and labor market information experts representing a broad range of national, state, and local data and information users and producers.

The purpose of the WIAC is to provide recommendations to the Secretary of Labor, working jointly through the Assistant Secretary for Employment and Training and the Commissioner of Labor Statistics, to address:

1. The evaluation and improvement of the nationwide workforce and labor market information system and statewide systems that comprise the nationwide system, and
2. How the Department and the states will cooperate in the management of those systems. These systems include programs to produce employment-related statistics and state and local workforce and labor market information. Please click on the WIAC charter link for complete information regarding the WIAC.

[Signed WIAC Charter](#) | [Accessible Version](#)

The Department of Labor anticipates the WIAC will accomplish its objectives by:

1. Studying workforce and labor market information issues;
2. Seeking and sharing information on innovative approaches, new technologies, and data to inform employment, skills training, and workforce and economic development decision making and policy; and
3. Advising the Secretary on how the workforce and labor market information system can best support workforce development, planning, and program development.

For a list of current WIAC members: <https://www.doleta.gov/wioa/wiac/>

BLOC BLS Labor Market Information Oversight Council

In order to better serve its strategic planning and communication needs, BLS has chartered the BLOC. The BLOC will develop strategic plans for the BLS federal-state cooperative programs, it will provide governance for BLS Policy Councils, and it will be tasked with obtaining program input from and dispersing program information to BLS State partners.

Goal

To conduct oversight operations for the BLS federal-state cooperative programs, to develop strategic plans to govern broad program changes, and to provide governance for and to work across the program Policy Councils to ensure that program changes are implemented in a cooperative and coordinated manner that benefits the entire federal-state cooperative system. Also, to serve as a communication conduit to ensure that State concerns are heard at the federal level and that program information is dispersed to all States, to explore expanded use of LMI data, to conduct customer outreach, and to liaise with other teams, including the WIAC.

BLOC BLS Labor Market Information Oversight Council

Objectives

- Perform oversight and governance to ensure that the BLS federal-state cooperative programs are operated efficiently, and to ensure that program changes fully consider input from all parties.
- Develop strategic plans to govern future directions for these programs.
- Promote program data quality, and work to improve and enhance the quality of data.
- Ensure that Policy Council actions and decisions are consistent with BLOC goals.
- Ensure that program changes are communicated and coordinated across programs.
- Ensure that major program decisions are made with broad input from the LMI Directors.
- Sponsor, conduct, and review research that might lead to new or improved data products at the national, state, and local levels.
- Serve as a communication conduit for States to communicate with BLS management, and for BLS management to communicate with States.
- Consult customers to confirm the usefulness of the current data suite, and to identify and address deficiencies.
- Act as a liaison with the LMI system and with the WIAC.

Current BLOC membership: <https://www.bls.gov/advisory/bloc.htm>

Policy Council Representation by Region



Region 1

States Represented:
Connecticut, Maine,
Massachusetts, New
Hampshire, Rhode Island,
Vermont

Region 2

States Represented: New
Jersey, New York, Puerto
Rico, Virgin Islands

Region 3

States Represented:
Delaware, District of
Columbia, Pennsylvania,
Maryland, Virginia, West
Virginia



Region 4

States Represented:
Alabama, Florida, Georgia,
Kentucky, Mississippi, North
Carolina, South Carolina,
Tennessee

Region 5

States Represented: Illinois,
Indiana, Michigan,
Minnesota, Ohio, Wisconsin

Region 6

States Represented:
Arkansas, Louisiana, New
Mexico, Oklahoma, Texas



Region 7

States Represented: Kansas,
Iowa, Missouri, Nebraska

Region 8

States Represented:
Colorado, Montana, North
Dakota, South Dakota, Utah,
Wyoming

Region 9

States Represented:
Arizona, California, Guam,
Hawaii, Nevada

Region 10

States Represented: Alaska,
Idaho, Oregon, Washington

Policy Council's Purpose, Vision and Mission

The Policy Councils are established to promote the effective management and technical direction of the BLS Programs, and to conduct work for, on behalf of, and under the guidance of the BLS/LMI Oversight Committee (BLOC).

