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ABSTRACT

This training package, consisting of information concerning the content, use, and applications of the Occupational Information System (OIS), is designed for use in a training presentation conducted for administrators, trainers, counselors, job placement specialists, and economic development staff who will be working with the OIS. Included in the package are an introduction, a presenter's outline, and a collection of graphics. The introduction consists of guidelines for reproducing the OIS-related graphics into either hard copies or transparencies. Provided in the presenter's outline are guidelines for covering the following topics: the rationale for the OIS; occupational information to support decision making at the national and state occupational coordinating committee levels; labor market terms; the OIS labor market model; geographic, time period, and classification dimensions; industry and occupational concepts; the OIS concept; occupational characteristics; education and training requirements; licensing and registration requirements; employment profiles; complementary information; education and training programs; financial assistance programs; demographics; labor market trends; labor market dynamics; occupational supply and demand analysis; and OIS outputs and products. A series of 159 graphics concludes the package. (MN)

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NOICC

**National Occupational
Information Coordinating
Committee**

Occupational Information System (OIS) Handbook Training Package

U.S. DEPARTMENT OF EDUCATION
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January, 1981

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**Assistant Secretary
Employment and Training
Administration**

DEPARTMENT OF EDUCATION

**Administrator
National Center for Education Statistics**

**Assistant Secretary
Office of Vocational and Adult Education**

CE 036431

TRAINING PACKAGE

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GENERAL DESCRIPTION

The Occupational Information System (OIS) Training Package is a companion document to the three volumes of the OIS Handbook. As such, the package has been designed to:

- . Describe the basic concepts of an OIS
- . Define the terms necessary for explaining an OIS
- . Describe the types of data included in an OIS
- . Discuss the data sources that can be used in an OIS
- . Discuss some of the uses or applications of information provided by an OIS

In short, the OIS Training Package is intended to provide the necessary materials to support a presentation that is structured to be an orientation to an OIS. The package is not intended for use in explaining the structure of the OIS Handbook.

The audience for this presentation is assumed to have a varied background and perhaps consist of:

- . Administrators
- . Planners
- . Counselors
- . Job Placement Specialists
- . Economic Development Staff

The materials included in this package are primarily intended for use in a large group lecture style presentation, but they can also be adapted easily for use in a small group setting.

There are three components of the OIS Training Package:

- 1--An Introduction
- 2--A Presenter's Outline
- 3--A Collection of Graphics

The collection of graphics consists of line drawings, charts, and illustrations prepared to assist a presenter in conveying OIS concepts to a workshop or conference audience. The graphics are cross-referenced to the Presenter's Outline, providing materials for most of the topics included in the outline. The graphics cover both basic or general concepts and detailed technical subjects thus permitting a presenter to tailor or adapt a presentation to a particular audience.

The graphics can be easily converted to transparencies for use with an overhead projector or can be used directly with an opaque projector. Exhibit 1, A Guide for Reproducing the OIS Graphics, is included at the end of this introduction to assist in the preparation of materials for a workshop or conference presentation.

OVERVIEW OF
PRESENTATION

The Presenter's Outline and graphics are organized into the following major sections:

- . Background and Introduction
- . Rationale for an OIS
- . Explanation of the OIS Information Base
- . Explanation of Terms for the OIS
- . OIS Information Base Components
 - Occupational Demand
 - Occupational Supply
 - Occupational Characteristics
 - Complementary Information
- . Occupational Supply/Demand Analysis
 - What is it?
 - What issues are involved?

For each of the major data sources that can provide information for an OIS there are three graphics included in this package:

- (1) A General Illustration
- (2) An Overview of Information Processing
- (3) A Capsule Summary

The Overview of Information Processing and the Capsule Summary for each data source are included in Volume 1 of the OIS Handbook. It is very unlikely that a presenter would ever use all of the graphics included in the OIS Training Package. The graphics used for a particular presentation will depend on the nature of the audience (user-oriented vs technical).

PREPARATION FOR
PRESENTATION

In using this package to prepare for a presentation, certain steps will be necessary. These include:

- . Step 1--Select and organize the graphics that are most appropriate for the audience. This step involves identification of the graphics to be included in a presentation, the actual production or preparation of the

of the transparencies or slides, and arranging the slides in the desired sequence. The actual production of the slides can be accomplished as described in Exhibit 1, A Guide for Reproducing the OIS Graphics, presented at the end of this introduction. It is possible that multiple transparencies of the same graphic would be required for a particular presentation.

• Step 2--Make notes on the margins of the slides. If the transparencies or slides have been mounted in frames, then reminders of points to be made in the presentation can be written as notes on the margins of the slides. In this way, proper emphasis can be given to points that the presenter feels are important.

• Step 3--Make arrangements for a meeting room and equipment. It is important to have a suitable room for a presentation. If this factor is within your control, then the selection of the facility should be based on seating requirements, ventilation, lighting, and audio considerations. Arrangements should be made in advance for sound equipment (if necessary), an overhead or opaque projector, and a screen of adequate size for the audience.

• Step 4--Check final details for the presentation. Arrive early to check on the arrangement of the room and the availability of a projector, and to organize your materials. It is particularly important to check the positioning of the projector in relation to the screen and the view of the audience. The picture projected should just fill the screen. To adjust the picture size, change the distance between the projector and the screen.

The positioning of the slide on the projector is also important. Try a few slides on the projector before the audience arrives to check their positioning and to make a final focus to insure that the picture on the screen is sharp. Also, check through the collection of slides to assure that they are in the proper sequence and are turned in the same direction. This step should help in avoiding any problems that might occur during the presentation.

. Step 5--Hints to remember during the presentations. To the extent possible, try to begin the presentation with some introductory topical and/or humorous material. This will help ease you into the presentation. If you are using many overheads, the following tips should prove helpful to your presentation:

- Leave the overhead on the screen long enough for the audience to understand the material presented.
- If there is printed matter on the overhead that is important for the audience to understand, then the printed matter may have to be read aloud.
- Relate the concepts or ideas presented on the overheads to the presentation.
- Use a pointer to highlight appropriate sections of an overhead.

Be sure to conclude the presentation with a brief summary of the material covered.

SUPPLEMENTARY
MATERIALS

In addition to the materials included in this package, other supplementary materials will probably be useful for orientation presentations. These would include:

- . State-specific information slides (The OIS Training Package has been designed for the substitution or addition of a presenter's own materials -.)
- . Vocational Preparation and Occupations (VPO) training materials (forthcoming from NOICC in Summer 1981)
- . Small group exercises
- . Forms for use by participants in evaluating training

These materials can be used both to augment the specific presentation about the OIS and to expand the agenda of an OIS-oriented conference to permit interaction among participants and to provide feedback to the presenters and conference organizers.

INTRODUCTION

The graphics included in the OIS Training package are provided for use in OIS-related presentations. To support the presentations, the graphics may be produced in various media, i.e., either hard copy or transparencies. The hard copy can be used in either large group or small group presentations for the audience to view and take notes directly on the copy. Transparencies are useful for large group presentations where review of hard copy materials might not be appropriate.

The graphics have been provided to permit reproduction in the quantity and format needed for presentations. The following paragraphs discuss different reproduction methods.

HARD COPY
REPRODUCTION

These graphics can be reproduced in a number of ways. Perhaps the simplest and most convenient method is the office copier. The office copier is the most direct method of reproduction, but often time it is neither the best nor most cost-effective.

Offset printing produces a much better quality image than the office copier, at a lower price, for 50 or more copies of the same graphic. Almost any print shop has offset capabilities. There are also a number of "quick" print shops which feature "while-you-wait" service at a cost of two to five cents per page in quantities of 50 or more copies. By comparison, office copiers can be two to three times more expensive for a similar quantity of copies.

OVERHEAD
TRANSPARENCIES

The two methods recommended for the making of overhead transparencies are:

- Heat-sensitive film process--This is a fast process. It is completely dry and the transparencies are ready for immediate use. Several brands of thermal-copy machines, such as 3Ms "Thermofax", are available in most offices. When making transparencies by this method, if the image is too light for satisfactory projection, print it again with a fresh sheet of film and increase the exposure time. A light transparency has been underexposed. If on the other hand, the transparency is too dark, print the transparency again using a fresh sheet of film and shorten the exposure time. A dark transparency has been overexposed.

- Electrostatic film process (Xerox)--In this method, a specially coated, electrically charged and light sensitive film is used. With the appropriate film (available from copy-machine manufacturer) most office-type electrostatic-copy machines can be used to make satisfactory transparencies at a cost of about 35 cents per copy.

ADDING COLOR TO
TRANSPARENCIES

For best results, use transparent color adhesives (they must be glossy). These are available in a wide range of colors at any art supply store. Color adhesives can be applied to areas of any shape, and a number of colors can be used on a single transparency sheet. Always add color to the underside of a transparency. The following simple steps will production of professional quality transparencies:

1. Place the color sheet over the area to be covered.
2. Use an X-acto knife to cut it slightly larger than the area to be shaded. (Try not to cut through the backing sheet.)
3. Peel the cut piece from the backing sheet.
4. Cut to match the area, using the lines in the drawing as a guide.
6. Peel off the excess.
7. Repeat the above steps until the desired color has been added.

MOUNTING
TRANSPARENCIES

Mounting adds durability and ease of handling to the transparency. Some people prefer to keep transparencies unmounted for ease of filing in notebooks, but the standard-sized cardboard frame fits easily into a letter-sized filing cabinet. The size of a standard frame is 10" x 12" with a 7½" x 9½" opening. You can buy cardboard frames at a cost of \$18.00 per hundred, or you can make your own from six- to ten-ply cardboard. Mount your transparency to the underside of the frame with masking tape rather than cellophane tape. Mounting transparencies has a certain advantage over unmounted transparencies because of the space on the frame for presentation notes.

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>1. Introduction-- a.) Rationale for an OIS</p>	<p><u>Issues--Why is occupational information needed?</u></p> <ul style="list-style-type: none"> . Increase in "the civilian labor force" (1970-1979). Note: The term "civilian labor force" will be defined later in the presentation. . Increase in the number of persons enrolled in and completing education and training programs (1972-73 through 1977-78) . Trends in the unemployment rate (1970-79) <ul style="list-style-type: none"> - Note the higher levels of youth unemployment - Note the higher number of unemployed persons (civilian labor force times the unemployment rate) <p>Conclusions:</p> <ul style="list-style-type: none"> . More people are working and seeking work . More people are participating in the education system or receiving skills training in preparation for entering the world of work 	<p>T-1</p> <p>T-2</p> <p>T-3</p> <p>T-1</p> <p>T-2</p>	<p>The graphics provided (T-1, T-2, and T-3) represent national data. These can be supplemented or replaced by comparable graphics representing State and local data.</p> <p>It may be useful to include an overhead that depicts the changing mix of occupational employment in the economy over time.</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
13	<p>2) <u>About occupational employment:</u></p> <ul style="list-style-type: none"> . What occupations have openings that are unfilled? How many unfilled openings are there in various occupations? . What is the expected level of future needs for workers for an occupation? 	T-4	
	<p>3) <u>About the supply of workers for an occupation:</u></p> <ul style="list-style-type: none"> . How many workers are currently available to fill job openings in various occupations? . How many individuals are being trained or educated to enter various occupations? . How many workers will be available to enter occupations besides those currently being trained or educated to enter various occupations? 	T-4	
	<p>4) <u>About characteristics of occupations:</u></p> <ul style="list-style-type: none"> . What do we know about occupations that explains or describes what working in that occupation is like? 	T-4	11

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>c.) Decisionmaking-- How and by whom will occupational information be used in decision- making?</p>	<p>4) <u>About characteristics of occupations</u></p> <ul style="list-style-type: none"> . What is known about the requirements (i.e., education or work experience) needed in preparation for entrance into an occupation? . What do we know about the wages that individuals can expect to earn in different occupations? . Are there any licensing or certification requirements associated with entry into an occupation? 	<p>T-4</p>	
	<p>5) <u>About other information needed for decisionmaking</u></p> <ul style="list-style-type: none"> . What other types of information are helpful to support decisions made using occupational information? 	<p>T-4</p>	
	<p><u>Users and Uses of Occupational Information</u></p> <ul style="list-style-type: none"> . <u>Users</u>--Planners and administrators making decisions about education or training programs need occupational information to support the planning process. 	<p>T-5</p>	

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>d.) Mechanism for organizing information and coordinating the delivery of information</p>	<p>Examples of decisions made might include:</p> <ul style="list-style-type: none"> - Adding a new education/training program - Modifying an existing education/training program - Deleting an existing education/training program <p><u>Users</u>--Individuals and/or counselors involved either directly or indirectly in making job or career decisions. Examples of decisions made might include:</p> <ul style="list-style-type: none"> - Seeking a job rather than continuing one's education - Continuing education in preparation for entrance to a chosen occupation - Entering a training program in preparation for a specific occupation 	<p>T-5</p>	
	<p><u>OIS Information Network</u>--The purpose of this network is to address the various occupational information needs of users.</p>	<p>T-6</p>	

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
	<ul style="list-style-type: none"> • <u>Types of Data Included--</u> <ul style="list-style-type: none"> - Occupational Demand - Occupational Supply - Occupational Characteristics - Complementary Information <p>These data are needed to respond to the questions raised regarding the occupational information needed for decisionmaking.</p> <ul style="list-style-type: none"> • <u>Types of Functions--</u> <ul style="list-style-type: none"> - <u>Data acquisition--</u>The process of obtaining or acquiring occupational information from various agencies or organizations that produce or develop occupational information - <u>Data synthesis and analysis--</u>The process of analyzing the information obtained and synthesizing that information into a product or system - <u>Data dissemination--</u>The process of providing or delivering information to various user groups and supporting this delivery network with appropriate training 	T-6	<p>Use examples of State and local agencies and other interest groups or associations that can provide such information.</p> <p>Can talk about the products or the system being developed through the SOICC network</p> <p>Use examples of the delivery network in the State such as a CIDS program or a publication distribution list.</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
NOICC/SOICC Network	<p><u>OIS Information Network</u></p> <ul style="list-style-type: none"> . <u>Users</u> (as identified earlier)-- <ul style="list-style-type: none"> - Education/training program planners and administrators - Career planning, guidance, and job search personnel - Clients and students <p>Let's take a brief look at the organization that is mandated to develop this OIS Information Network.</p>	T-6	
	<p><u>NOICC/SOICC Network</u></p> <ul style="list-style-type: none"> . SOICC or State Occupational Information Coordinating Committee is comprised of: <ul style="list-style-type: none"> - State Employment Security Agency - State Employment and Training Council - State Vocational Education Agency - State Vocational Rehabilitation Agency - Other Affiliated State Agencies 		T-7

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
	<ul style="list-style-type: none"> . SOICC has been established to promote coordination and communication among producers and users of occupational information. The SOICC's mandate is to develop and implement an Occupational Information System that delivers occupational information to the various users discussed earlier. The quality of data included in the Occupational Information System is the responsibility of the member agencies of the SOICC. . There is a SOICC organization in each of the 50 States, the District of Columbia, and the U.S. territories. . Congress recognized the need for the SOICC organization. However, the need for occupational information exists with or without the SOICC organization. As its name implies, the SOICC is a coordinating committee whose purpose is to facilitate the development, analysis, and delivery of occupational information. . In addition, there is a National Occupational Information Coordinating Committee or NOICC that provides funds and operating guidance to the SOICCs and facilitates 	<p style="text-align: center;">T-7</p> <p style="text-align: center;">T-8</p>	<ul style="list-style-type: none"> . Also, reference should be made to the actual name of the State SOICC rather than the more generic term of SOICC.

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>e.) Definition of Labor Market Terms</p>	<p>The Occupational Information System and its data categories and data sources will be discussed in more detail later in the presentation, but first let's define some labor market information terms. The concepts of the OIS are built on some commonly accepted labor force terms.</p> <p><u>Labor Force Components of the U.S. Population (1979)</u></p> <ul style="list-style-type: none"> • <u>Population in the Civilian Labor Force</u>-- All civilians 16 years of age and older who are either working or looking for work <ul style="list-style-type: none"> - <u>Employed</u>--Persons in the civilian labor force who are working for pay or profit or without pay in a family farm or enterprise - <u>Unemployed</u>--Persons in the civilian labor force who are not employed but are available for and actively seeking work • <u>Population not in the Civilian Labor Force</u>--All persons under 16 years of age and those 16 and over who are not employed and not seeking work, or who are in the military 	<p>T-10</p>	<p>Be sure to make it clear that this discussion is not specific to occupations.</p> <p>Refer people to the right-hand side of the graphic.</p> <p>See pages 1-11, 1-12, and 1-13 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of these definitions.</p> <p>Have State and local area data available and made into a comparable graphic, if possible.</p> <p>Refer people to the left-hand side of the graphic.</p>

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	<p>coordination and establishes development priorities at the national level. The four statutory agencies comprising the NOICC are:</p> <ul style="list-style-type: none"> - Bureau of Labor Statistics, U.S. Department of Labor - Employment and Training Administration, U.S. Department of Labor - National Center for Education Statistics, U.S. Department of Education - Office of Vocational and Adult Education, U.S. Department of Education <p>Also, the Rehabilitation Services Administration, U.S. Department of Education has been asked to participate in NOICC activities.</p> <ul style="list-style-type: none"> . The interrelationships between the NOICC agencies, SOICC agencies, the NOICC, and the SOICCs are indicated on the overhead. . Note that the local organizations are not formally included in the SOICC but are linked to the agencies involved in the SOICC program. These local organizations represent a major part of the user constituency of the SOICC. 	<p>T-9</p>	<p>Note: The graphic depicts Rehabilitation Services Administration as part of the Department of Health and Human Services when it is, in fact, part of the Department of Education.</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>OIS Labor Market Model</p> <p>31</p>	<ul style="list-style-type: none"> . To the left of the "current supply" column is "projected supply" which is the sum of current supply and the net difference between labor force entrants and labor force separations over the projected time period. . To the right of the "current population" column is "current demand", composed of currently employed persons plus job vacancies. Employed was defined previously. Job vacancies are actual jobs which are immediately available for filling, and for which an employer is actively trying to find or recruit workers. . To the right of the "current demand" column is "projected demand" which is the sum of current demand and the growth demand over the projected time period. <p>The Labor Market Model becomes applicable to an OIS as it is related to specific locations, time periods, and occupations. These three factors or dimensions of the labor market model are important to understand in developing the OIS.</p>	<p>T-11</p>	<p>32</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Geographic Dimensions	<ul style="list-style-type: none"> • <u>Geographic Area Coverage</u>--Refers to the area covered by a particular labor market analysis of labor supply and demand. Examples of different geographic areas are: <ul style="list-style-type: none"> - Nation - Region - State - Sub-state (e.g., labor market areas such as an SMSA, a county, or a city) 	T-12	<p>See page 1-16 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of Geographic detail in the Labor Market Model.</p> <p>Note: Consider using a State/local map instead of the U.S. map.</p>
Time Period Dimensions	<ul style="list-style-type: none"> • <u>Time Period Coverage</u>--Refers to the time period covered by a particular analysis of labor supply and demand. Examples of different time periods are: <ul style="list-style-type: none"> - Historical - Current - Future (or projected) 	T-13	<p>See page 1-17 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of Time Period Detail in the Labor Market Model.</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Classification Dimensions</p>	<p><u>Occupational Coverage</u>--Refers to the occupational groups or detailed occupations covered by a particular labor market analysis of labor supply and demand. The graphic provides examples of broad occupational groups and specific detailed occupations. There are four occupational classification structures and two instructional discipline taxonomies currently being used to categorize either occupations or instructional programs.</p>	T-14	<p>See pages 1-18 and 1-19 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of Occupational Detail in the Labor Market Model.</p>
	<p>- <u>Occupational Classification Structures</u></p> <ul style="list-style-type: none"> .. <u>Dictionary of Occupational Titles (DOT)</u>, Fourth Edition .. Occupational Employment Statistics (OES) Survey and Matrix codes .. <u>Standard Occupational Classification (SOC) Manual</u> .. Census Occupational codes 	T-14(a)	<p>Refer to Section 4.1 of Volume 2 of the <u>OIS Handbook</u> for a further discussion of classification systems.</p>
	<p>- <u>Instructional Discipline Taxonomies</u></p> <ul style="list-style-type: none"> .. U.S. Office of Education (USOE) codes .. Higher Education General Education Survey (HEGIS) codes 	T-14(b)	<p>33</p>

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<p>Industry/Occupation Concepts</p> <p>37</p>	<p><u>Distinction Between Industry and Occupation</u>--Two important concepts to distinguish between in the analysis of labor market information are industry and occupation.</p> <p>- <u>Industry</u>--An industry is where people perform their work. Examples of industries are:</p> <ul style="list-style-type: none"> .. Construction .. Manufacturing .. Transportation .. Retail Trade <p>- <u>Occupation</u>--An occupation is the tasks people perform in their work place. Examples of occupations within the industries just identified include:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Industry</u></td> <td style="text-align: center;"><u>Occupation</u></td> </tr> <tr> <td>Construction</td> <td>Carpenter</td> </tr> <tr> <td>Manufacturing</td> <td>Assembler</td> </tr> <tr> <td>Transportation</td> <td>Airline Pilot</td> </tr> </table> <p>In summary, an occupation is comprised of the activities or tasks involved in a job while an industry has to do with where those activities or tasks are performed.</p>	<u>Industry</u>	<u>Occupation</u>	Construction	Carpenter	Manufacturing	Assembler	Transportation	Airline Pilot	<p>T-15</p> <p>T-16</p>	<p>Industry can also be thought of in terms of the products or services provided.</p> <p>Note: An occupational staffing pattern within an industry is the distribution of employment by occupation within an industry.</p> <p>38</p>
<u>Industry</u>	<u>Occupation</u>										
Construction	Carpenter										
Manufacturing	Assembler										
Transportation	Airline Pilot										

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Occupational Information System</p>	<p>Having defined some of the background terms necessary to understand labor market information, we are now ready to return to an in-depth discussion of the Occupational Information System.</p> <p><u>Occupational Information System (OIS)</u> <u>Defined--An OIS is "an organization or network for the collection (acquisition) and/or distribution of information related to occupations."</u></p> <p>If we break this definition into pieces, we can see that there are two major facets of what the OIS is:</p> <ol style="list-style-type: none"> (1) The OIS is a process or structure for logically organizing occupational information. (2) The OIS establishes a method for delivering that occupational information to different user populations in appropriate formats and within requisite time frames. 	<p>T-6</p>	<p>40</p>

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41	<p>To better illustrate the OIS concept, let's take a look at the Occupational Information Base. Note that there are four major data categories in this information base. These are:</p> <ul style="list-style-type: none"> . Occupational Demand . Occupational Supply . Occupational Characteristics . Complementary Information <p>Notice that these four major data categories support the two major uses of occupational information as discussed previously.</p> <p>Each of the OIS data categories will be discussed in depth, but first let's examine a very important part of the OIS definition. The OIS was defined as a network for the collection (or acquisition) and/or distribution of information about occupations. To clarify this concept of collection, it is necessary to point out that collection in this instance <u>does not mean primary data collection</u>. Instead collection refers to acquisition of available information from various agencies or organizations for the purpose of synthesizing and analyzing that available information into a product or service that is subsequently distributed to various users.</p>	T-17	<p>Refer to sections 2, 3, 4, and 5 in the center of the OIS Information Base Graphic.</p> <p>42</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>OIS Information Base</p> <p style="text-align: right;">43</p>	<p>The information currently being collected by different agencies is substantial. The OIS should not duplicate these efforts, but should use these existing data reporting systems, surveys, etc. as a basis for developing a complete analysis of the labor supply and demand situation in various occupations.</p> <p>The SOICC role in this process is to clarify definitions of terms used in different agencies and organizations, and thus facilitate the use of information from different organizations in a common information base.</p> <p>Let's take a closer look at this OIS information base and the sources of information that might be used in its development.</p> <p><u>OIS Information Base</u>--In the discussion of the OIS Information Base, each of the four major data categories (or components) will be discussed in an identical fashion.</p> <ul style="list-style-type: none"> . First, there will be reference to the structure of that data category or the sub-categories or sub-components that comprise the data category. . Second, there will be definitions for the data categories and sub-categories. 		<p>Note: A presenter may want to consider using an overhead listing major data sources and the State/local agencies or organizations responsible for each data source.</p> <p style="text-align: right;">44</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Occupational Demand</p> <p>45</p>	<p>. Third, there will be references to the sources of information that exist for each data sub-category</p> <p>For each of the major data sources that can provide information for an OIS, there are three graphics included in this package:</p> <p>(1) A General Illustration (2) An Overview of Information Processing (3) A Capsule Summary</p> <p>The graphics used for a particular presentation will depend on the nature of the audience.</p> <p><u>Occupational Demand Component Structure</u></p> <p>2.1 Current Occupational Demand 2.1.1 Current Occupational Employment 2.1.2 Job Vacancies 2.2 Projected Occupational Demand 2.2.1 Projected Occupational Demand-- Long-Term 2.2.2 Projected Occupational Demand-- Short-Term</p>	<p>T-18, T-19</p>	<p>The General Illustration should be used for large non-technical audiences while the Overview of Information Processing and the Capsule Summary are more appropriate for smaller, technical audiences.</p> <p>See pages 2-1 to 2-4 of Volume 1 of the <u>OIS Handbook</u> for a more complete discussion of Occupational Demand.</p> <p>Refer to the relevant sections of the graphic as the component is discussed.</p> <p>46</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Occupational Demand</p> <p>Definition of Occupational Demand Terms</p> <p style="text-align: right;">47</p>	<p>2.3 Occupational Transfers and Geographic Migration</p> <p>2.3.1 Occupational Transfers</p> <p>2.3.2 Geographic Migration</p> <p>A theoretical model of occupational demand is presented in the graphic (overhead) shown. Notice that the change in occupational demand over time is the sum of:</p> <ul style="list-style-type: none"> · Current occupational demand which is composed of current occupational employment and job vacancies, and · Growth demand which is based on industry growth (or decline) and changes in the distribution of employment by occupation within an industry (i.e., occupational/industry staffing patterns) <p>Let us better define and illustrate some of these concepts.</p> <p><u>Definitions</u></p> <ul style="list-style-type: none"> · <u>Current Occupational Employment</u>--The number of jobs currently filled in a specific occupation 	<p>T-20</p> <p>T-21</p>	<p style="text-align: right;">48</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Definition of Occupational Demand Terms (continued)</p> <p>40</p>	<ul style="list-style-type: none"> • <u>Job Vacancies</u>--Actual number of jobs which are available for filling and for which an employer is actively trying to recruit workers • <u>Current Occupational Demand</u>--The number of jobs currently filled in a specific occupation (current occupational employment) plus the number of jobs in that occupation that employers are currently trying to fill (job vacancies) • <u>Growth Demand</u>--The change over time in the demand for workers in a given occupation; growth demand can be positive or negative. Growth demand is based on: <ul style="list-style-type: none"> - <u>Industry Growth (or Decline)</u>--The change in demand for workers in an occupation attributable to the growth (or decline) of employment in the industries in which the occupation is found - <u>Changes in Staffing Patterns</u>--The change in the occupational composition or mix of an industry. It is the change in the number of workers required in an occupation relative to the total number of workers in that industry. 	<p>T-22</p> <p>T-23</p> <p>T-20</p>	<p>51</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Definition of Occupational Demand Terms (continued)</p> <p>Sources of Occupational Demand Information</p>	<ul style="list-style-type: none"> • <u>Replacement Demand</u>--The demand needed to maintain a given level of occupational employment over time. Replacement demand does not produce a net change in the number of workers employed. It results from the need to fill job openings because workers in an occupation have withdrawn from the labor force, migrated to another area, or transferred to a different occupation. • <u>Projected Occupational Demand</u>--The occupational demand projected for some future point in time based on current occupational demand and expected growth over time. Projected occupational demand is usually considered in two time frames: <ul style="list-style-type: none"> - <u>Short-term</u>--Generally thought of as less than two years into the future - <u>Long-term</u>--Generally thought of as more than two years into the future and even up to ten years into the future <p><u>Sources of Occupational Demand Information</u></p> <p>The sources of occupational demand information are presented for each of the following data categories and sub-categories:</p>	<p>T-24</p>	<ul style="list-style-type: none"> • Replacement demand is not depicted in any of the graphics. • Accounts for the effects of geographic migration and occupational transfers on demand. (See definitions on page 2-3 of Volume 1 of the <u>OIS Handbook</u>.)

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Sources of Occupational Demand Information (continued)	<ul style="list-style-type: none"> • <u>Current Occupational Demand Data:</u> <ul style="list-style-type: none"> - Current Occupational Employment - Job Vacancies 	T-25	<p>Remember that there are three graphics for each of the major data sources that can provide information for an OIS. A presenter should select the graphics that will be appropriate for his/her audience (e.g., general vs. technical).</p> <p>In discussing any of the data sources, the information from the Capsule Summary graphic will be helpful.</p> <p>Refer to Section 2.1.1 of Volume 1 of the <u>OIS Handbook</u> for more information about each of these data sources.</p>
	<ul style="list-style-type: none"> • <u>Projected Occupational Demand Data:</u> <ul style="list-style-type: none"> - Long-term - Short-term 	T-26	
	<p>Let's look first at the sources of data for current occupational employment:</p>	T-27	
	<ul style="list-style-type: none"> • <u>Current Occupational Employment Data Sources:</u> 		
	<ul style="list-style-type: none"> - Occupational Employment Statistics Program: Survey 	T-28, T-29, T-30	
	<ul style="list-style-type: none"> - Census of Population 	T-31, T-32, T-33	
	<ul style="list-style-type: none"> - Occupational Employment Statistics Program: Industry-Occupation (I-O) Matrix (current year) 	T-34, T-35, T-36, T-37	
<ul style="list-style-type: none"> - Current Population Survey 	T-38, T-39, T-40		
<ul style="list-style-type: none"> - Cooperative Health Statistics System (CHHS) 	T-41, T-42, T-43		

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Sources of Occupational Demand Information (continued)	<ul style="list-style-type: none"> - Estimating Employment Opportunities in Agribusiness - Hired Farm Working Force Survey • <u>Job Vacancies Data Sources:</u> <ul style="list-style-type: none"> - Employment Service Operations (Job Orders) - Bureau of Labor Statistics (BLS) Pilot Job Vacancy Study - Minnesota's Occupational New Hires and Job Openings Study - Utah Occupational Hires Data • <u>Projected Occupational Demand-Long-term--Data Sources</u> <ul style="list-style-type: none"> - Occupational Employment Statistics Program: Industry Employment Projections - Occupational Employment Statistics Program: Industry-Occupation Matrix (projected year) 	<ul style="list-style-type: none"> T-44, T-45, T-46 T-47, T-48, T-49 T-50 T-51, T-52, T-53 T-54, T-55, T-56 T-57, T-58, T-59 T-60, T-61, T-62 T-63 T-64 T-65, T-66, T-67 T-68 	<p>Refer to unshaded portion of graphic.</p> <p>Refer to Section 2.1.2 of Volume 1 of the <u>OIS Handbook</u> for more information about each of these data sources.</p> <p>Only exists in Minnesota</p> <p>This information is only collected in Utah.</p> <p>Refer to unshaded portion of graphic.</p> <p>Refer to Section 2.2.1 of Volume 1 of the <u>OIS Handbook</u> for more information about each of these data sources.</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Sources of Occupational Demand (continued)	<ul style="list-style-type: none"> - Occupational Employment Statistics Program: Average Annual Openings: Growth and Replacement Requirements • <u>Projected Occupational Demand-Short-term--Data Sources</u> The data sources for this category are the same as the job vacancy data sources since the length of time that a vacancy remains open is uncertain. Also, employer needs surveys, if properly conducted, can provide short-term projected occupational demand information. • <u>Occupational Transfers and Geographic Migration Data Sources</u> There are no comprehensive sources of this information although several special studies have been done in this area. 	<p>T-69, T-70, T-71</p> <p>T-72</p> <p>T-73</p>	<p>Refer to unshaded portion of graphic,</p> <p>See pages 2-18 to 2-21 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of these topics</p>
Occupational Supply	<p><u>Occupational Supply Component Structure</u></p> <p>3.1 Current Occupational Supply</p> <p>3.1.1 Current Occupational Employment</p> <p>3.1.2 Current Unemployment by Occupation</p>	<p>T-74, T-75</p>	<p>See pages 3-1 to 3-4 of Volume 1 of the <u>OIS Handbook</u> for a more complete discussion of Occupational Supply.</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Occupational Supply	<p>3.2 Entrants to Occupational Supply from Education/Training Programs</p> <p>3.2.1 Enrollees, Completers, and Leavers</p> <p>3.2.2 Follow-up Surveys and Studies</p> <p>3.3 Other Sources of Entrants to Occupational Supply</p> <p>3.3.1 Agency Registrants</p> <p>3.3.2 New Entrants and Reentrants to Civilian Labor Force</p> <p>3.4 Occupational Transfers, Geographic Migration, and Labor Force Separations</p> <p>3.4.1 Occupational Transfers</p> <p>3.4.2 Geographic Migration</p> <p>3.4.3 Labor Force Separation</p> <p>A theoretical model of occupational supply is presented in the graphic (overhead) shown. Notice that occupational supply over time is the sum of:</p> <ul style="list-style-type: none"> • Current occupational supply, which is defined as that portion of the labor force having an attachment to a particular occupation, and consists of two elements: <ul style="list-style-type: none"> - Current Occupational Employment - Unemployed 	<p>T-73</p> <p>T-76</p>	<p>61</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Definitions of Occupational Supply Terms</p> <p>61</p>	<ul style="list-style-type: none"> . Occupational entrants minus occupational separations over a given time period <p>Let us better define and illustrate some of these concepts.</p> <p><u>Definitions</u></p> <ul style="list-style-type: none"> . <u>Current Occupational Employment</u>--The number of jobs in an occupation that are currently filled by workers . <u>Unemployed</u>--The number of persons who are not employed but are both qualified for and actively seeking work in an occupation . <u>Current Occupational Supply</u>--The number of people employed in a specific occupation plus the number of people unemployed and who are qualified for and actively seeking employment in that occupation . <u>Entrants to Occupational Supply</u>--Those individuals who gain employment in an occupation or who are qualified for and actively seeking employment in an occupation over time. These entrants may be one of the following groups: 	<p>T-77</p> <p>T-78</p> <p>T-78</p>	<p>Same graphic as T-21</p> <p>62</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Definitions of Occupational Supply Terms (continued)</p> <p style="text-align: right;">63</p>	<ul style="list-style-type: none"> - <u>Education/Training Program Completers and Leavers</u>--Persons who complete or leave an education or training program. This category includes persons completing and leaving both programs that provide training designed to qualify persons for a specific occupation and programs that do not directly relate to a specific occupation. - <u>New Entrants and Reentrants to the Labor Force</u>--Workers who have been out of the labor force but have the training or skills necessary to work in a specific occupation - <u>Occupational Transfers</u>--Workers who transfer from employment in another occupation - <u>In-migrants</u>--Workers who enter an occupation after moving to the labor market area from another local area, State, or country 	<p style="text-align: center;">T-73</p>	<p style="text-align: right;">63</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Definitions of Occupational Supply Terms (continued)</p> <p>55</p>	<ul style="list-style-type: none"> • <u>Occupational Separations</u>--Those individuals who leave employment in an occupation over time. These separations may be one of the following groups: <ul style="list-style-type: none"> - <u>Labor Force Separations</u>--These are workers who leave the occupation and the labor force for any reason such as death, retirement, military service, illness, injury, family reasons, or inability to find employment - <u>Occupational Transfers</u>--Workers who leave the occupation to enter employment in another occupation - <u>Out-migrants</u>--Workers who leave an occupation because they move from a local labor market area • <u>Projected Occupational Supply</u>--Includes current occupational supply plus the net difference (over the projected time period) between occupational entrants and occupational separations • <u>Potential Occupational Supply and Available Occupational Supply</u>--For operational purposes in an OIS, it is important to distinguish between these two very broad concepts of occupational supply. 	<p>T-76</p> <p>T-73</p> <p>T-76</p>	<p>66</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Sources of Occupational Supply Information</p> <p>87</p>	<p>The following definitions should clarify these concepts:</p> <ul style="list-style-type: none"> - <u>Potential Occupational Supply</u>--The number of persons who are qualified for employment in an occupation. These individuals may be: <ul style="list-style-type: none"> .. Employed in the occupation .. Unemployed and seeking work in the occupation .. Employed in a different occupation .. Unemployed and seeking work in a different occupation .. Not in the labor force - <u>Available Occupational Supply</u>--The number of persons who are qualified for employment in an occupation and who are currently either employed in the occupation or unemployed and seeking work in the occupation <p><u>Sources of Occupational Supply Information</u></p> <p>The sources of occupational supply information are presented for each of the following data categories:</p>	<p>T-79</p>	<p>63</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Sources of Occupational Supply Information (continued)</p> <p>63</p>	<ul style="list-style-type: none">. <u>Current Occupational Supply</u><ul style="list-style-type: none">- Current Occupational Employment- Current Unemployment by Occupation. <u>Entrants to Occupational Supply from Education/Training Programs</u><ul style="list-style-type: none">- Enrollees, Completers, and Leavers- Follow-up Surveys and Studies. <u>Other Sources of Entrants to Occupational Supply</u><ul style="list-style-type: none">- Agency Registrants- New Entrants and Reentrants to Civilian Labor Force <p>Let's look first at the sources of data for current occupational employment:</p> <ul style="list-style-type: none">. <u>Current Occupational Employment Data Sources:</u> <p>These are identical to the data sources for current occupational employment discussed under occupational demand.</p>	<p>T-79</p> <p>T-80</p> <p>See T-27 through T-49</p>	<p>Remember that there are three graphics for each of the major data sources that can provide information for an OIS. A presenter should select the graphics that will be appropriate for his/her audience (e.g., general vs. technical).</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Sources of Occupational Supply Information (continued)	<ul style="list-style-type: none"> • <u>Current Unemployment by Occupation Data Sources:</u> <ul style="list-style-type: none"> - Unemployment Insurance System - Current Population Survey (CPS) • <u>Enrollees, Completers, and Leavers Data Sources:</u> <ul style="list-style-type: none"> - Vocational Education Data System (VEDS) - Higher Education General Information Survey (HEGIS) - NCES Postsecondary Career School Survey - Comprehensive Employment and Training Act (CETA) Management Information System - State and National Apprenticeship System (SNAPS) - Vocational Rehabilitation Management Information System - State Education Management Information System 	<ul style="list-style-type: none"> T-81, T-82 T-83, T-84, T-85 T-86, T-87, T-88 T-89 T-90, T-91, T-92 T-93, T-94, T-95 T-96 T-97, T-98, T-99 T-100, T-101, T-102 T-103, T-104, T-105, T-106 T-107, T-108, T-109 T-110 	<p>Refer to Section 3.1.2 of Volume of the <u>OIS Handbook</u> for more information about each of these data sources.</p> <p>Refer to Section 3.2.1 of Volume 1 of the <u>OIS Handbook</u> for more information about each of these data sources.</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Sources of Occupational Supply Information (continued)	<ul style="list-style-type: none"> - Work Incentive (WIN) Program - Job Corps - <u>Follow-up Surveys and Studies Data Sources</u>--What outcome information can be collected through follow-up surveys and studies relative to labor force status and employment in specific occupations? - Vocational Education Data Systems (VEDS) Follow-up Component - Local CETA Prime Sponsor Follow-up Surveys - State Vocational Rehabilitation Follow-up Survey - Veterans Administration's Occupational Graduate Employment Report - Note: Other follow-up surveys and studies, generally national in scope, are described in Section 3.2.2 of Volume 1 of the <u>OIS Handbook</u> 	<p>T-111, T-112, T-113</p> <p>T-114, T-115, T-116</p> <p>T-117, T-118</p> <p>T-119, T-120</p> <p>T-121, T-122</p> <p>T-123, T-124</p> <p>T-125, T-126</p>	<p>Refer to Section 3.2.2 of Volume 1 of the <u>OIS Handbook</u> for more information about each of these data sources.</p> <p>General illustrations for most of these follow-up surveys and studies are included with the associated reporting system's (see p. 38) three graphics.</p> <p>Also, any State or local follow-up surveys or studies, such as those conducted by community colleges or other higher (continued on next page)</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Sources of Occupational Supply Information (continued)	<ul style="list-style-type: none"> • <u>Agency Registrants Data Sources:</u> <ul style="list-style-type: none"> - Employment Service (ES) Applicants • <u>New Entrants and Reentrants to Civilian Labor Force Data Sources:</u> <ul style="list-style-type: none"> - Military Discharges 	<p style="text-align: center;">T-127</p> <p>T-128, T-129, T-130</p> <p style="text-align: center;">T-127</p> <p>T-131, T-132, T-133</p>	<p>education institutions, should be included in this part of the presentation.</p> <p>Refer to Section 3.3.1 of Volume 1 of the <u>OIS Handbook</u> for more information about this data source.</p> <p>Refer to Section 3.3.2 Volume 1 of the <u>OIS Handbook</u> for more information about this data source.</p>
Occupational Characteristics	<p><u>Occupational Characteristics Component Structure</u></p> <p>4.1 Nature of the Occupation</p> <p>4.1.1 Titles, Definitions, and Duties</p> <p>4.1.2 Machines, Tools, Equipment, and Work Aids (MTEWA)</p>	<p>T-134, T-135</p>	<p>See pages 4-1 to 4-2 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of Occupational Characteristics.</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Occupational Characteristics (continued)	<ul style="list-style-type: none"> 4.1.3 Materials Used, Products Made, Subject Matter Dealt With, or Services Rendered (MPSMS) 4.1.4 Related Occupations and Clusters 4.2 Working Conditions <ul style="list-style-type: none"> 4.2.1 Organizational Environment 4.2.2 Physical Environment 4.2.3 Schedule and Hours 4.3 Personal Requirements <ul style="list-style-type: none"> 4.3.1 Interests 4.3.2 Temperaments 4.3.3 Aptitudes and Abilities 4.3.4 Physical Demands and Capabilities 4.4 Education and Training Requirements 4.5 Licensing, Certification, and Registration Requirements 4.6 Methods of Exploration, Entry, and Advancement <ul style="list-style-type: none"> 4.6.1 Methods of Exploration and Gaining Experience 4.6.2 Methods of Entry 4.6.3 Methods of Advancement 	T-134, T-135	

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Occupational Characteristics (continued)	4.7 Earnings and Fringe Benefits 4.7.1 Factors Affecting Earnings 4.7.2 National, State, and Local Earnings 4.7.3 Fringe Benefits 4.7.4 Supplemental Income	T-135	
	4.8 Employment Profile 4.8.1 Occupational Demographics 4.8.2 Job Stability 4.8.3 Turnover/New Hires 4.8.4 Industrial Concentration 4.8.5 Degree of Unionization	T-135	
	4.9 Information Sources 4.9.1 Primary Sources 4.9.2 Secondary Sources 4.9.3 Bibliographic Sources	T-135	
	Occupational characteristics include information about the worker and work performed in an occupation. Occupational characteristics may include such information as job duties, preparation or licensing requirements, working conditions, methods of entry, earnings, and demographic profiles of the workers in an occupation. Let's examine each of the data categories in this component in more detail:	T-135	80

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Occupational Characteristics--Nature of the Occupation</p> <p style="text-align: right;">81</p>	<ul style="list-style-type: none"> • <u>Nature of the Occupation</u> <ul style="list-style-type: none"> - <u>Titles, Definitions, and Duties</u>--This data category includes the name or names used to designate an occupation, the worker's action or purpose, and the major activities performed by workers in the occupation. - <u>Machines, Tools, Equipment, and Work Aids (MTEWA)</u>--This data category describes the instruments and devices that are used to carry out specific duties in occupations. - <u>Materials Used, Products Made, Subject Matter Dealt With, or Services Rendered (MPSMS)</u>--This data category describes the products or services provided by workers in occupations. - <u>Related Occupations and Clusters</u>--This category includes other occupations having duties, skill levels, work settings, personal requirements, or other factors similar to the occupation being discussed. 	<p style="text-align: center;">T-136</p>	<p>See Section 4.1 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of these topics.</p> <p style="text-align: right;">82</p>

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Occupational Characteristics--Working Conditions	<ul style="list-style-type: none"> • <u>Working Conditions</u> <ul style="list-style-type: none"> - <u>Organizational Environment</u>--This data category describes whether the worker works alone, directs, coordinates, or supervises others, or works under the direction of others. - <u>Physical Environment</u>--This data category includes descriptions of whether the work is performed indoors or outdoors; in a clean, well-lighted setting or not; and whether the worker is exposed to hazards such as burns, cuts, or falls. - <u>Schedule and Hours</u>--This data category describes the work schedules, hours, shifts, overtime, seasonality, and travel patterns associated with specific occupations. 	T-137	See Section 4.2 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of these topics.
Personal Requirements	<ul style="list-style-type: none"> • <u>Personal Requirements</u> <ul style="list-style-type: none"> - <u>Interests</u>--These are tendencies to become absorbed in an experience and to continue it. They may be demonstrated verbally (expressed) or by action (manifest). 	T-138	See Section 4.3 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of these topics.

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MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Occupational Characteristics--Personal Requirements (continued)	<ul style="list-style-type: none"> - <u>Temperaments</u>--These are the adaptability requirements made on the worker by specific types of job-worker situations. - <u>Aptitudes and Abilities</u>--Aptitudes are the specific capacities or abilities required of an individual in order to facilitate the learning of some task or job duty. - <u>Physical Demands and Capabilities</u>--These are the physical capacities required of workers in order for them to perform in job-worker situations. 	T-138	
Education and Training Requirements	<ul style="list-style-type: none"> • <u>Education and Training Requirements</u>--This data category includes the requirements that represent the knowledge, skills, and attitudes needed to enter or maintain employment in an occupation. They may be acquired in formal training from educational institutions or employers or they may be acquired through experience. 	T-139	See Section 4.4 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of this topic.
Licensing, Certification, and Registration Requirements	<ul style="list-style-type: none"> • <u>Licensing, Certification, and Registration Requirements</u>--This data category includes standards that are legal requirements that are helpful or required to enter or maintain employment in an occupation. 	T-140	See Section 4.5 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of this topic.

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TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Occupational Characteristics--Methods of Exploration, Entry, and Advancement	<ul style="list-style-type: none"> • <u>Methods of Exploration, Entry, and Advancement</u> - <u>Methods of Exploration and Gaining Experience</u>--This data category includes methods of exploring occupations, including educational programs, cooperative education, work experience opportunities, military training, and other training options. - <u>Methods of Entry</u>--This category includes methods of entering an occupation, including completion of an appropriate program, degree, or examination, or applying to placement offices, Employment Service Offices, or directly to employers. - <u>Methods of Advancement</u>--This category describes methods of advancement, including career ladders, experience, and further education. 	T-141	See Section 4.6 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of these topics
Earnings and Fringe Benefits	<ul style="list-style-type: none"> • <u>Earnings and Fringe Benefits</u> - <u>Factors Affecting Earnings</u>--This category includes a discussion of factors that affect earnings including geographic location, employer size, union 	T-142	See Section 4.7 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of these topics

OCCUPATIONAL INFORMATION SYSTEM HANDBOOK

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Occupational Characteristics--Earnings and Fringe Benefits (continued)	<p>affiliation, experience, government policy, and prevailing economic conditions.</p> <ul style="list-style-type: none"> - <u>National, State, and Local Earnings</u>--This data category includes the actual dollar earning rates in various locations for different occupations. - <u>Fringe Benefits</u>--This category includes employment fringe benefits such as vacations, holidays, sick leave, insurance, housing, and other benefits associated with employment. - <u>Supplemental Income</u>--This data category includes sales commissions, tips, bonuses, overtime, or piecework rates that can provide a significant share of the total compensation in selected occupations. 	T-142	
Employment Profile	<ul style="list-style-type: none"> - <u>Employment Profile</u> - <u>Occupational Demographics</u>--This category includes information on the race, sex, and age of workers in an occupation. 	T-143	<p>See Section 4.8 of Volume 1 of the <u>OIS Handbook</u> for a further discussion of these topics</p> <p style="text-align: center;">89</p>

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OCCUPATIONAL INFORMATION SYSTEM HANDBOOK

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Occupational Characteristics--Employment Profile (continued)</p>	<ul style="list-style-type: none"> - <u>Job Stability</u>--This category includes both seasonal and cyclical stability - <u>Turnover/New Hires</u>--This category reflects the hiring volume (accessions), the volume of people leaving jobs (separations), and the difference between these two factors. - <u>Industrial Concentration</u>--This category measures the extent to which employment in an occupation is concentrated in a few industries or spread across many industries. - <u>Degree of Unionization</u>--This category describes the extent to which workers in an occupation belong to unions. A high degree of unionization may affect the standardization of wages. 	<p>T-143</p>	
<p>Sources of Occupational Characteristics Information</p> <p style="text-align: center;">91</p>	<p><u>Sources of Occupational Characteristics Data</u>--This graphic depicts the various agencies and organizations that provide occupational characteristics information. These include:</p> <ul style="list-style-type: none"> - U.S. Employment Service, Employment and Training Administration, U.S. Department of Labor 	<p>T-144</p>	<p>The graphic also depicts the sources of information either developed by or published by the different agencies shown.</p> <p style="text-align: center;">92</p>

OCCUPATIONAL INFORMATION SYSTEM HANDBOOK

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Sources of Occupational Characteristics Information</p> <p>95</p>	<ul style="list-style-type: none"> - Bureau of the Census, U.S. Department of Commerce - Bureau of Labor Statistics (BLS), U.S. Department of Labor - Department of Defense - Miscellaneous Organizations (State and local) - Career Information Bibliographies (NOICC and the National Vocational Guidance Association (NVGA)) <p>Primary and Secondary Sources of Occupational Characteristics for each data category in the Occupational Characteristics component</p>	<p>T-144</p> <p>T-145</p>	<p>Cite specific State and local organizations here.</p> <p>This is simply Table 4.1 from Volume 1 of the OIS Handbook (page 4-5) which indicates the occupational characteristics topics covered by each primary and secondary source of occupational characteristics information.</p> <p>96</p>

OCCUPATIONAL INFORMATION SYSTEM HANDBOOK

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Complementary Information</p> <p style="text-align: right;">95</p>	<p><u>Complementary Information Component Structure</u></p> <p>5.1 Education and Training Auxiliary Information</p> <p>5.1.1 Education and Training Institutions</p> <p>5.1.2 Education and Training Programs</p> <p>5.1.3 Financial Assistance Programs</p> <p>5.2 Demographics and Economic Conditions</p> <p>5.2.1 Demographics</p> <p>5.2.2 Labor Force, Employment, and Unemployment Trends</p> <p>5.2.3 Labor Turnover and Commuting Patterns</p> <p>5.3 Other State-Identified Information</p> <p>The Complementary Information Component of the OIS provides a mechanism for incorporating data needed to support occupation-specific information in its various uses. Generally, complementary information is non-occupation specific, but is necessary to supplement occupation-specific information for either program planning or career guidance. Let's take a closer look at the specific categories of information.</p>	<p>T-146, T-147</p> <p>T-146, T-147</p>	<p>See pages 5-1 to 5-19 of Volume 1 of the <u>OIS Handbook</u> for more information about Complementary Information.</p> <p style="text-align: center;">96</p>

**OCCUPATIONAL INFORMATION
SYSTEM HANDBOOK**

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Education and Training Institutions	<p><u>Education and Training Auxiliary Information</u></p> <ul style="list-style-type: none"> • <u>Information on Education and Training Institutions</u>--This data category includes information about institutions that provide educational or training services to individuals. Information in this category would include: <ul style="list-style-type: none"> - Size of Institutions - Location of Institutions - Enrollments - Tuition - Admissions Requirements - Programs and Courses Offered - Lodging Availability 	T-148	See Section 5.1.1 of Volume 1 of the <u>OIS Handbook</u> for more information about this topic
Education and Training Programs	<ul style="list-style-type: none"> • <u>Information on Education and Training Programs</u>--This data category includes information about programs offered by education and training institutions. Information in this category would include: <ul style="list-style-type: none"> - Prerequisites for Program Entrance - Program and Course Duration - Cost of Program 	T-148	See Section 5.1.2 of Volume 1 of the <u>OIS Handbook</u> for more information about this topic

OCCUPATIONAL INFORMATION SYSTEM HANDBOOK

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Education and Training Programs</p> <p>Financial Assistance Programs</p>	<ul style="list-style-type: none"> - Program and Course Content - Program Objectives - Name and Location of Education Providers <p><u>Information on Financial Assistance Programs</u>--This data category includes information about financial aid programs such as:</p> <ul style="list-style-type: none"> - Scholarships - Grants - Educational Loans - Work and Study Programs <p>The information in the education and training data category is needed primarily to support career guidance needs of individuals.</p>	<p>T-148</p>	<p>See Section 5.1.3 of Volume 1 of the <u>OIS Handbook</u> for more information about this topic.</p>
<p>Demographics</p>	<p><u>Demographics and Economic Conditions</u></p> <ul style="list-style-type: none"> - <u>Demographics</u>--This data category includes information on the statistical trends and characteristics of a human population. Information in this category would include: 	<p>T-149</p>	<p>See Section 5.2.1 of Volume 1 of the <u>OIS Handbook</u> for more information about this topic.</p>

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OCCUPATIONAL INFORMATION SYSTEM HANDBOOK

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Demographics	<ul style="list-style-type: none"> - Population size - Population density - Population growth/decline trends - Population distribution - Migration - Vital Statistics <ul style="list-style-type: none"> .. Age .. Births .. Sex .. Deaths 		
Labor Market Trends	<ul style="list-style-type: none"> · <u>Labor Market Trends</u>--This data category includes aggregate information or trends in local labor markets over time. Information in the category would include: <ul style="list-style-type: none"> - Labor Force Trends - Employment Trends - Unemployment Trends 	T-149	See Section 5.2.2 of Volume 1 of the <u>OIS Handbook</u> for more information about this topic.
Labor Market Dynamics	<ul style="list-style-type: none"> · <u>Labor Market Dynamics</u>--This data category includes information on certain dynamics of local labor markets such as labor turnover and commuting patterns. For labor turnover, there are two sources of information although neither one has any occupation-specific information. These two sources are: <ul style="list-style-type: none"> - Labor Turnover Statistics Program - Employment Service Potential Program 	T-149 T-150, T-151 T-152, T-153	See Section 5.2.3 of Volume 1 of the <u>OIS Handbook</u> for more information about this topic.

OCCUPATIONAL INFORMATION SYSTEM HANDBOOK

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Labor Market Dynamics</p> <p>Occupational Supply/ Demand Analysis - Explanation</p>	<p>Currently, there is no comprehensive source of commuting pattern information.</p> <p>The information in this demographics and economic conditions data category is needed primarily to support program planning activities.</p> <p>You will note that there is one final category of information in the OIS Information Base.</p> <p><u>Auxiliary Information Necessary to Support Occupational Supply/Demand Analysis</u></p> <p>The concept or notion of occupational supply/demand analysis is essential to the OIS. Several questions arise, however, with respect to occupational supply/demand analysis. These are:</p> <ul style="list-style-type: none"> . What is it? . Why have it? . What issues are involved in it? . <u>What is it?</u>--Occupational supply/demand analysis is the process of integrating available occupation and training preparation information to compare, display, and interpret occupational supply and 	<p>T-154, T-155</p>	<p>Refer to pages 1-2 through 1-12 of Volume 2 of the <u>OIS Handbook</u> for a more complete discussion of Occupational Supply/ Demand Analysis.</p> <p>191</p>



**OCCUPATIONAL INFORMATION
SYSTEM HANDBOOK**

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Occupational Supply/ Demand Analysis-- Explanation</p> <p>Issues</p> <p>105</p>	<p>demand data at State and sub-State levels covering time periods of interest for the users the OIS is mandated to serve.</p> <p><u>Why have it?</u>--To support administrative decisionmaking with respect to employment and training and vocational program offerings and to support individual decisionmaking with respect to career decisions or job-search decisions. In either case, the decisionmaking should consider the demand for and the supply of workers for an occupation or group of occupations.</p> <p><u>What Issues are Involved in Occupational Supply/Demand Analysis</u>--Basically there are four types of issues:</p> <ul style="list-style-type: none"> - Classification issues - Geographic areas issues - Time period issues - Measurement issues <p>Let's examine each of these issues in more detail to better understand their exact implications for occupational supply/demand analysis.</p>	<p>T-154, T-155</p>	<p>108</p>

**OCCUPATIONAL INFORMATION
SYSTEM HANDBOOK**

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
Classification Issues	<p><u>Classification Issues</u>--Data from available sources of information are collected and tabulated using various classification systems. Some of these classification systems are for industries, some for occupations, and some for educational programs or disciplines. Given the different classification systems that are used to summarize detailed data, how can information from the different available data sources be interrelated?</p> <p>Stated differently, how should classification system differences be resolved for occupational supply/demand analysis.</p>	T-156	<p>Refer to Section 4.1 of Volume 2 of the <u>OIS Handbook</u> for a more detailed discussion of Classification Issues.</p> <p>NOICC has published the document <u>Vocational Preparation and Occupations (VPO)</u> to help users interrelate different classification systems. The VPO will have a separate training package of its own (scheduled for release in Summer 1981).</p>
Geographic Area Issues	<p><u>Geographic Area Issues</u>--Data from available sources of information represent different geographic areas in terms of coverage. These varying area coverages present difficulties in attempting to integrate information for an occupational supply/demand analysis. Since different geographic areas are represented for each data source and different aggregations or disaggregations of information may be possible, for what geographic areas should occupational supply/demand information be developed? What kinds of</p>	T-157	<p>Refer to Section 4.2 of Volume 2 of the <u>OIS Handbook</u> for a more detailed discussion of geographic area issues.</p> <p style="text-align: center;">103</p>

**OCCUPATIONAL INFORMATION
SYSTEM HANDBOOK**

TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Time Period Issues</p> <p>100</p>	<p>problems arise in attempting to integrate information from sources of information that represent different and sometimes overlapping geographic areas? Generally, the appropriate geographic area for supply/demand analysis will be an area within which the available supply of workers can reasonably be expected to commute to be employed in an occupation.</p> <p><u>Time Period Issues</u>--Data from available sources of information cover different time periods, are generated at varying frequencies, and have differing time delays between the actual collection and reporting of information and the availability of that information for acquisition. Given these various constraints in the time period coverage and the frequencies and/or delays in information availability, for what time periods should supply/demand information be developed? In many instances this time period analysis is determined by the timing constraints associated with acquiring information from data producers.</p>	<p>T-158</p>	<p>Refer to Section 4.3 of Volume 2 of the <u>OIS Handbook</u> for a more detailed discussion of time period issues.</p> <p>110</p>

**OCCUPATIONAL INFORMATION
SYSTEM HANDBOOK**

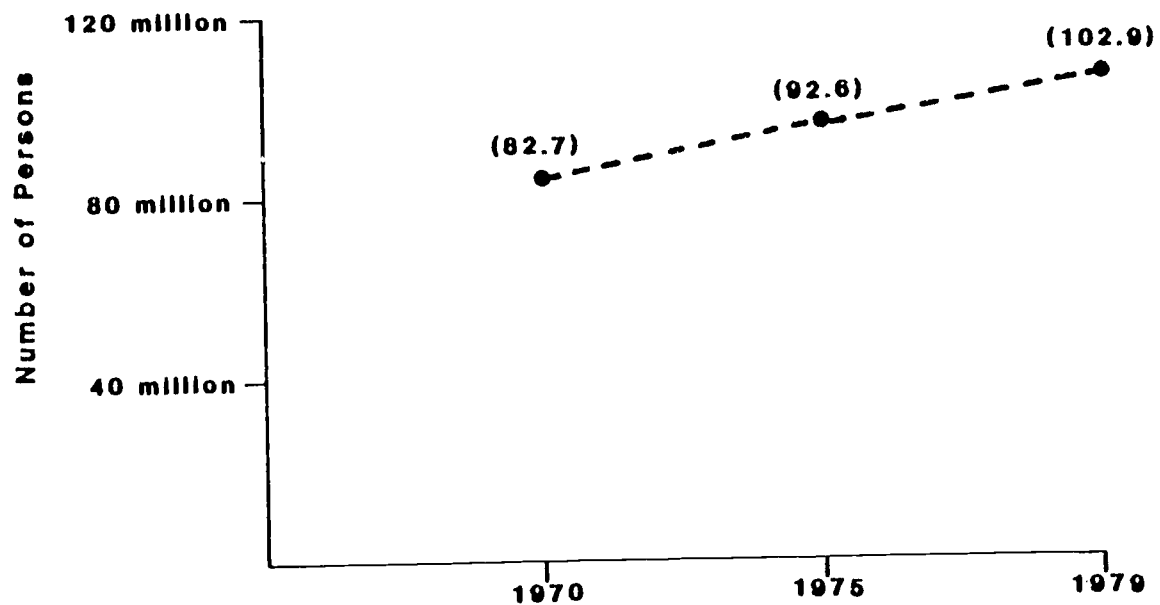
TRAINING PACKAGE

MAJOR TOPIC	PRESENTERS OUTLINE	ASSOCIATED GRAPHICS	COMMENTS
<p>Measurement Issues</p> <p>OIS Outputs and Products</p> <p style="text-align: right;">111</p>	<ul style="list-style-type: none"> · <u>Measurement Issues</u>--Perhaps the most complex data issues to be dealt with in supply/demand analysis are those issues that focus on the actual measurement of occupational demand and occupational supply, and relate to the numerical calculation or computation of the supply/demand information. <p>What are the outputs of occupational supply/demand analysis and of the OIS? Many different types of outputs or products are possible, including:</p> <ul style="list-style-type: none"> · Table 1 of the State Plan for Vocational Education · An Employment Service Research and Analysis unit product for use in vocational education and CETA program planning · A Supply/Demand Report · A narrative explanation of the supply/demand situation in specific occupations · A statement of employment outlook in a specific occupation for use in the Career Information Products 	<p>T-159</p>	<p>Refer to Section 4.4 of Volume 2 of the <u>OIS Handbook</u> for a more detailed discussion of measurement issues.</p> <p>This discussion should be tailored to the State situation as much as possible.</p> <p>See pages 6-3 to 6-5 of Volume 2 of the <u>OIS Handbook</u> for a further discussion of OIS Products.</p> <p style="text-align: right;">112</p>

1

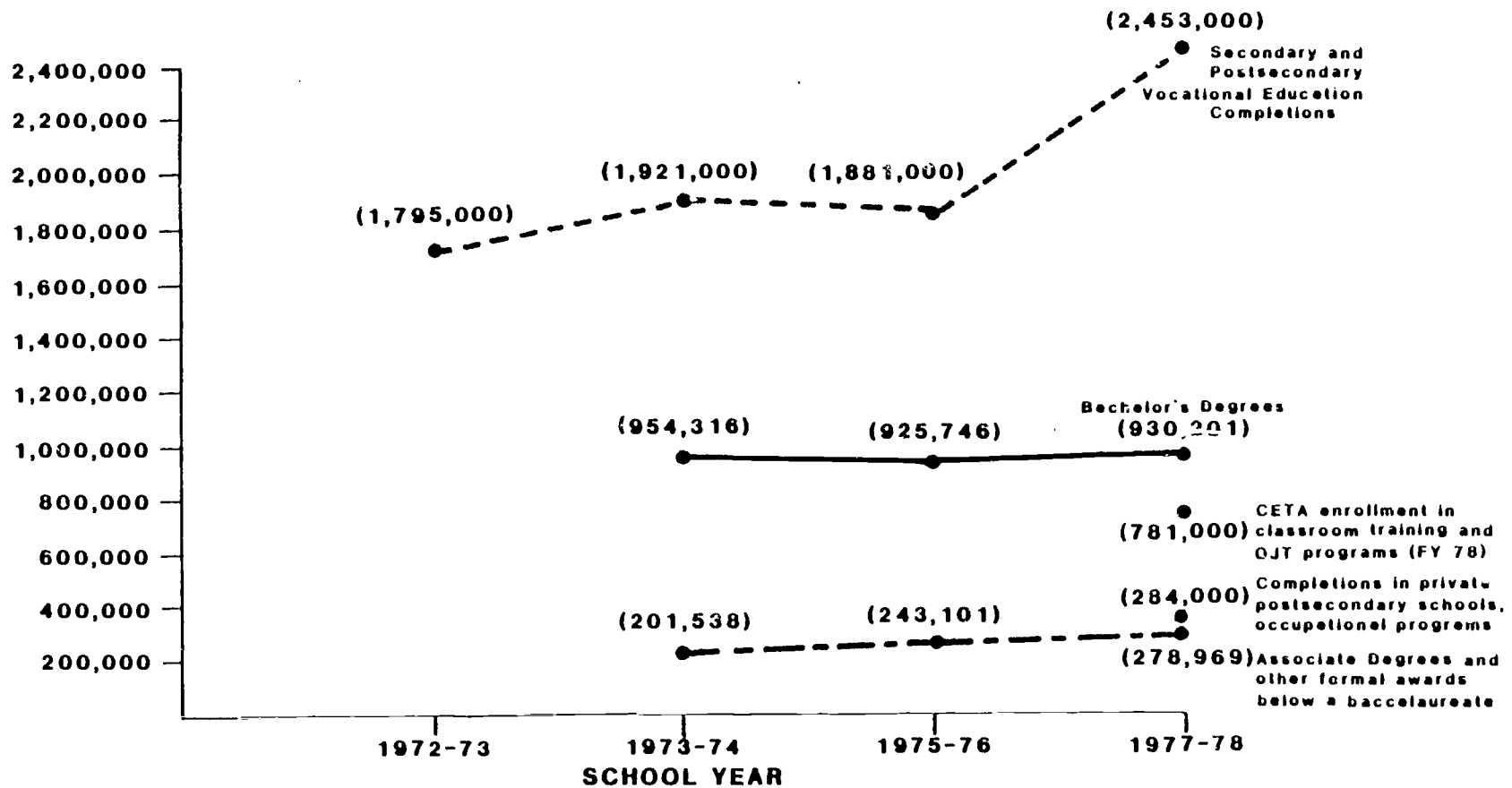
INTRODUCTION

CIVILIAN LABOR FORCE



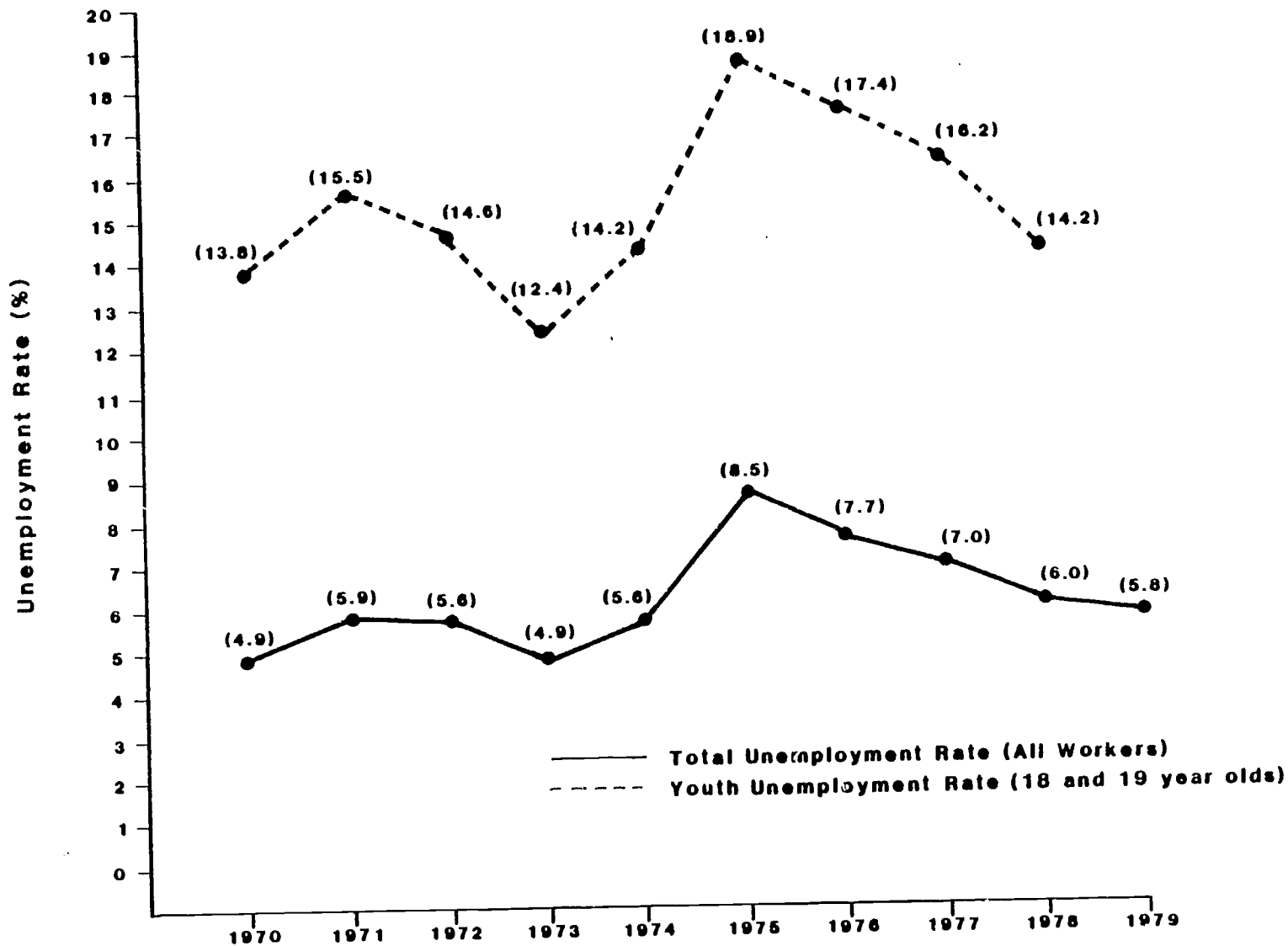
Source: Bureau of Labor Statistics, Employment and Earnings, January 1980.

TRENDS IN EDUCATION/TRAINING PROGRAMS



Source: Bureau of Labor Statistics, Occupational Projections and Training Data, 1976, 1979, 1980.
 Employment and Training Administration, Employment and Training Report of the President, 1979.

TRENDS IN UNEMPLOYMENT RATE 1970-1979



Source: Bureau of Labor Statistics, Employment and Earnings, January 1980.
 Employment and Training Administration, Employment and Training Report of the President, 1979.

OCCUPATIONAL DECISIONMAKING

Current and Future Occupational Employment

?

Number of Individuals
Available or Being Trained

?

Trends

?

Occupational
Requirements



Job
Vacancies

?

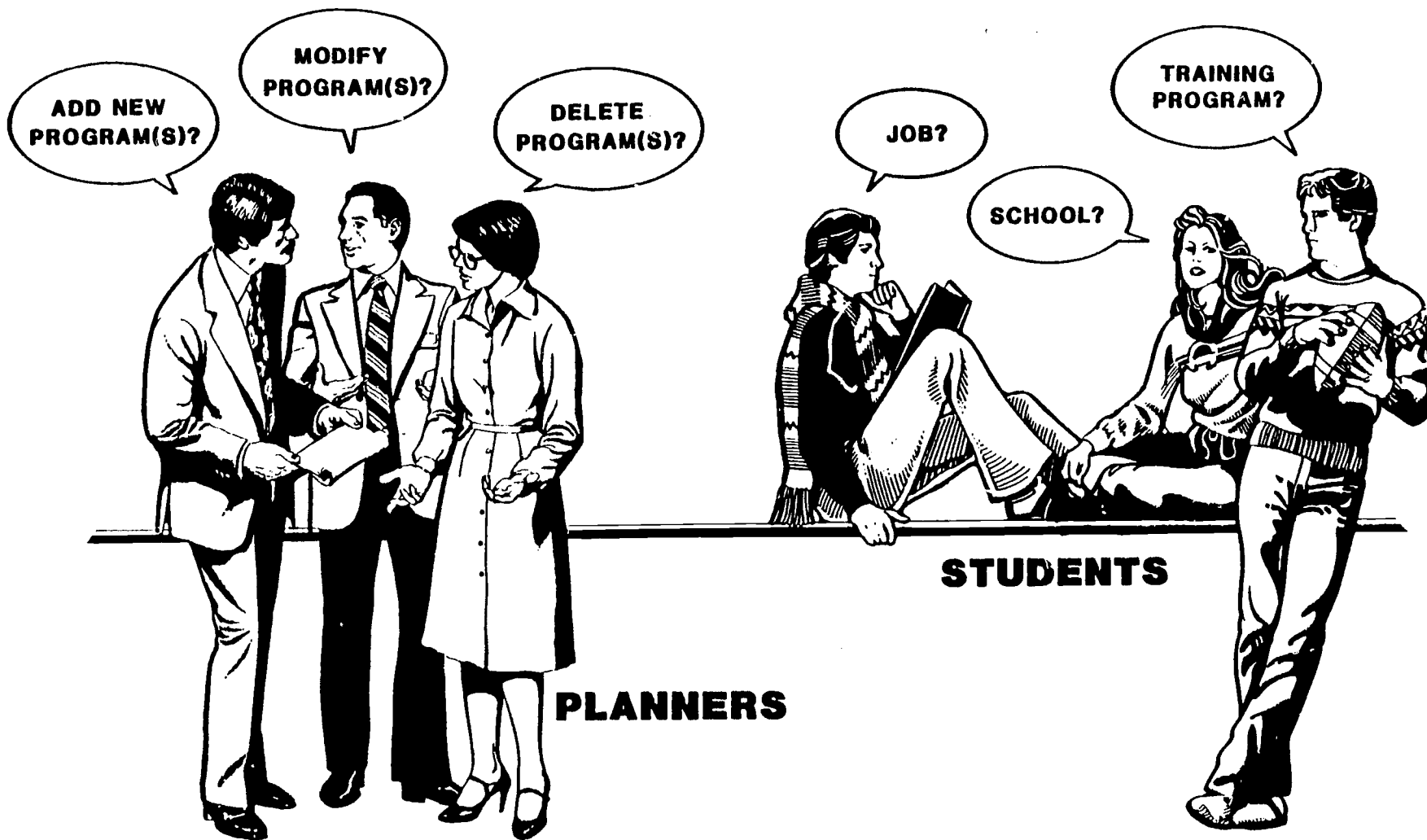
Nature
Of Occupation

Industry
Staffing Patterns

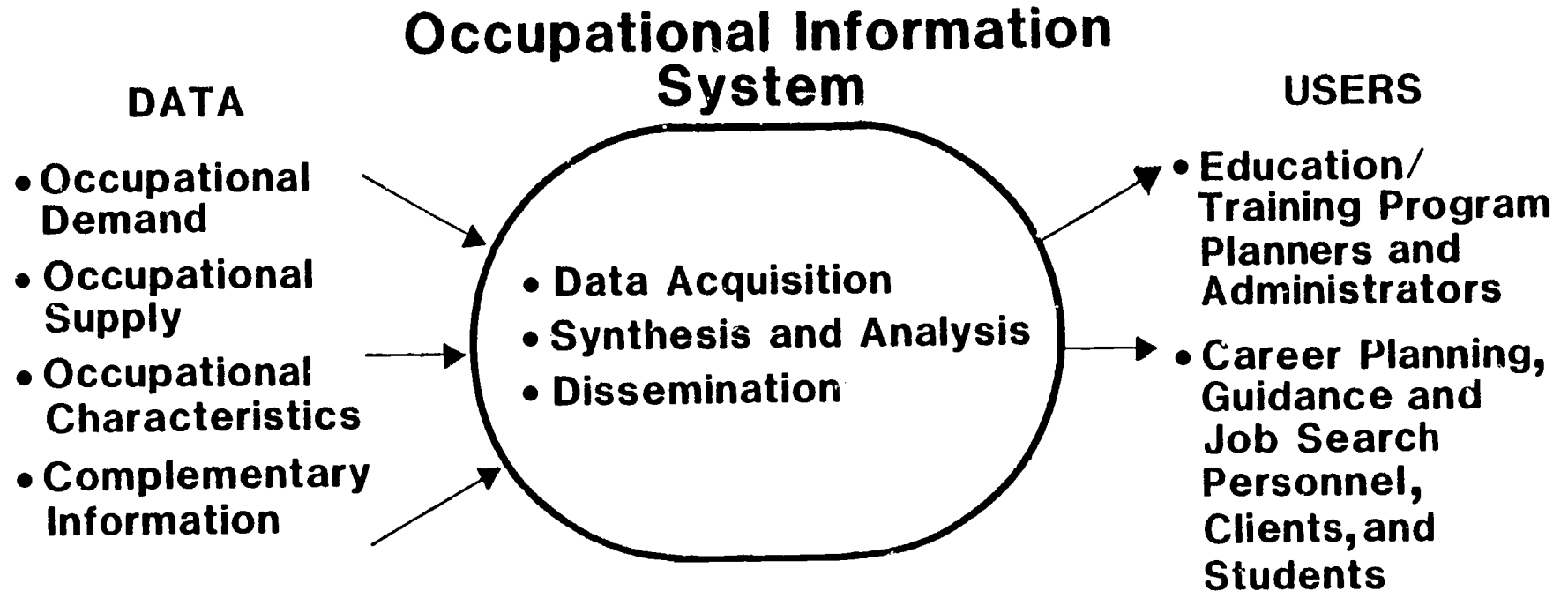
?

Industry
Growth or Decline

USERS OF OCCUPATIONAL INFORMATION



THE OIS INFORMATION NETWORK



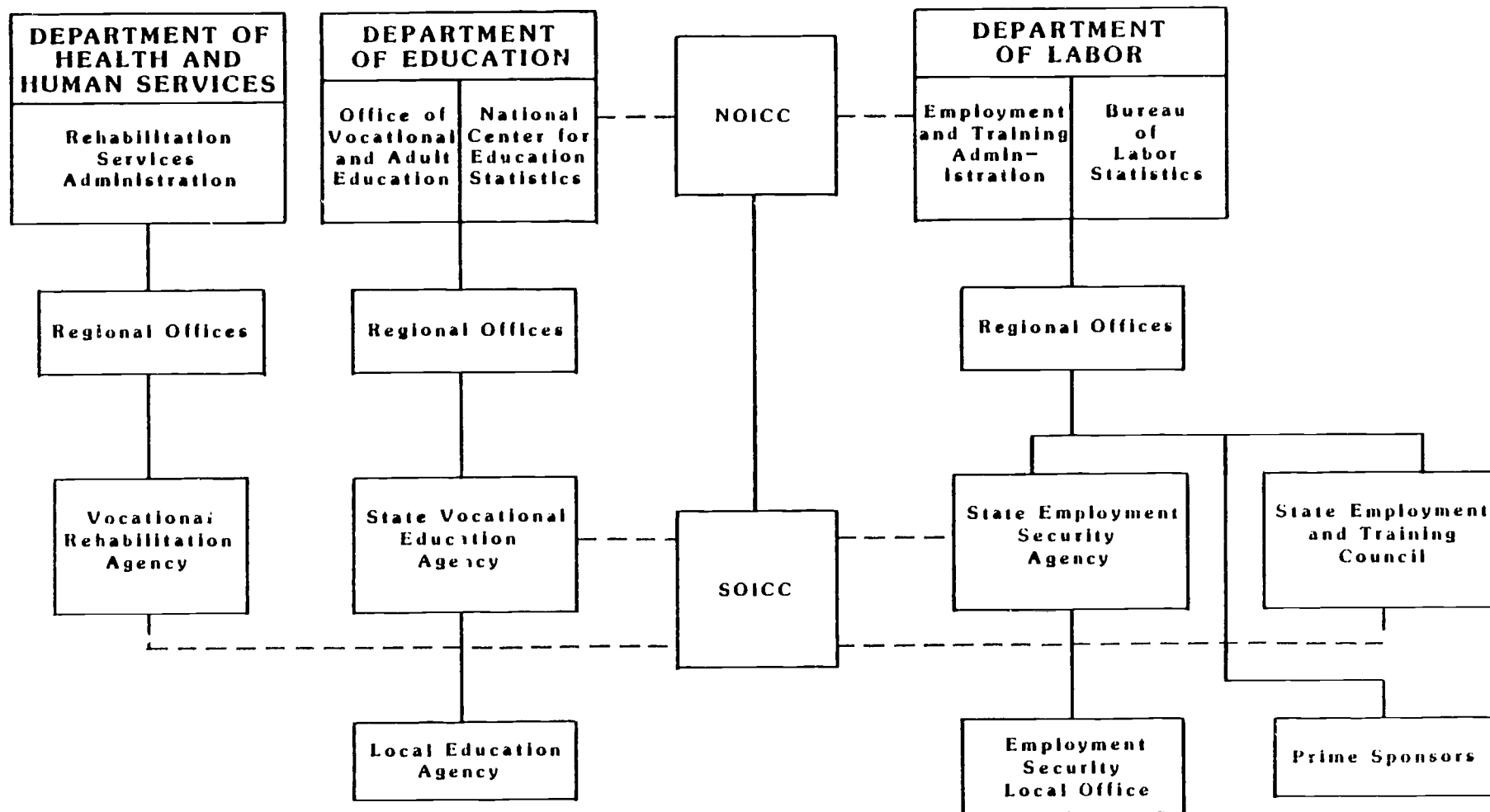
SOICC AGENCIES

- **State Employment Security Agency**
- **State Employment and Training Council**
- **State Vocational Education Agency**
- **State Vocational Rehabilitation Agency**
- **Other Affiliated State Agencies**

NOICC AGENCIES

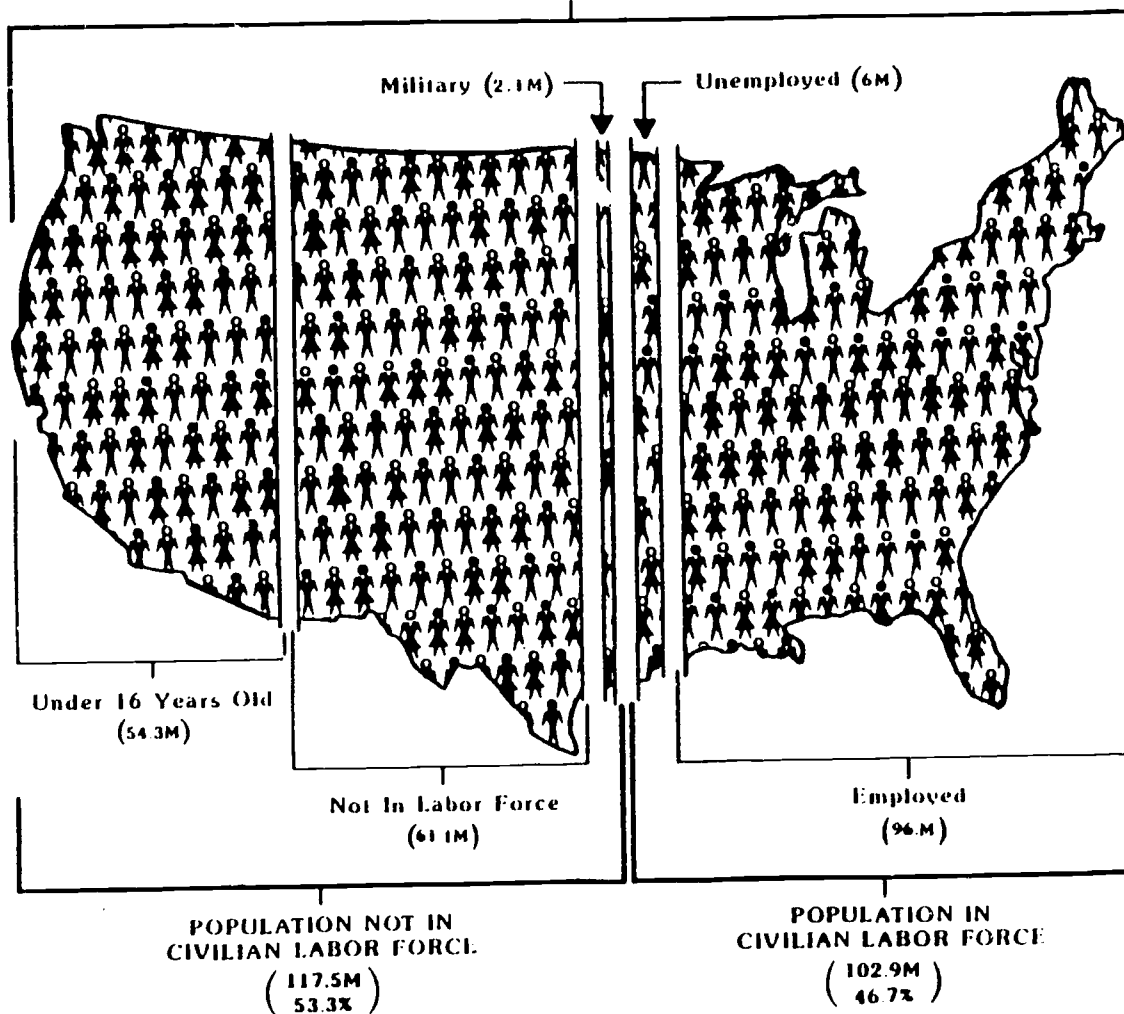
- **Bureau of Labor Statistics,
U.S. Department of Labor**
- **Employment and Training Administration,
U.S. Department of Labor**
- **National Center for Education Statistics,
U.S. Department of Education**
- **Office of Vocational and Adult Education,
U.S. Department of Education**

NOICC/SOICC ORGANIZATIONAL RELATIONSHIPS



LABOR FORCE COMPONENTS OF THE 1979 U.S. POPULATION

TOTAL POPULATION INCLUDING ALASKA AND HAWAII
(220.6M)
(100%)



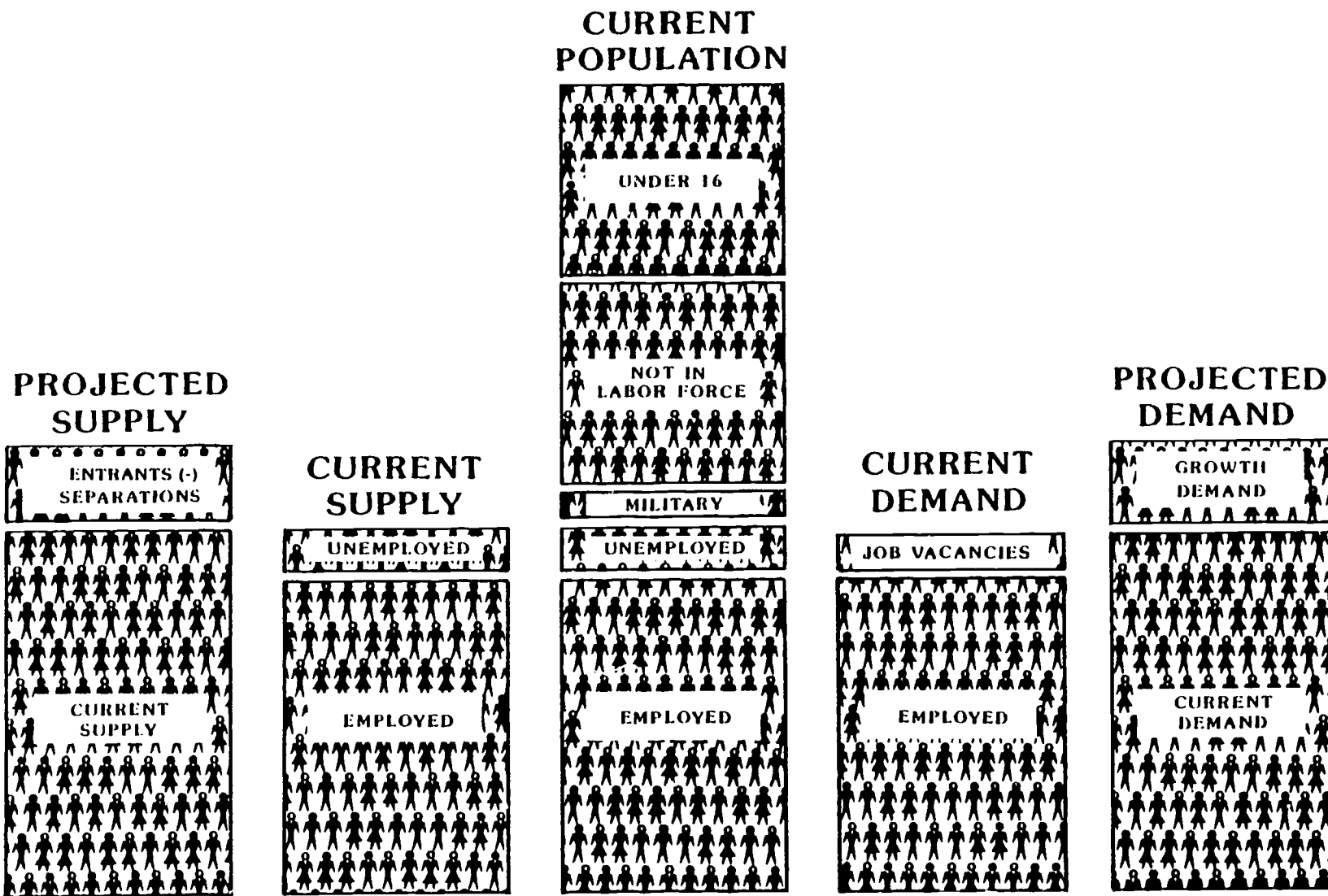
Notes:

1. All percentages calculated as percent of total population
2. Figures may not add due to rounding
3. M= Millions

Sources:

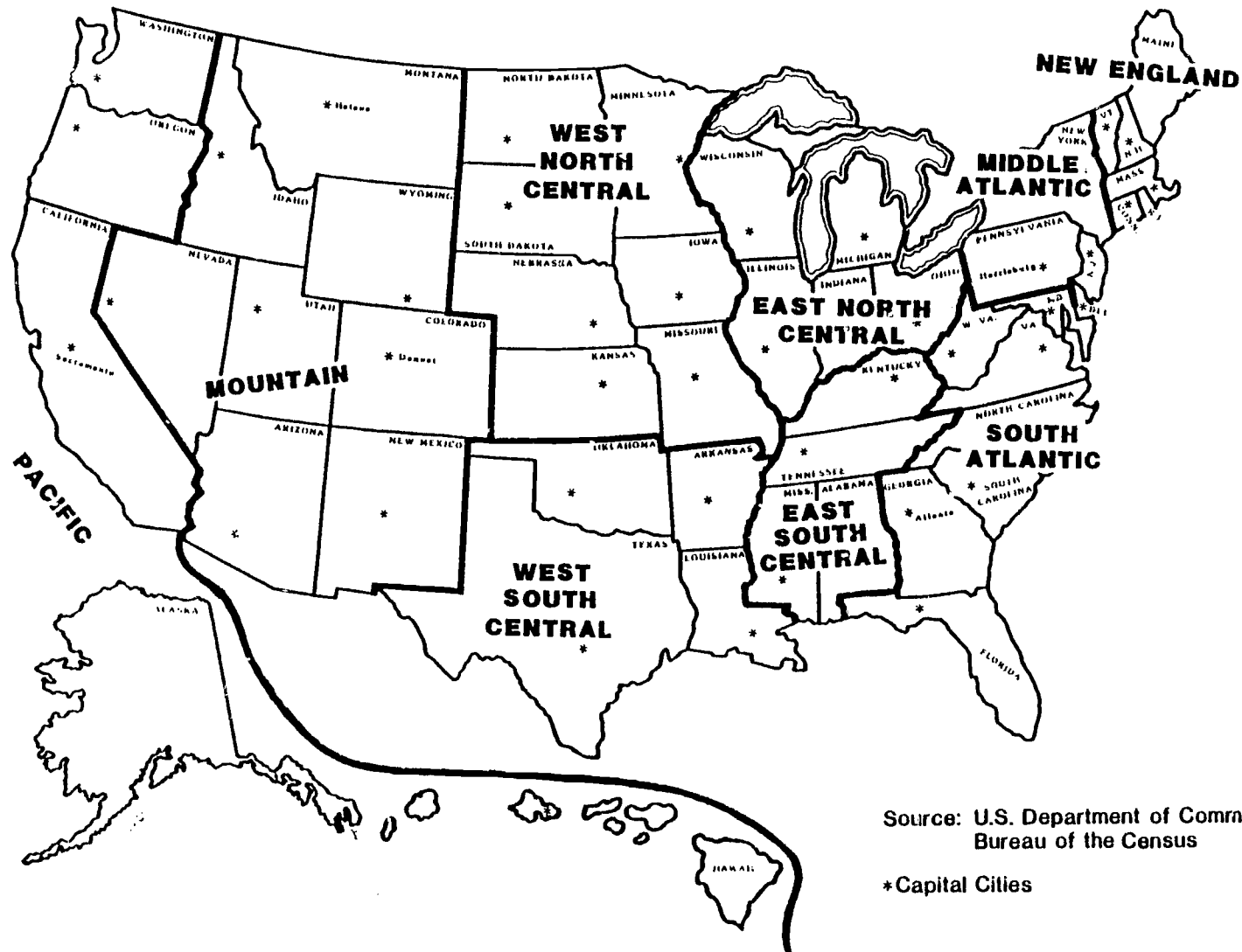
Bureau of Labor Statistics and
Bureau of the Census

OIS LABOR MARKET MODEL



GEOGRAPHIC AREA COVERAGE

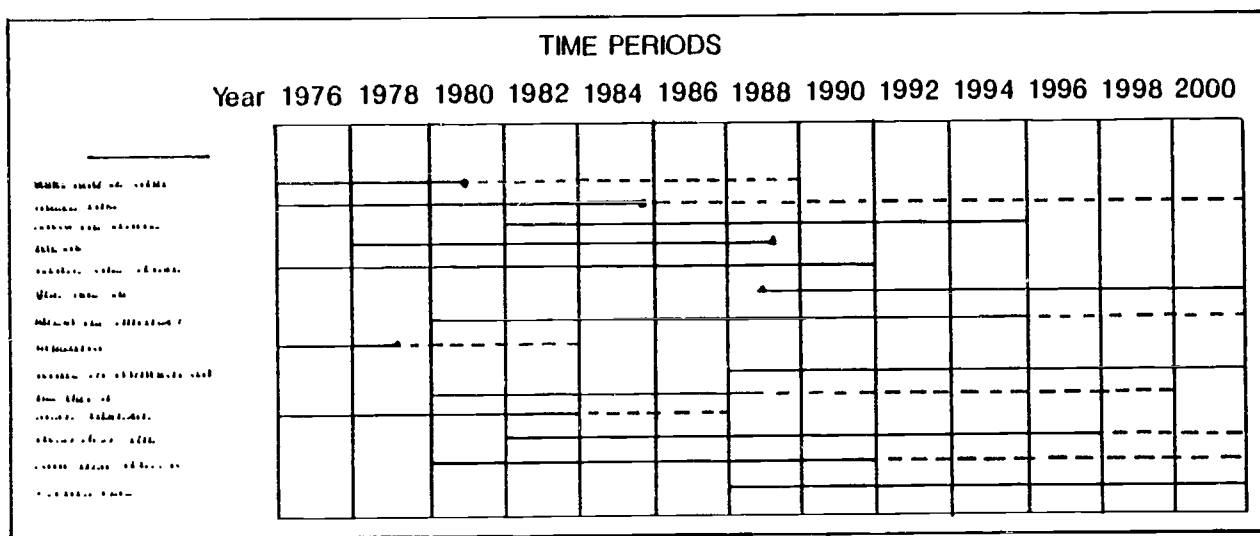
(National, Regional, State, Sub-State Areas etc.)