Purpose

- To ensure that state and federal interests are appropriately represented in producing employment and wage data.
- To provide ongoing technical expertise and research for each BLS Program and assist in the prioritization of program enhancements.
- To work cooperatively in the development of strategic plans.
- Promote program data quality, and work to improve and enhance the quality of data.
- To undertake such other issues as agreed to by each BLS Policy Council.
- To coordinate requests for future enhancements to the data products and other recommendations from states and other entities.

Vision Statement

- To ensure each BLS Program meets the needs of BLS data users.

Mission Statement

- Provide oversight, direction and technical assistance to each BLS Program.
- Ensure that the program and data are properly marketed.
- Solicit user input to the program.
- Assist in the development of an ongoing system of feedback and evaluation of the program.
- Stay abreast of any policy initiatives that could involve BLS data and strive to ensure that such initiatives make appropriate use of the BLS data where appropriate.
- Communicate all activities of each BLS Policy Council to all states and interested parties in a timely manner.

Policy Council Membership

Council Membership

The BLOC State Representatives will determine state members and the Bureau of Labor Statistics (BLS) will determine BLS members.

Composition

- A total of 6 representatives from BLS.
- Up to 10 state representatives, with a goal of at least 50% to be LMI Directors or Assistant Directors, or BLS Cooperative Agreement program managers (all programs) with program supervisors or lead technicians comprising the remaining state members.
- Nonmembers may be invited by the co-chairs to attend specific meetings as technical resources.
- The states will use the WIC existing DOL 10 regions to solicit their members of policy councils, with a goal of having at least one state policy member for each program from each of the 10 WIC existing DOL regions.

Proposed Issues for the Policy Councils

The Policy Council will focus most of its time on the issues identified in the Council's Two- and Five-year Plan. Updates to this plan will be considered during the spring meeting of each odd-numbered year and finalized in the summer meeting of each odd-numbered year. The focus on the Two- and Five-Year Plan will be reflected in the development of agendas for each Policy Council meeting. The Council also will focus on other issues which become priorities due to federal or state policy, budget, or other decisions. Any decision which may impact either program policy and/or budget should be forwarded to the BLOC for consideration/approval.

NASWA

National Association of State Workforce Agencies

<https://www.naswa.org>



NASWA's Mission

To enhance the state workforce agencies' ability to accomplish their goals, statutory roles and responsibilities

NASWA's Vision

To be a leading national advocate for workforce development policy and catalyst for system advances

Strategic goals:

Drive the national agenda for workforce policy by:

- Being the respected voice of state workforce systems;
- Defining national policy on workforce and related issues; and by
- Aligning the work of our national partners

Provide high value member services by:

- Building an active network for state administrators;
- Sharing best practices to successfully advance the national and state workforce system, improving business climate and economic opportunities for employers and job seekers; and by
- Providing workforce program and technology solutions.

NASWA National Association of State Workforce Agencies

<https://www.naswa.org/>



NASWA Committees

NASWA has several committees bringing together a wealth of expertise to discuss the pressing issues currently affecting state workforce agencies. The committees serve as a valuable forum for members to exchange information between state agencies, federal officials and other stakeholders who share similar interests in the workforce system. NASWA's nine standing

Committees include:

- *Administration and Finance;*
- *Employment and Training;*
- *Equal Opportunity;*
- *Labor Market Information;*
- *National Labor Exchange;*
- *Technology;*
- *Unemployment Insurance;*
- *Unemployment Insurance Interstate Benefits Subcommittee;*
- *Veterans Affairs.*

Each Committee has a resource page available for NASWA Members to access including information on current Committee members, information on upcoming meetings, Committee resources, and meeting minutes and presentations from past meetings.

NASWA National Association of State Workforce Agencies

<https://www.naswa.org/>



Why get involved with the NASWA LMI Committee?