Source: U.S. Department of Commerce
Bureau of the Census

*Capital Cities

TIME PERIOD COVERAGE

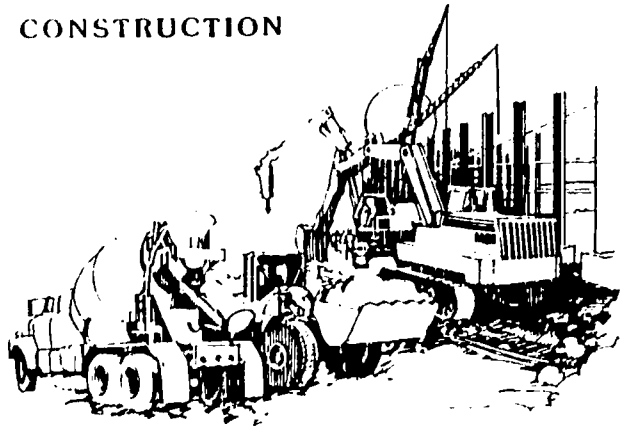


OCCUPATIONAL DETAIL

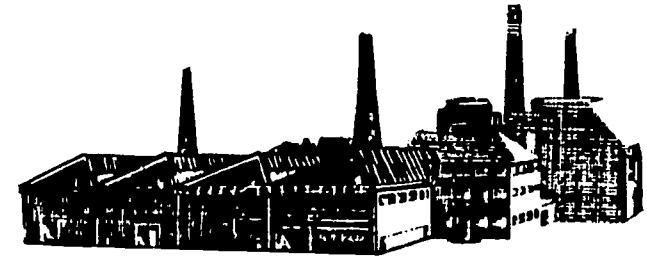
BROAD OCCUPATIONAL GROUPS	DETAILED OCCUPATIONS
• Social Scientists	• Economists • Political Scientists • Psychologists • Sociologists • Urban and Regional Planners
• Office Machine Operators	• Bookkeeping and Billing Machine Operators • Calculating Machine Operators • Computer and Peripheral Equipment Operators • Key Punch Operators • Tabulating Machine Operators
• Mechanics and Repairers	• Air Conditioning, Heating, and Refrigeration • Automobile Body Repairmen • Automobile Mechanics • Heavy Equipment Mechanics • Office Machine • Radio and Television

WHAT IS AN INDUSTRY?

CONSTRUCTION

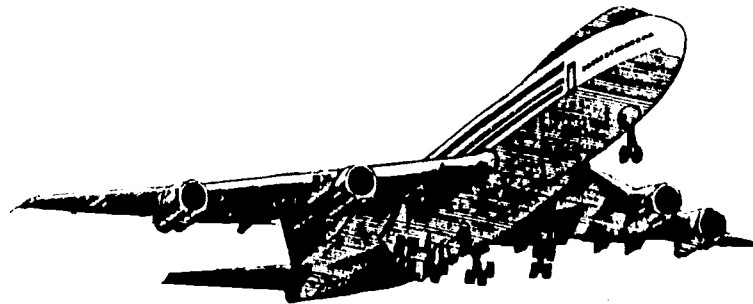


MANUFACTURING



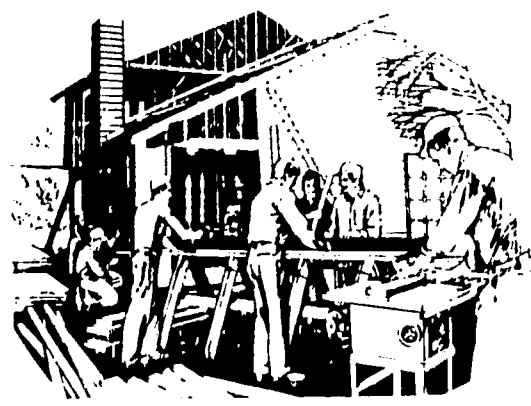
Where
People
Work

TRANSPORTATION



WHAT IS AN OCCUPATION?

CARPENTER



ASSEMBLER



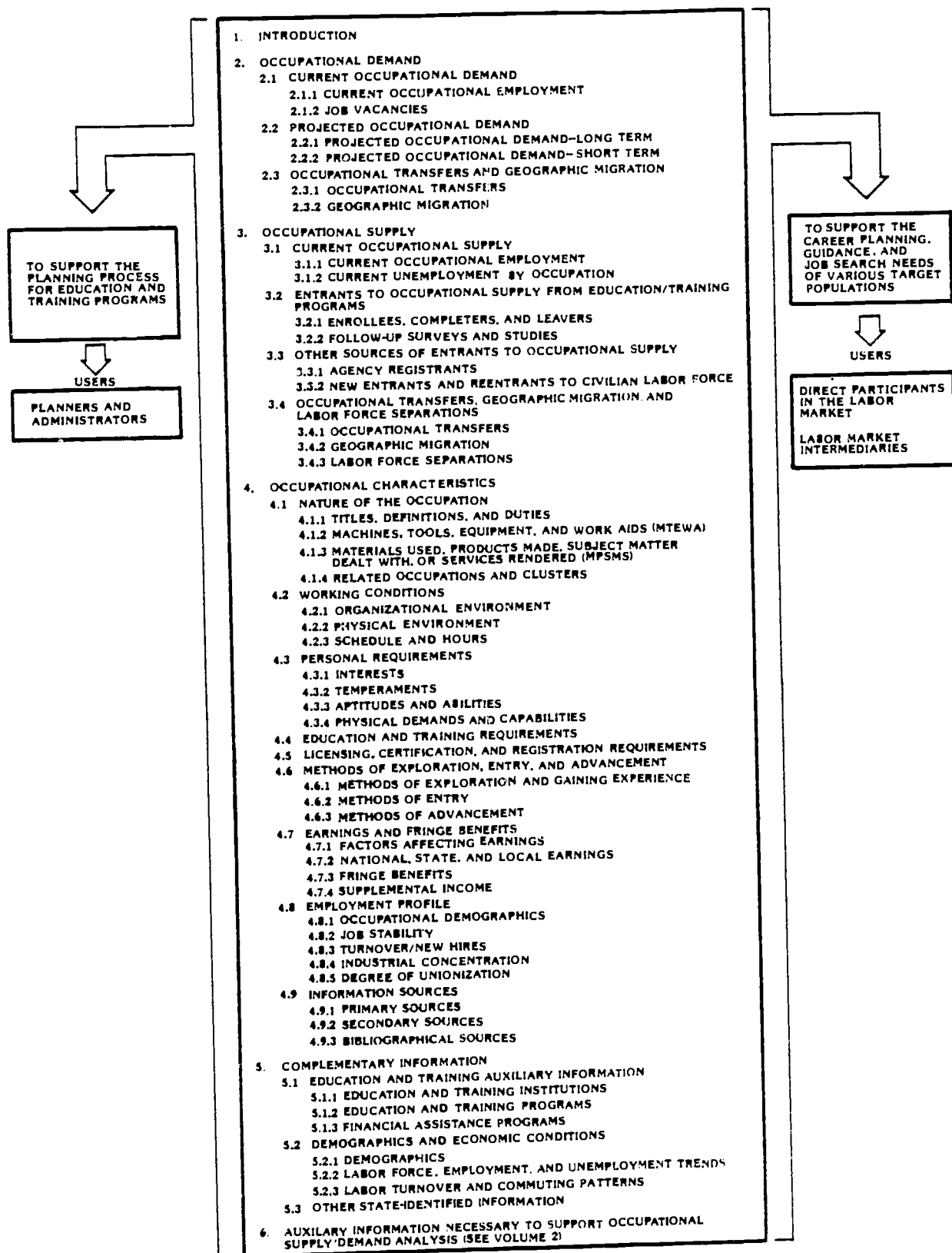
What People Do

AIRLINE PILOT



OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

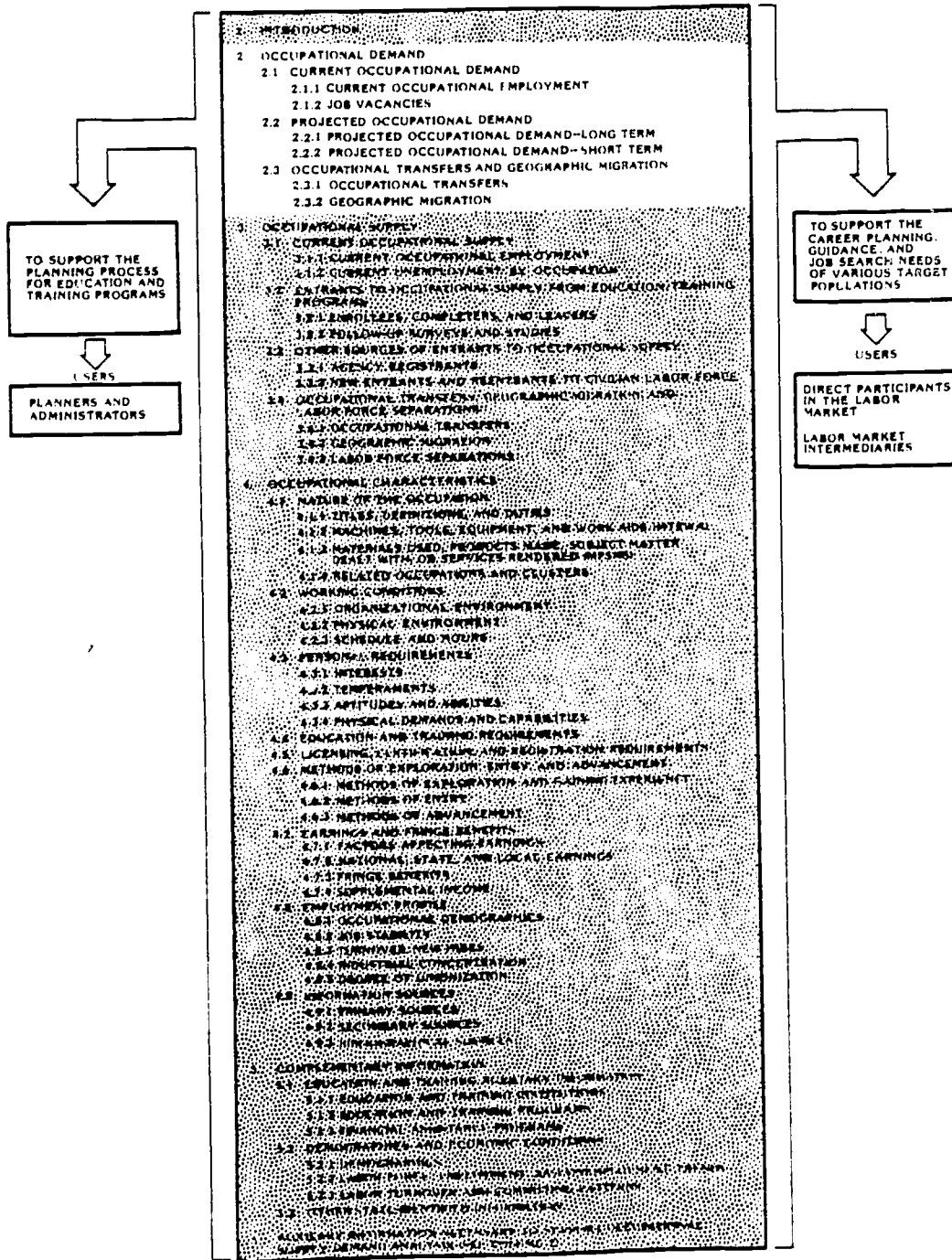
OCCUPATIONAL INFORMATION BASE



● 2 OCCUPATIONAL
DEMAND

OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

OCCUPATIONAL INFORMATION BASE



TO SUPPORT THE PLANNING PROCESS FOR EDUCATION AND TRAINING PROGRAMS

↓

USERS

PLANNERS AND ADMINISTRATORS

TO SUPPORT THE CAREER PLANNING, GUIDANCE, AND JOB SEARCH NEEDS OF VARIOUS TARGET POPULATIONS

↓

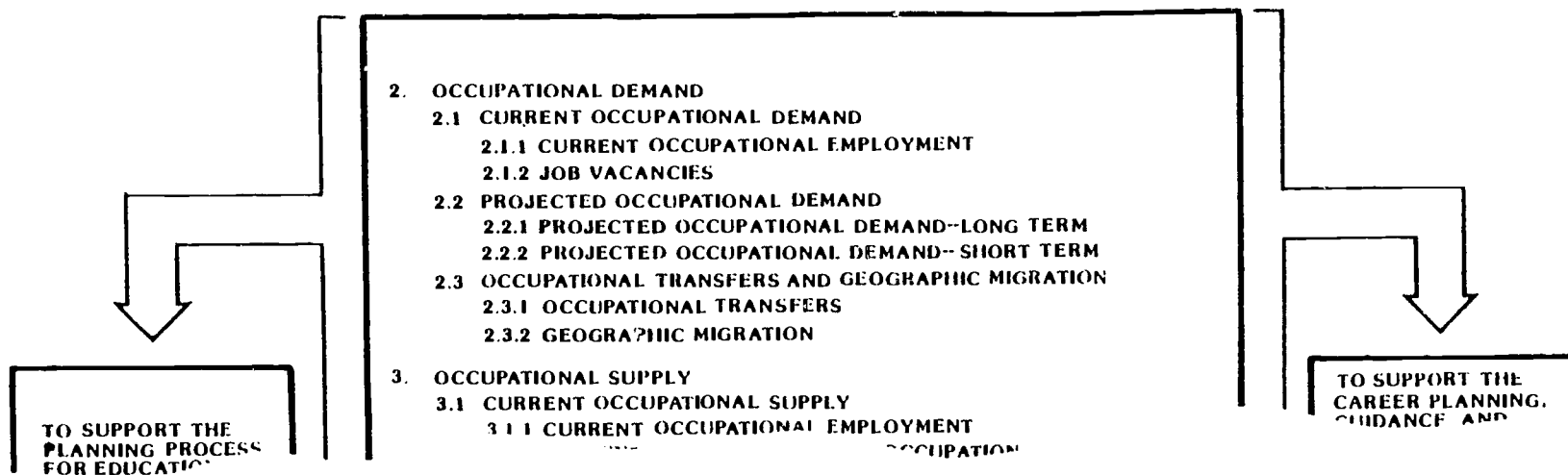
USERS

DIRECT PARTICIPANTS IN THE LABOR MARKET

LABOR MARKET INTERMEDIARIES

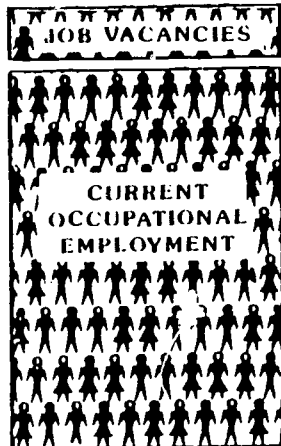
OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

OCCUPATIONAL INFORMATION BASE



OCCUPATIONAL DEMAND

CURRENT
OCCUPATIONAL
DEMAND



+

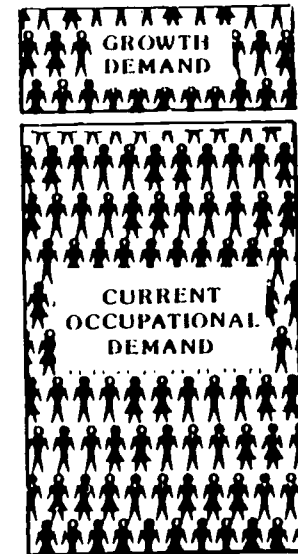
DYNAMIC VARIABLES

GROWTH DEMAND:

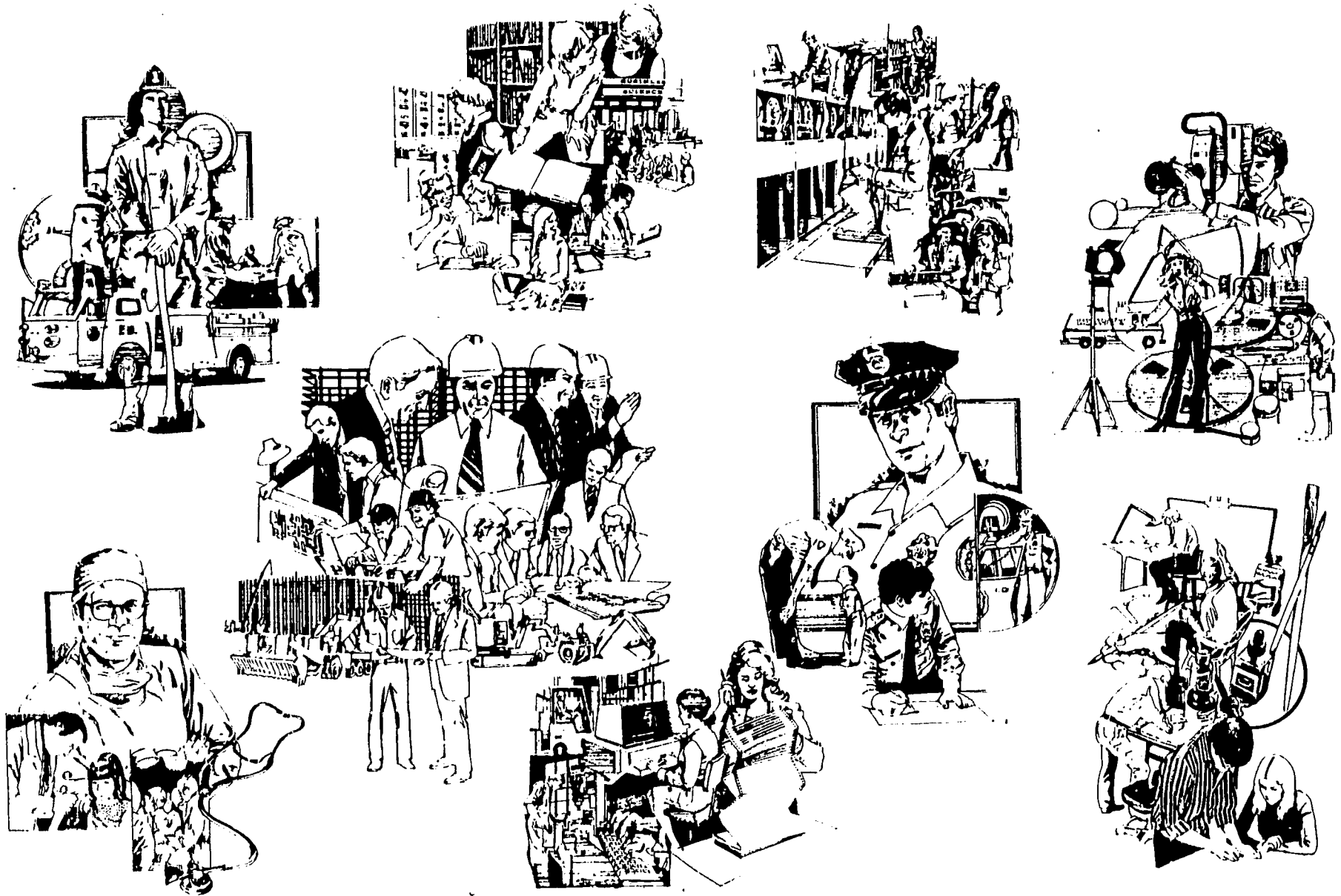
- Industry Growth (or Decline)
- Changes in Occupation/
Industry Staffing Patterns

=

PROJECTED
OCCUPATIONAL
DEMAND



CURRENT OCCUPATIONAL EMPLOYMENT



JOB VACANCIES

HELP WANTED

AUGUST, 1980

UPTOWN TOWN

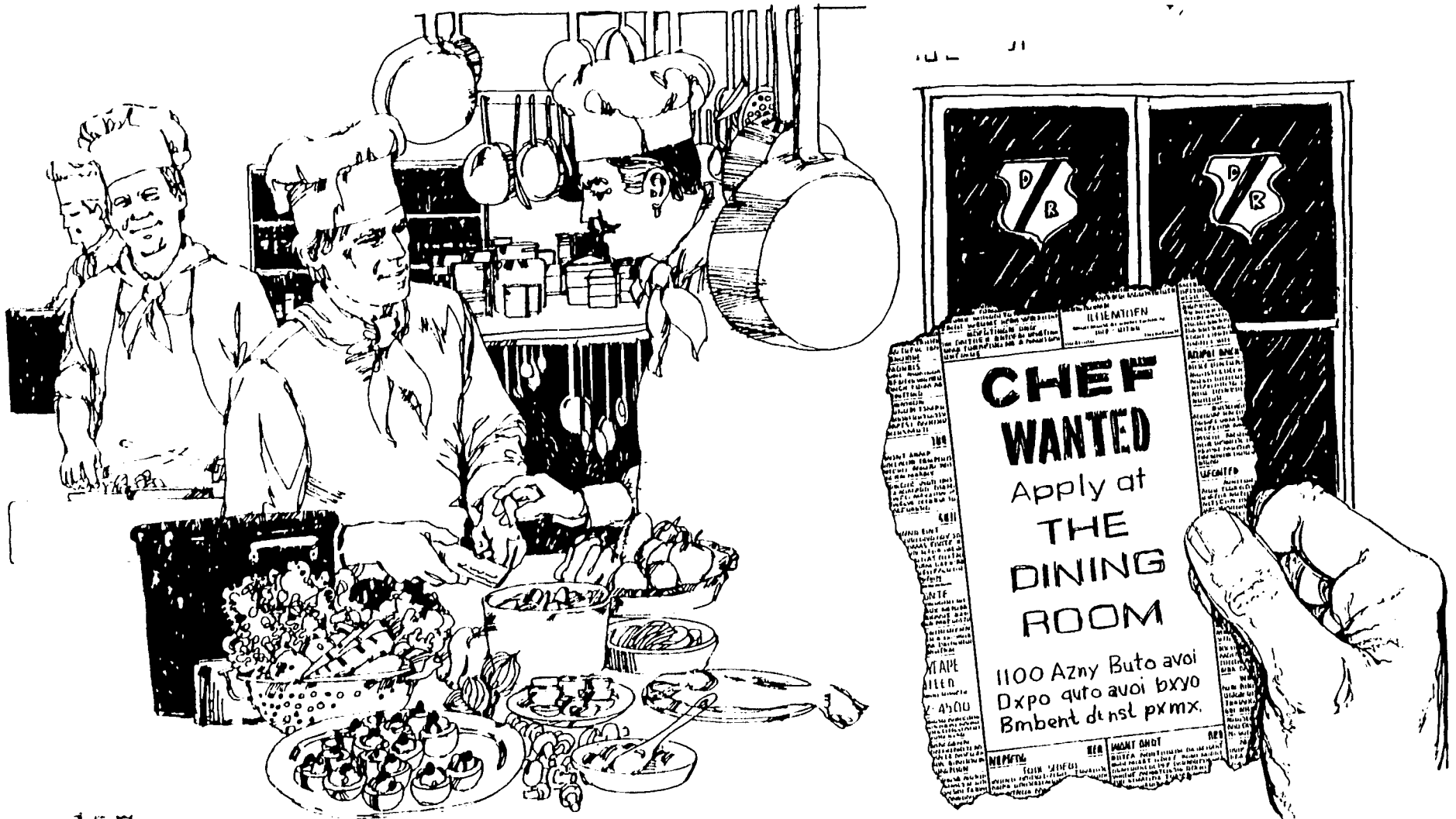
JOB VACANCIES

Actual number of jobs which are available for filling and for which an employer is actively trying to find or recruit workers.

Illustration of a newspaper page with various job listings and icons.

CURRENT OCCUPATIONAL DEMAND

The number of jobs currently filled in a specific occupation plus the number of jobs in that occupation employers are currently trying to fill (job vacancies).



PROJECTED OCCUPATIONAL DEMAND

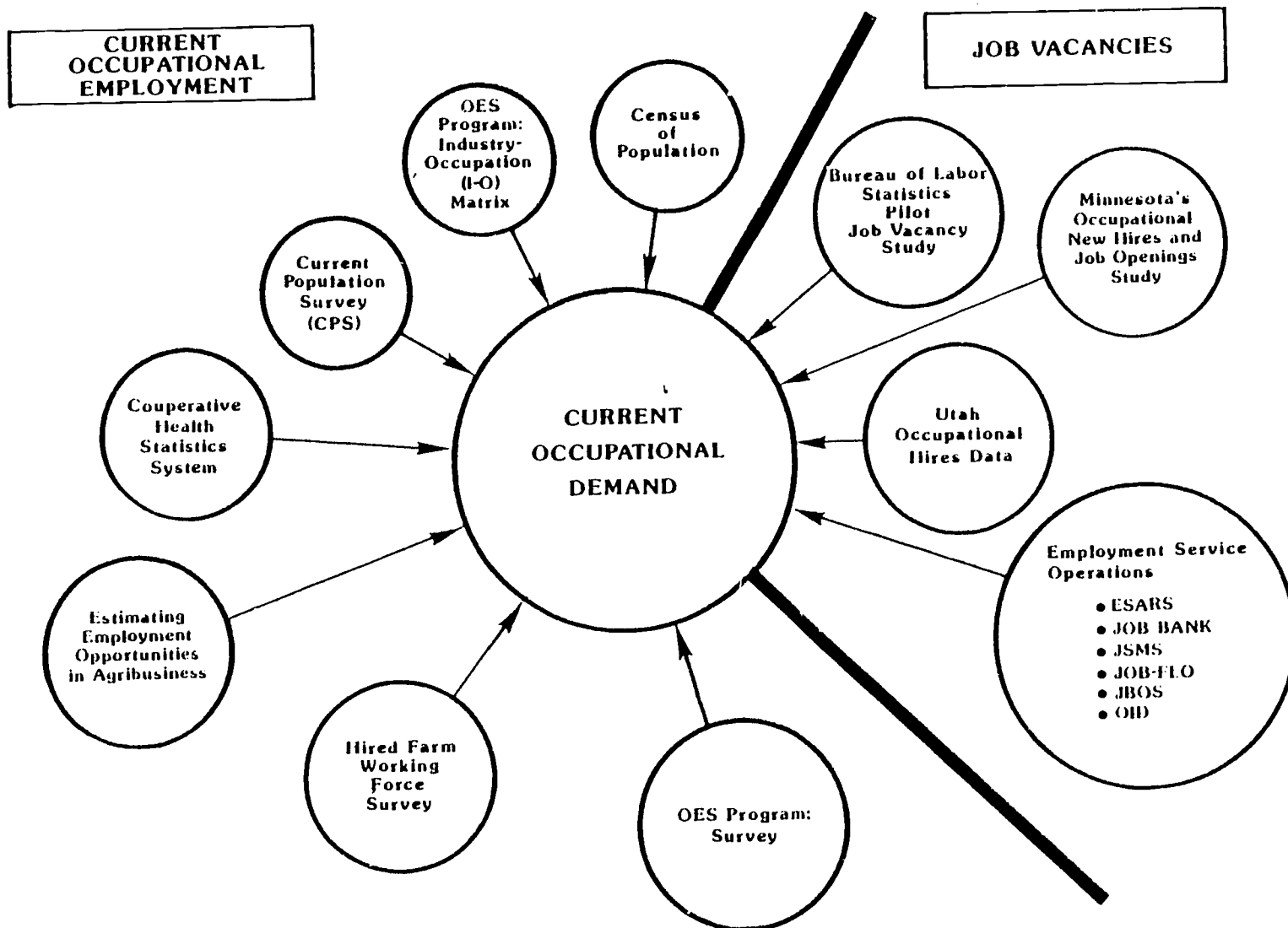


SHORT-TERM

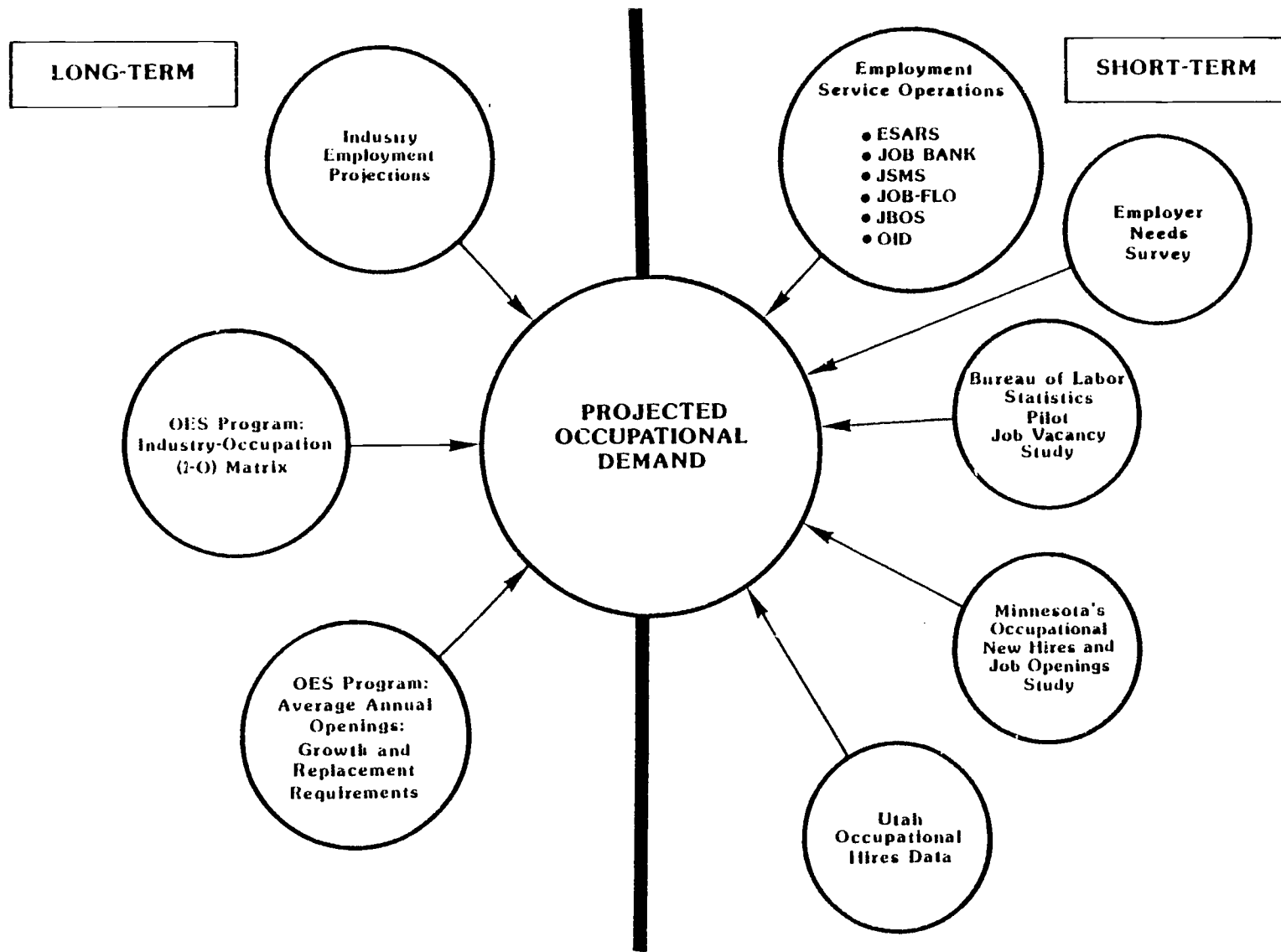
LONG-TERM

OCCUPATIONS

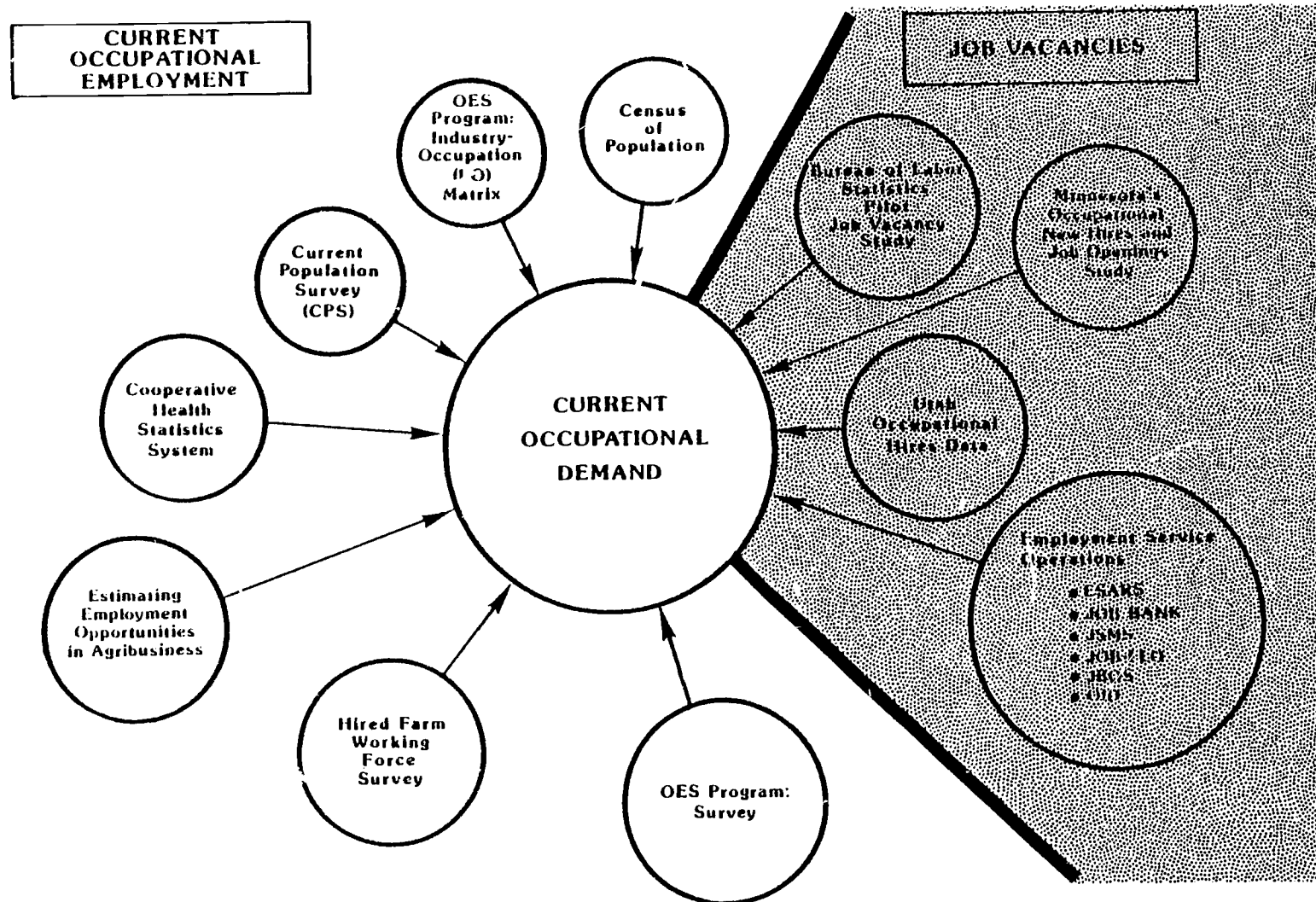
SOURCES OF CURRENT OCCUPATIONAL DEMAND DATA



SOURCES OF PROJECTED OCCUPATIONAL DEMAND DATA



SOURCES OF CURRENT OCCUPATIONAL DEMAND DATA



OCCUPATIONAL EMPLOYMENT STATISTICS (OES) PROGRAM: SURVEY



The O.E.S. Survey

EMPLOYMENT BY OCCUPATION

Occupations (1)	Occupational Code (2)	Number of Employees (3)	
		Total	Apprentices
PLUMBER AND/OR PIPE-FITTER: Assembles, installs, alters and/or repairs pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases	55C30		
MECHANICS AND REPAIRMEN (EXCLUDE INSTRUMENT REPAIRMEN): Perform minor repairs, tuneups, overhauls, maintenance and major repairs of motor vehicles, machinery, mechanical equipment or buildings	51608		
MECHANIC, AUTOMOTIVE: Repairs and overhauls automobiles, buses, trucks, and other automotive vehicles. May be designated according to specialty as Automobile Mechanic, Motor, Differential Repairman, Engine Repair Mechanic, Truck Mechanic	51043		
MAINTENANCE (COMPOSING ROOM OR PRESSROOM MECHANIC; ETC.; EXCLUDE MILLWRIGHT): Repairs in accordance with company or manufacturer's specifications, machinery and mechanical equipment of an establishment such as cranes, pumps, motors, and machines	51900		
WIRE AND CABLE REPAIRMAN; ETC.): Include other skilled repairmen and maintenance mechanics not listed in other categories	55805		

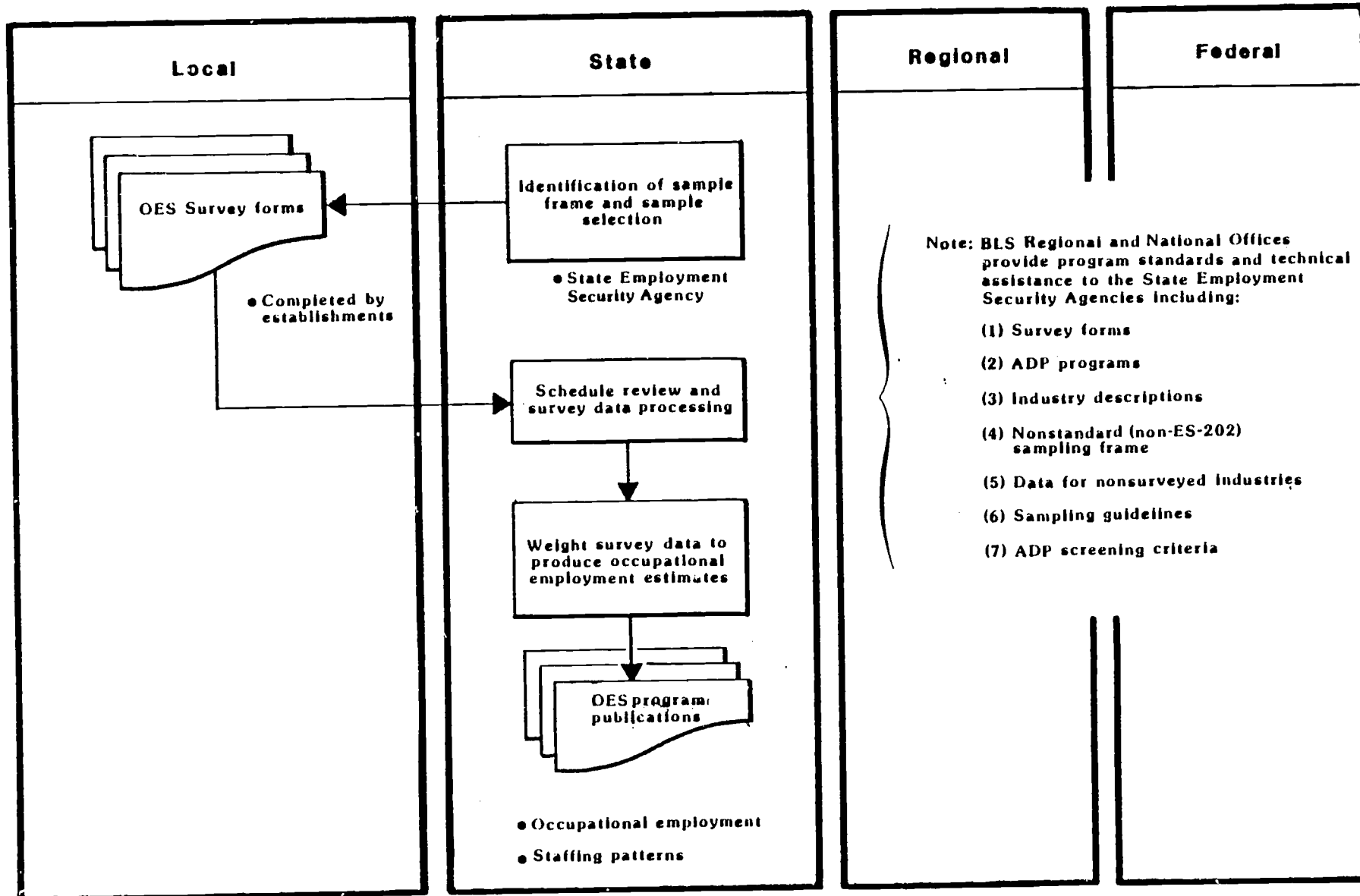


2

OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

Occupational Employment Statistics (OES) Program: Survey



2

OCCUPATIONAL DEMAND

CAPSULE SUMMARY

Occupational Employment Statistics (OES) Program: Survey

Occupational Demand Component:

Current Occupational Employment

Responsible Federal Agencies:

Bureau of Labor Statistics and
Employment and Training Administration,
U.S. Department of Labor

Reporting System:

Occupational Employment Statistics (OES)
Program: Survey Component

Coverage

Sample of nonfarm wage and salary establishments. The sample is selected using sample selection procedures and sampling tables designed by BLS. Establishments are stratified for sampling purposes by industry and by size of establishment classes.

Relevant Reporting Forms

- OES Survey "long form" OMB Form No. 44-R1615 or BLS-ETA 2877.270-0
- OES Survey "short form" OMB Form No. 44-R1615 or BLS-ETA 2877.270-1

Reporting Entities

Establishments

Responsible State Agencies/Organizations

State Employment Security Agencies (SESAs)

Geographic Detail

The OES Survey sample is selected to provide reliable State-wide estimates of employment. Additional sampling of establishments is necessary to assure reliability of employment estimates at sub-State levels.

Classification Detail

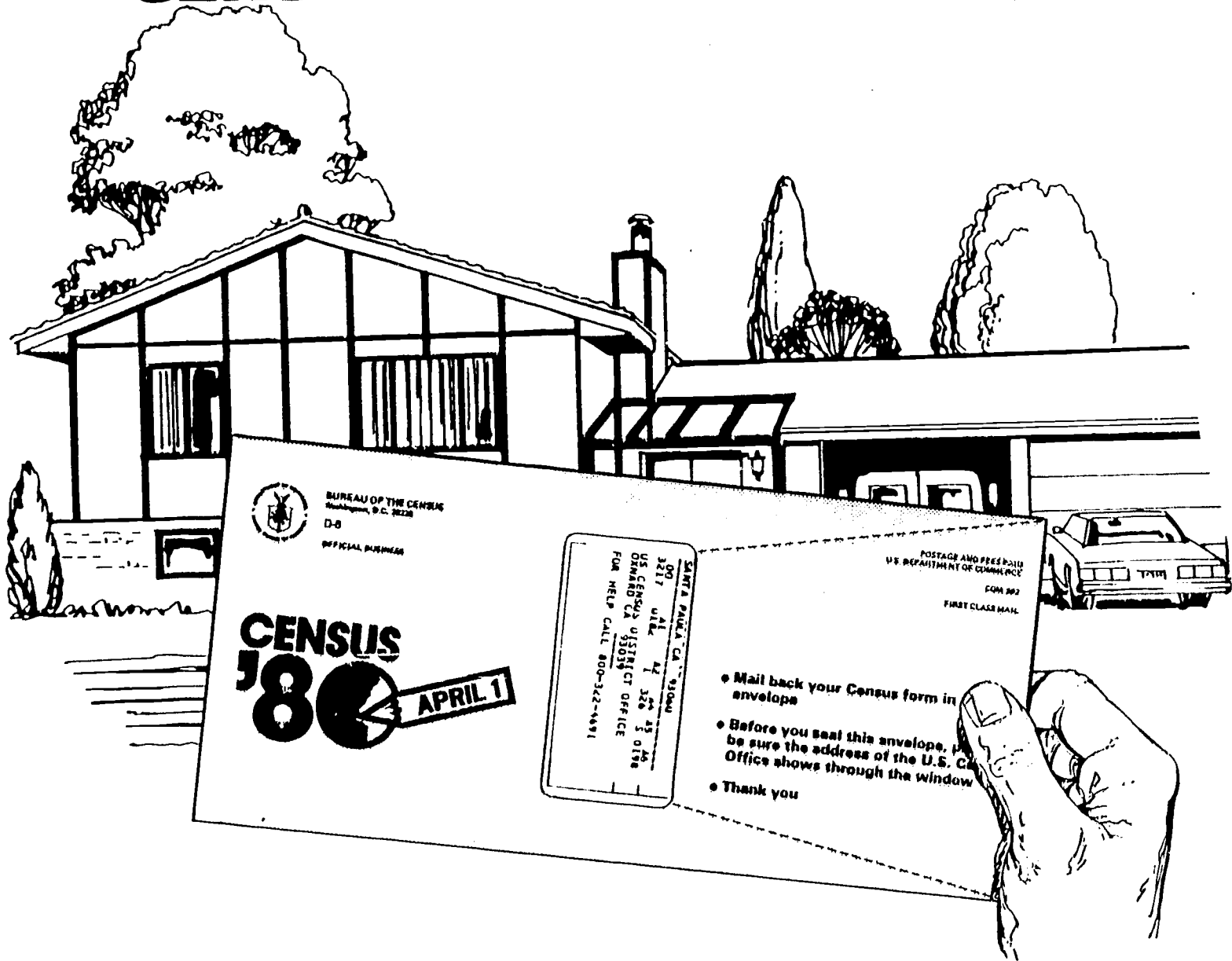
- OES Survey data is classified using a five-digit OES Survey code. There are seven major occupational classes in the OES Survey classification scheme. Each Survey classification has a description in the OES Dictionary of Occupations.
- Establishments surveyed are classified using the 1972 Standard Industrial Classification (SIC), as amended in 1977.

Time Reference Detail

The OES Survey is conducted by SESAs in a three-year cycle as follows:

- First Year—Manufacturing industries and hospitals
 - Second Year—Nonmanufacturing industries except: (1) transportation, communications, electric, gas and sanitary services, and (2) wholesale and retail trade
 - Third Year—Transportation, communications, electric, gas and sanitary services, wholesale and retail trade, and State and local governments
- Occupational employment estimates for industries surveyed are published when available.