The NASWA LMI committee is a great way to connect to other LMI directors. There are limited opportunities to share ideas with and learn from other LMI directors when other national conferences get canceled due to funding issues. NASWA offers one of our best opportunities to make our voices heard in Washington DC on policies and issues that affect our ability to provide quality labor market information in our states.

Goals for the current year:

Redesign website to better share documents and communicate with members.

Align mission/vision/goals with NASWA strategic plan.

Establish a formally recognized working relationship between NASWA and LMI Institute.

Increase LMI visibility and demonstrate the value and success of the LMI Committee within the NASWA membership (e.g., participate in the Welcome Wagon NASWA is planning for new members; sponsor events (e.g., webinars and workshops) for NASWA members; expand membership to all states).

Proactively engage on policy, legislative and regulatory activities impacting LMI and workforce intelligence.

Streamline cross-state data sharing among LMI shops.

Conduct a comprehensive review of the nationwide (state and local) LMI system (this is a longer term goal than the others).

NASWA National Association of State Workforce Agencies

<https://www.naswa.org/>

NASWA LMI Committee's goals for the current year



- Redesign website to better share documents and communicate with members.
- Align mission/vision/goals with NASWA strategic plan.
- Establish a formally recognized working relationship between NASWA and LMI Institute.
- Increase LMI visibility and demonstrate the value and success of the LMI Committee within the NASWA membership (e.g., participate in the Welcome Wagon NASWA is planning for new members; sponsor events (e.g., webinars and workshops) for NASWA members; expand membership to all states).
- Proactively engage on policy, legislative and regulatory activities impacting LMI and workforce intelligence.
- Streamline cross-state data sharing among LMI shops.
- Conduct a comprehensive review of the nationwide (state and local) LMI system (this is a longer term goal than the others).

FUNDING

How do you pay for everything that is asked of your shop?



Sources of funding for LMI



BLS Cooperative Agreement

Every LMI office receives money from the BLS through the cooperative agreement. BLS allocates money to the states based on a variety of factors.



ETA WIG

The Workforce Information Grant provides more flexibility than the BLS cooperative agreement. ETA WIG funds are three-year funds that can be carried over. There is also flexibility in how to meet the deliverables, other than populating the WID and projections.



WDI and other competitive grants

ETA offers competitive grants that states can apply for. Many of these grants run for longer than a year at a time.



WIOA

LMI is a large component of WIOA requirements and work done for implementation of WIOA can be paid for from WIOA funds.



State funds

State funding for specific projects and general LMI activities are another source of funding. Talk to other states to find out how they were able to obtain state funding.



Charge for services

Many states allow agencies to charge for services provided. Check with the fiscal and legal staff in your agency to find out if you can charge for providing certain types of LMI services.

WIG Annual Performance Report Tips



The WIG requires an annual performance report to be submitted after the end of the program year. Here are some tips on writing a good performance report.

Deliverable #1: Workforce Information Database (WIDb)

- List which version of the WIDb the state is currently using.
- Specific mention when the state migrated to WIDb version 2.7 (or the planned migration date). The migration deadline is July 1, 2018, so a mention in the next APR is essential.
- Specific mention of uploading the Analyst Resource Center's (ARC's) Employer Database into the WIDb.
- Specific mention of when the last (*and* next) Licensing and Certification tables were (*and* are scheduled to be) submitted to the ARC... the ETA requirement is "every 2 years."
- It is good to mention if you populate and maintain any non-core tables in the WIDb.
- It is good to mention if you populate and maintain any non-traditional tables in the WIDb.

WIG Annual Performance Report Tips



Deliverable # 2: Industry and Occupational Employment Projections

- Remember to include a short-term projections section in your APR. (You would be surprised how many times this is forgotten.)
- Remember to list the correct years for your long-term and short-term projections. Some states forget to update the short-term years. NOTE: For next year's PY 2017 APRs, it will be 2016-2026 (statewide) for long-term and 2017-2019 for short-term.
- Remember to mention if you do any annual long-term projections.
- Remember to mention if you do any sub-state projections other than MSAs.
- Remember to specifically mention if publish any short-term projections produced & submitted.