CENSUS OF POPULATION

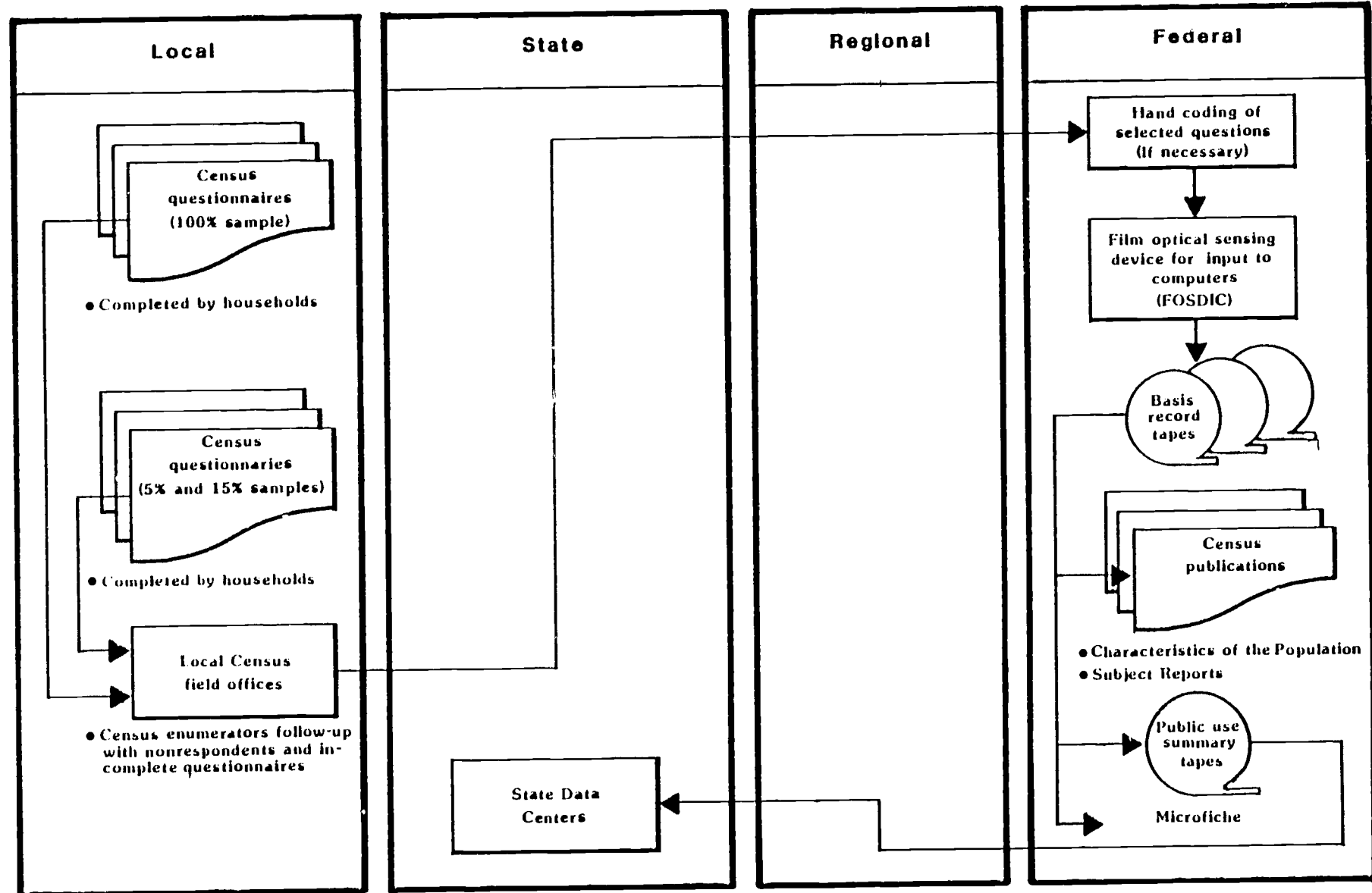


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OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

Census of Population

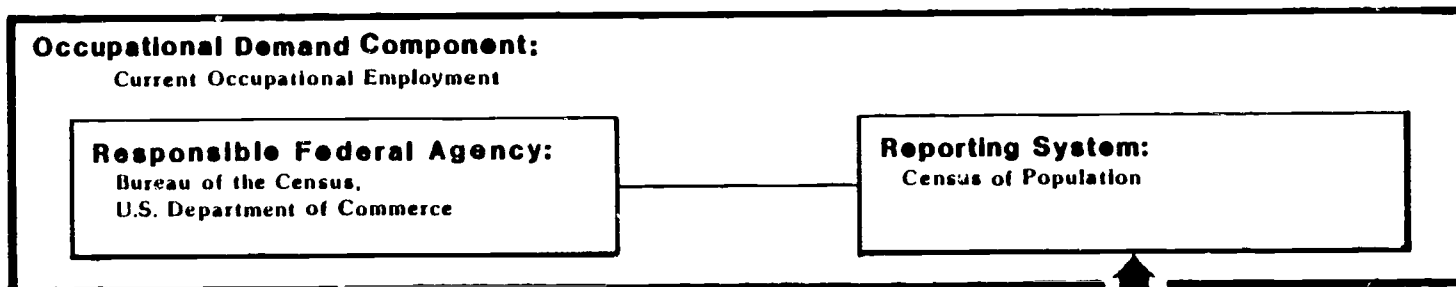


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OCCUPATIONAL DEMAND

CAPSULE SUMMARY

Census of Population



<p>Coverage</p> <p>A national survey is conducted of all households in the country. Economic information (including occupation, industry, and income) is requested from 20 percent of the population.</p>	<p>Relevant Reporting Forms</p> <p>Census questionnaires</p>	<p>Reporting Entities</p> <p>Households</p>	<p>Responsible State Agencies/Organizations</p> <ul style="list-style-type: none"> • Local Census field offices • State Data Centers
<p>Geographic Detail</p> <p>Data are available for all States, counties, cities, Census tracts, blocks, and other areas.</p>	<p>Classification Detail</p> <ul style="list-style-type: none"> • The 1970 Census occupational employment data were classified according to the 494 occupations and 226 industries defined in the Classified Index of Occupations and Industries. • The 1980 Census occupational employment data are being classified according to occupational categories extracted from the Standard Occupational Classification (SOC) Manual. 	<p>Time Reference Detail</p> <ul style="list-style-type: none"> • The 1970 Census was conducted in April 1970. • The 1980 Census was conducted in April 1980. Tabulations will be available beginning in late 1980. 	

OCCUPATIONAL EMPLOYMENT STATISTICS PROGRAM: INDUSTRY-OCCUPATION MATRIX (CURRENT YEAR)

		INDUSTRY DIVISION										
		Year	Trade and Retailing	Agriculture, Forestry, Fishing	Mining	Construction	Manufacturing	Transportation, Communications, Utilities	Wholesale and Retail Trade	Finance, Insurance, Real Estate	Service Industries	Government
MAJOR OCCUPATIONAL GROUP	Total All Occupations	80	—	—	—	—	—	—	—	—	—	—
	Professional, Technical Kindred	80	CENSUS-BASED I-O MATRIX									
	Managers, Officials, Proprietors	80	● 377 detailed occupational categories (1976)									
	Sales Workers	80	● 20† detailed industry categories									
	Clerical Workers	80	● Covers all classes of workers									
	Crafts and Kindred Workers	80	● Covers all industries in economy									
	Operatives	80	● Uses "persons" concept									
	Service Workers	80	—	—	—	—	—	—	—	—	—	—
	Laborers, except Farm	80	—	—	—	—	—	—	—	—	—	—
	Farmers and Farm Workers	80	—	—	—	—	—	—	—	—	—	—

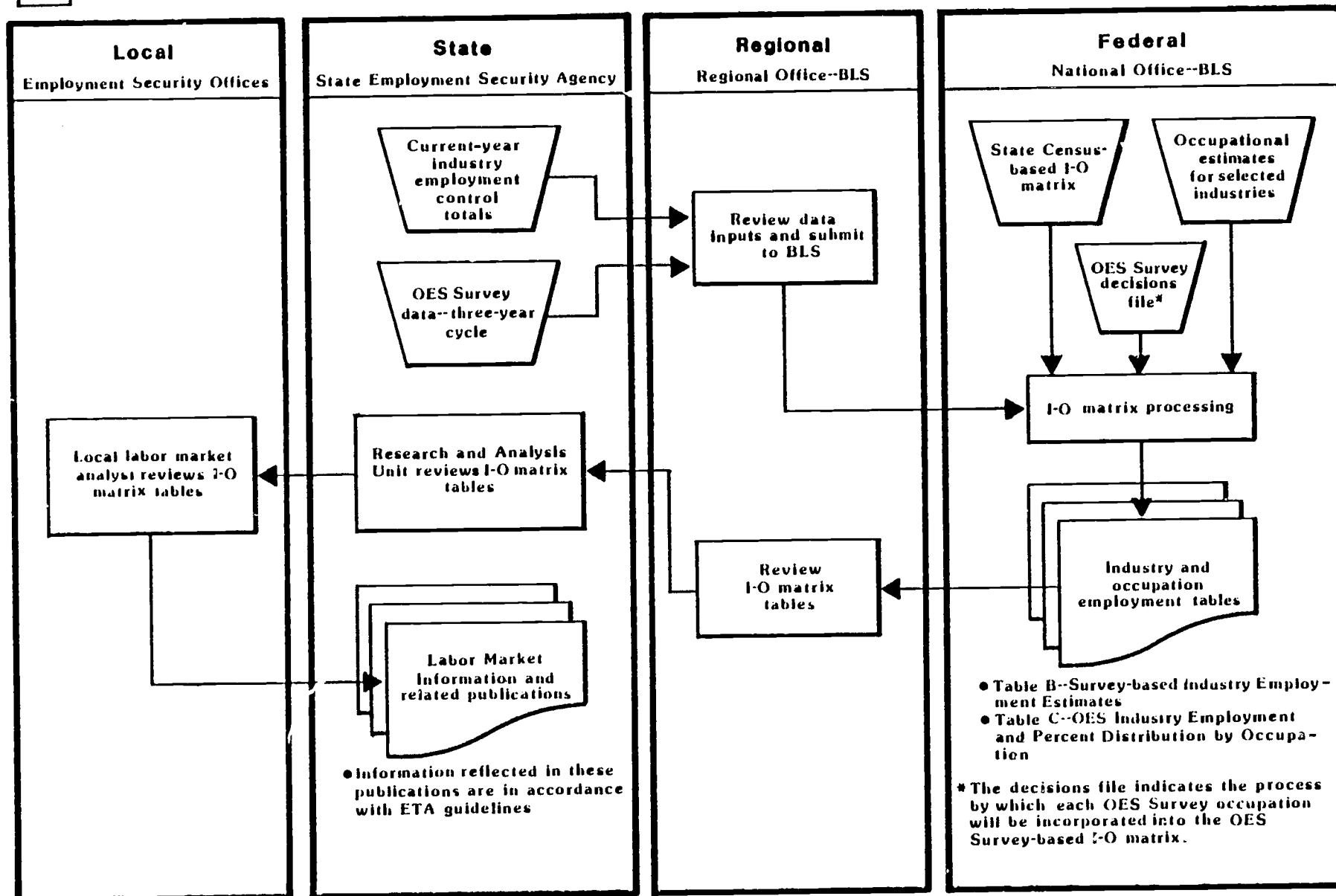
		INDUSTRY DIVISION										
		Year	Trade and Retailing	Agriculture, Forestry, Fishing	Mining	Construction	Manufacturing	Transportation, Communications, Utilities	Wholesale and Retail Trade	Finance, Insurance, Real Estate	Service Industries	Government
MAJOR OCCUPATIONAL GROUP	Total All Occupations	80	—	—	—	—	—	—	—	—	—	—
	Professional, Technical Kindred	80	OES SURVEY-BASED I-O MATRIX									
	Managers, Officials, Proprietors	80	● 1,574 detailed occupational categories									
	Sales Workers	80	● 377 detailed industry categories									
	Clerical Workers	80	● Does not cover self-employed and unpaid family workers									
	Crafts and Kindred Workers	80	● Does not cover the agriculture, forestry, fishing, and private household industries									
	Operatives	80	● Does not cover the agriculture, forestry, fishing, and private household industries									
	Service Workers	80	● Does not cover the agriculture, forestry, fishing, and private household industries									
	Laborers, except Farm	80	● Uses "jobs" concept									
	Farmers and Farm Workers	80	—	—	—	—	—	—	—	—	—	—

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OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

OES Survey-based Industry-Occupation Matrix (Current Year)

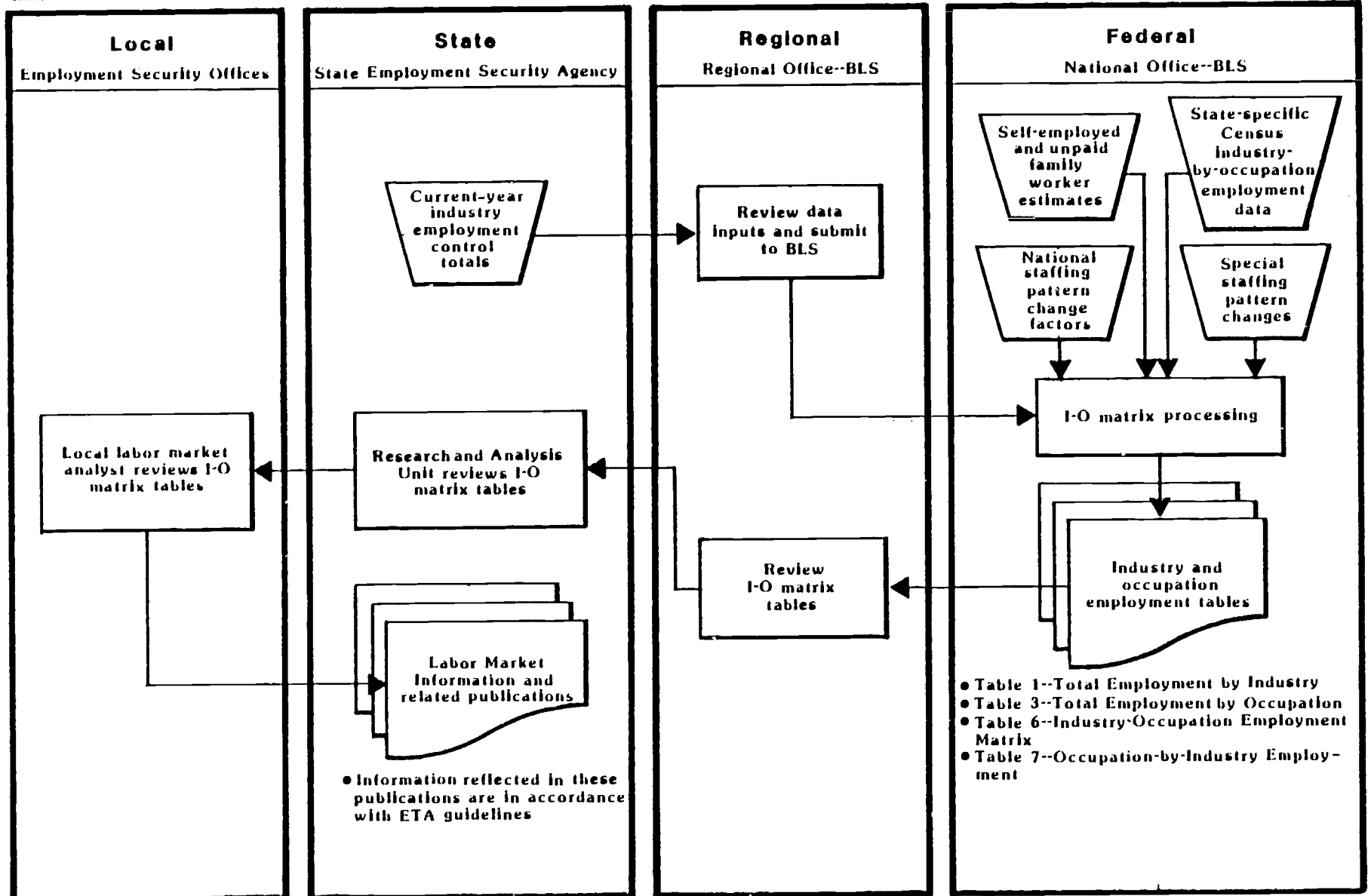


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OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

OES Census-based Industry-Occupation Matrix (Current Year)

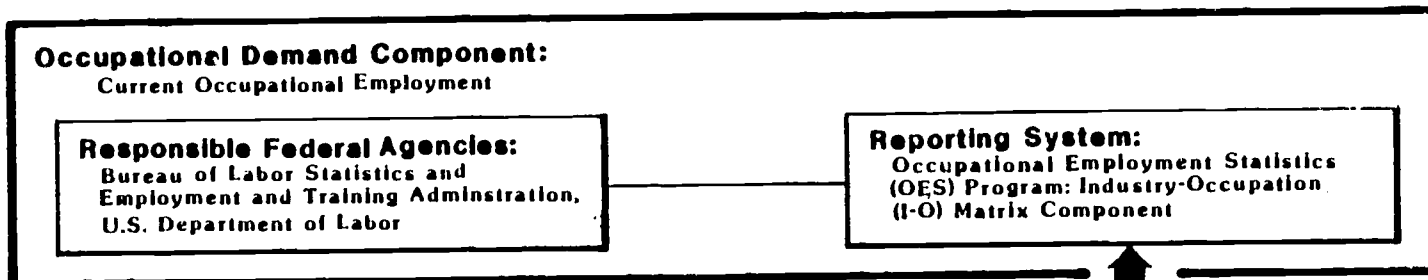


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OCCUPATIONAL DEMAND

CAPSULE SUMMARY

OES Program: Industry-Occupation (I-O) Matrix (Current Year)



<p style="text-align: center;">Coverage</p> <ul style="list-style-type: none"> ● Census-based I-O matrix covers all industry sectors and all classes of workers, including self-employed and unpaid family workers. ● Survey-based I-O matrix covers all industry sectors except agriculture, forestry, fishing, and private households. This matrix covers only wage and salary employment. 	<p style="text-align: center;">Relevant Reporting Forms</p> <p style="text-align: center;">Not applicable</p>	<p style="text-align: center;">Reporting Entities</p> <ul style="list-style-type: none"> ● The Census-based I-O matrix relies primarily on information reported by households in the decennial Census. ● The Survey-based I-O matrix relies primarily on information reported by establishments in the OES Survey. 	<p style="text-align: center;">Responsible State Agencies/Organizations</p> <p style="text-align: center;">State Employment Security Agencies</p>
<p style="text-align: center;">Geographic Detail</p> <ul style="list-style-type: none"> ● A Census-based I-O matrix can be developed for State-wide areas, large SMSAs, small SMSAs, and other labor market planning areas. ● A Survey-based I-O matrix can be developed for State-wide areas and certain large SMSAs (if special methodologies are used). 	<p style="text-align: center;">Classification Detail</p> <p>Both the Census-based and Survey-based I-O matrix use an eight-digit occupational classification structure and a six-digit industry classification structure. Both classification structures are designed to permit intermediate aggregations of occupational and industry data.</p>	<p style="text-align: center;">Time Reference Detail</p> <ul style="list-style-type: none"> ● A Census-based I-O matrix for States is based on 1970 Census data updated to a current year. ● A Survey-based I-O matrix for a State is based on OES Survey data collected over a three-year cycle (e.g., 1974-1976). 	

CURRENT POPULATION SURVEY (CPS)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
X	X	X	X	X	X	X
X	X	X	X	(12)	X	X
X	X	X	X	(14)	20	
22	23	24	25	26		
29	30					



Yes, I am employed and have been for more than two years.

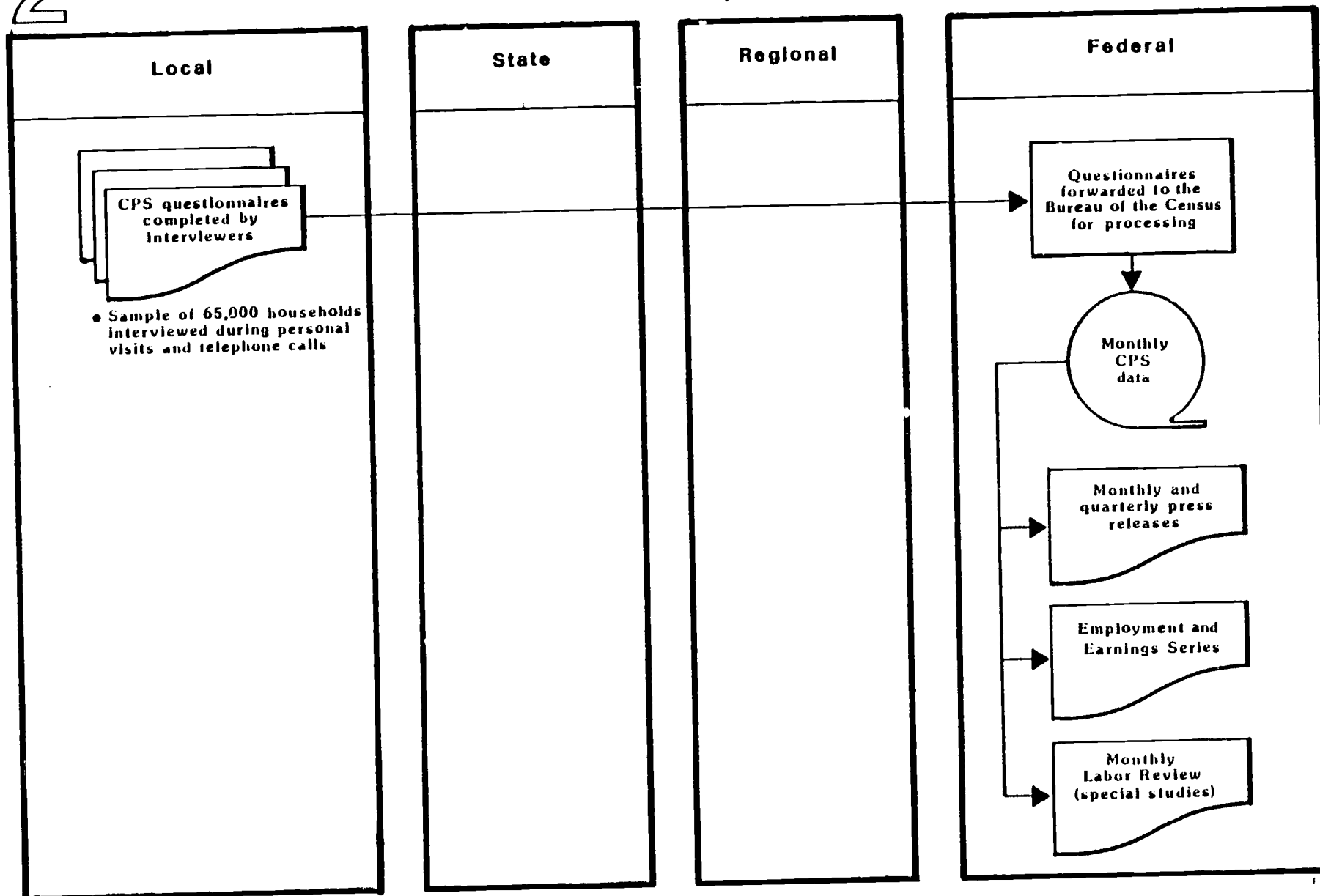


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OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

Current Population Survey (CPS)

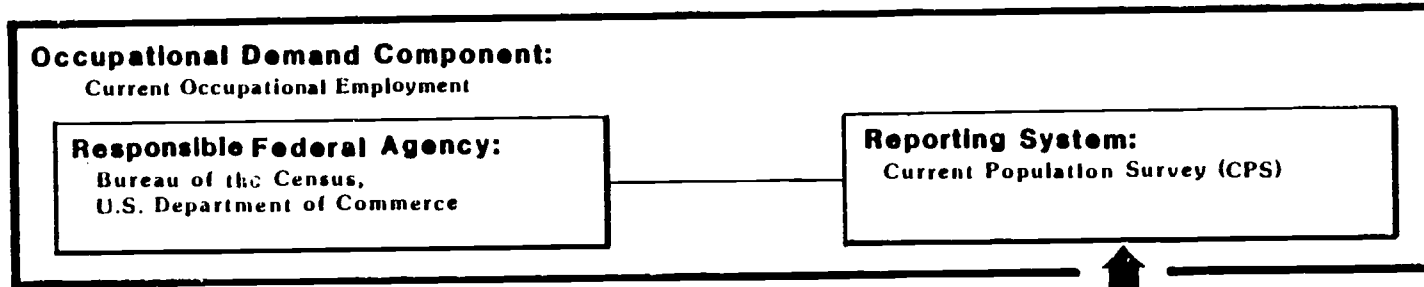


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OCCUPATIONAL DEMAND

CAPSULE SUMMARY

Current Population Survey (CPS)



<p>Coverage</p> <p>A national sample of 65,000 households is surveyed monthly. The national sample is weighted to provide total labor force, employment, and unemployment estimates.</p>	<p>Relevant Reporting Forms</p> <p>Standard questionnaires (CPS-1) are completed by specially trained interviewers and forwarded to the Bureau of the Census. Additional questions are added to the survey form in some of the monthly surveys.</p>	<p>Reporting Entities</p> <p>Households</p>	<p>Responsible State Agencies/Organizations</p> <p>Not applicable</p>
<p>Geographic Detail</p> <p>Data are available for all States and major metropolitan areas. Not all statistics are available for all metropolitan areas. As data are disaggregated, employment and unemployment estimates by occupation become more unreliable.</p>	<p>Classification Detail</p> <p>Occupational classification is accomplished using Census occupational categories. Monthly estimates of employment and unemployment are published for 12 summary Census occupational categories only. Annual averages are published for detailed Census occupational categories.</p>	<p>Time Reference Detail</p> <p>Monthly and annual average employment and unemployment statistics are published by BLS. Monthly statistics are published in the month following the data collection. Annual average statistics are published once a year.</p>	

COOPERATIVE HEALTH STATISTICS SYSTEM (CHSS)



Vital and Health Statistics Publication Series
 National Center for Health Statistics
 Public Health Service Act, Sec. 306 (a)

STAFF STATISTICS

Employed in each of the 13 professional health areas _____

Area of specialization _____

Location and type of facility employed _____

Length of service (years and days) _____

Person having contract status _____

Many contract about person _____

VITAL STATISTICS

Births _____

Deaths _____

Average life expectancy _____

Days most days were days _____

Most days _____

Many contract about person _____

FACILITY STATISTICS

Location and type of facility _____

Of beds _____

Of admissions _____

Days most days were _____

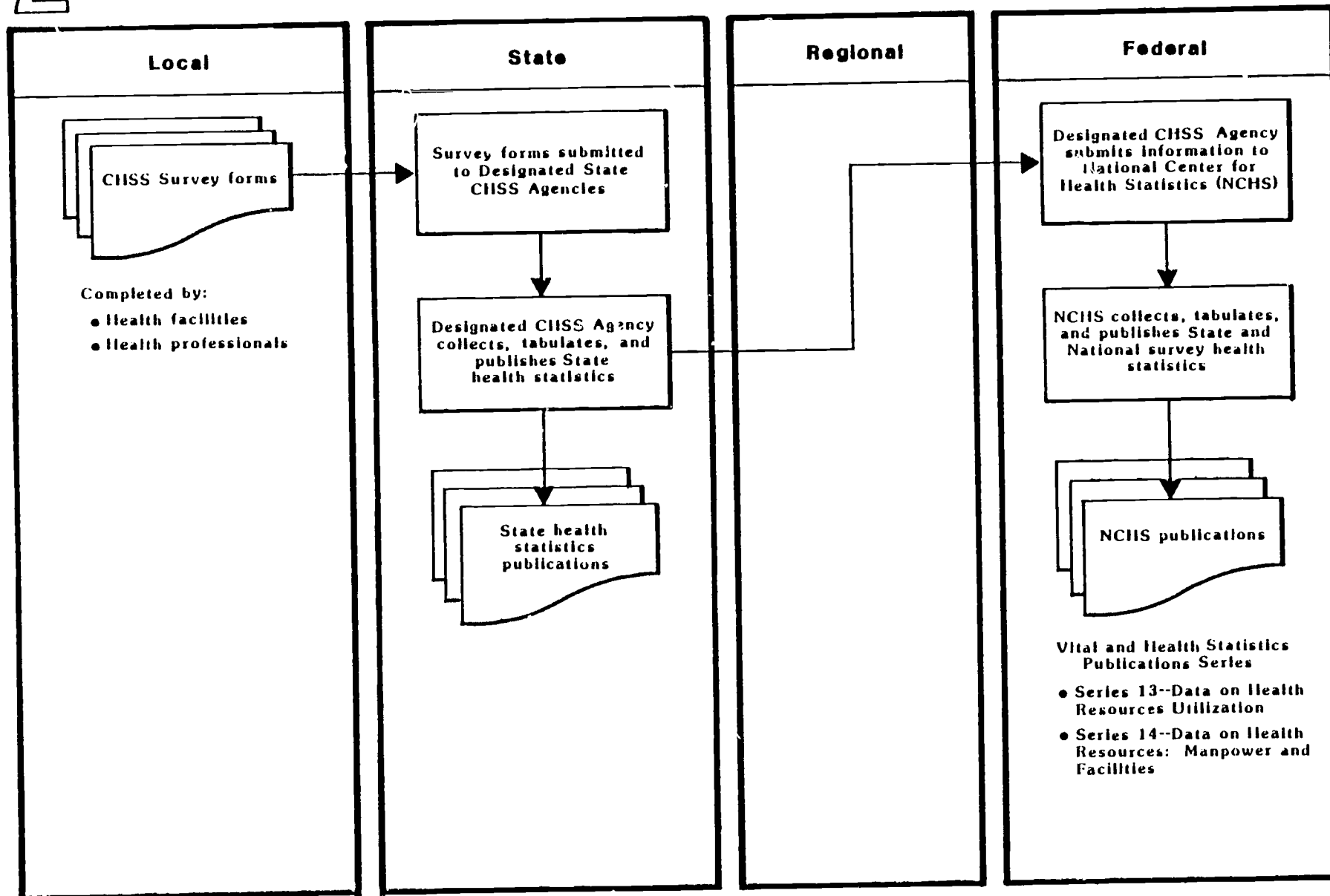
Most days _____

Many contract about person _____

2 OCCUPATIONAL DEMAND

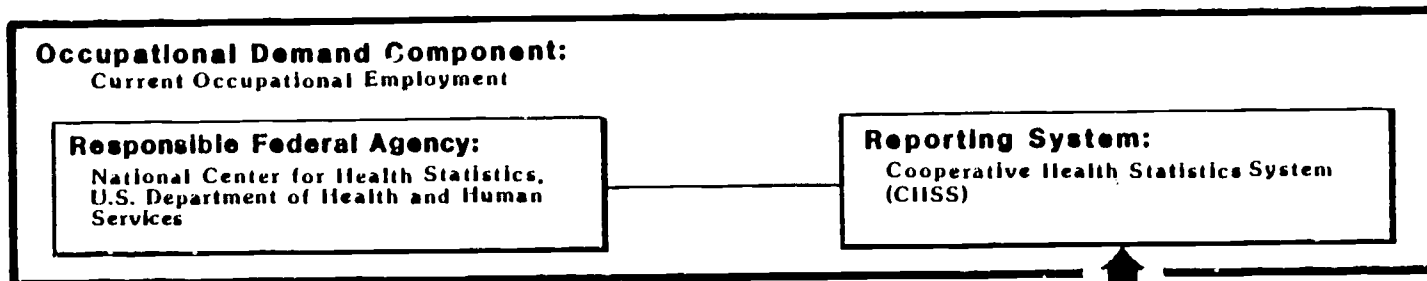
OVERVIEW OF INFORMATION PROCESSING

Cooperative Health Statistics System (CHSS)



2 OCCUPATIONAL DEMAND

CAPSULE SUMMARY Cooperative Health Statistics System (CHSS)



<p>Coverage</p> <ul style="list-style-type: none"> • Health manpower information is collected pertaining to the locations and specializations of various licensed health professions. • Health facilities information is collected on the employment of health professionals in various types of health facilities. 	<p>Relevant Reporting Forms</p> <p>Cooperative Health Statistics System (CISS) survey forms</p>	<p>Reporting Entities</p> <p>Health facilities such as:</p> <ul style="list-style-type: none"> • Hospitals • Nursing Homes 	<p>Responsible State Agencies/Organizations</p> <p>Designated State CISS Agencies, such as:</p> <ul style="list-style-type: none"> • State Department of Health • State Board of Health • Office of State Health Planning • Department of Human Resources • Health Data Center • Bureau of Records and Statistics
<p>Geographic Detail</p> <p>Health manpower publications will provide information about the supply and utilization of health professionals in State and sub-State areas.</p>	<p>Classification Detail</p> <p>The health professions covered by CHSS surveys could be categorized using any of the existing occupational classification systems. However, none of these is expressly used in the CISS program, which relies on the use of occupational titles.</p>	<p>Time Reference Detail</p> <p>Information is published and made available on computer tapes as soon as possible after surveys are completed.</p>	

ESTIMATING EMPLOYMENT OPPORTUNITIES IN AGRIBUSINESS

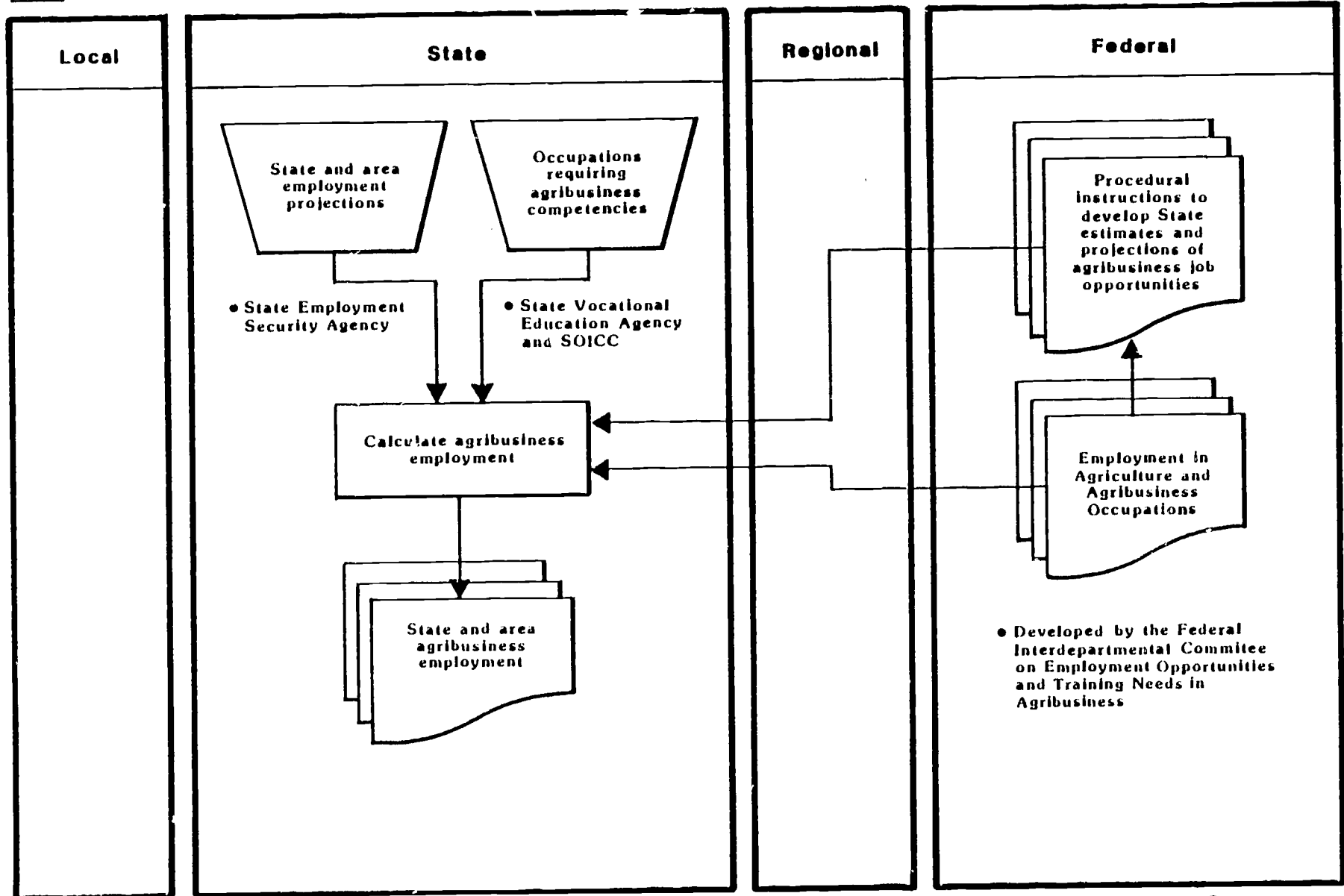


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OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

Estimating Employment Opportunities in Agribusiness

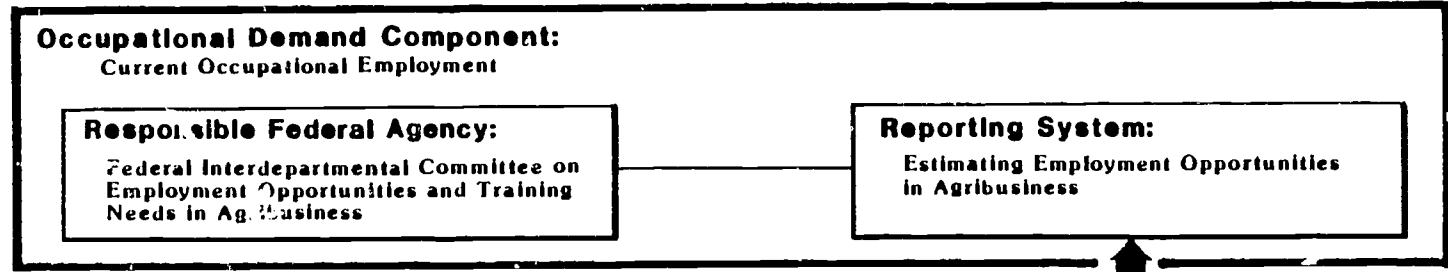


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OCCUPATIONAL DEMAND

CAPSULE SUMMARY

Estimating Employment Opportunities in Agribusiness



<p>Coverage</p> <p>This methodology provides employment data on occupations that require agribusiness competencies.</p>	<p>Relevant Reporting Forms</p> <p>Not applicable</p>	<p>Reporting Entities</p> <p>Not applicable</p>	<p>Responsible State Agencies/Organizations</p> <ul style="list-style-type: none"> • SOICC • State Vocational Education Agency (Vocational Agriculture Department) • State Employment Security Agency
<p>Geographic Detail</p> <p>National, Standard Federal Region, State, and SMSA</p>	<p>Classification Detail</p> <ul style="list-style-type: none"> • The occupations that require agribusiness competencies are selected from the titles in the Census occupational classifications. • The industries are selected from the Standard Industrial Classification (SIC) Manual. 	<p>Time Reference Detail</p> <p>I-O matrices are developed biannually. Updates to the estimates of employment in occupations that require agribusiness competencies can be made with the same frequency.</p>	

HIRED FARM WORKING FORCE SURVEY

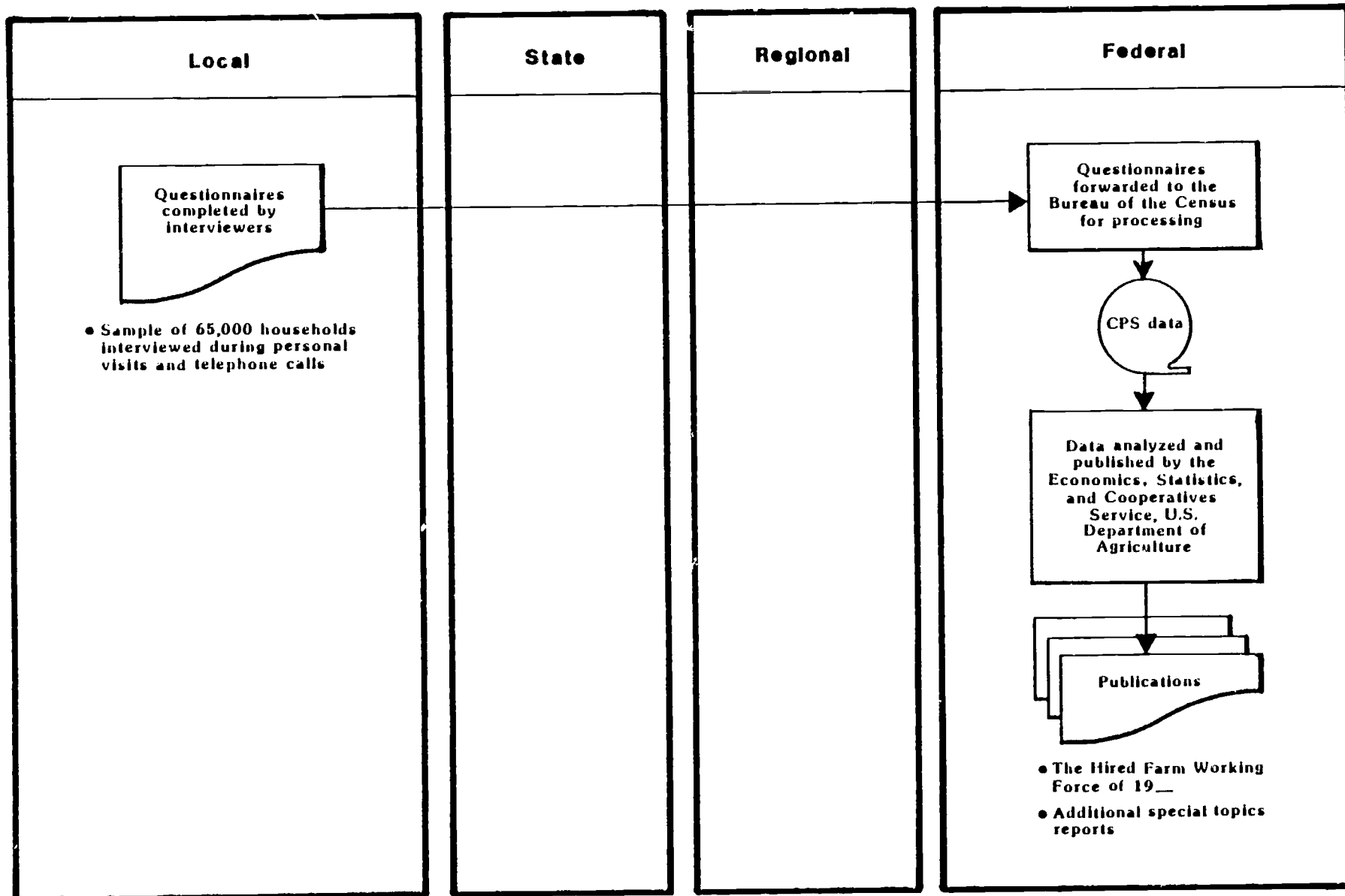


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OCCUPATIONAL DEMAND

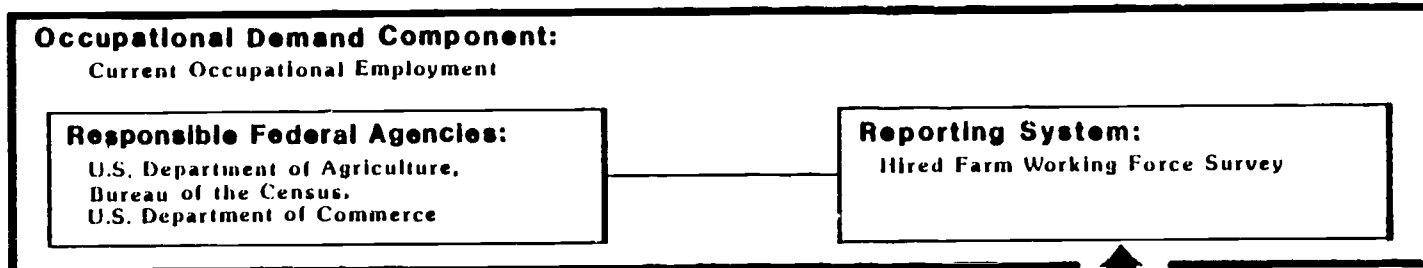
OVERVIEW OF INFORMATION PROCESSING

Hired Farm Working Force Survey



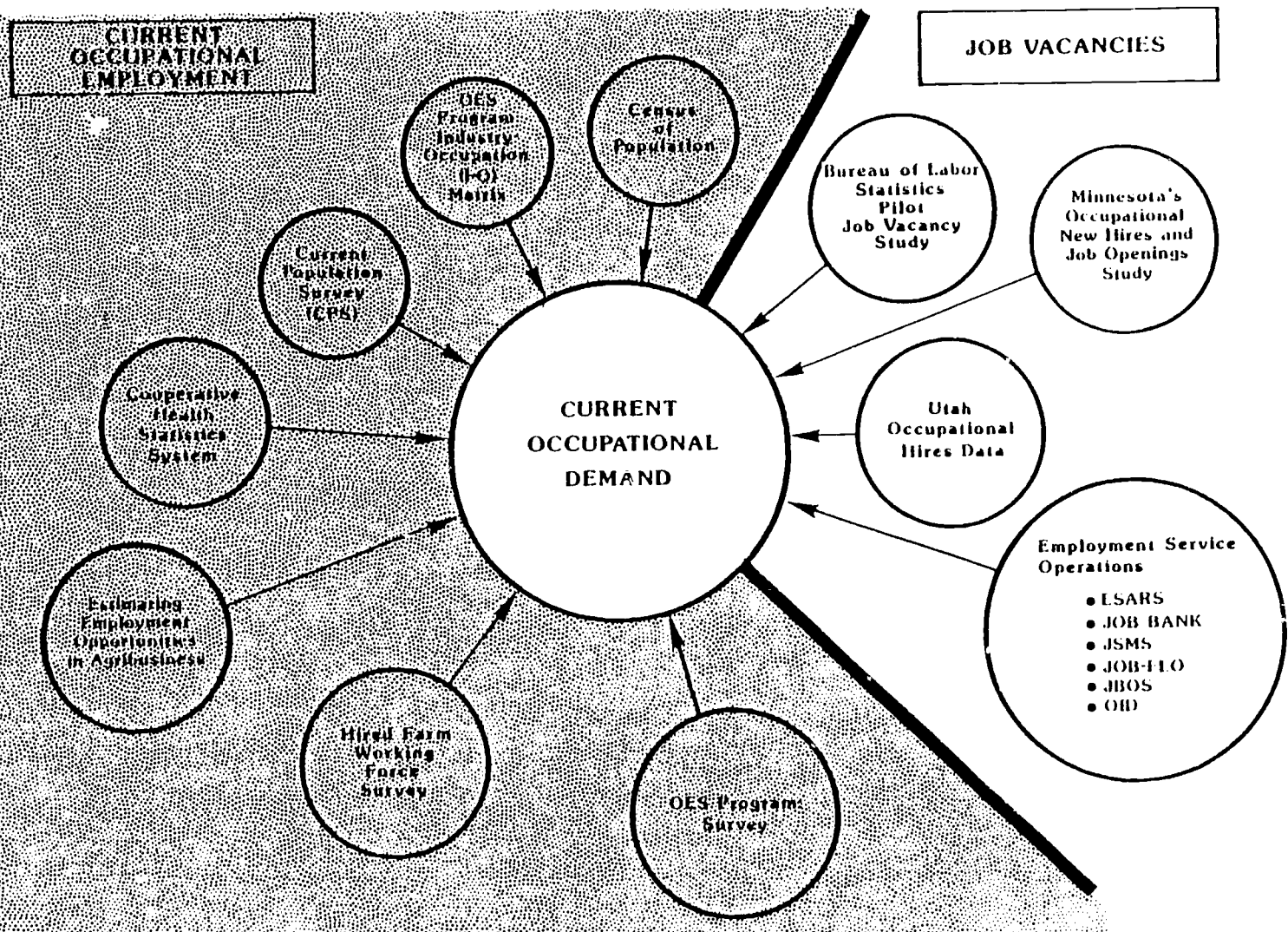
2 OCCUPATIONAL DEMAND

CAPSULE SUMMARY Hired Farm Working Force Survey

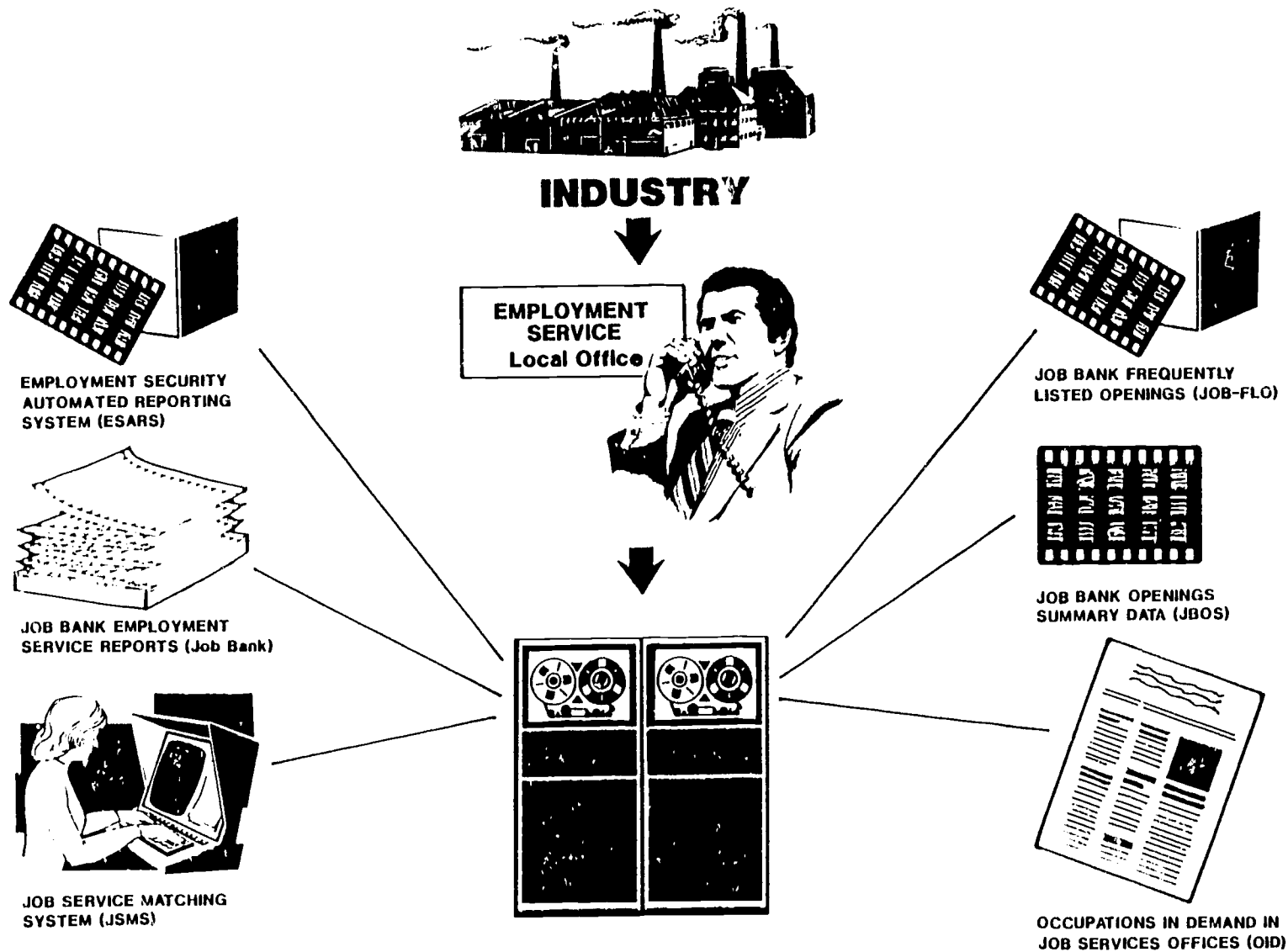


<p>Coverage</p> <p>A national sample of households is surveyed as a supplementary part of the Current Population Survey (CPS) twice a year. Special questions pertaining to farm labor are added to the normal monthly CPS questions. The national sample is weighted to provide total hired farm working force estimates.</p>	<p>Relevant Reporting Forms</p> <p>Standardized CPS questionnaires are completed by specially trained interviewers and forwarded to the Bureau of the Census. Supplemental questions pertaining to farm work during the calendar year are included on the standardized questionnaire to accommodate this survey.</p>	<p>Reporting Entities</p> <p>Households</p>	<p>Responsible State Agencies/Organizations</p> <p>Not applicable</p>
<p>Geographic Detail</p> <p>Data are available for Census and Standard Federal Regions.</p>	<p>Classification Detail</p> <p>Individuals 14 years old and older in the civilian noninstitutional population who did any farm work for cash wages or salary during the year are included in this survey, but there is no additional occupational detail beyond hired farm workers.</p>	<p>Time Reference Detail</p> <p>Statistics were published annually until 1977 and biannually beginning in 1977.</p>	

SOURCES OF CURRENT OCCUPATIONAL DEMAND DATA



EMPLOYMENT SERVICE OPERATIONS

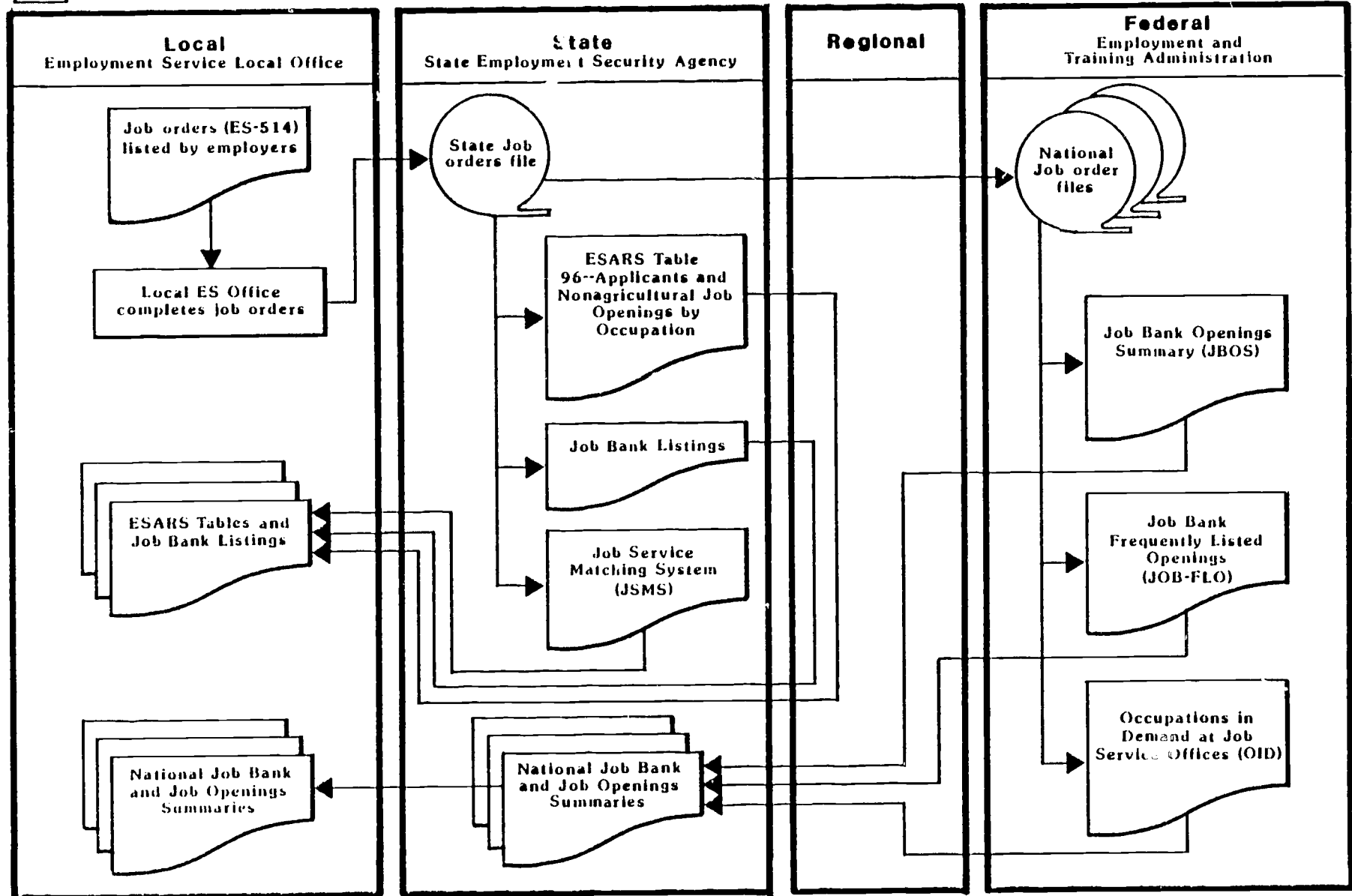


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OCCUPATIONAL DEMAND

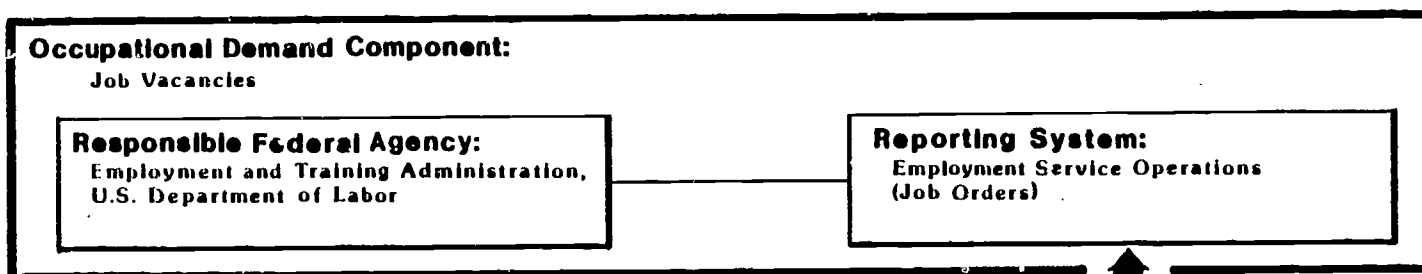
OVERVIEW OF INFORMATION PROCESSING

Employment Service Operations (Job Orders)



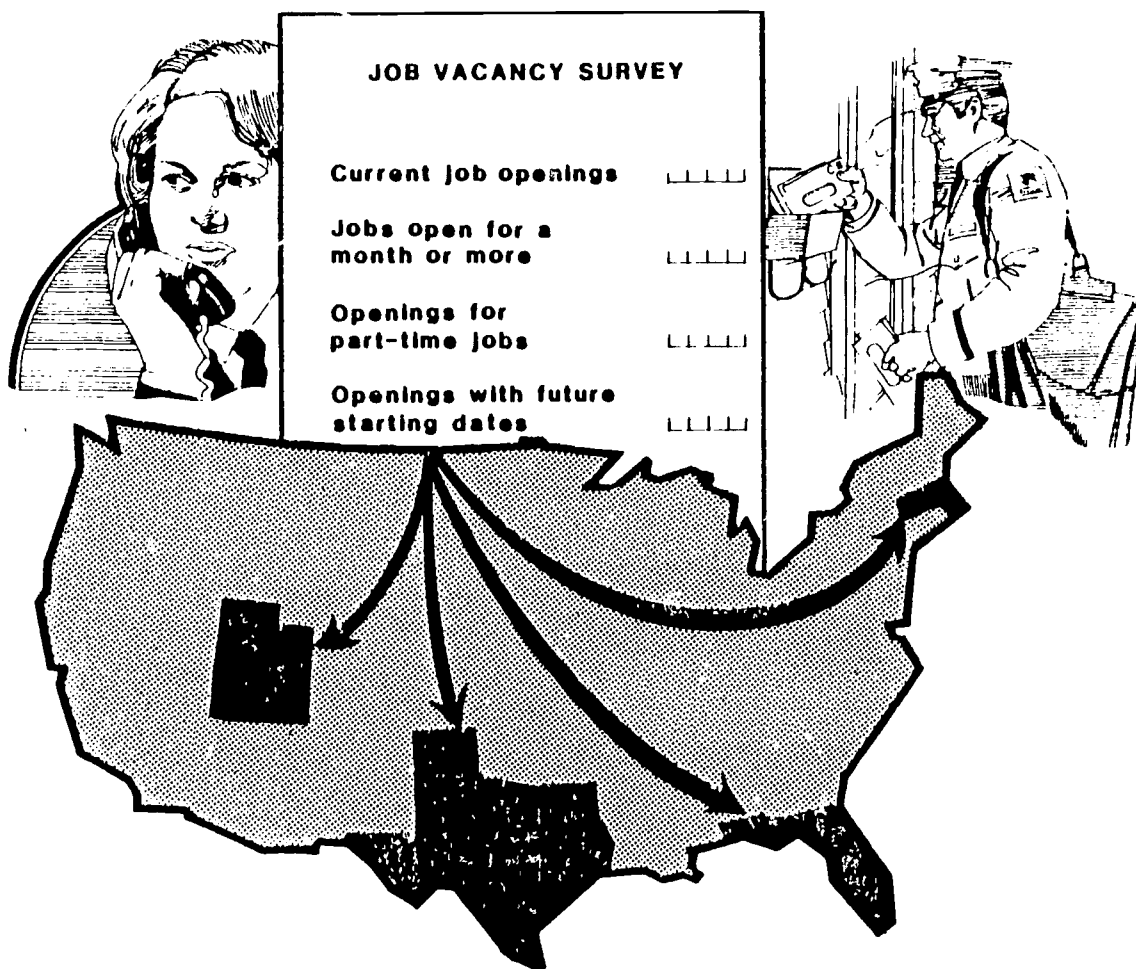
2 OCCUPATIONAL DEMAND

CAPSULE SUMMARY Employment Service Operations (Job Orders)



<p style="text-align: center;">Coverage</p> <ul style="list-style-type: none"> ● All nonagricultural job openings listed with the State Employment Security Agency (SESA) Employment Service local offices. Mandatory listing of most jobs by Federal contractors with contracts over \$10,000. ● All job orders filed at local employment service offices are included in SESA's Job Bank. 	<p style="text-align: center;">Relevant Reporting Forms</p> <p>Employment Service job order (ES-514)</p>	<p style="text-align: center;">Reporting Entities</p> <p>Employers listing job orders with State Employment Service</p>	<p style="text-align: center;">Responsible State Agencies/Organizations</p> <p>State Employment Security Agency (SESA) local Employment Service offices.</p>
<p style="text-align: center;">Geographic Detail</p> <p>Job orders by occupation can be summarized at the following geographic levels of detail:</p> <ul style="list-style-type: none"> ● By Employment Service local office ● By SMSA or major labor market ● State-wide ● Nation-wide 	<p style="text-align: center;">Classification Detail</p> <ul style="list-style-type: none"> ● The occupation indicated on a job order, is classified using either a three-, six-, or nine-digit Dictionary of Occupational Titles (DOT) code. ● The industry of the employer filing a job order is coded using the Standard Industrial Classification (SIC) Manual. 	<p style="text-align: center;">Time Reference Detail</p> <ul style="list-style-type: none"> ● Job Bank contains the current job openings by occupation. ● ESARS Table 96 is developed monthly showing year-to-date totals. ● Job Bank Openings Summary (JBOS), Job Bank Frequently Listed Openings (JOB-FLO), and Occupations in Demand at Job Service Offices (OID) are produced monthly and summarize job openings listed at local offices during the previous month. 	

BUREAU OF LABOR STATISTICS (BLS) PILOT JOB VACANCY STUDY

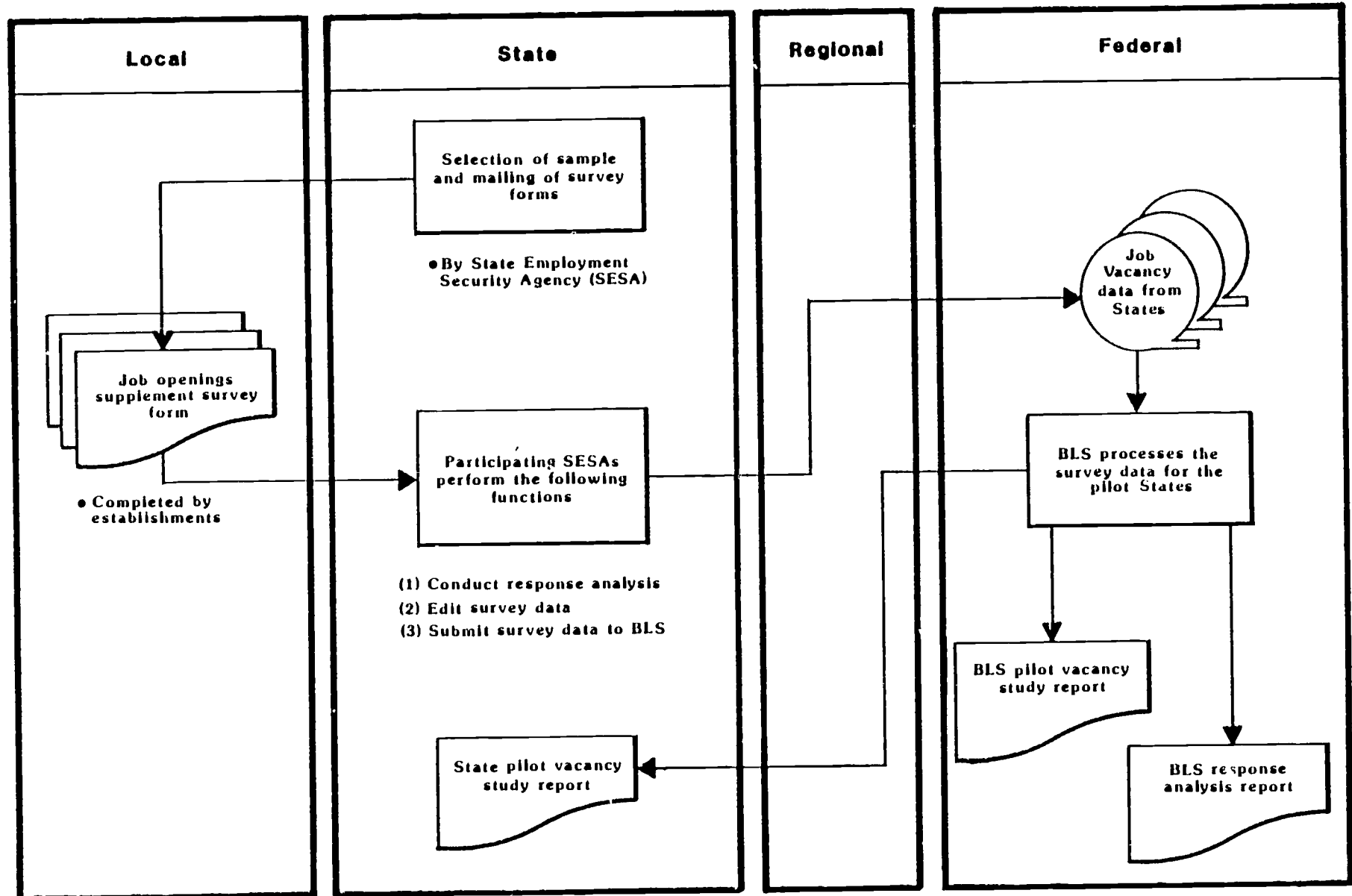


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OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

Bureau of Labor Statistics (BLS) Job Vacancy Study

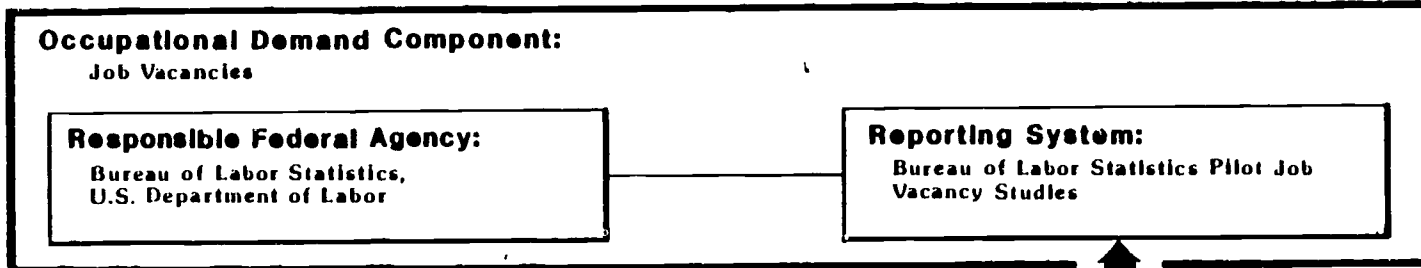


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OCCUPATIONAL DEMAND

CAPSULE SUMMARY

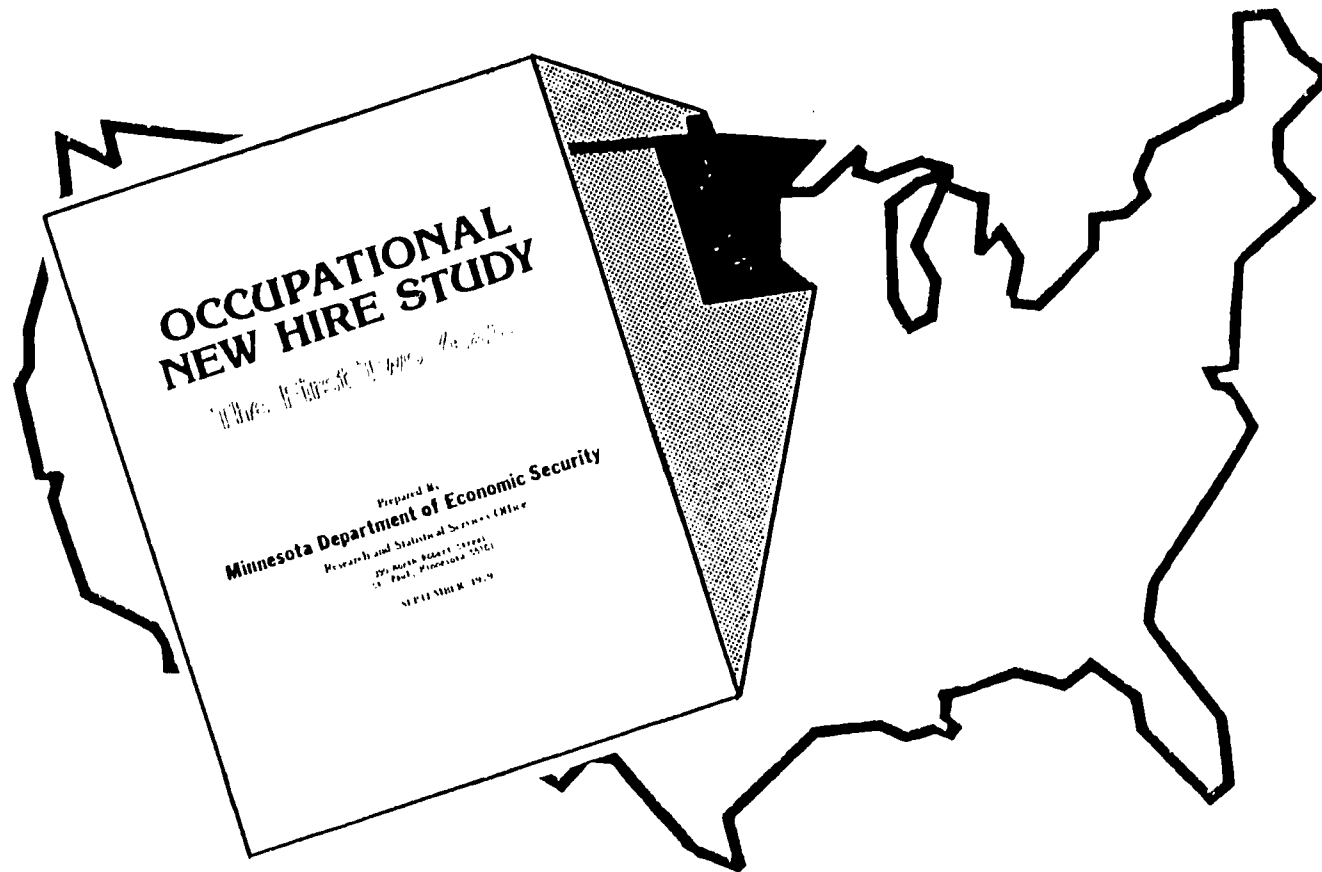
Bureau of Labor Statistics Pilot Job Vacancy Studies



<p>Coverage</p> <p>Pilot studies in four States will analyze methods of collecting job openings information in all nonagricultural industries. The pilot studies are surveying a sample of all nonagricultural establishments in an attempt to expand the coverage of the Labor Turnover Survey.</p>	<p>Relevant Reporting Forms</p> <p>Several job opening survey forms are being studied as possible supplements to the Labor Turnover Survey forms currently in use.</p>	<p>Reporting Entities</p> <p>Establishments in each of the pilot states are solicited for voluntary participation.</p>	<p>Responsible State Agencies/Organizations</p> <p>State Employment Security Agencies (SESAs) in:</p> <ul style="list-style-type: none"> • Utah • Texas • Massachusetts • Florida
<p>Geographic Detail</p> <p>State-wide and potentially some major labor market areas</p>	<p>Classification Detail</p> <ul style="list-style-type: none"> • Data collection efforts are at the four-digit SIC industry level of detail and at a varying occupational level of detail based on the SOC. • Estimates of job openings are by major industry division and 19 SOC categories plus approximately 75 occupational titles. 	<p>Time Reference Detail</p> <ul style="list-style-type: none"> • This is a one-time study to be completed in the summer of 1980. • Six calendar quarters of data have been collected beginning with the first quarter of 1979 and ending with the second quarter of 1980. 	

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MINNESOTA'S OCCUPATIONAL NEW HIRES AND JOB OPENINGS SURVEY

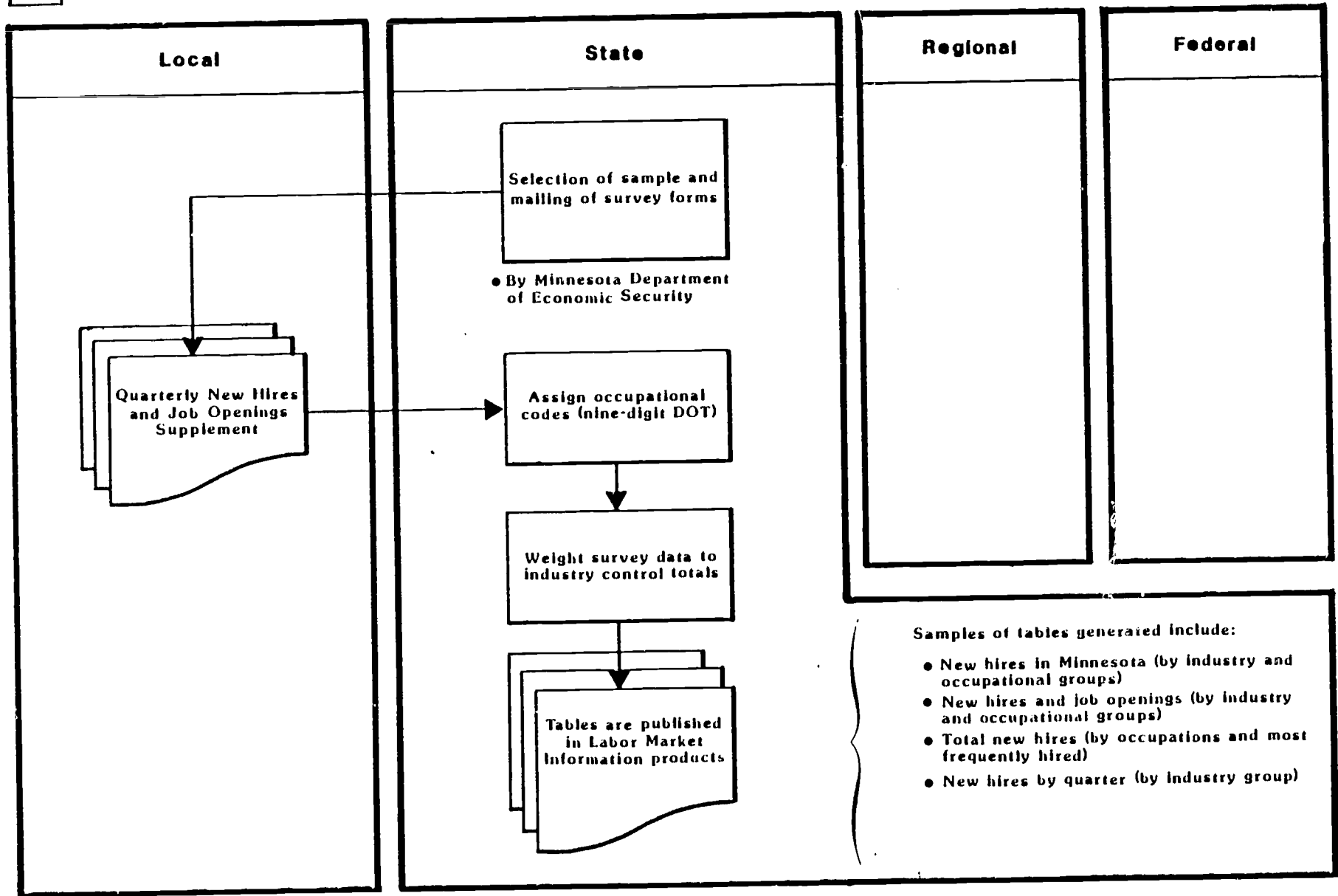


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OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

Minnesota's Occupational New Hires and Job Openings Study

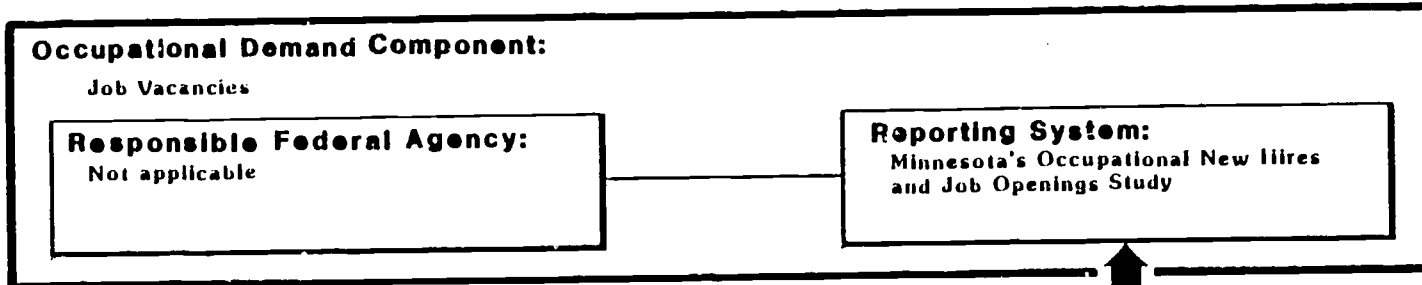


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OCCUPATIONAL DEMAND

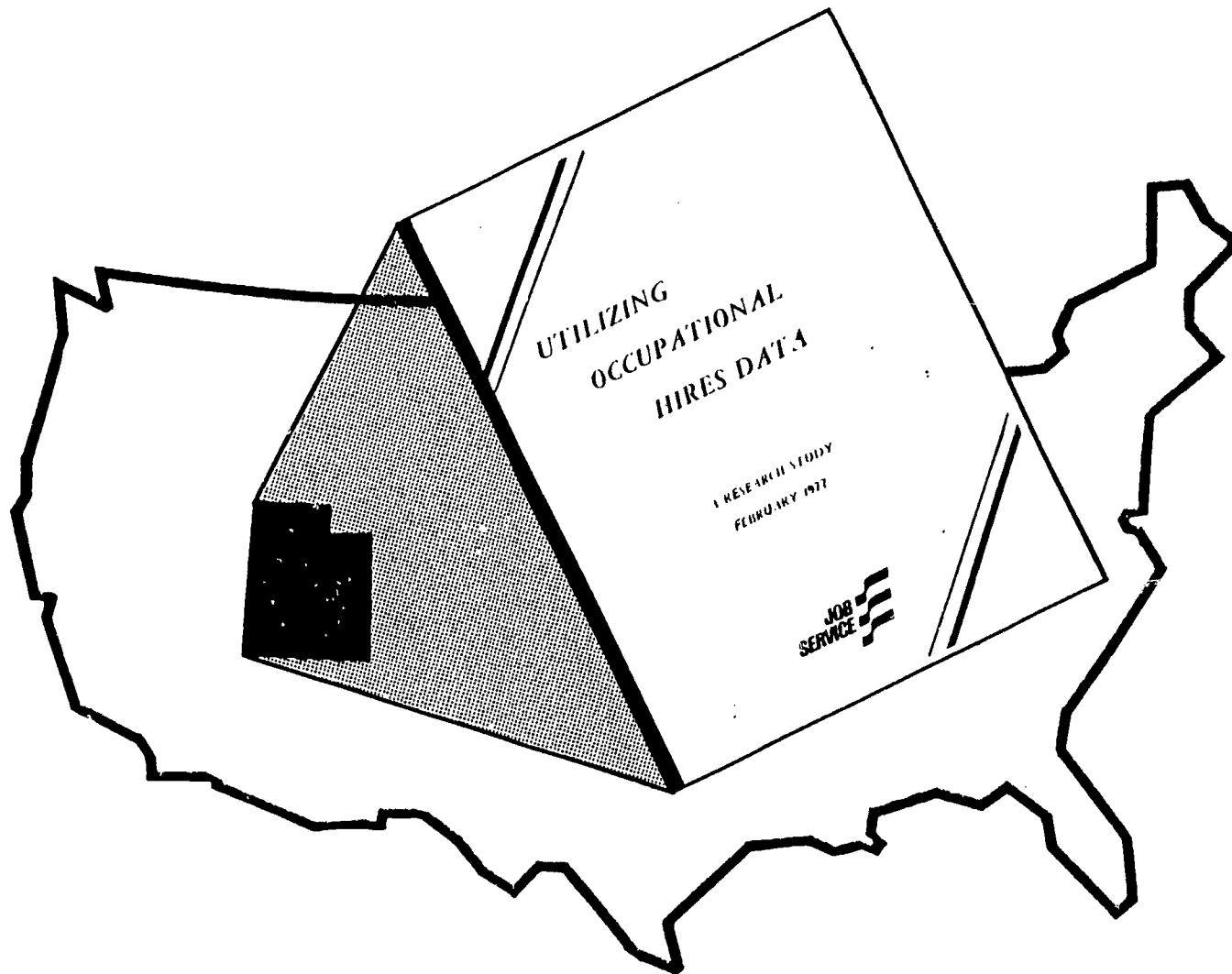
CAPSULE SUMMARY

Minnesota's Occupational New Hires and Job Openings Study



<p>Coverage</p> <p>Industrial establishments in Minnesota excluding railroads, construction, agriculture, and domestics.</p>	<p>Relevant Reporting Forms</p> <p>Quarterly New Hires and Job Openings Settlement (ES-90130-03)</p>	<p>Reporting Entities</p> <p>Voluntary participation by 2300 firms in Minnesota</p>	<p>Responsible State Agencies/Organizations</p> <p>Minnesota Department of Economic Security</p>
<p>Geographic Detail</p> <ul style="list-style-type: none"> • State of Minnesota • Minneapolis-St. Paul SMSA 	<p>Classification Detail</p> <ul style="list-style-type: none"> • New hires and job openings information collected is categorized by two-digit Standard Industrial Classification (SIC) industry codes and nine-digit Dictionary of Occupational Titles (DOT) occupation codes. 	<p>Time Reference Detail</p> <p>Information is collected quarterly and is included in both quarterly and annual Labor Market Information Core Products publications.</p>	

UTAH OCCUPATIONAL HIRES DATA

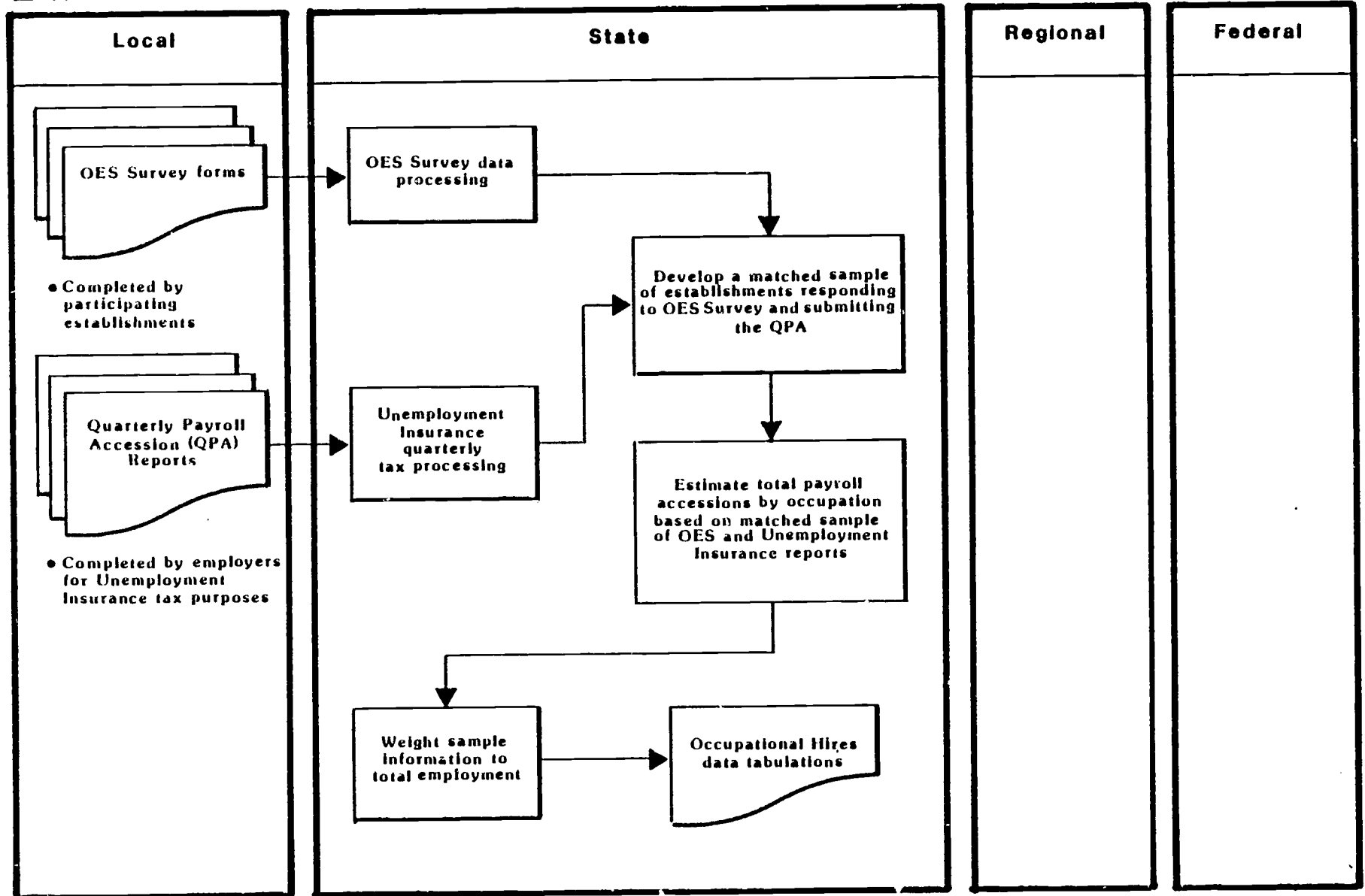


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OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

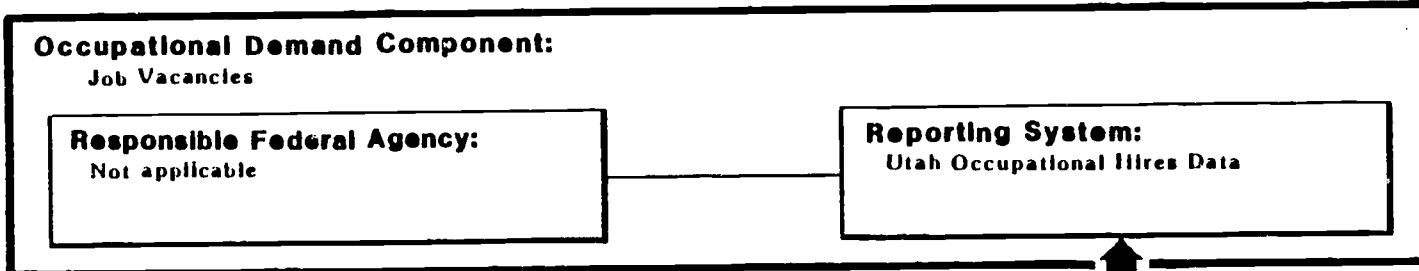
Utah Occupational Hires Data



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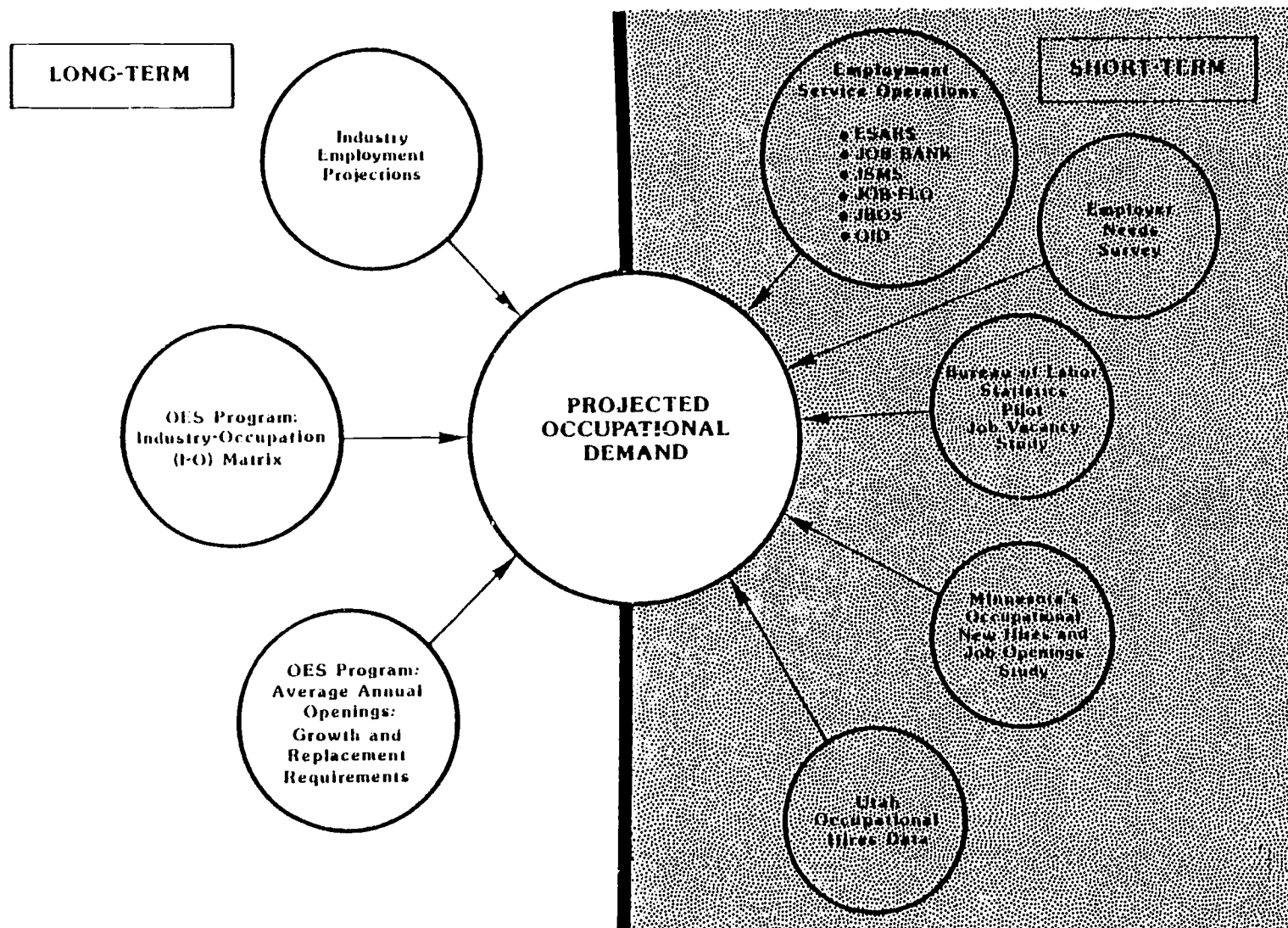
OCCUPATIONAL DEMAND

CAPSULE SUMMARY Utah Occupational Hires Data

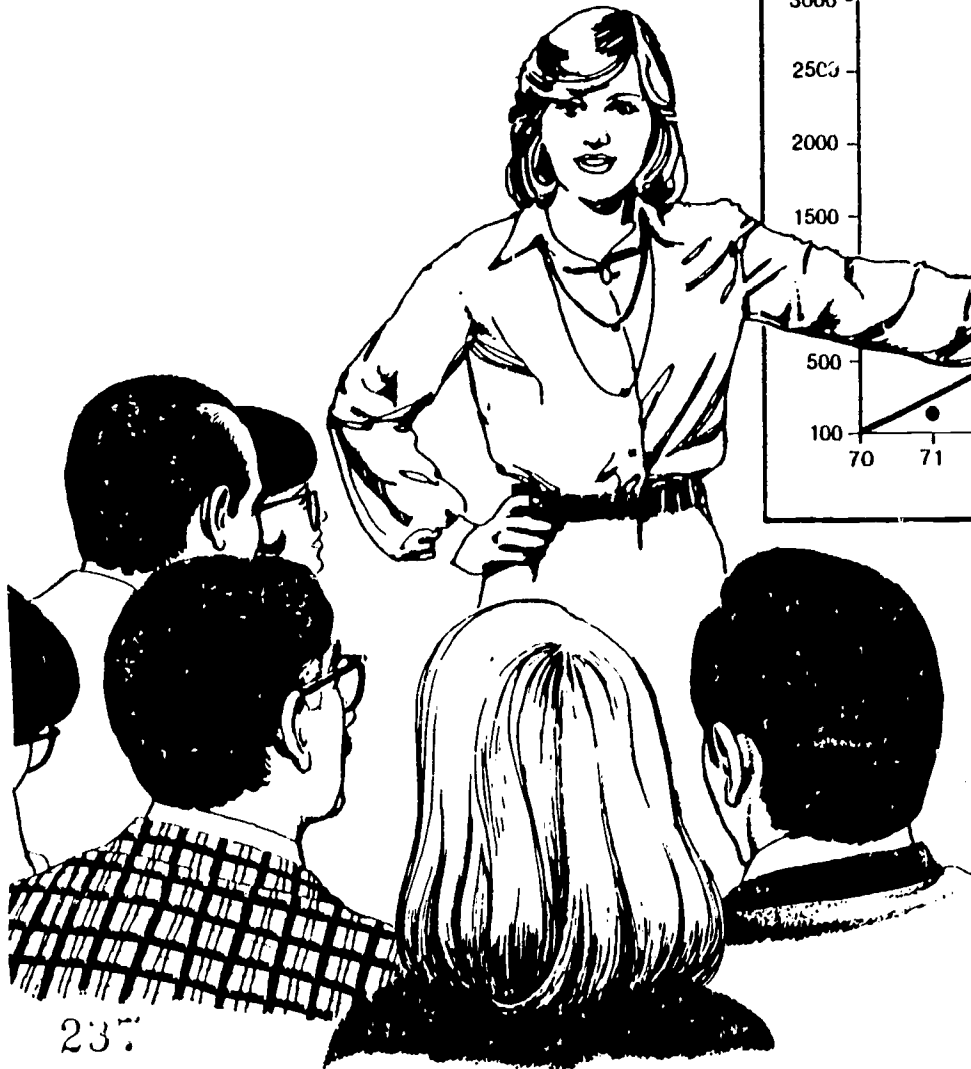
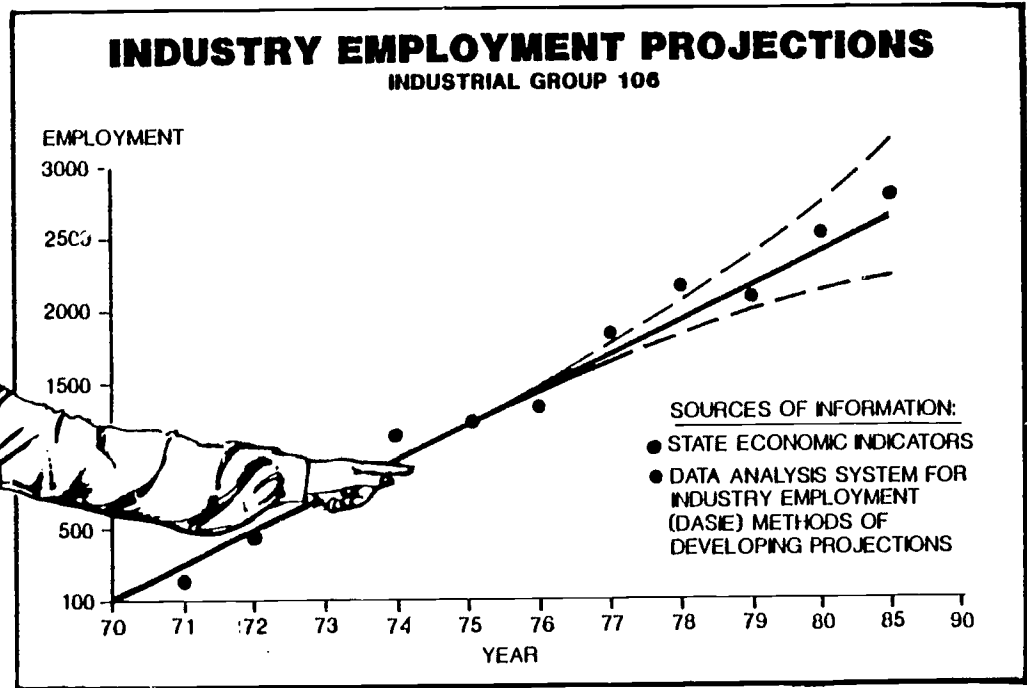