WIG Annual Performance Report Tips



Do not forget the other required elements to address in your APRs (listed in the PY 2017 TEG, Attachment #1, page 2)

- Describe all deliverables, highlighting new accomplishments and noting whether partnerships or collaborations were involved.
- The required customer consultations regarding products and services, including the customer needs identified. If customers identified needed improvements, state the responsive measures taken.
- Partnership and collaborative efforts, including activities to leverage grant funding and new activities.
- Recommendations to ETA for changes and improvements.
- ***NOTE:*** *This is a great opportunity to have your voice heard at the Regional Office and especially the National Office.*



Organizational

Best practices in dealing with the organizational aspects of running an LMI shop

- Personnel Management
- Budgeting
- Political realities
- Serving customers



Organizational

1. [Personnel management](#)
2. [Budgeting](#)
3. [Political Realities](#)
4. [Serving Customers](#)

Personnel management

Labor Market Information Directors manage a vast variety of shops across the country.

Labor Market Information Directors manage a vast variety of shops across the country. While some similarities may exist among the 50 states, there are many more differences because while everyone has the BLS function, not all LMI Directors manage the ETA function. Some LMI Divisions are in state workforce agencies have provide unemployment insurance, employment services as well as training. Some are in agencies where the entire gamut of WIOA partners are housed while some are in the state's budget office.

Where your labor market information shop is housed places a role in the type of work that you may do which may involve more than the cooperative agreement with the Bureau of Labor Statistics or the ETA. See examples of organizational charts from large and small states.

Determining the structure of your unit can be a challenge if state bureaucracies don't allow titles that may not be standard to the rest of the state infrastructure. Most states do have at least a handful of economist, analyst and statistician titles that can be used in the production and analysis of labor market information.

Peer to Principal: Managing Your Former Colleagues

Often in the LMI community, LMI directors emerge from the existing staff without any real “downtime” between roles, i.e., friend on Friday; boss on Monday. While such a “weekend change” can be the most difficult transitions given the lack of time for adjustment, it is no less important to implement the above suggestions in any scenario where you were once a peer.

- Take a deep breath
 - Rethink your relationships/set your boundaries
 - Seek advice and assistance/keep folks in the loop
 - Communicate, communicate, communicate
 - Prove you do not play favorites/be honest and act with integrity
 - Solicit feedback on your performance
 - Let former peers know that you take your responsibilities seriously
- Meet face-to-face/one-on-one
Be firm during the transition
Think about your influence
Share the success

Adding to the above list the value of having an established professional mentor. Ideally, your mentor should be at or above your next career ladder position or level of responsibility in order to benefit from their experiences.

Lastly, it can be extremely beneficial to maintain at least some level of technical skills to build and strengthen your internal credibility as a “peer/leader” in this highly-technical arena.

Budgeting

The amount of budgeting done by a Labor Market Information Director depends on the agency in which you are located.



Budget office

Your agency's budget office may tell you how many positions you can hire based on the BLS and ETA funds allocated to you, or you may be making those decisions yourself once you know your agency overhead costs. Visit with your budget office staff to find out their processes for handling federal grants and state funds so you thoroughly understand how things work.



Questions to ask your budget/fiscal office

1. Who submits the quarterly/annual fiscal reports?
2. Who fills out the budget form such as the 424?
3. How do they provide you projections on your spending by each grant?
4. What are the important timelines for obligating funds?

Budgeting

BLS & ETA funding

BLS funding

Let's start with the BLS funding, which is often the largest source of funds for an LMI shop. Typically, you negotiate the amounts with your regional BLS associate commissioner each year. At least, the BLS will call it a negotiation, but you tell them what you need to produce what the BLS cooperative agreement says you are required to produce. The negotiation usually involves handing over a spreadsheet revealing your true costs, and the BLS telling you exactly what they plan to give you (which will be a much smaller amount). Your options are to reduce your staff size (by attrition usually) or to keep positions vacant or to subsidize BLS funding with other sources. Incidentally, the BLS allocations are determined by base positions and workload, but usually don't keep up with inflation.

ETA funding

The ETA WIG grant is significantly smaller than the BLS grant. The deliverable requirements tend to be somewhat less restrictive than the BLS requirements so there is a bit more leeway on how the WIG funds are allocated across your staff. But if you try to do everything that the WIG grant tells us, you will quickly find that the grant does not cover all your costs. The WIG is not allocated by workload, but by size of each state's labor force. Once again, the LMI director needs to determine how the scarce funds cover the WIG requirements which could mean "borrowing" staff from other units to help with the deliverables or the ETA's favorite word is leveraging other funds to help with the deliverables. In this case, getting Wagner-Peyser dollars comes in handy. It is usually up to the LMI director in each state to negotiate Wagner-Peyser dollars with your agency CFO or the Employment and Training Program Manager.

Budgeting

Competitive grants & WIOA

Competitive Grants

The Department of Labor sometimes offers competitive grants that allows labor market shops to improve their annual funding balances, but the grants come with workload, so it is important to know what it is that you are applying for. Competitive grant funds are dedicated to the specific grant.

An example of a competitive grant is the WDQI grants. (see WDQI).

WIOA

WIOA requires economic analysis and labor market analysis, at the very least, for the unified state plans. Any work done for the benefit of WIOA implementation can and should be covered with WIOA funds. If you are not in the agency that is the fiscal agent for the WIOA funds, then it is important that you negotiate to receive those funds.



Budgeting

Charging for services

Whenever LMI shops are asked to perform any work that is outside the deliverable requirements of the BLS or the ETA, they should request funding to pay for those services because they are outside the scope of their current grants. In some cases, agencies have funds that can be used for special projects, but LMI shops also have the possibility to charge for these services. We are not a profit center, and our rule of thumb is that we only charge for the time cost of producing the service.

Some LMI shops work closely with university or other partners that have the capability or capacity to easily monitor opportunity for getting private sector grants.

The concept of budgeting includes a stable workforce. Thus, the BLS and ETA funds are regular funding sources that don't require extra negotiation. Typically, the dollars a state receives doesn't change very much from year to year, so it is a stable source of funds for your staff. Wagner-Peyser, Unemployment Insurance and other Agency funds can also serve as a stable source of funds for the LMI shop. Typically an LMI shop will receive more funds from their agency when they have a reputation of providing quality work product and services. For instance, many LMI shops produce their Agency's Trust Fund forecasts because as economists, creating forecasting models is naturally part of our toolkit and this helps the UI Director.

Once an LMI shop starts doing extra projects, they usually need to keep staff on hand. Then the balancing act comes in making sure there is always sufficient work/funding for any extra staff that is not covered by the BLS and ETA grants.

Political Realities

placeholder slide

Try to communicate ideas visually using graphs, icons, illustrations, photos... any resource that helps you convey your message at a glance.



White

Is the color of milk and fresh snow, the color produced by the combination of all the colors of the visible spectrum.



Black

Is the color of coal, ebony, and of outer space. It is the darkest color, the result of the absence of or complete absorption of light.

Serving customers

Providing useful labor market information to our customers in a way that they can make informed decisions should be our goal. We are more than data factories.



Who are our customers?

The users of LMI are vast. Businesses, job seekers, students, educators, policy makers, planners, researchers and data disseminators are all users of our information. This wide variety of users also means that their needs are not all the same.



What Is workforce intelligence?

LMI is not just about data; it's about a comprehensive system. While data are an integral part of the LMI system, developing workforce intelligence from labor market information requires the integration of data elements and analysis, followed by the provision of those insights through an efficient information delivery system and a user support network. All of these factors are considerations that are integral to creating a truly comprehensive view of labor market information.

Serving customers

LMI agencies provide a wide array of products and services. These are organized into three categories:

Career products

Products that help jobseekers find jobs, determine skill or education requirements, find training opportunities; match jobseekers to jobs; or guide young people or adults to new or different career paths.