<p>Coverage</p> <p>Establishments covered by Utah Unemployment Insurance law and responding to the OES Survey form the matched sample on which the Utah occupational new hires information is based.</p>	<p>Relevant Reporting Forms</p> <ul style="list-style-type: none"> • Quarterly Payroll Accession (QPA) reports submitted for Unemployment Insurance tax purposes • OES Survey forms 	<p>Reporting Entities</p> <p>Establishments</p>	<p>Responsible State Agencies/Organizations</p> <p>Utah Department of Employment Security</p>
<p>Geographic Detail</p> <p>State of Utah</p>	<p>Classification Detail</p> <p>Occupational hires data were categorized using the 1972 Standard Industrial Classification (SIC) for industry codes and the Third Edition of the Dictionary of Occupational Titles (DOT) for occupation codes.</p>	<p>Time Reference Detail</p> <p>The information needed to develop the occupational hires information is collected on an on-going basis although the data were only tabulated and published for the initial research project in 1976.</p>	

SOURCES OF PROJECTED OCCUPATIONAL DEMAND DATA



OCCUPATIONAL EMPLOYMENT STATISTICS PROGRAM: INDUSTRY EMPLOYMENT PROJECTIONS



OCCUPATIONAL EMPLOYMENT STATISTICS PROGRAM: INDUSTRY-OCCUPATION MATRIX (PROJECTED YEAR)

INDUSTRY DIVISION

MAJOR OCCUPATIONAL GROUP	Year	INDUSTRY DIVISION									
		Total as Producers	Agriculture Forestry Fishing	Mining	Construction	Manufacturing	Transportation Communications Utilities	Wholesale and Retail Trade	Finance Insurance Real Estate	Service Industries	Government
Total All Occupations	76 85	=	=	=	=	=	=	=	=	=	=
Professional, Technical Workers	76 85	=	=	CENSUS-BASED I-O MATRIX						=	=
Managers, Officials, Proprietors	76 85	=	=	=	=	=	=	=	=	=	
Sales Workers	76 85	=	=	=	=	=	=	=	=	=	
Clerical Workers	76 85	=	=	=	=	=	=	=	=	=	
Crafts and Kindred Workers	76 85	=	=	=	=	=	=	=	=	=	
Operatives	76 85	=	=	=	=	=	=	=	=	=	
Service Workers	76 85	=	=	=	=	=	=	=	=	=	
Labourers, except Farm	76 85	=	=	=	=	=	=	=	=	=	
Farmers and Farm Workers	76 85	=	=	=	=	=	=	=	=	=	

76
85

76
82

INDUSTRY DIVISION

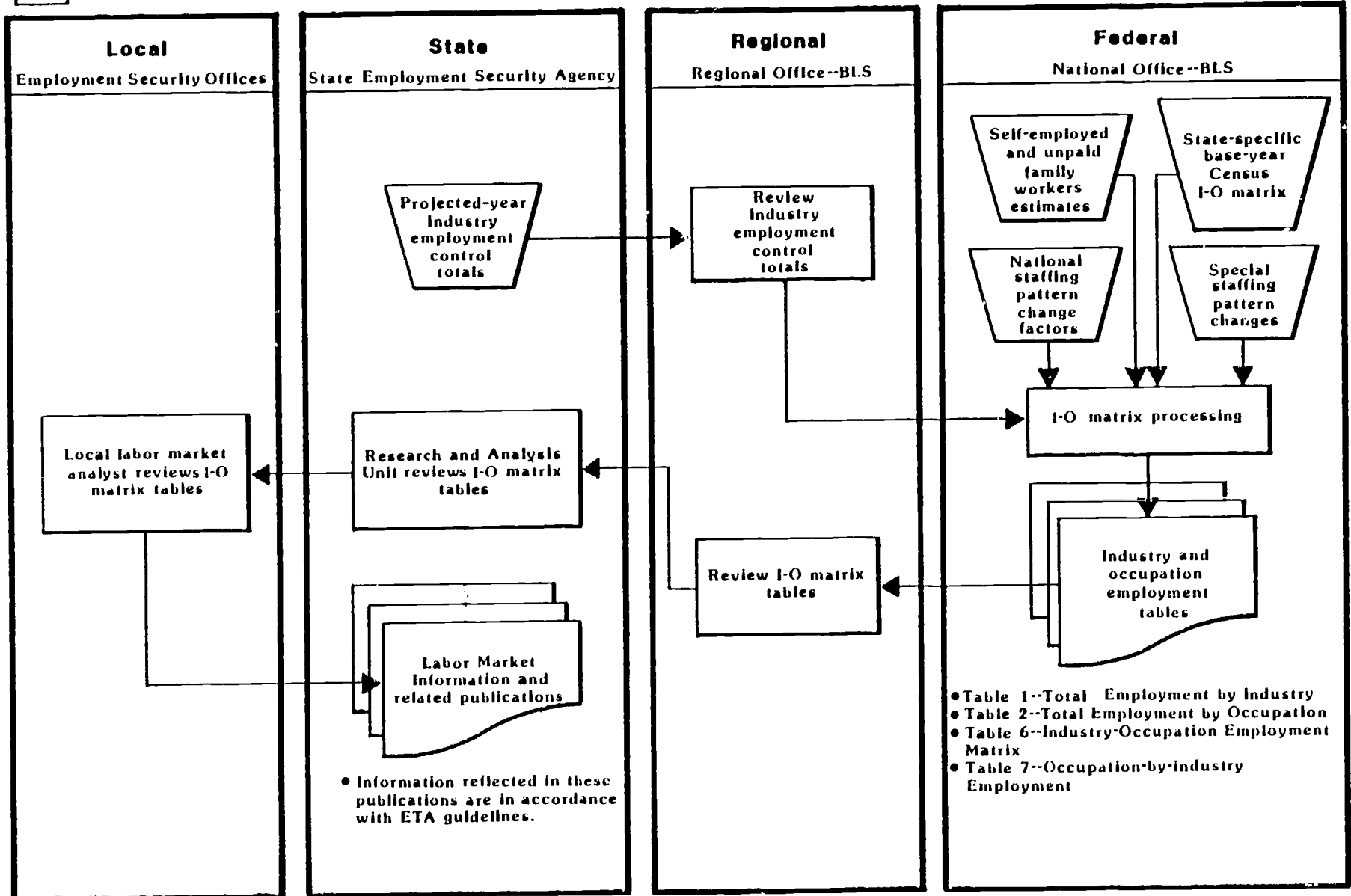
MAJOR OCCUPATIONAL GROUP	Year	INDUSTRY DIVISION									
		Total as Producers	Agriculture Forestry Fishing	Mining	Construction	Manufacturing	Transportation Communications Utilities	Wholesale and Retail Trade	Finance Insurance Real Estate	Service Industries	Government
Total All Occupations	76 82	=	=	=	=	=	=	=	=	=	=
Professional, Technical, Workers	76 82	=	=	OES SURVEY-BASED I-O MATRIX						=	=
Managers, Officials, Proprietors	76 82	=	=	=	=	=	=	=	=	=	
Sales Workers	76 82	=	=	=	=	=	=	=	=	=	
Clerical Workers	76 82	=	=	=	=	=	=	=	=	=	
Crafts and Kindred Workers	76 82	=	=	=	=	=	=	=	=	=	
Operatives	76 82	=	=	=	=	=	=	=	=	=	
Service Workers	76 82	=	=	=	=	=	=	=	=	=	
Labourers, except Farm	76 82	=	=	=	=	=	=	=	=	=	
Farmers and Farm Workers	76 82	=	=	=	=	=	=	=	=	=	

2

OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

OES Census-based Industry-Occupation Matrix (Projected Year)

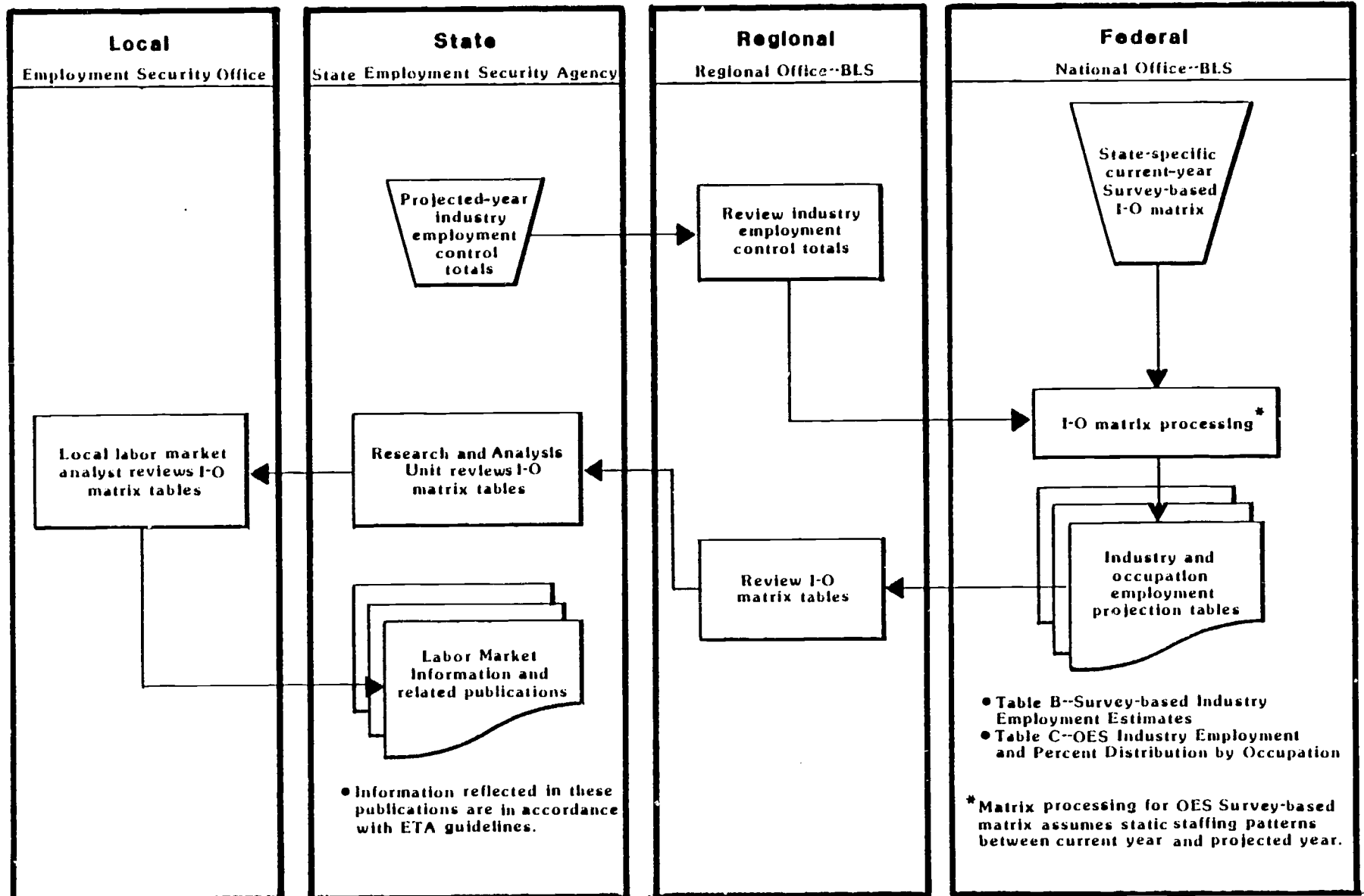


2

OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING

OES Survey-based Industry-Occupation Matrix (Projected Year)

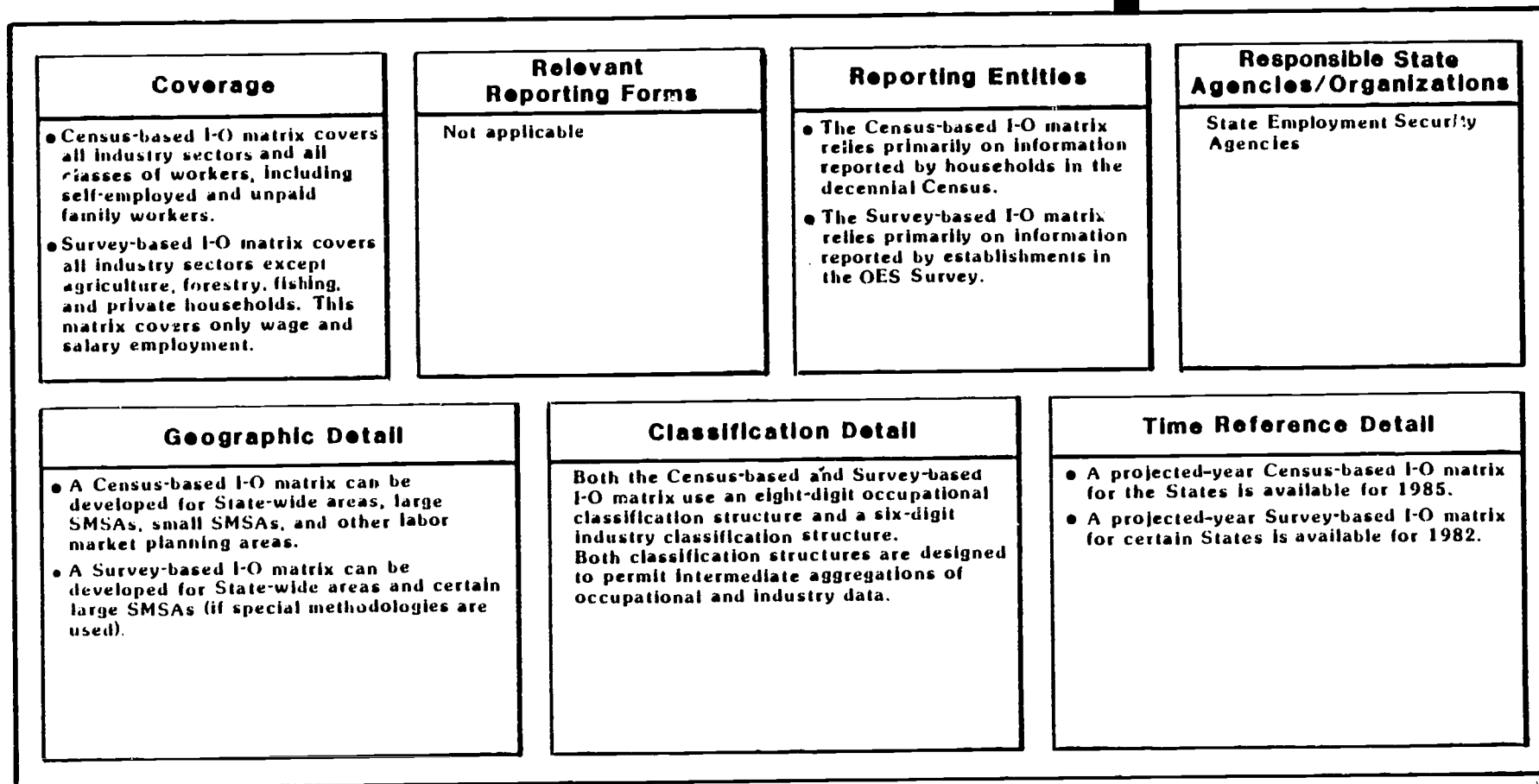
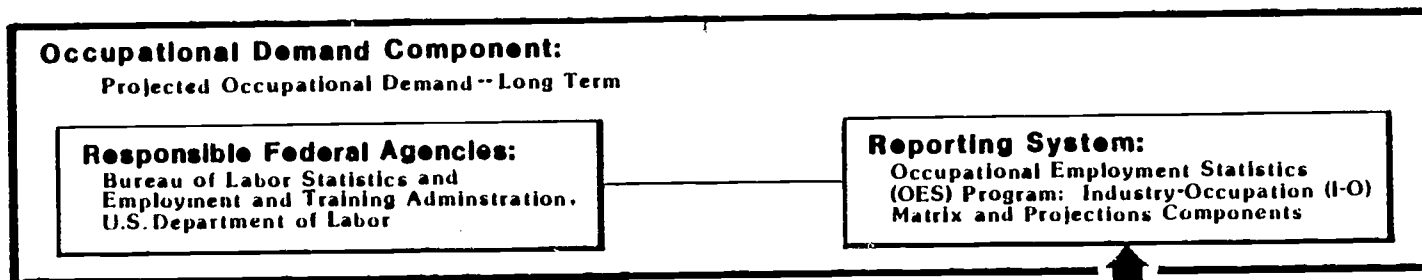


2

OCCUPATIONAL DEMAND

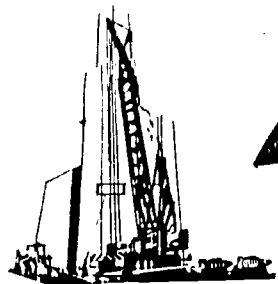
CAPSULE SUMMARY

OES Program: Industry-Occupation (I-O) Matrix (Projected Year)



OCCUPATIONAL EMPLOYMENT STATISTICS PROGRAM: AVERAGE ANNUAL OPENINGS: GROWTH AND REPLACEMENT REQUIREMENTS

OCCUPATIONAL TITLE	AVERAGE ANNUAL OPENINGS DUE TO GROWTH	AVERAGE ANNUAL OPENINGS DUE TO SEPARATIONS	TOTAL AVERAGE ANNUAL JOB OPENINGS
Stenographers	-1,000	2,000	1,000
Typists	15,000	30,000	45,000
Office Machine Operators	100	10,220	10,320
Bookkeeping, Billing Operators	1,500	1,300	2,800
Calculating Machine Operators	600	900	1,500
Computer, Peripheral Equip.	3,800	2,500	6,300
Duplicating Machine Operators	300	700	1,000
Keypunch Operators	-6,000	4,000	-2,000
Tabulating Machine Operators	-100	20	-80
Other Office Machine Operators	0	800	800



ECONOMIC CHANGE



DEATH



DISABILITY

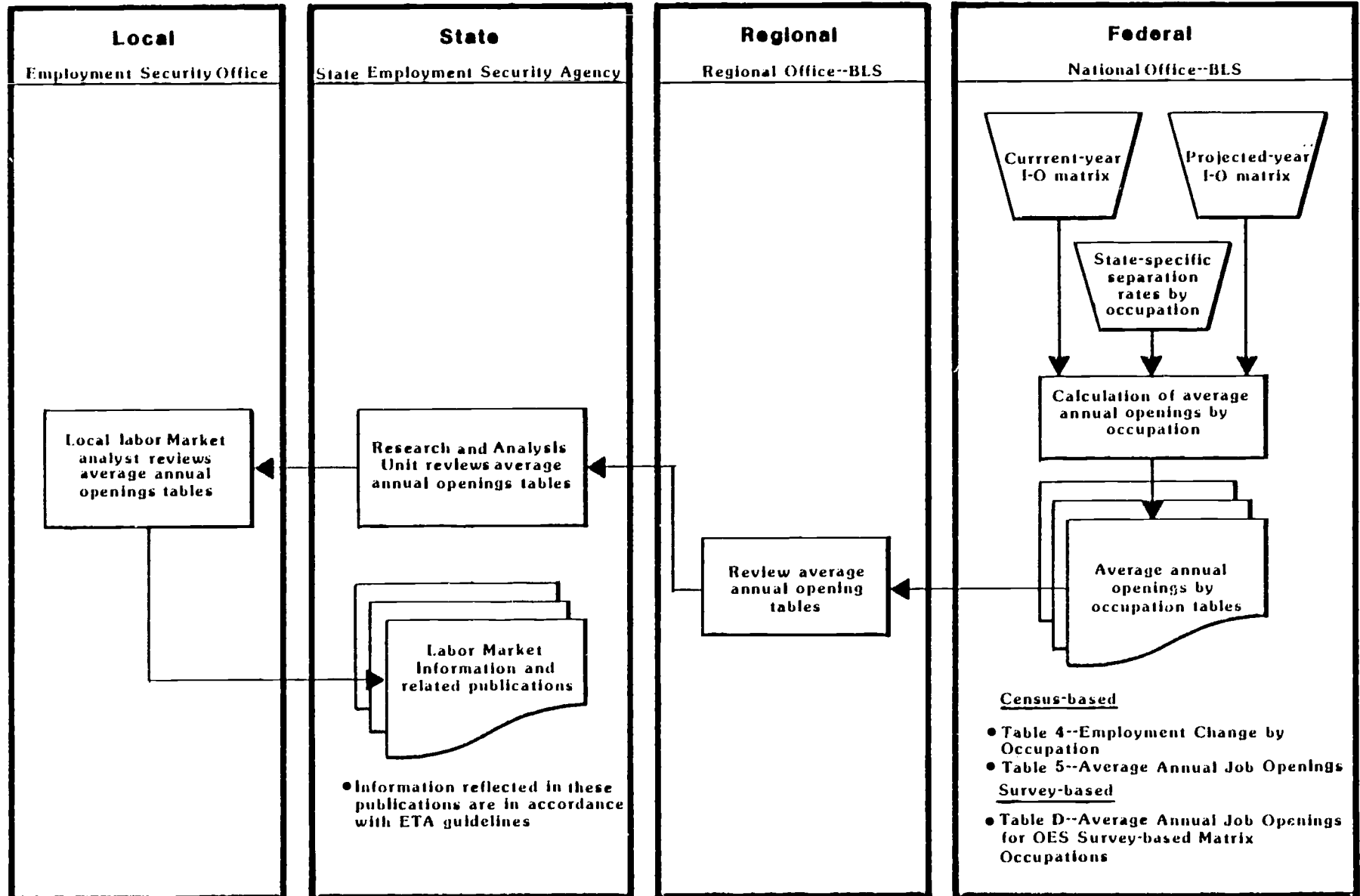


RETIREMENT

**OTHER
LABOR
FORCE
SEPARATIONS**

2 OCCUPATIONAL DEMAND

OVERVIEW OF INFORMATION PROCESSING OES Program: Average Annual Openings: Growth and Replacement Requirements



2

OCCUPATIONAL DEMAND

CAPSULE SUMMARY

OES Program: Average Annual Openings: Growth and Replacement Requirements

Occupational Demand Component:
Projected Occupational Demand--Long Term

Responsible Federal Agencies:
Bureau of Labor Statistics and
Employment and Training Administration,
U.S. Department of Labor

Reporting System:
Occupational Employment Statistics
(OES) Program: Average Annual Openings:
Growth and Replacement Requirements

Coverage

- The Census-based estimates of average annual openings are derived as a result of industry growth (decline) projections and replacement requirements caused by deaths and retirements. These estimates cover all industry sectors and all classes of workers, including self-employed and unpaid family workers.
- The Survey-based estimates of average annual openings are also derived as a result of industry growth (decline) projections and replacement requirements caused by deaths and retirements. These estimates do not cover the agriculture, forestry, fishing, and private households industries, and cover only wage and salary employment.

Relevant Reporting Forms

Not applicable

Reporting Entities

- Census-based estimates of average annual openings by occupation are based primarily on information reported by households in the decennial Census.
- Survey-based estimates of average annual openings by occupation are based primarily on information reported by establishments in the OES survey.

Responsible State Agencies/Organizations

State Employment Security Agency

Geographic Detail

- Census-based estimates of average annual openings by occupation can be developed for State-wide areas, large SMSAs, small SMSAs, and other labor market planning areas.
- Survey-based estimates of average annual openings by occupation can be developed for State-wide areas.

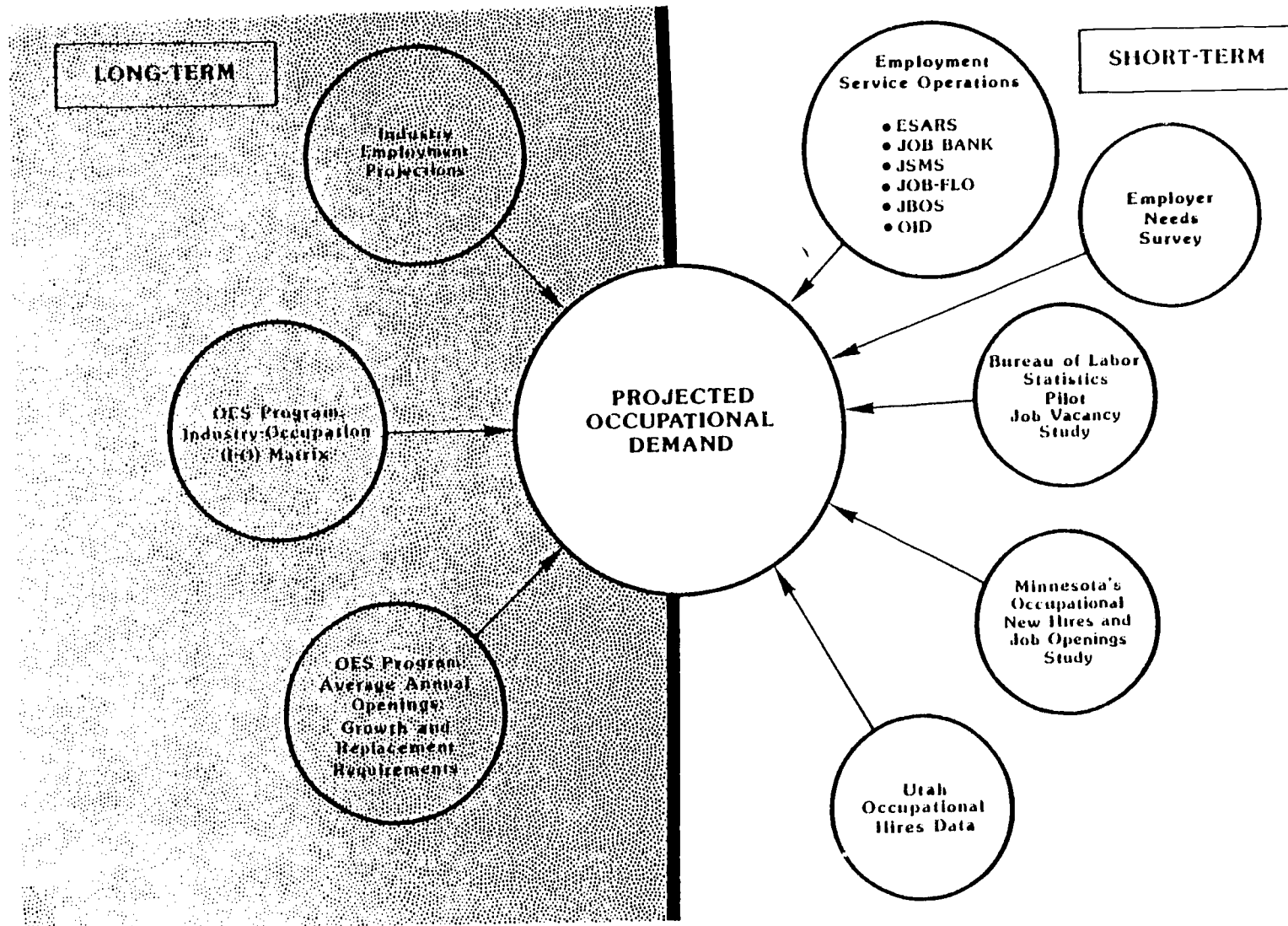
Classification Detail

Both the Census-based and Survey-based estimates of average annual openings by occupation use an eight-digit occupational classification structure. The classification structure is designed to permit intermediate aggregations of data on job openings by occupation.

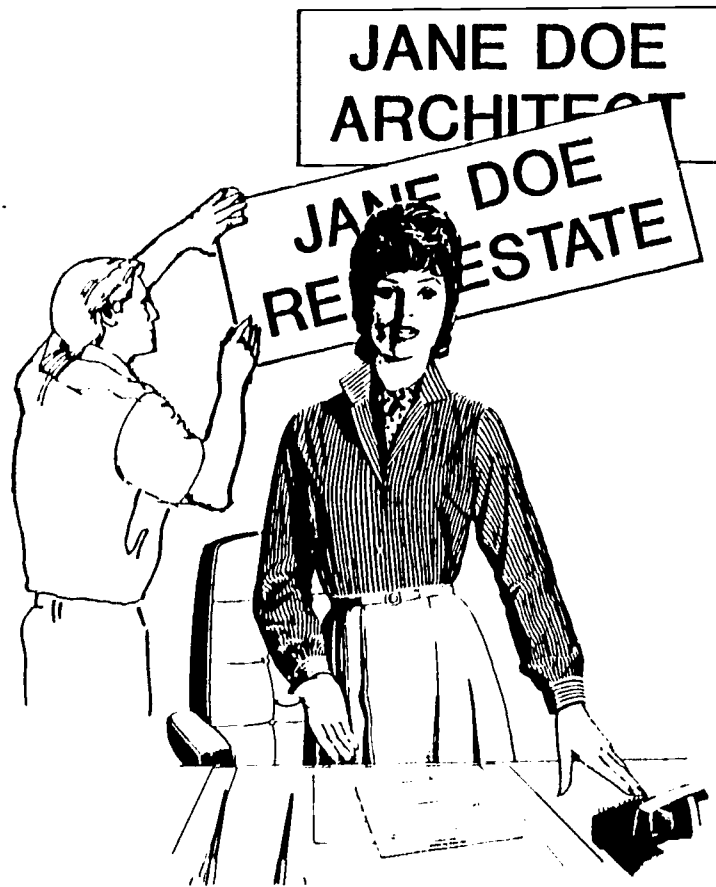
Time Reference Detail

- Census-based estimates of average annual openings by occupation are available for States covering the time period 1976-1985.
- Survey-based estimates of average annual openings by occupation are available for States covering the time period 1976-1982.

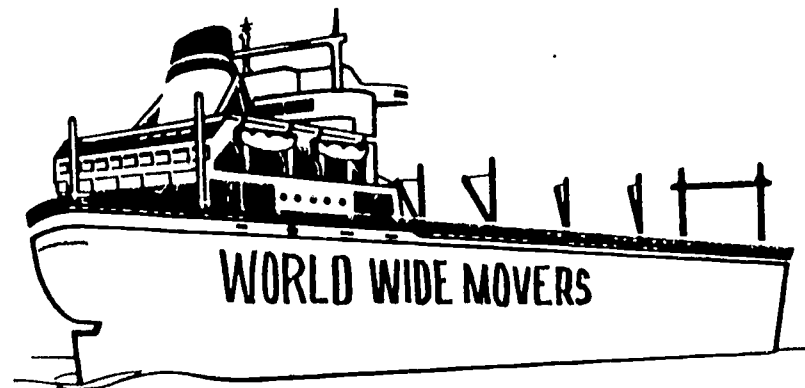
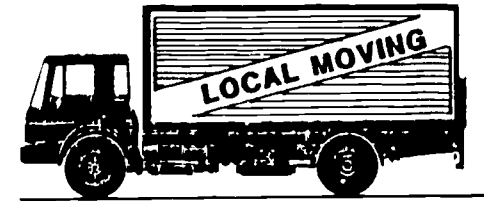
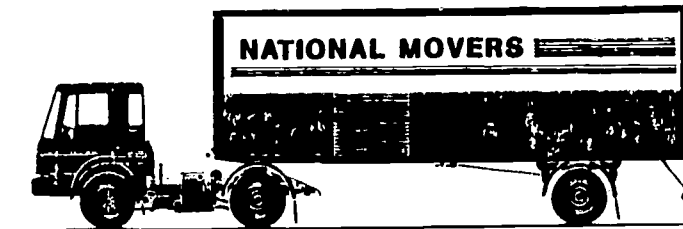
SOURCES OF PROJECTED OCCUPATIONAL DEMAND DATA



OCCUPATIONAL TRANSFERS AND GEOGRAPHIC MIGRATION



OCCUPATIONAL TRANSFER



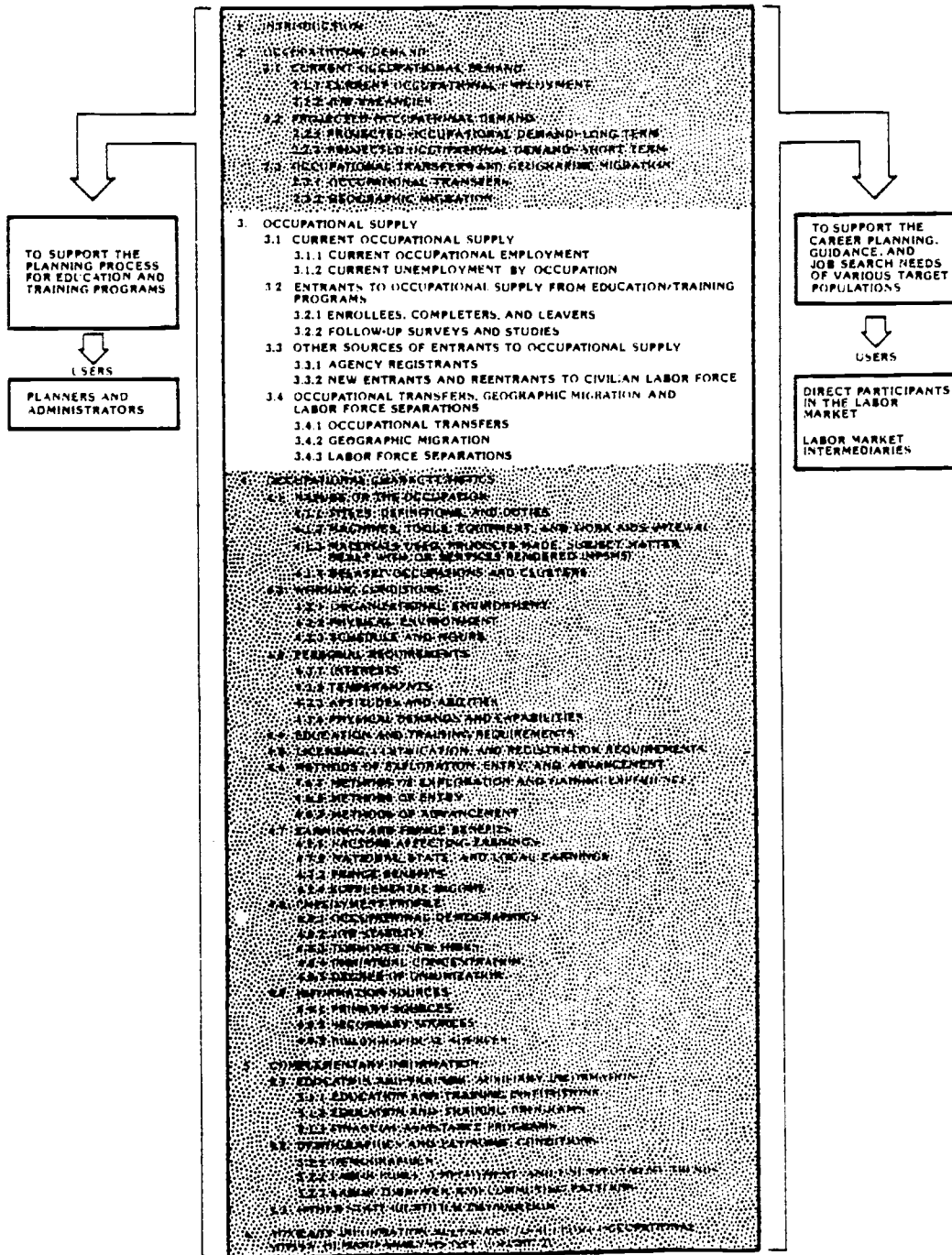
GEOGRAPHIC MIGRATION

3

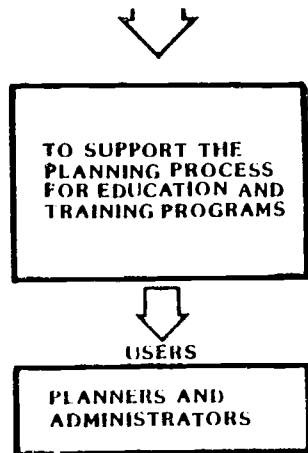
OCCUPATIONAL
SUPPLY

OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

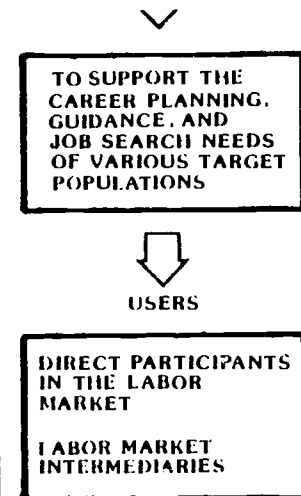
OCCUPATIONAL INFORMATION BASE



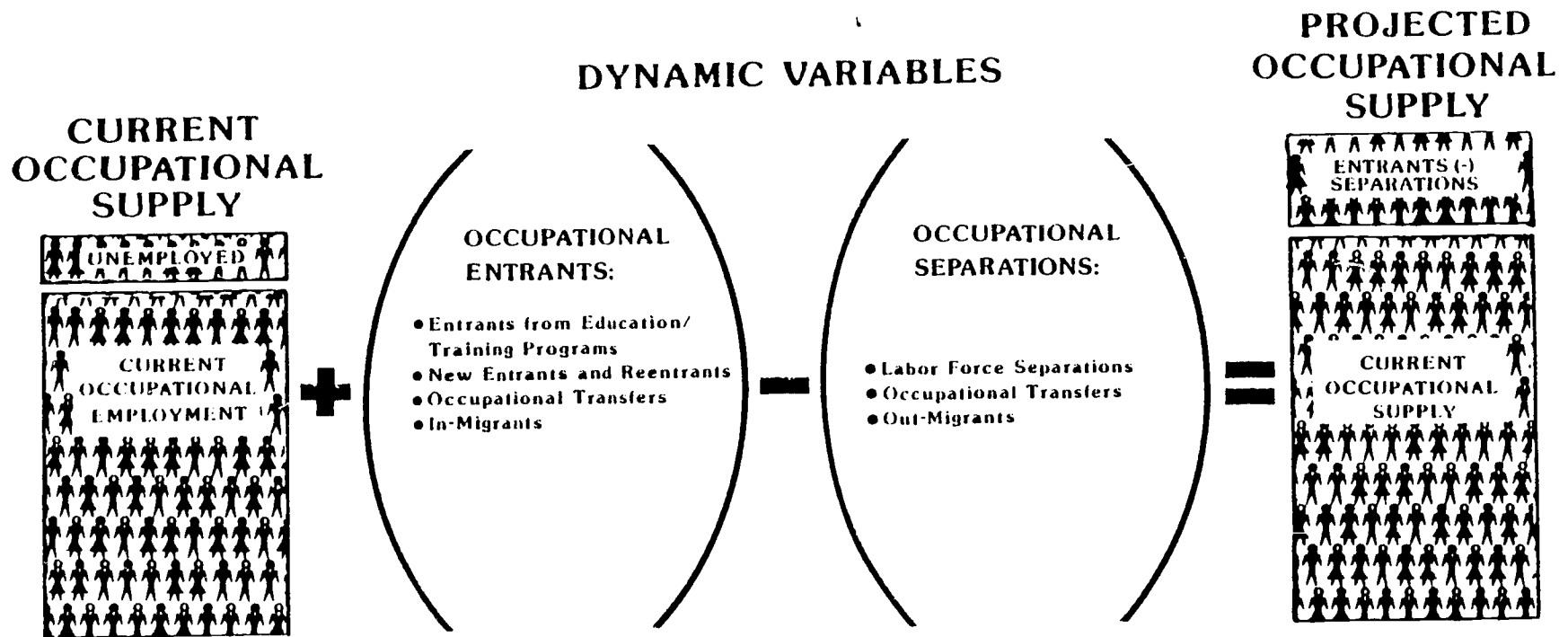
OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION



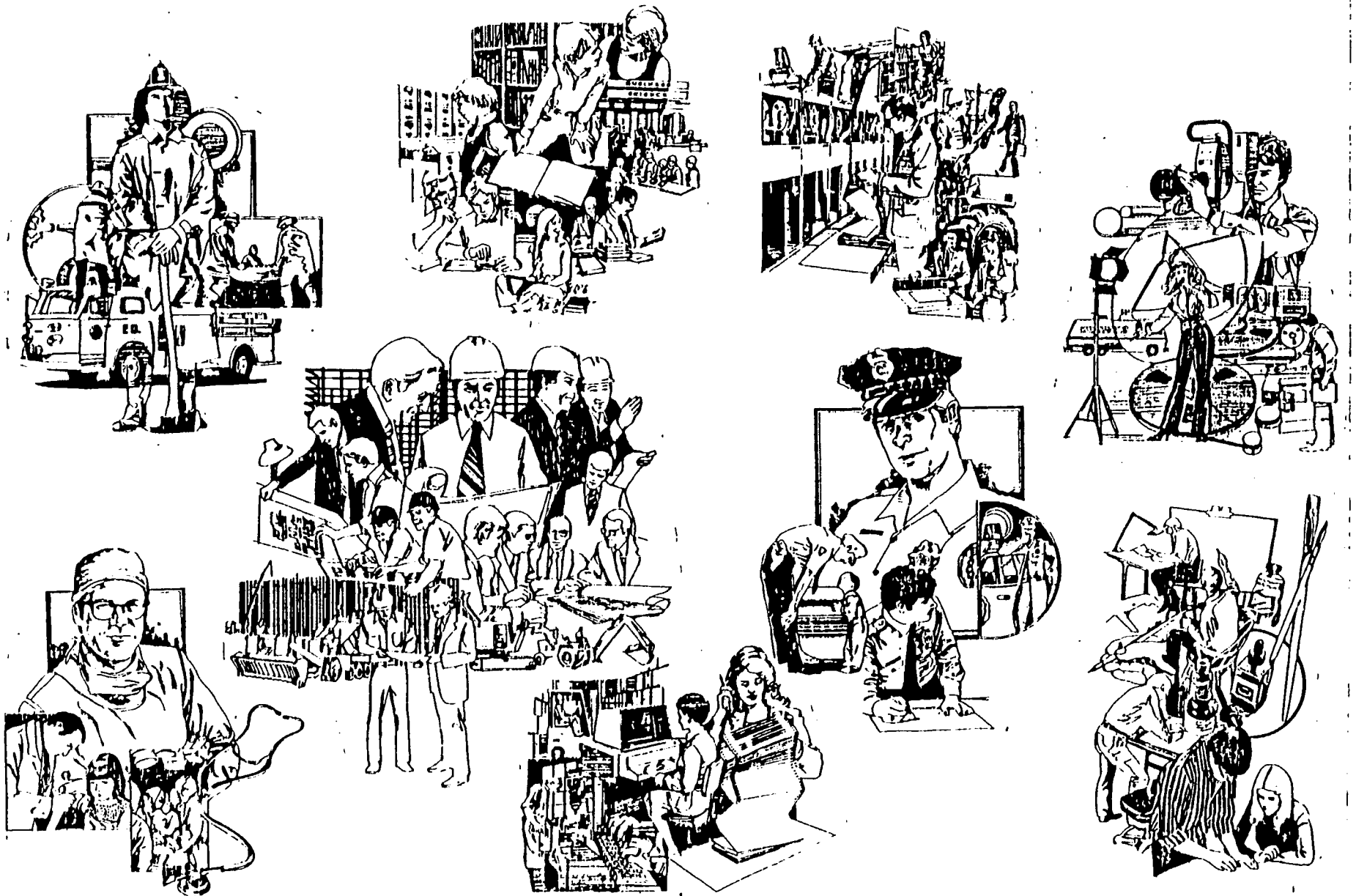
- 2.3.1 ...
- 2.3.2 GEOGRAPHIC MIGRATION
- 3. OCCUPATIONAL SUPPLY
 - 3.1 CURRENT OCCUPATIONAL SUPPLY
 - 3.1.1 CURRENT OCCUPATIONAL EMPLOYMENT
 - 3.1.2 CURRENT UNEMPLOYMENT BY OCCUPATION
 - 3.2 ENTRANTS TO OCCUPATIONAL SUPPLY FROM EDUCATION/TRAINING PROGRAMS
 - 3.2.1 ENROLLEES, COMPLETERS, AND LEAVERS
 - 3.2.2 FOLLOW-UP SURVEYS AND STUDIES
 - 3.3 OTHER SOURCES OF ENTRANTS TO OCCUPATIONAL SUPPLY
 - 3.3.1 AGENCY REGISTRANTS
 - 3.3.2 NEW ENTRANTS AND REENTRANTS TO CIVILIAN LABOR FORCE
 - 3.4 OCCUPATIONAL TRANSFERS, GEOGRAPHIC MIGRATION, AND LABOR FORCE SEPARATIONS
 - 3.4.1 OCCUPATIONAL TRANSFERS
 - 3.4.2 GEOGRAPHIC MIGRATION
 - 3.4.3 LABOR FORCE SEPARATIONS
- 4. OCCUPATIONAL CHARACTERISTICS
 - 4.1 NATURE OF THE OCCUPATION



OCCUPATIONAL SUPPLY



CURRENT OCCUPATIONAL EMPLOYMENT

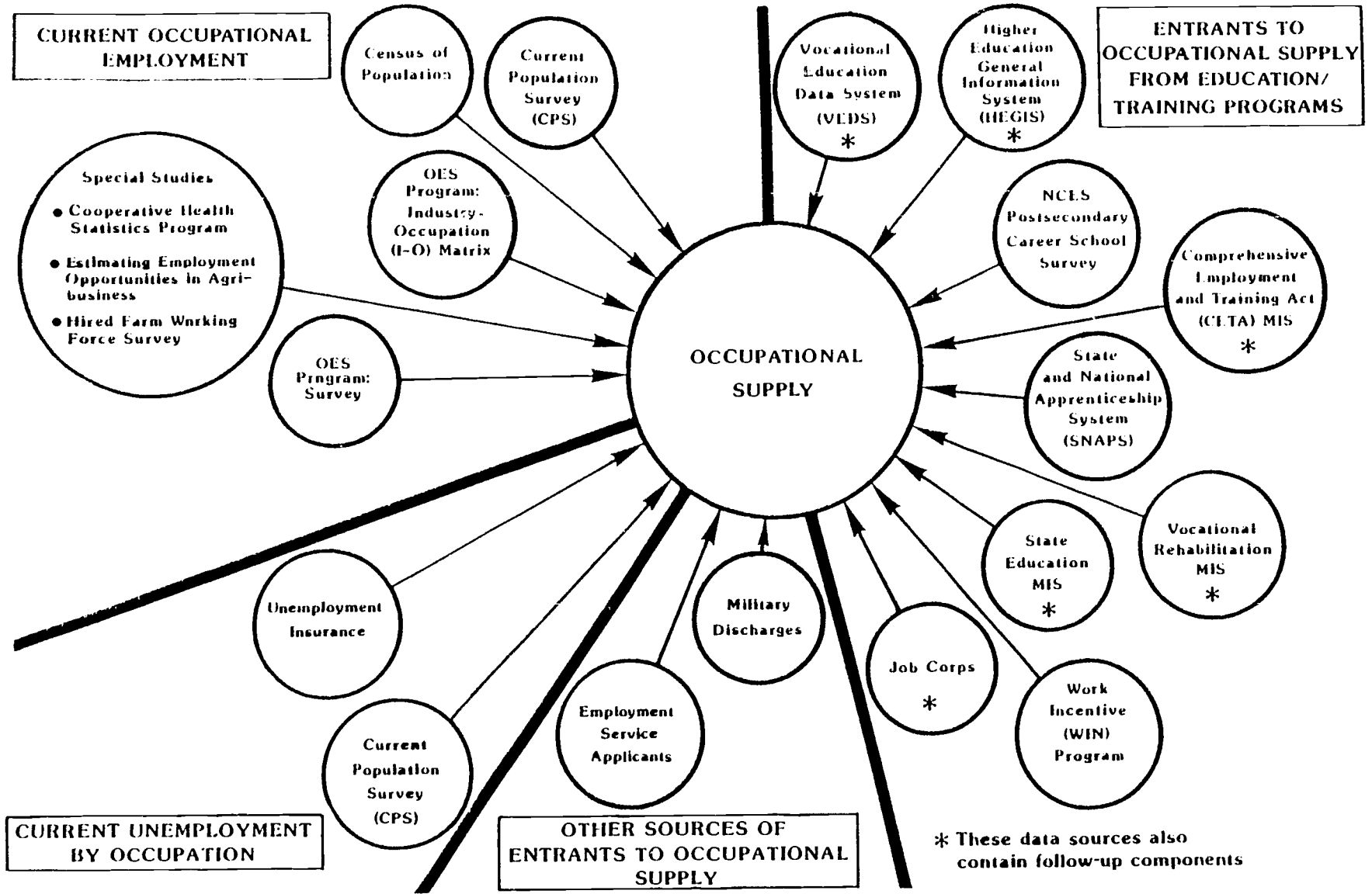


CURRENT OCCUPATIONAL SUPPLY

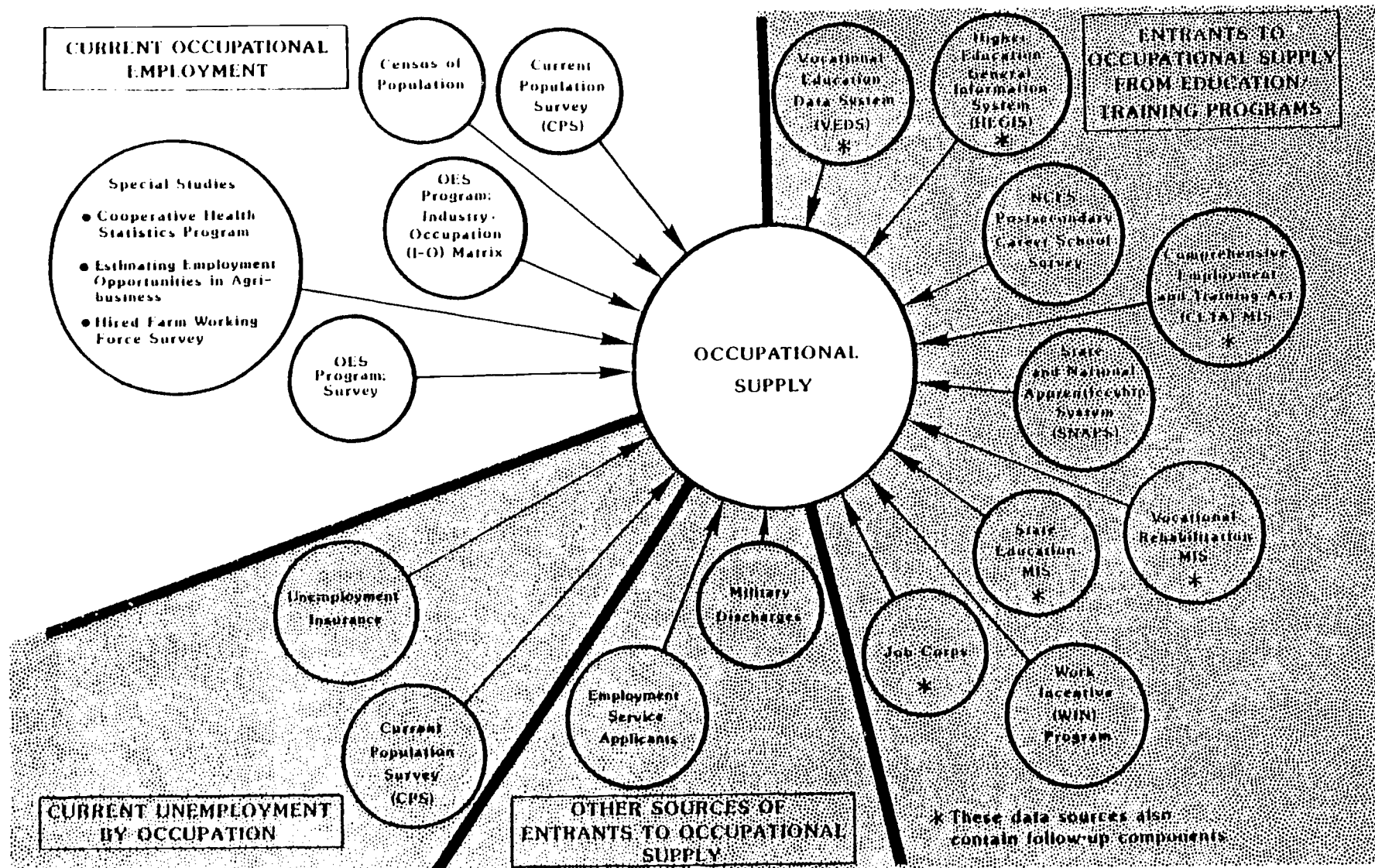
The number of people employed in a specific occupation plus the number of people unemployed and who are qualified for and actively seeking employment in that occupation.