- Career and teachers' guides
- Job matching systems and sources
- Occupational outlooks
- In-demand occupational lists
- Transferable skills and competency models

Economy products

Data, analysis, or studies about some focused aspect of the economy.

- Community or area economic profiles
- Economic, industry, or occupational profiles or projections
- Economic impact analyses

Labor market products

Data, analysis, or studies of broad labor market trends or outcomes.

- Labor force demographics
- Wage data
- Job vacancy surveys and commuting studies
- Unemployment insurance claims reports
- Wage and benefit studies

Serving customers

LMI Data Delivery Mechanisms

LMI can be provided through a variety of techniques. Some of these approaches are more traditional and widespread. Others are more innovative or customized to user needs:

- Reports
- Web sites
- Interactive web tools, including GIS/data mapping and web services
- Presentations and press releases
- Newsletters and email updates
- User training
- Special data tabulations by request
- Special topic studies and survey results
- Customized consultations and advisory services



Defining who are our customers

Labor Market Participants and Advisors

- **Jobseekers and Students** include customers who seek a job, whether they are currently employed or not, as well as the children and young adults who will eventually become part of the workforce.
- **Businesses** include any individual or organization that employs labor to operate.
- **Education and Training Instructors** include individuals (such as teachers or counselors) that directly interact with learners through structured educational or skill-building opportunities.
- **Counselors** include individuals who work directly with jobseekers to guide them to appropriate employment opportunities.



Defining who are our customers

Policymakers and Planners

- **Elected Officials** include federal, state, and local leaders seeking to allocate public resources for the benefit of employers or workers or to monitor the performance of those investments.
- **Workforce Development** includes state and local workforce investment agencies, which are collaborations of employers, policymakers, and community organizations, that seek to connect companies in need of talent with trained and qualified workers. Workforce development entities interact with both jobseekers and businesses.
- **Economic Development** includes government agencies and nonprofit organizations of varying structures that seek to promote business development opportunities and the implementation of policies that support the development of state and local economies.
- **Education** includes policymaking agents and program designers who influence the development of national, state, and local policies that drive education and training offerings and resource allocations. This group of education customers drives policy design and decision-making.
- **Social services** includes agencies designing programs or allocating resources to help workers with social service needs or potential workers seeking to transition from public assistance.
- **Researchers** include individuals (such as economists) engaged in research activities through governmental organizations, academic institutions, think tanks, or other entities.
- **Federal, State, and Local Governments** include all government agencies.
- **Internal Customers** include LMI analysts and other LMI leadership who seek to improve the development and functioning of the state and national LMI system.