SOURCES OF OCCUPATIONAL SUPPLY DATA

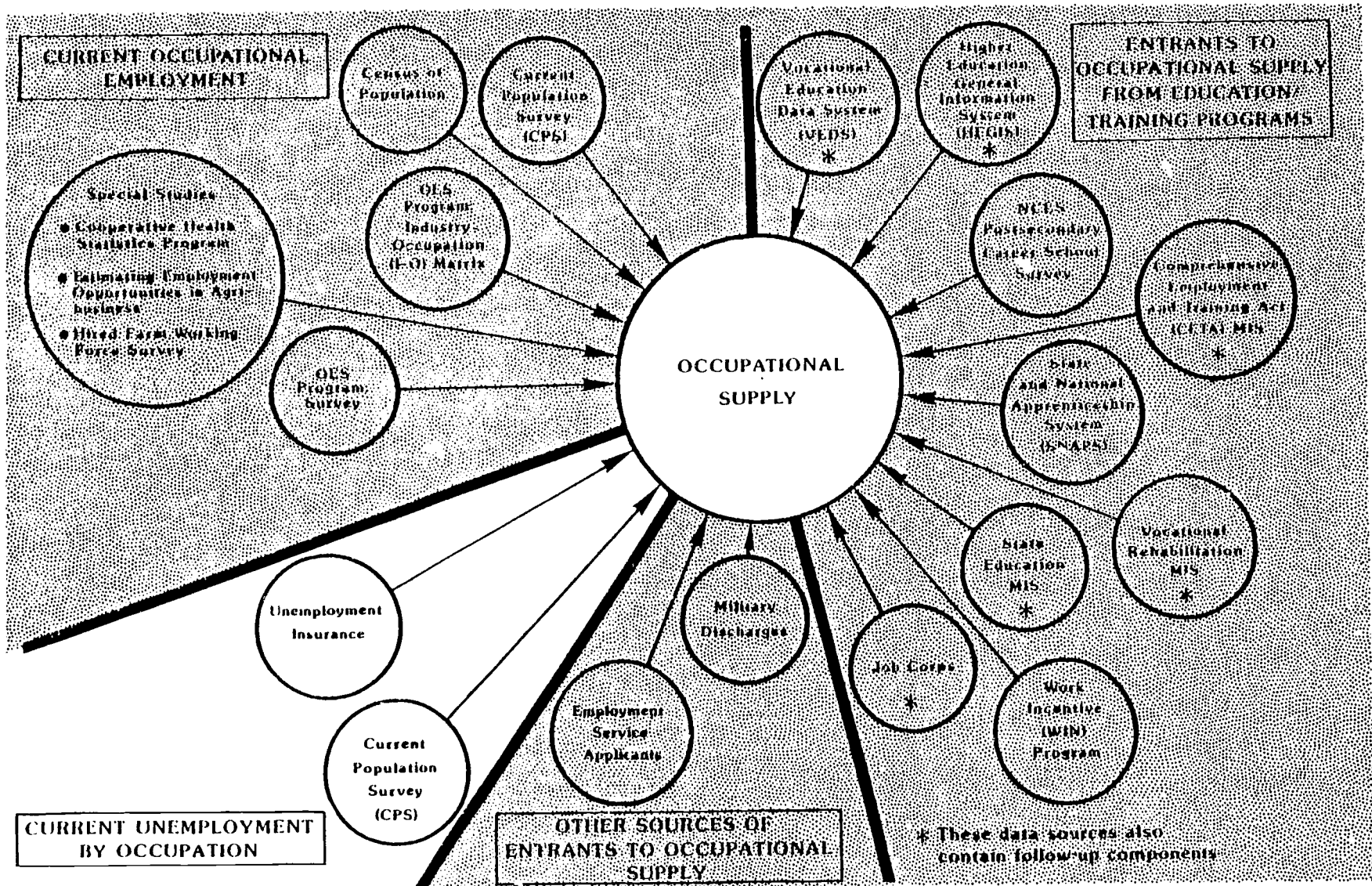


SOURCES OF OCCUPATIONAL SUPPLY DATA



T-80

SOURCES OF OCCUPATIONAL SUPPLY DATA

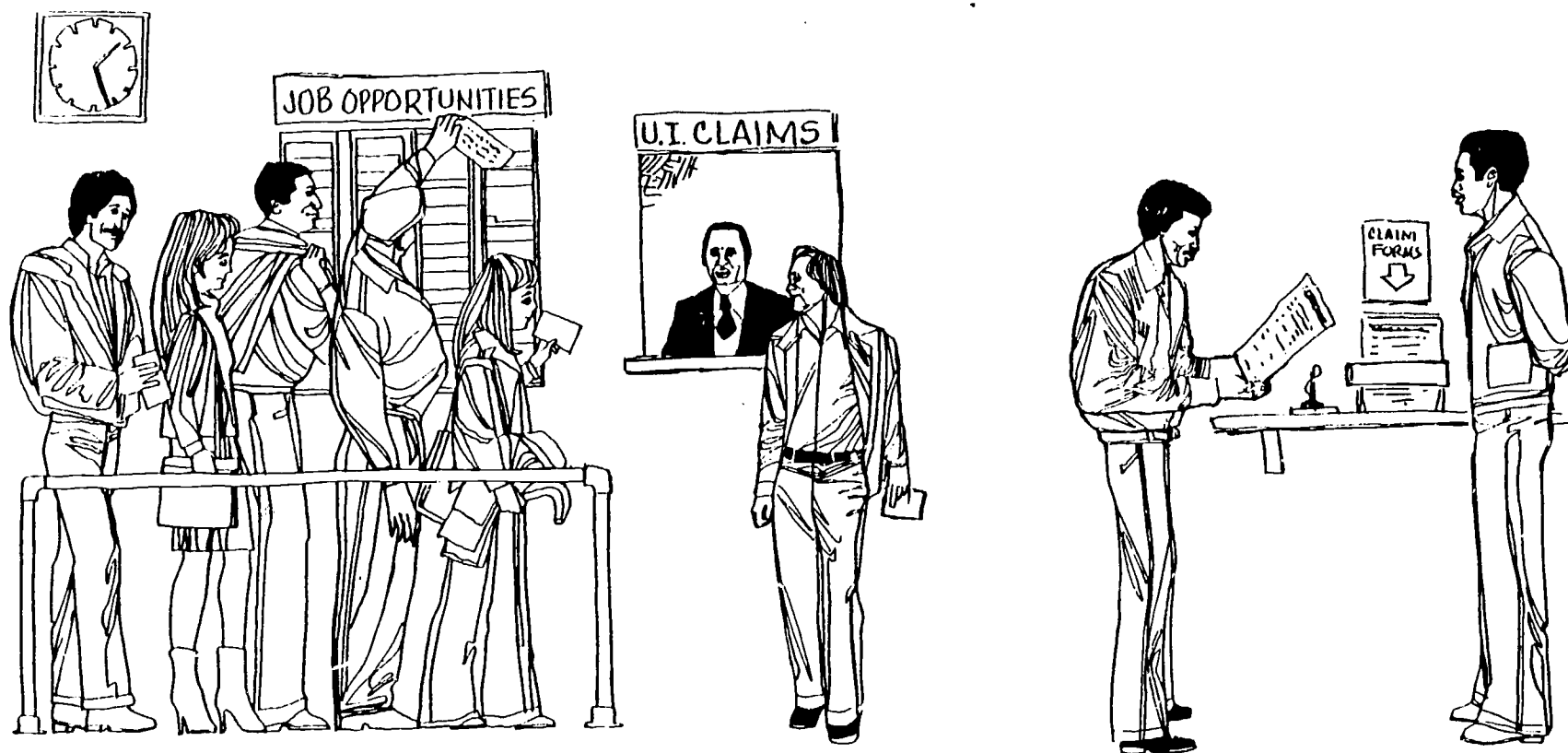


CURRENT UNEMPLOYMENT BY OCCUPATION



UNEMPLOYMENT INSURANCE (UI) SYSTEM

UNEMPLOYMENT INSURANCE
LOCAL OFFICE

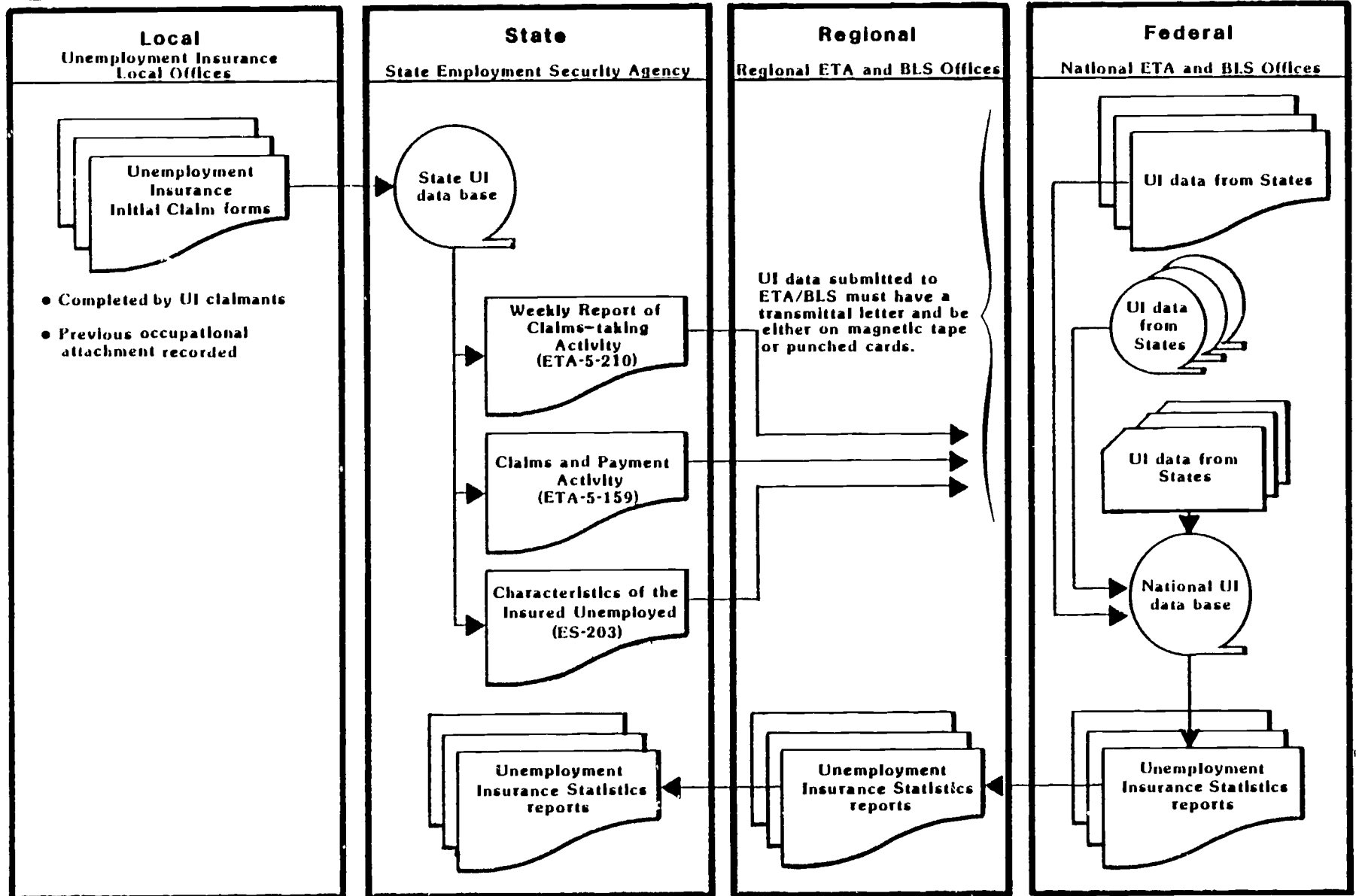


3

OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Unemployment Insurance (UI) System

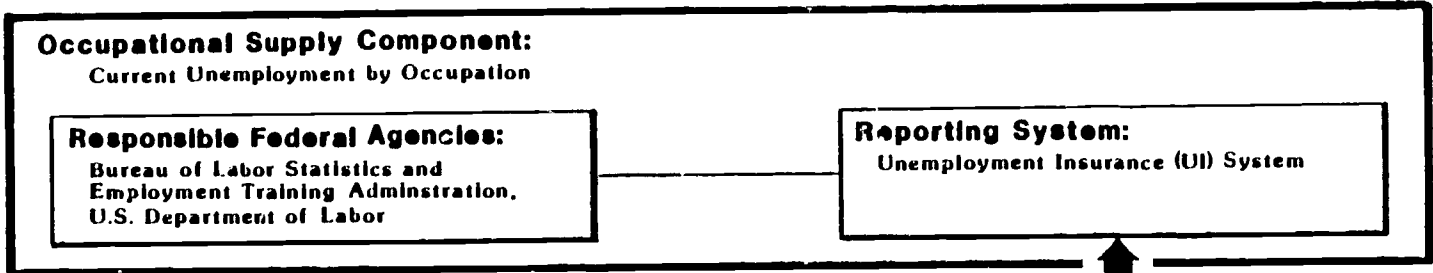


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**OCCUPATIONAL
SUPPLY**

CAPSULE SUMMARY

Unemployment Insurance (UI) System



<p>Coverage</p> <p>The Unemployment Insurance (UI) system currently covers approximately 97 percent of all wage and salary employment. Not covered by UI are self-employed, clergy, some domestic household service, small nonprofit organizations, and small agricultural employers.</p>	<p>Relevant Reporting Forms</p> <p>Unemployment Insurance claim forms are the initial source of data. These forms contain information on the previous occupational attachment of UI claimants. This information is summarized in the Characteristics Of The Insured Unemployed report (ES-203) submitted to the ETA National Office.</p>	<p>Reporting Entities</p> <p>Insured Unemployed</p>	<p>Responsible State Agencies/Organizations</p> <p>State Employment Security Agency</p>
<p>Geographic Detail</p> <p>UI local office, SMSA, and State</p>	<p>Classification Detail</p> <p>The previous occupational attachment of UI claimants is coded using the Dictionary of Occupational Titles (DOT) at varying levels of detail (two-, three-, six-, or nine-digits).</p>	<p>Time Reference Detail</p> <p>Before 1980, ES-203 information on the characteristics of the insured unemployed was submitted monthly. Beginning in 1980, the data will be submitted quarterly. The data should be available within the State prior to submission.</p>	

CURRENT POPULATION SURVEY (CPS)

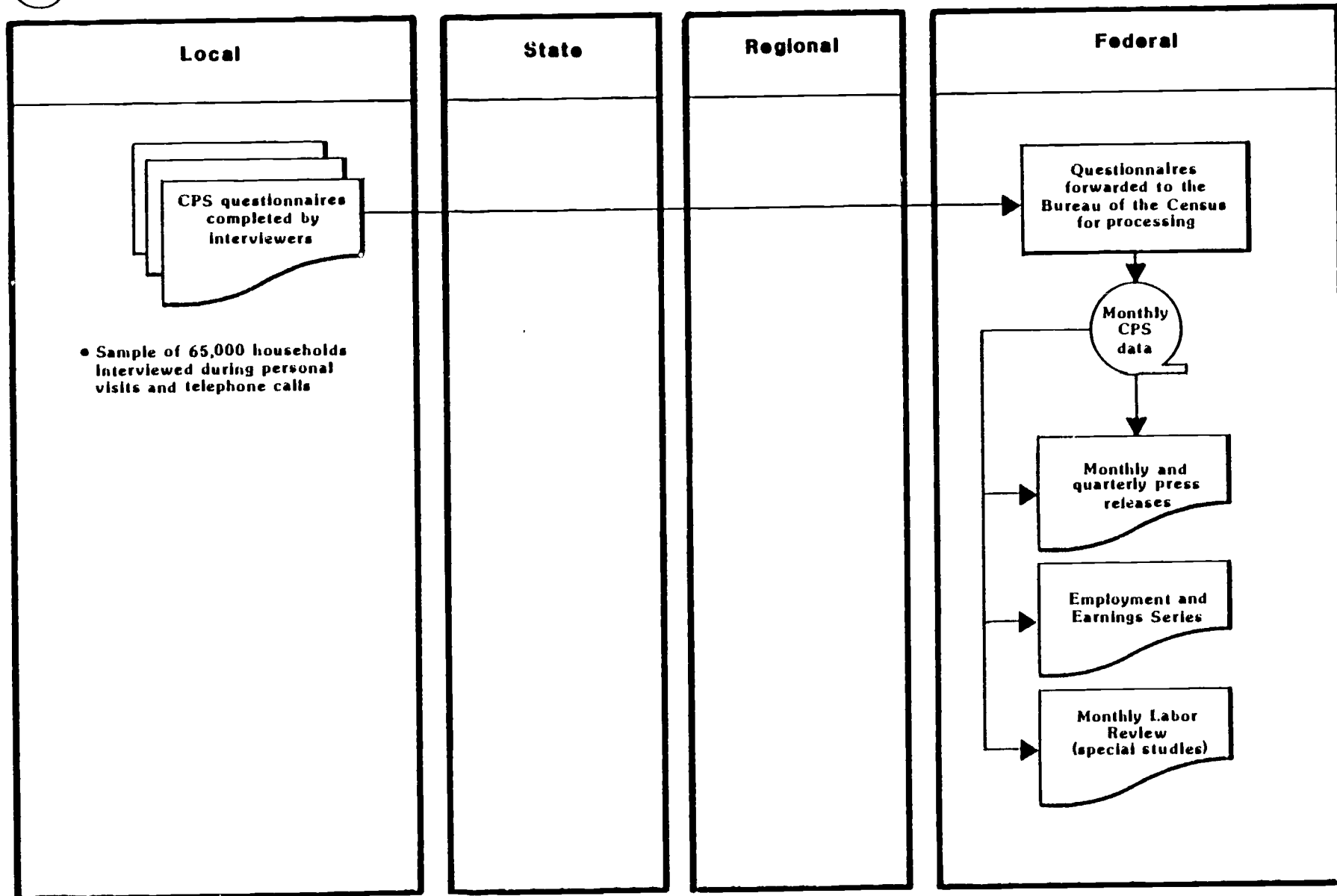


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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Current Population Survey (CPS)

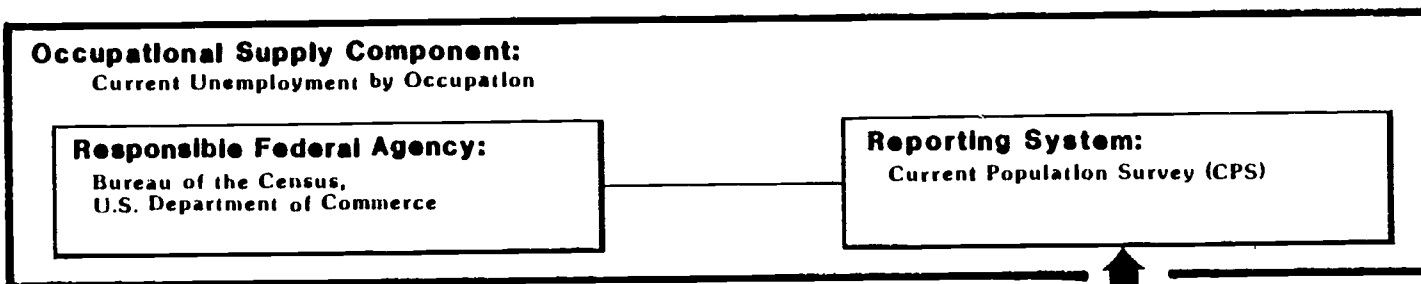


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OCCUPATIONAL SUPPLY

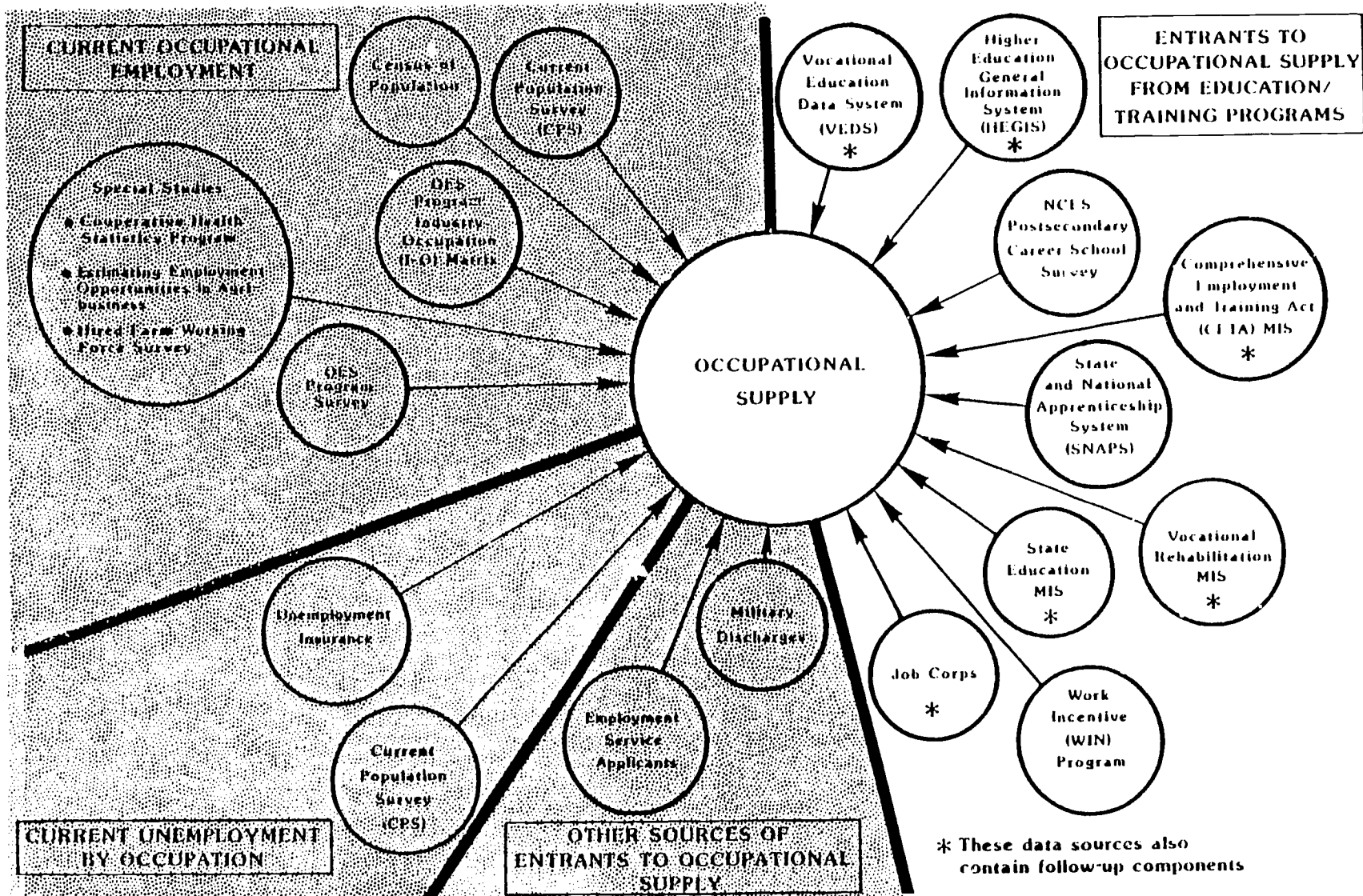
CAPSULE SUMMARY

Current Population Survey (CPS)

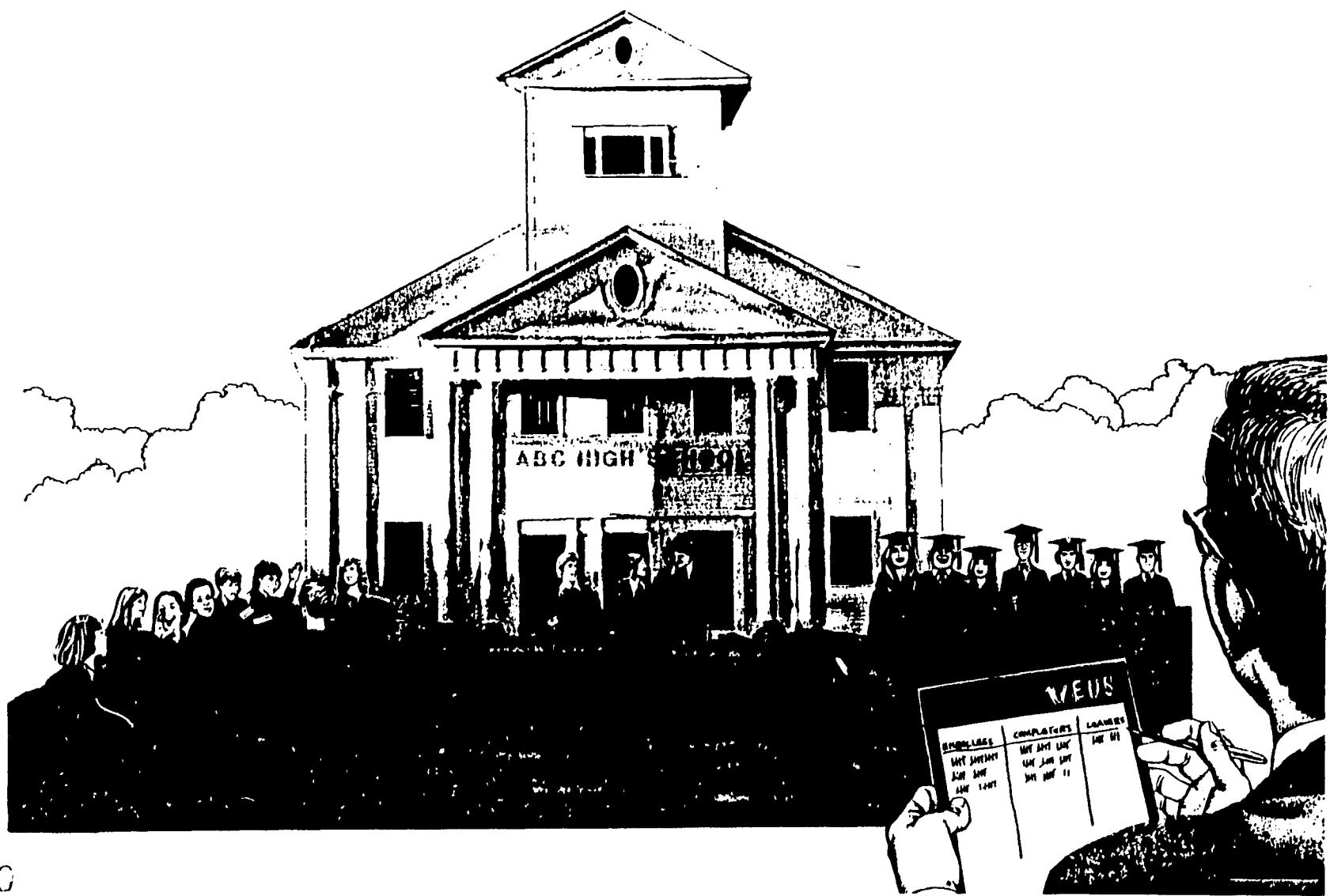


<p>Coverage</p> <p>A national sample of 65,000 households is surveyed monthly. The national sample is weighted to provide total labor force, employment and unemployment estimates.</p>	<p>Relevant Reporting Forms</p> <p>Standardized questionnaires (CPS-1) are completed by specially trained interviewers and forwarded to the Bureau of the Census. Additional questions are added to the survey form in some of the monthly surveys.</p>	<p>Reporting Entities</p> <p>Households</p>	<p>Responsible State Agencies/Organizations</p> <p>Not applicable</p>
<p>Geographic Detail</p> <p>Data are available for all States and major metropolitan areas. Not all statistics are available for all metropolitan areas. As data are disaggregated, employment and unemployment estimates by occupation become more unreliable.</p>	<p>Classification Detail</p> <p>Occupational classification is accomplished using Census occupational categories. Monthly estimates of employment and unemployment are published for 12 summary Census occupational categories only. Annual averages are published for detailed Census occupational categories.</p>	<p>Time Reference Detail</p> <p>Monthly and annual average employment and unemployment statistics are published by BLS. Monthly statistics are published in the month following the data collection. Annual average statistics are published once a year.</p>	

SOURCES OF OCCUPATIONAL SUPPLY DATA



VOCATIONAL EDUCATION DATA SYSTEM (VEDS)

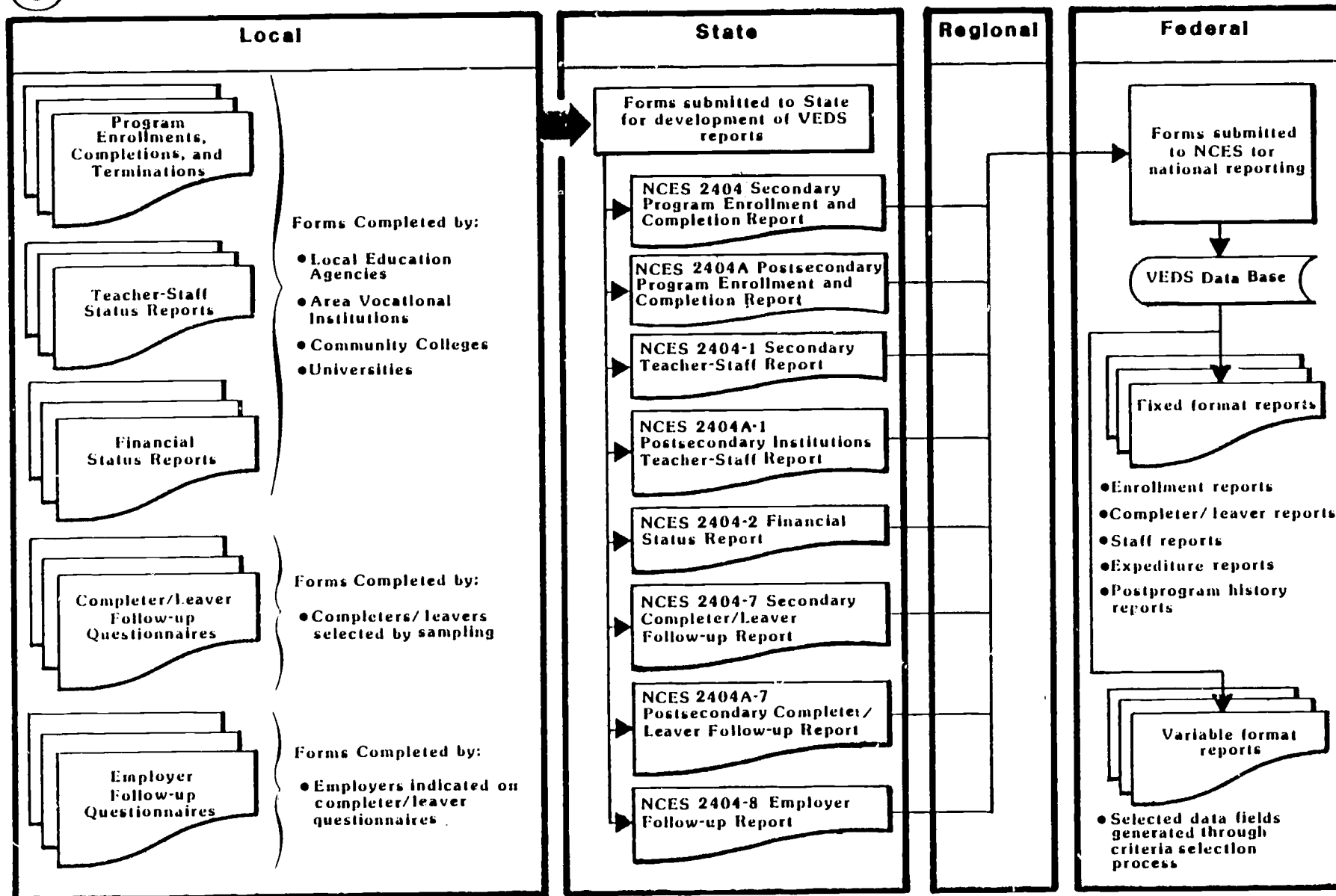


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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Vocational Education Data System (VEDS)

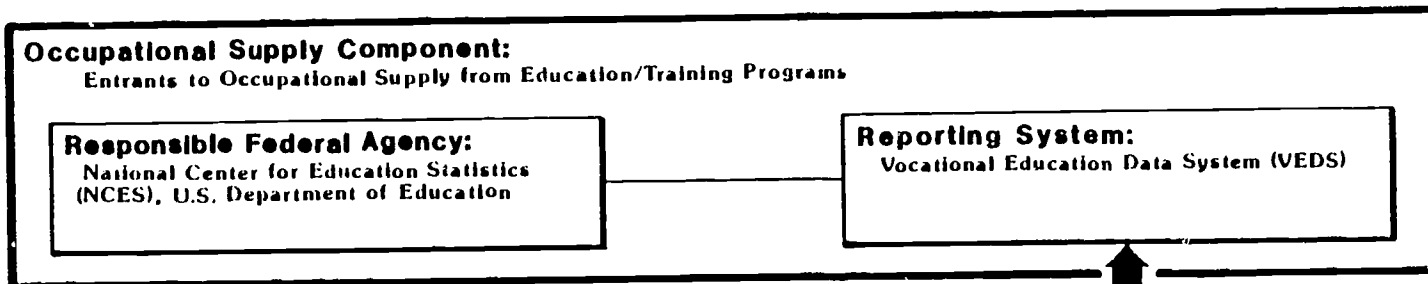


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OCCUPATIONAL SUPPLY

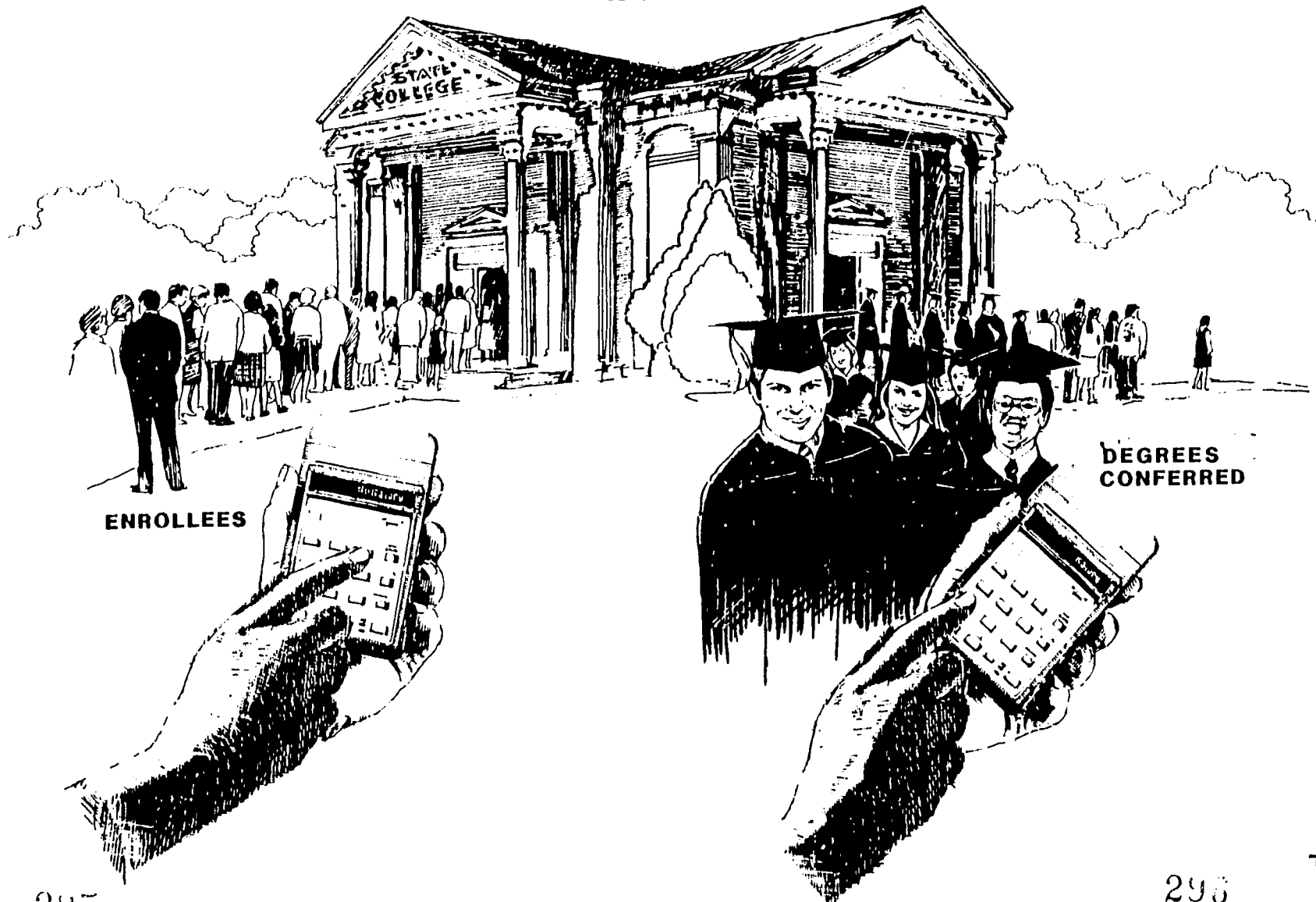
CAPSULE SUMMARY

Vocational Education Data System (VEDS)



<p>Coverage</p> <p>Enrollments, completions, leavers and follow-up information are reported for secondary and postsecondary vocational education programs included in a State's Annual Vocational Education Plan.</p>	<p>Relevant Reporting Forms</p> <ul style="list-style-type: none"> ● NCES 2404 Secondary Program Enrollment and Completion Report ● NCES 2404A Postsecondary Program Enrollment and Completion Report ● NCES 2404-1 Secondary Teacher-Staff Report ● NCES 2404A-1 Postsecondary Institutions Teacher-Staff Report ● NCES 2404-2 Financial Status Report ● NCES 2404-7 Secondary Completer/Leaver Follow-up Report ● NCES 2404A-7 Postsecondary Completer/Leaver Follow-up Report ● NCES 2404-8 Employer Follow-up Report 	<p>Reporting Entities</p> <ul style="list-style-type: none"> ● Local Education Agencies (LEAs) ● Postsecondary Institutions (PSIs) 	<p>Responsible State Agencies/Organizations</p> <p>The State agency responsible for the administration of vocational education such as:</p> <ul style="list-style-type: none"> ● State Department of Vocational Education ● Department of Elementary and Secondary Education ● Department of Higher Education ● State Department of Education
<p>Geographic Detail</p> <p>Information is provided to a State agency by LEAs and PSIs and can be aggregated for defined geographic areas.</p>	<p>Classification Detail</p> <p>Information is reported to NCES by six-digit USOE instructional program codes. Information for 119 instructional programs is reported to NCES. Additional detail may be available at the State level.</p>	<p>Time Reference Detail</p> <ul style="list-style-type: none"> ● Enrollment and completion information is reported to NCES by the Dec. 1 following the completion of a school year. ● Follow-up information is reported to NCES by Dec. 1, eighteen months following the completion of a school year. 	