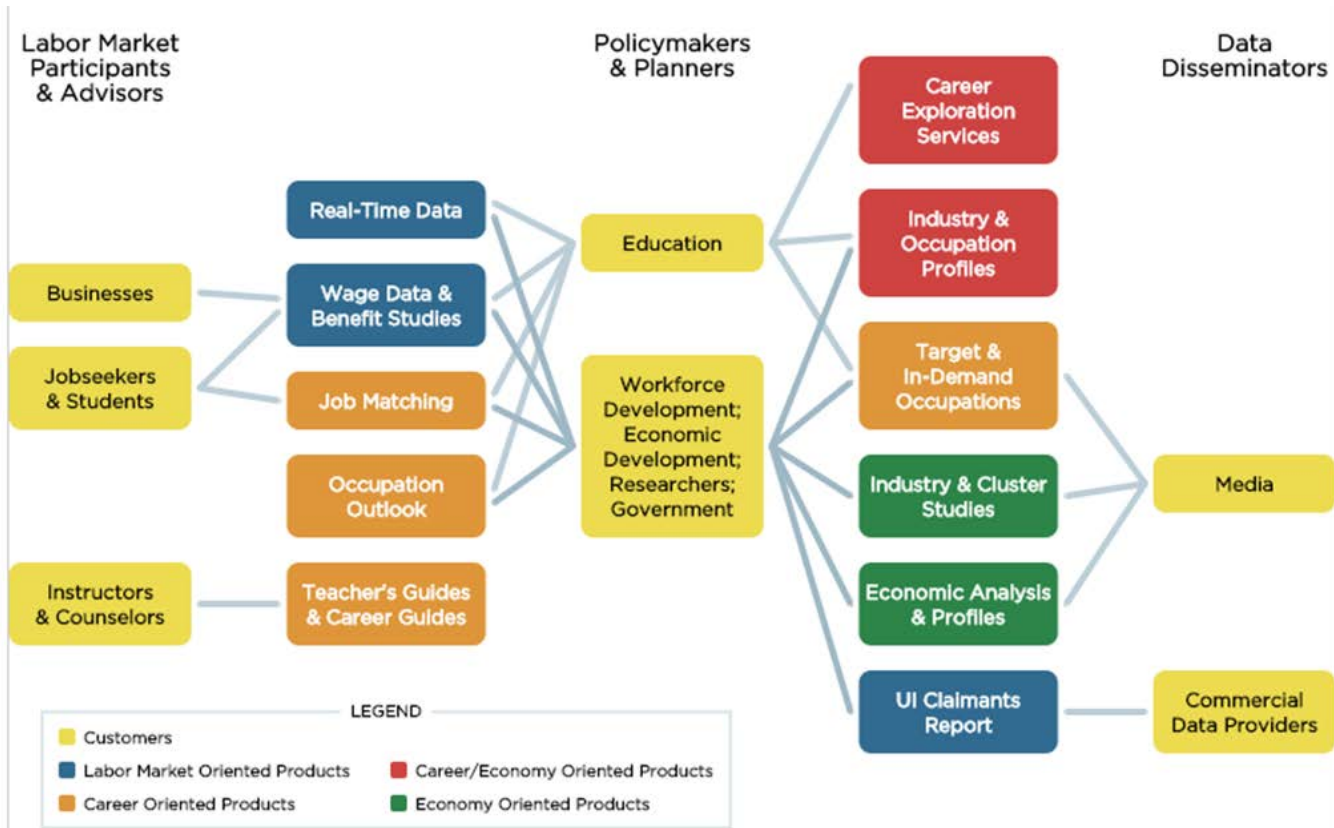
Defining who are our customers

Value-Added Disseminators

- **Media** includes any member of the accredited media and individuals independently reporting on facts and events.
- **Commercial Data Providers** include any third-party entity that repackages LMI data and disseminates it to paying customers.



LMI Customers and Most Commonly Used Products



Source: "Labor Market Information Customers and Their Needs: Customer-Oriented LMI Product Innovation." Customer Consultation Study Group of the Workforce Information Council, 2012

Delivering LMI to your customers

Websites

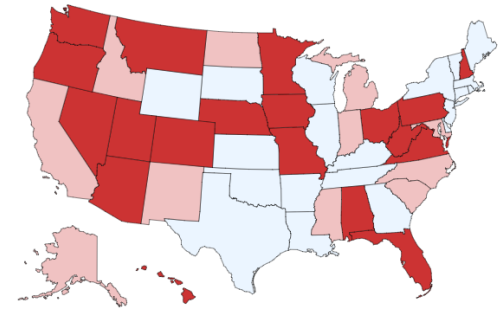
One of the most common delivery mechanisms for disseminating LMI is the states' websites.

[List of state websites](#)

LMI delivery systems are the way LMI shops design and deploy their websites. There are vendor systems such as [Geographic Solutions](#), consortium based models such as the [LMInformer](#), and in-house developed systems.

Infographics (also known as data visualizations) are becoming increasingly more popular in providing LMI to customers. Infographics tell a story using interesting graphics.

[Examples of data visualizations](#)



Guam
Puerto Rico
U.S. Virgin Islands

A screenshot of the Montana Department of Labor & Industry website. The page title is "Montana Labor Market Information". It features a navigation menu with links for Home, Industry, Wages, Occupations, Employment, Local Area Profiles, Career Resources, Publications, and Blog. The main content area is divided into two columns. The left column displays "CURRENT UNEMPLOYMENT RATE" for December 2017, showing a rate of 4.1% with a seasonal adjustment of +0.1% and a change of 0.0% from the previous period. Below this is a "RESERVATION UNEMPLOYMENT" table. The right column is titled "MONTANA LABOR MARKET BLOG" and features a "JOBS THERMOMETER" infographic and a "What the Heck is 'Reshoring'?" article.

Category	Rate	Change
BLACK/AAE	10.0%	+0.2%
LEAD	10.0%	+0.1%
TELECOM	10.0%	+0.2%
FS/SP/EN/EL	10.0%	+0.1%

Delivering LMI to your customers

Publications

Many LMI shops produce publications to disseminate to customers. These may come in the form of newsletters, research papers, the annual economic report required in the TEGL. Some are provided online and other may provide print copies. Visit the websites of other states to see examples.

BLOGs

BLOGs are a popular way to provide small piece of LMI to customers. [Example of a BLOG.](#)

Presentations & Training

Labor market information experts are often asked to present at conferences. In addition, the TEGL encourages training users of LMI. Many states have formal training programs and others are done in workshop settings.

Career Information Delivery

Systems (CIDS) came about in the 1970s with support from ETA under the National Occupational Information Coordinating Committee (NOICC) and the state version (SOICC). A CIDS is an electronic method of providing career and occupational information of students and job-seekers. There are state-based systems as well as national vendors such as [CareerCruising](#) and [Naviance](#), and consortium models such as the [Career Information System \(CIS\)](#). CIDS usually provide a portfolio that students build on over time as well as assessments, resume creators, scholarships, occupational information, and educational institutions.



Mentors

How do I know what to ask?
Who can (or should) I call?
Who has the right answers?



Your biggest asset: Other LMI Directors

LMI Directors are one of our greatest assets for learning. Start with the directors in your BLS or ETA regions. Get involved in some of the various groups such as the policy councils, NASWA WLMI committee, ARC and connect with experts in the different areas of labor market information. Don't be afraid to ask for help. We've all been there and we want to help.



Glossary of Acronyms

Acronym	Definition	Location in Guide
ARC	Analyst Resource Center	38
ATUS	American Time Use Survey	9
BLOC	BLS Labor Market Information Oversight Council	49
BLS	Bureau of Labor Statistics	8
CES	Current Employment Statistics	13
CFOI	Census of Fatal Occupational Injuries	9
CPI	Consumer Price Index	9
CPS	Current Population Survey	10
ETA	Employment and Training Administration	24
IIF	Workplace Injuries Nonfatal Injuries and Illnesses, and Fatal Injuries	9
ILS	International Labor Comparisons	9

Glossary of Acronyms

Acronym	Definition	Location in Guide
LAUS	Local Area Unemployment Statistics	<u>18</u>
LEHD	Longitudinal Employer Household Dynamics	<u>45</u>
LEWIS	Local Employment and Wage Information System	<u>39</u>
NASWA	National Association of State Workforce Agencies	<u>54</u>
NCS	National Compensation Survey	<u>10</u>
O*Net	Occupational Information Network	<u>27</u>
OES	Occupational Employment Statistics	<u>21</u>
PMP	Projections Managing Partnership	<u>40</u>
PPI	Producer Price Indexes	<u>9</u>
QCEW	Quarterly Census of Employment and Wages	<u>16</u>
SLDS	State Longitudinal Data System	<u>30</u>

Glossary of Acronyms

Acronym	Definition	Location in Guide
SOII	Survey of Occupational Injuries and Illnesses	9
TEGL	Training and Employment Guidance Letter	24
WDQI	Workforce Data Quality Initiative	28
WIAC	Workforce Information Advisory Council	48
WID	Workforce Information Database	38
WIG	Workforce Information Grant	24
WIOA	Workforce Innovation and Opportunity Act	26