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS)



ENROLLEES

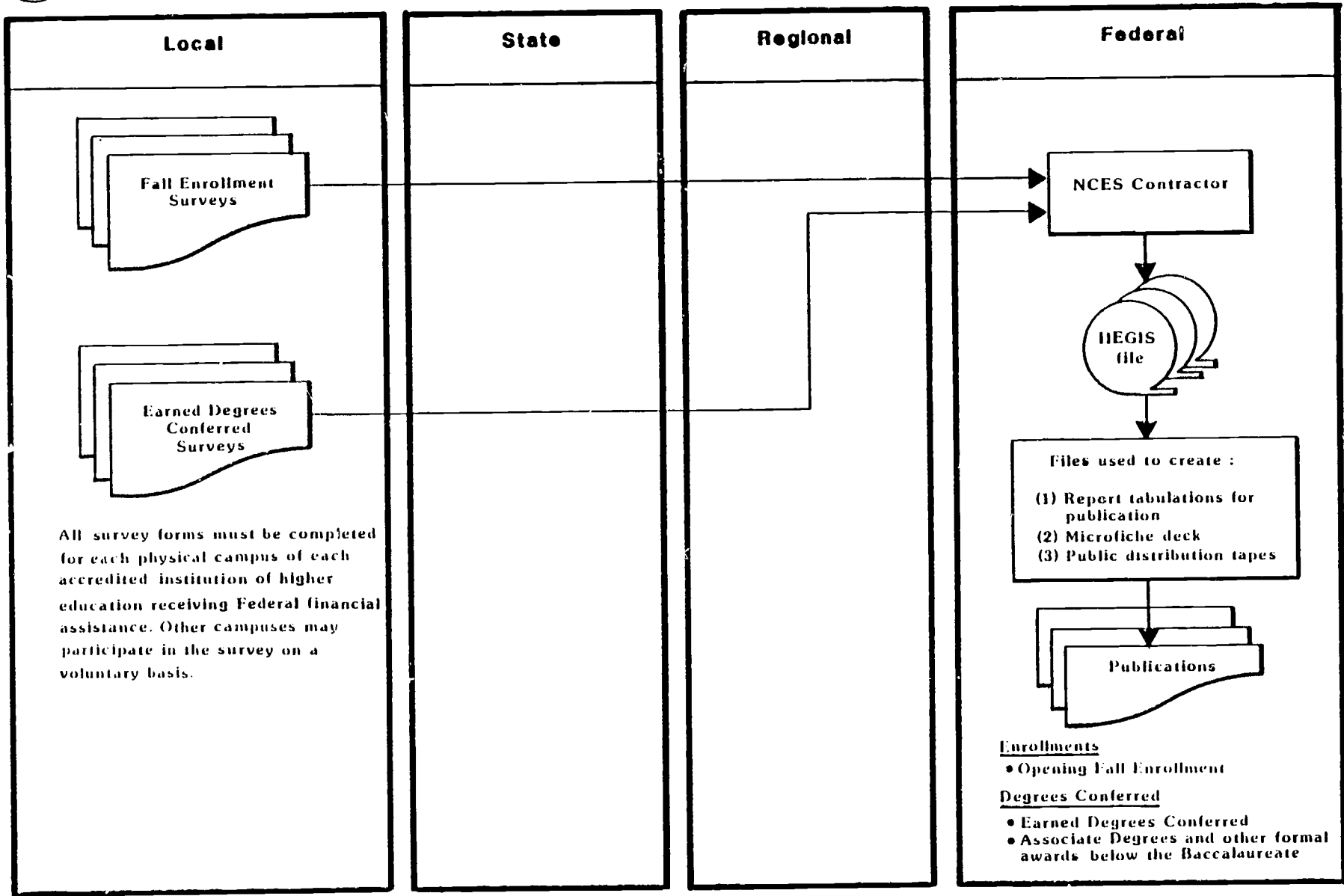
DEGREES
CONFERRED

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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Higher Education General Information Survey (HEGIS) (States without HEGIS Coordinators)

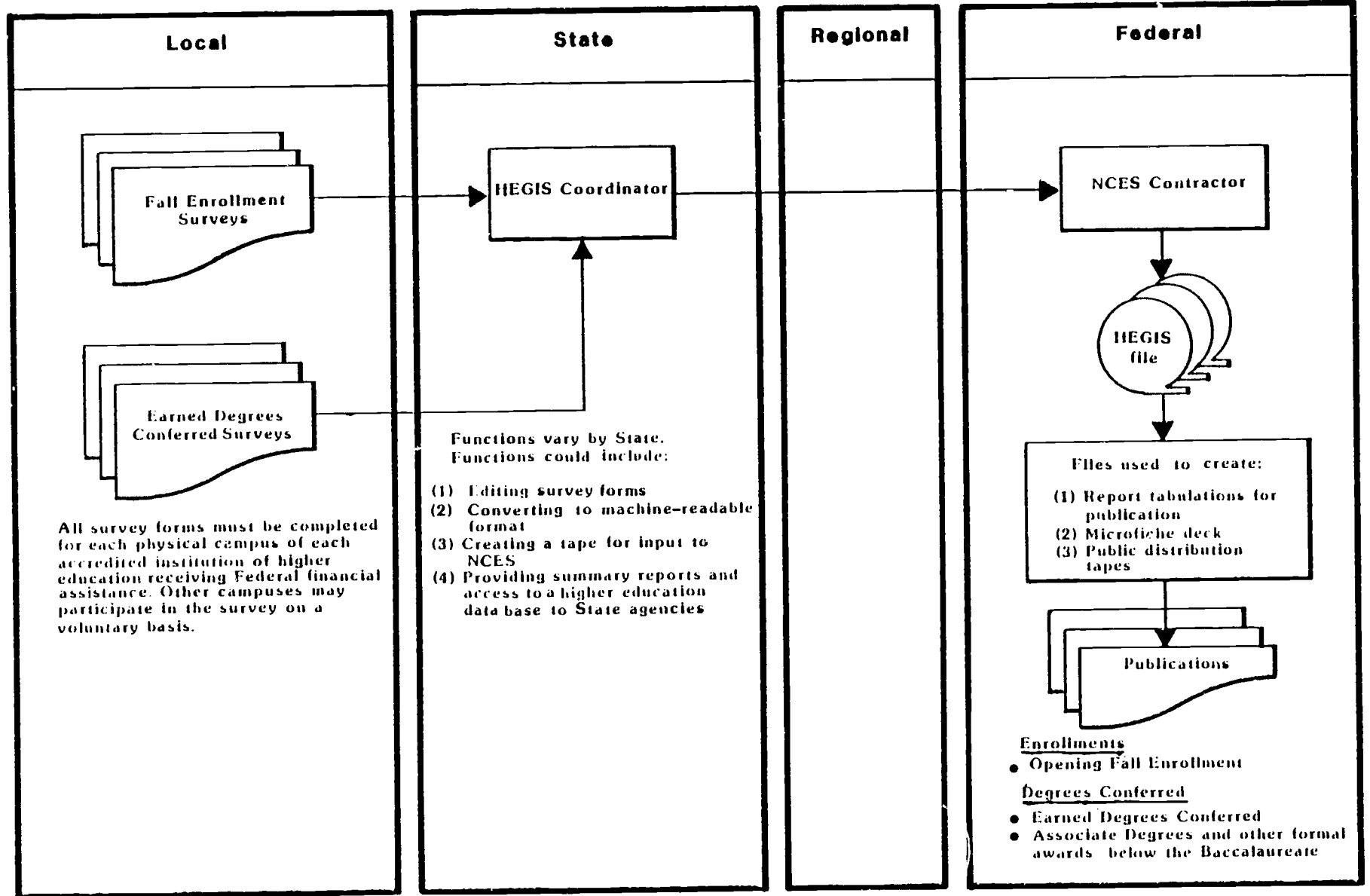


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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Higher Education General Information Survey (HEGIS) (States with HEGIS Coordinators)

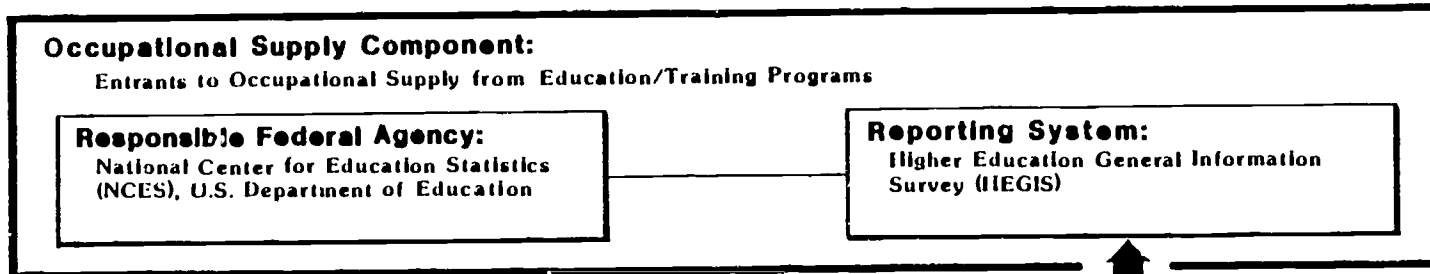


3

OCCUPATIONAL SUPPLY

CAPSULE SUMMARY

Higher Education General Information Survey (HEGIS)



<p>Coverage</p> <ul style="list-style-type: none"> • Enrollments and degrees conferred are reported by higher education institutions receiving Federal assistance. • A follow-up (placement) study is conducted biennially for a sample of degree recipients. 	<p>Relevant Reporting Forms</p> <ul style="list-style-type: none"> • OE Form 2300-2.3: Fall Enrollment and Compliance Report of Institutions of Higher Education • NCES Form 2300-2.1A: Degrees and Other Formal Awards Conferred • NCES Form 2300-2.1B: Degrees and Other Formal Awards Conferred (Two-year colleges only) 	<p>Reporting Entities</p> <p>All accredited two-year and four-year institutions of higher education receiving Federal financial assistance. Other institutions may report on a voluntary basis.</p>	<p>Responsible State Agencies/Organizations</p> <p>The State organization designated as responsible for coordinating reports to HEGIS, such as:</p> <ul style="list-style-type: none"> • Department of Higher Education • State Department of Education • State University System • Postsecondary Education Commission
<p>Geographic Detail</p> <p>Information is collected from individual institutions of higher education for each separate physical campus and can be aggregated for defined geographic areas.</p>	<p>Classification Detail</p> <p>Information is reported to NCES by four-digit HEGIS instructional taxonomy codes for degrees conferred and by two-digit major instructional area for enrollments.</p>	<p>Time Reference Detail</p> <ul style="list-style-type: none"> • Fall Enrollments Report is submitted to NCES by November 15 of the current academic year. • Degrees Conferred Report is submitted to NCES by October 15 following the completion of an academic year. • NCES summary reports for these data are generally available within six months of submission. 	

NCES POSTSECONDARY CAREER SCHOOL SURVEY



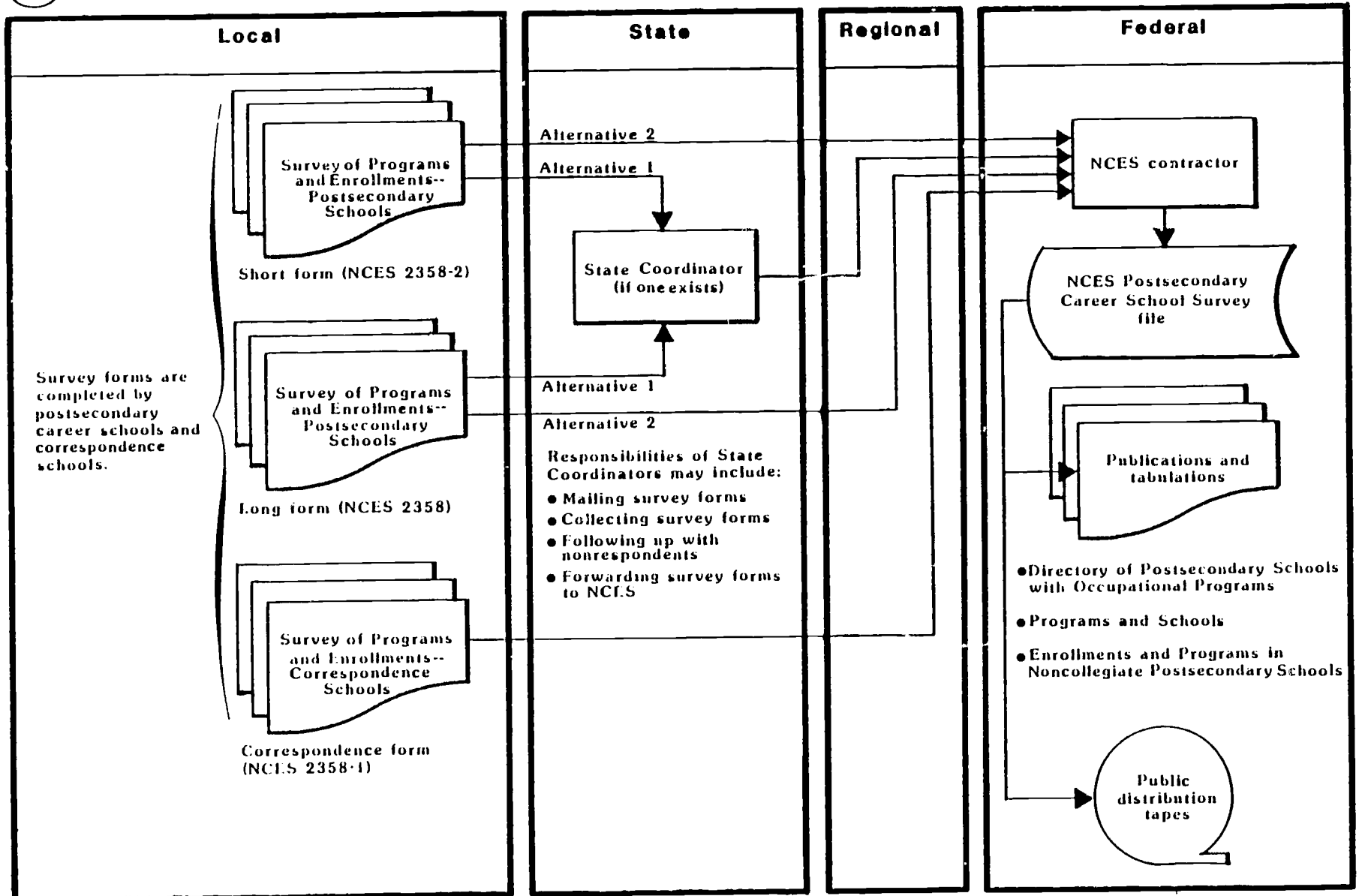
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3

OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

NCES Postsecondary Career School Survey



3

OCCUPATIONAL SUPPLY

CAPSULE SUMMARY

NCES Postsecondary Career School Survey

Occupational Supply Component:

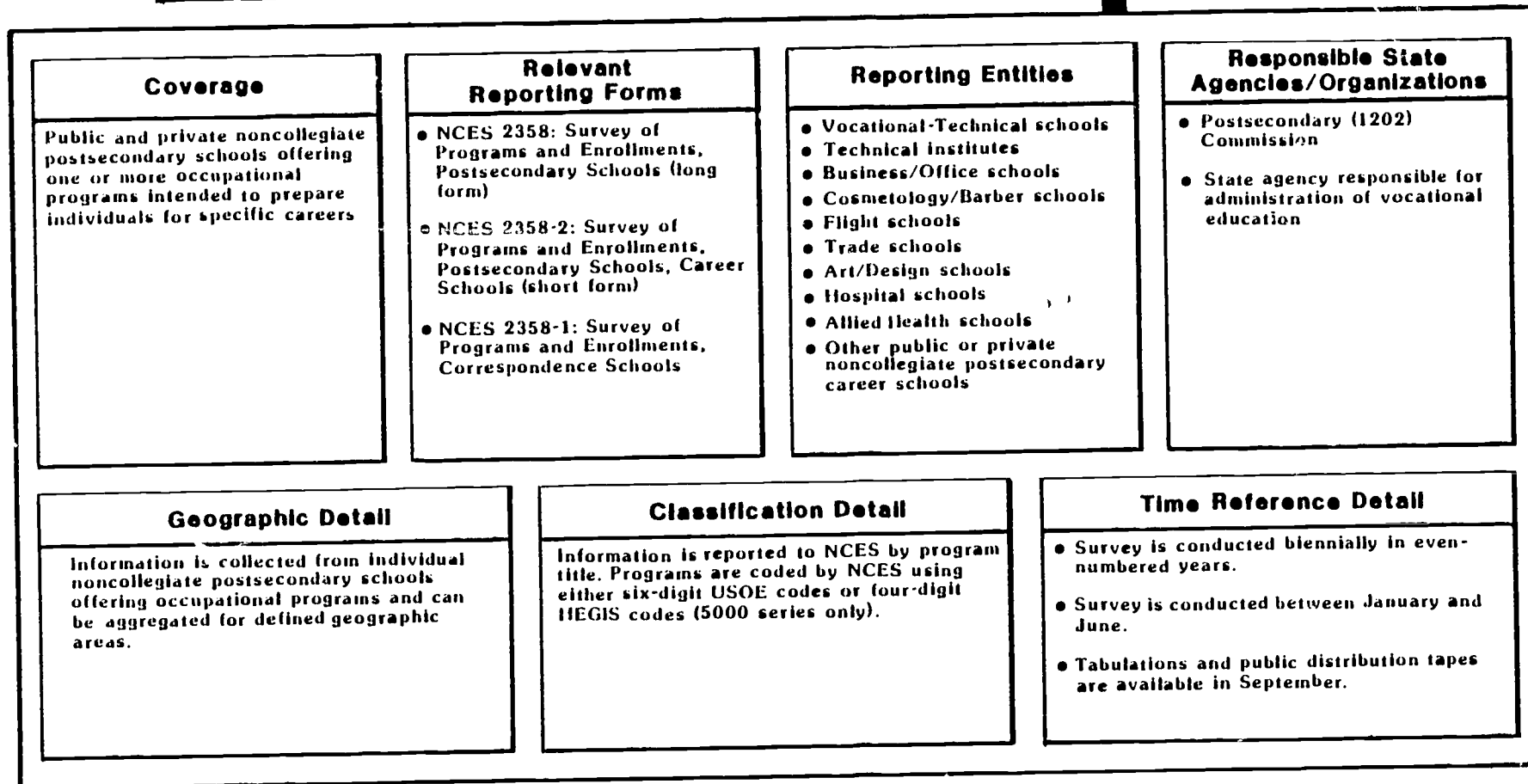
Entrants to Occupational Supply from Education/Training Programs

Responsible Federal Agencies:

National Center for Education Statistics (NCES), U.S. Department of Education

Reporting System:

NCES Postsecondary Career School Survey



COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA)

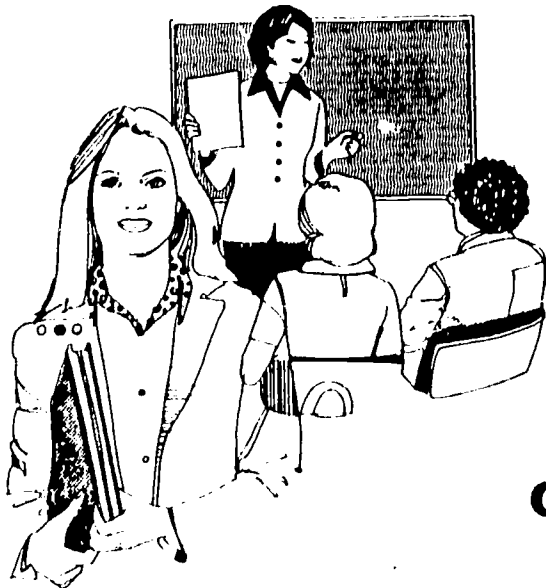
**PRIVATE
EMPLOYERS**



**PUBLIC/
PRIVATE SCHOOLS
AND SKILL
CENTERS**



**PRIME
SPONSORS**



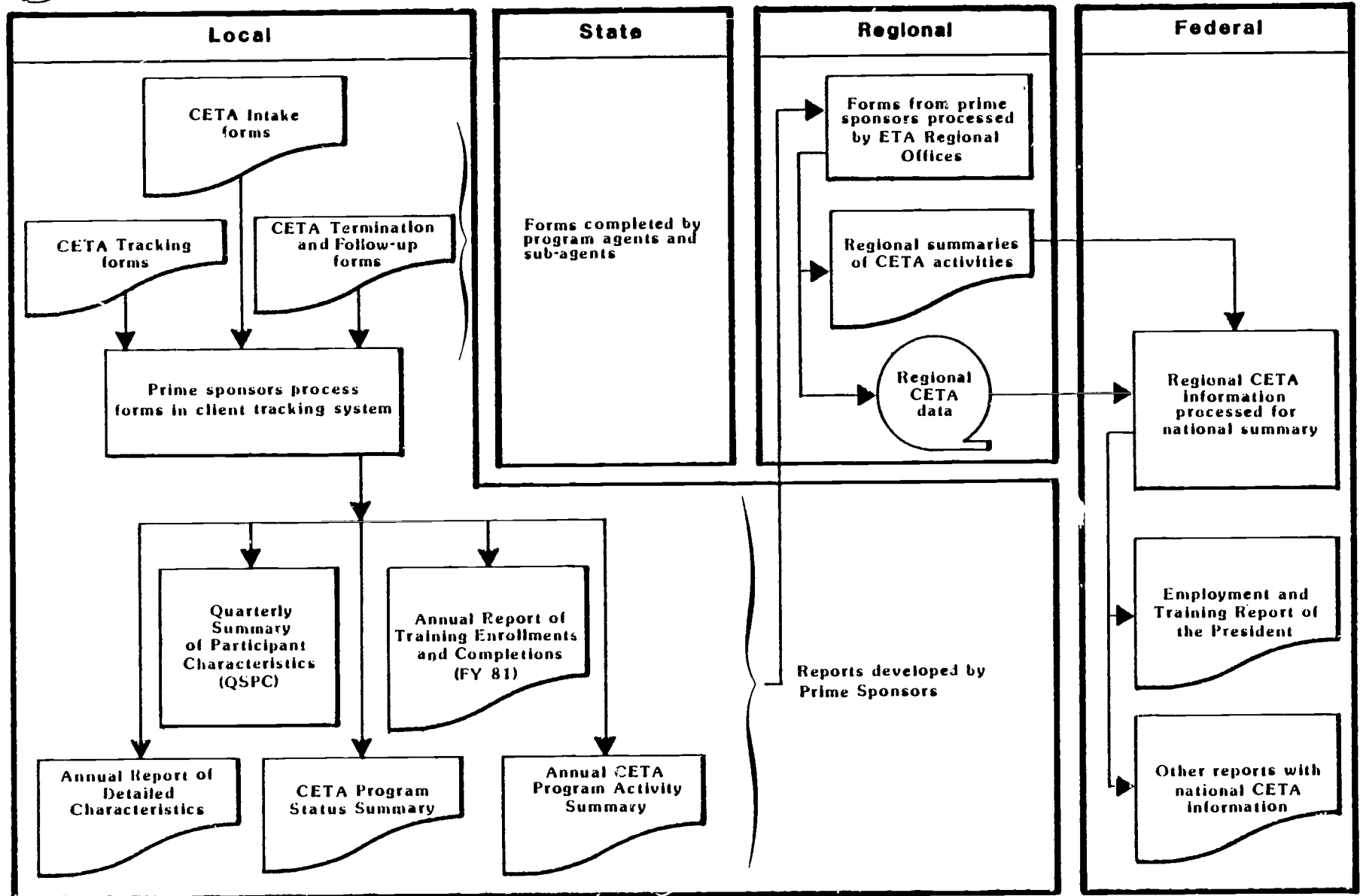
**COMMUNITY BASED
ORGANIZATIONS**

3

OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Comprehensive Employment and Training Act (CETA) Management Information System



3

OCCUPATIONAL SUPPLY

CAPSULE SUMMARY

Comprehensive Employment and Training Act (CETA) Management Information System

Occupational Supply Component:

Entrants to Occupational Supply from Education/Training Programs

Responsible Federal Agency:

Employment and Training Administration,
U.S. Department of Labor

Reporting System:

Comprehensive Employment and Training
Act (CETA) Management Information
System (MIS)

Coverage

Clients/participants receiving employment and/or skills training preparation under CETA funding are reported. Clients are selected from economically disadvantaged, unemployed, and underemployed populations.

Relevant Reporting Forms

- CETA Program Status Summary (PSS)--ETA 5134
- Quarterly Summary of Participant Characteristics (QSPC)--ETA 5136
- Annual Report of Detailed Characteristics--ETA 8478
- Annual CETA Program Activity Summary--ETA 8477
- Annual Report of Training Enrollments and Completions--ETA 8529

Reporting Entities

- Prime sponsors
- Program agents and sub-agents report to prime sponsors.

Responsible State Agencies/Organizations

- CETA prime sponsors
- State Employment Security Agency
- State Employment and Training Council
- Governor's Planning Office

Geographic Detail

Information is reported by prime sponsors to the ETA Regional Offices. Prime sponsors provide employment and training services for a defined geographical area, usually a municipality, city, county, or Balance-of-State area.

Classification Detail

Current reporting within CETA does not require occupational detail for clients being provided services or for job placement reporting. Beginning in FY 81, occupational detail will be reported for training enrollments and completions at the four-digit SOC code level or its DOT equivalent. Individual prime sponsors may be able to provide occupational detail at present.

Time Reference Detail

Prime sponsors report to ETA regional offices quarterly and annually. Services to clients and corresponding updates to the CETA MIS are provided continually throughout a fiscal year.

STATE AND NATIONAL APPRENTICESHIP SYSTEM (SNAPS)



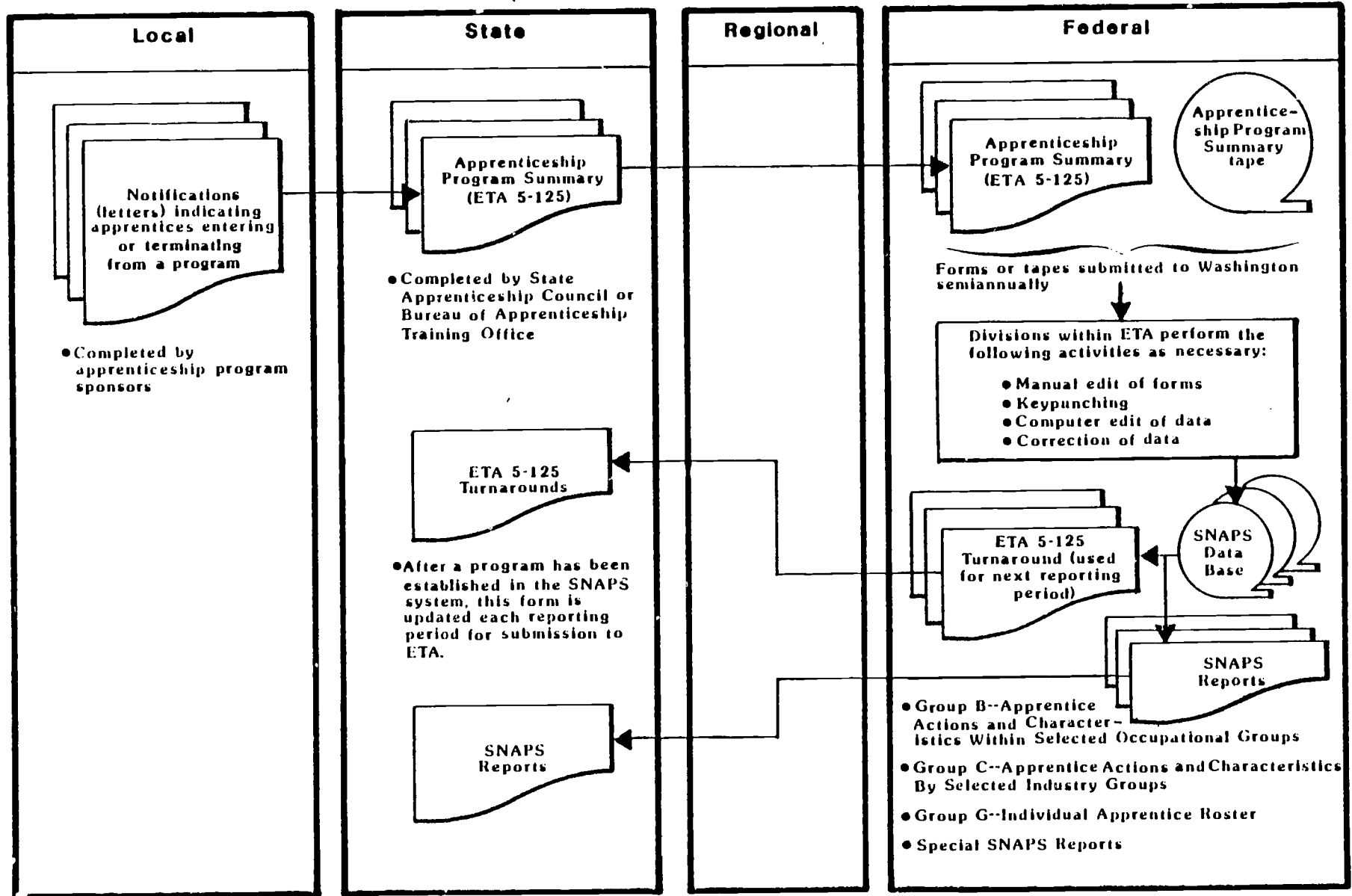
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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

State and National Apprenticeship System (SNAPS)

(Apprenticeship Program Summary (ETA 5-125))



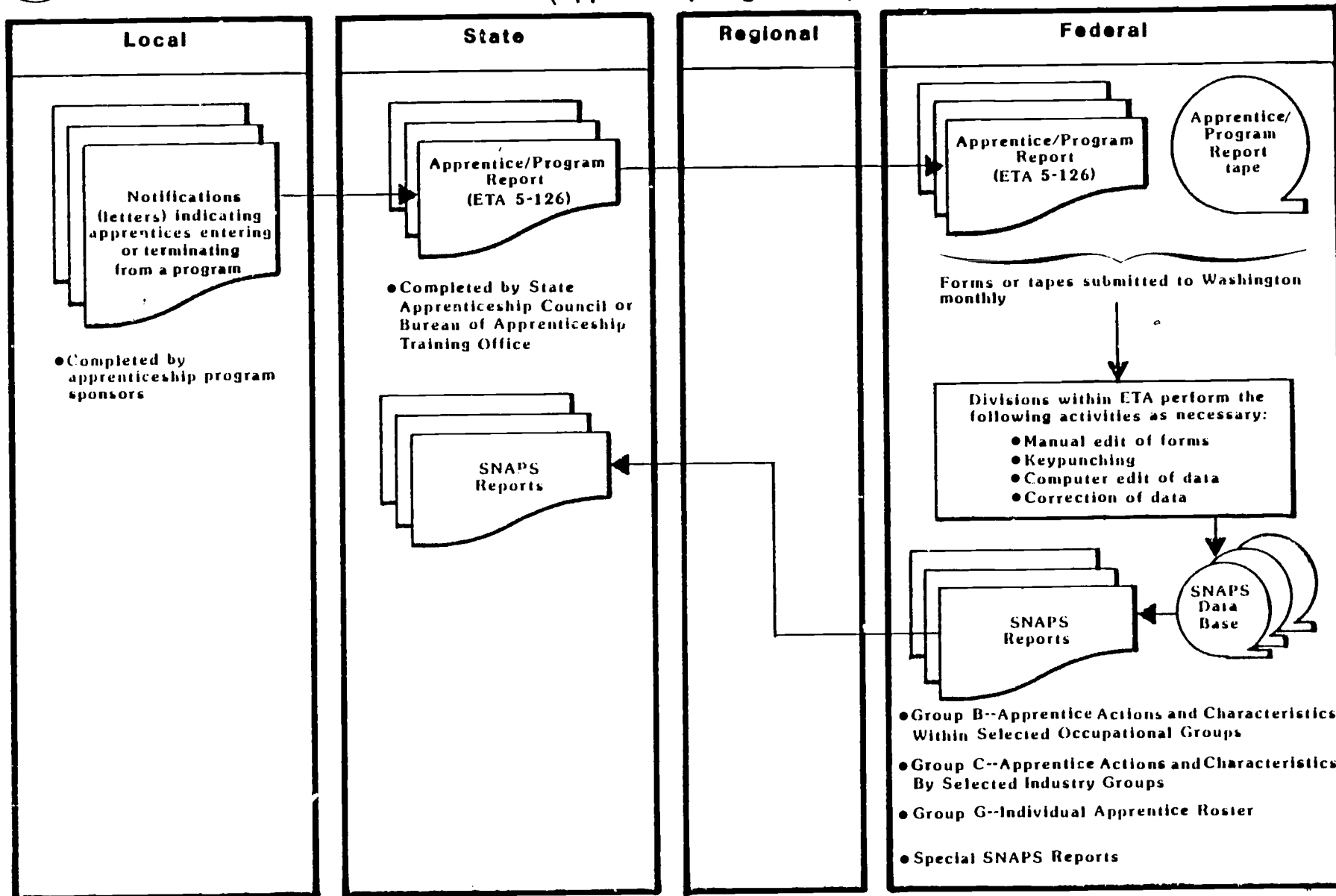
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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

State and National Apprenticeship System (SNAPS)

(Apprentice/Program Report (ETA 5-126))



3

OCCUPATIONAL SUPPLY

CAPSULE SUMMARY

State and National Apprenticeship System (SNAPS)

Occupational Supply Component:

Entrants to Occupational Supply from Education/Training Programs

Responsible Federal Agency:

Bureau of Apprenticeship Training (BAT),
Employment and Training Administration,
U.S. Department of Labor

Reporting System:

State and National Apprenticeship
System (SNAPS)

Coverage

Apprentices receiving training in registered apprenticeship programs are reported through this system. BAT is responsible for establishing apprenticeship program registration requirements.

Relevant Reporting Forms

- Apprenticeship Program Summary (ETA 5-125)
- Apprentice/Program Report (ETA 5-126)

Reporting Entities

- Apprentice Programs
- Apprentices

Responsible State Agencies/Organizations

- State Apprenticeship Councils
- State or regional BAT offices

Geographic Detail

Apprenticeship programs are offered in local settings. SNAPS standard reports, however, do not reflect sub-State data. Certain SNAPS special reports do contain sub-State tabulations but these are only produced by special request and are limited by the lack of assignment of specific city codes for apprenticeship programs covering a large geographical area.

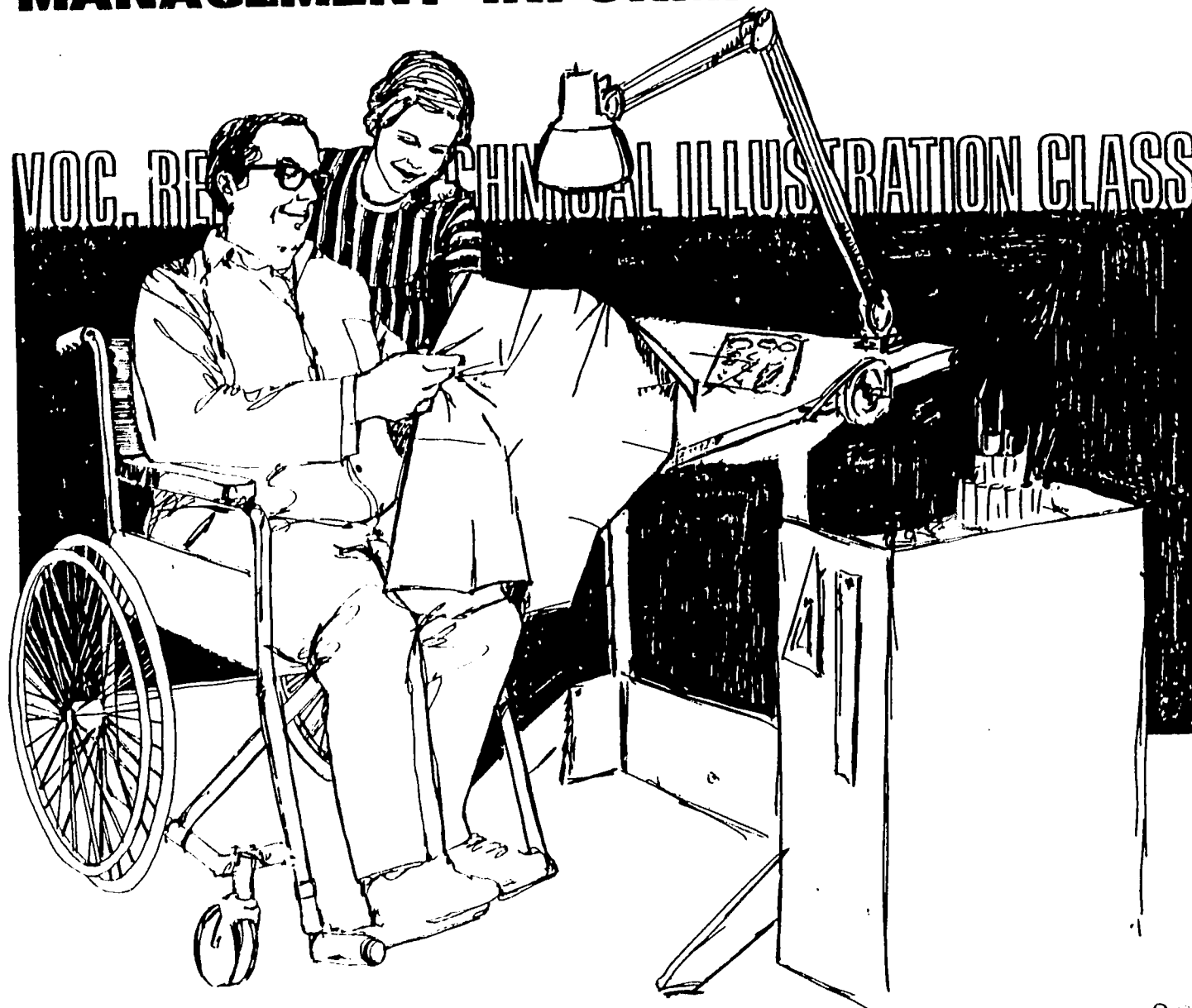
Classification Detail

- The occupational field of an apprenticeship program is coded using special SNAPS occupational groups which include Dictionary of Occupational Titles (DOT) codes.
- The industry field of an apprenticeship program is coded using two-digit Standard Industrial Classification (SIC) codes.

Time Reference Detail

SNAPS data files are updated either monthly or semiannually (in January and July) depending on which program forms are used for reporting. Reports from SNAPS covering registered apprenticeship programs in States are available after files have been updated.

VOCATIONAL REHABILITATION MANAGEMENT INFORMATION SYSTEM



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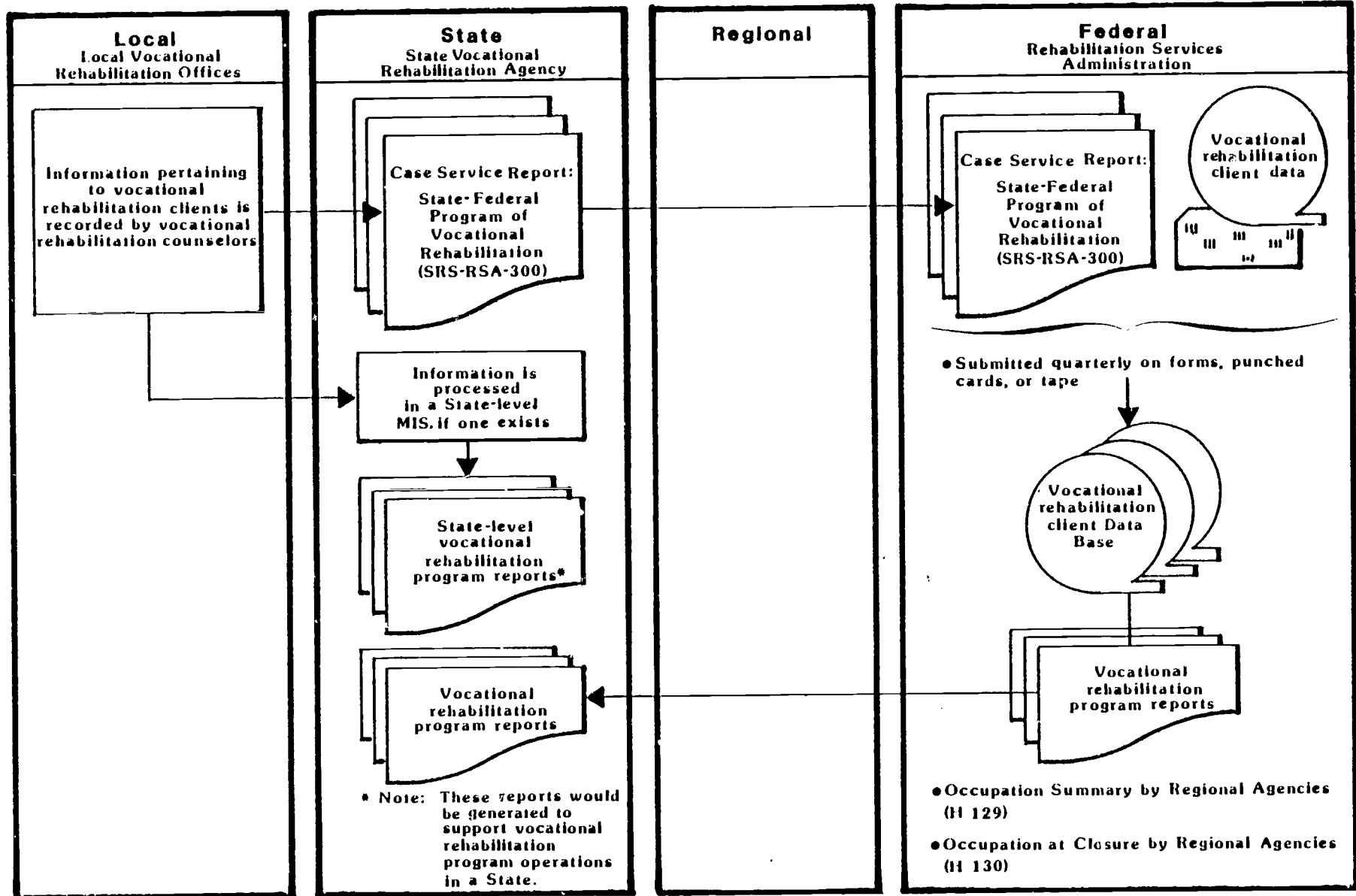
324

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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Vocational Rehabilitation Management Information System (MIS)

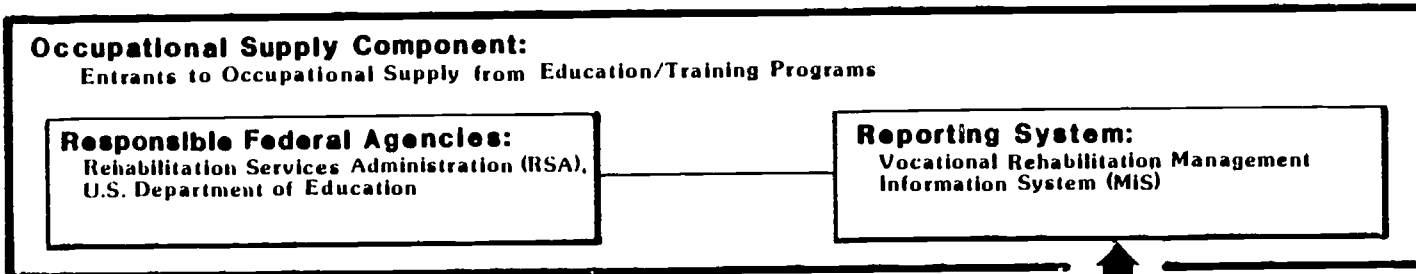


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OCCUPATIONAL SUPPLY

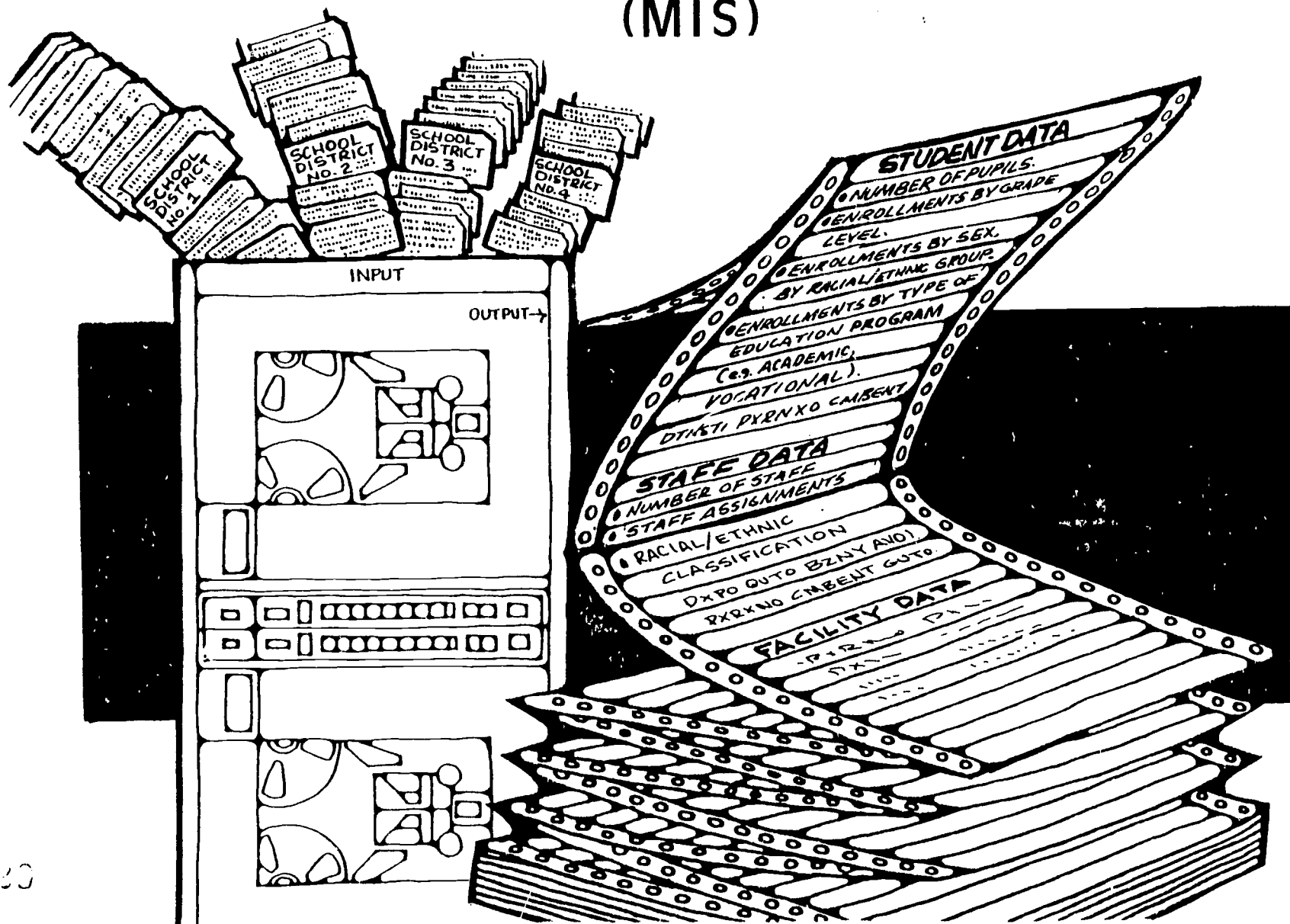
CAPSULE SUMMARY

Vocational Rehabilitation Management Information System (MIS)



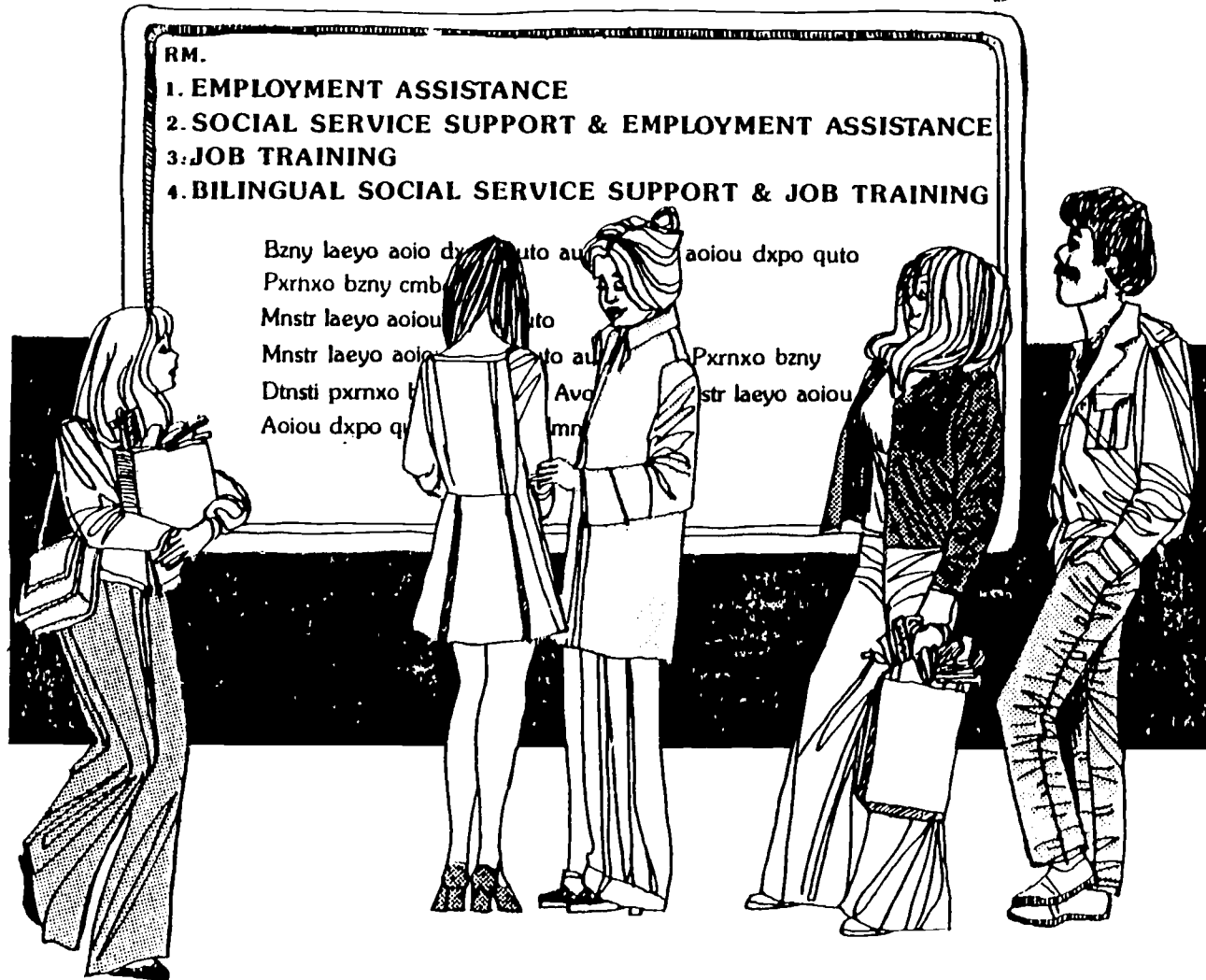
<p>Coverage</p> <p>Handicapped individuals receiving vocational rehabilitation services through a State's vocational rehabilitation program</p>	<p>Relevant Reporting Forms</p> <p>Case Service Report: State-Federal Program of Vocational Rehabilitation (SRS-RSA-300)</p>	<p>Reporting Entities</p> <p>Vocational rehabilitation clients</p>	<p>Responsible State Agencies/Organizations</p> <p>The State agency responsible for the administration of the vocational rehabilitation program, such as:</p> <ul style="list-style-type: none"> • Department of Rehabilitation • Department of Vocational Rehabilitation • Department of Rehabilitation Services • Department of Social Services • Department of Human Resources • Department of Labor • Department of Education
<p>Geographic Detail</p> <p>Information is provided to State agencies by local vocational rehabilitation offices and can be aggregated for defined geographic areas.</p>	<p>Classification Detail</p> <p>Occupations in which vocational rehabilitation clients are placed are reported on the SRS-RSA-300 using the first four digits of codes from the Dictionary of Occupational Titles (DOT), Third Edition. Conversion to the DOT, Fourth Edition has recently been initiated by RSA. In addition, RSA has defined five special employment situations to which it has assigned unique four-digit codes.</p>	<p>Time Reference Detail</p> <ul style="list-style-type: none"> • Information from the individual client records (SRS-RSA-300) are submitted each quarter for all cases closed during the quarter. • Annual summaries of occupational placements of vocational rehabilitation client cases closed during a fiscal year are generated by RSA and provided to the State vocational rehabilitation agency. These reports are generated at the end of each fiscal year. 	

STATE EDUCATION MANAGEMENT INFORMATION SYSTEM (MIS)



WORK INCENTIVE PROGRAM (WIN)

Work Incentive Program Directory

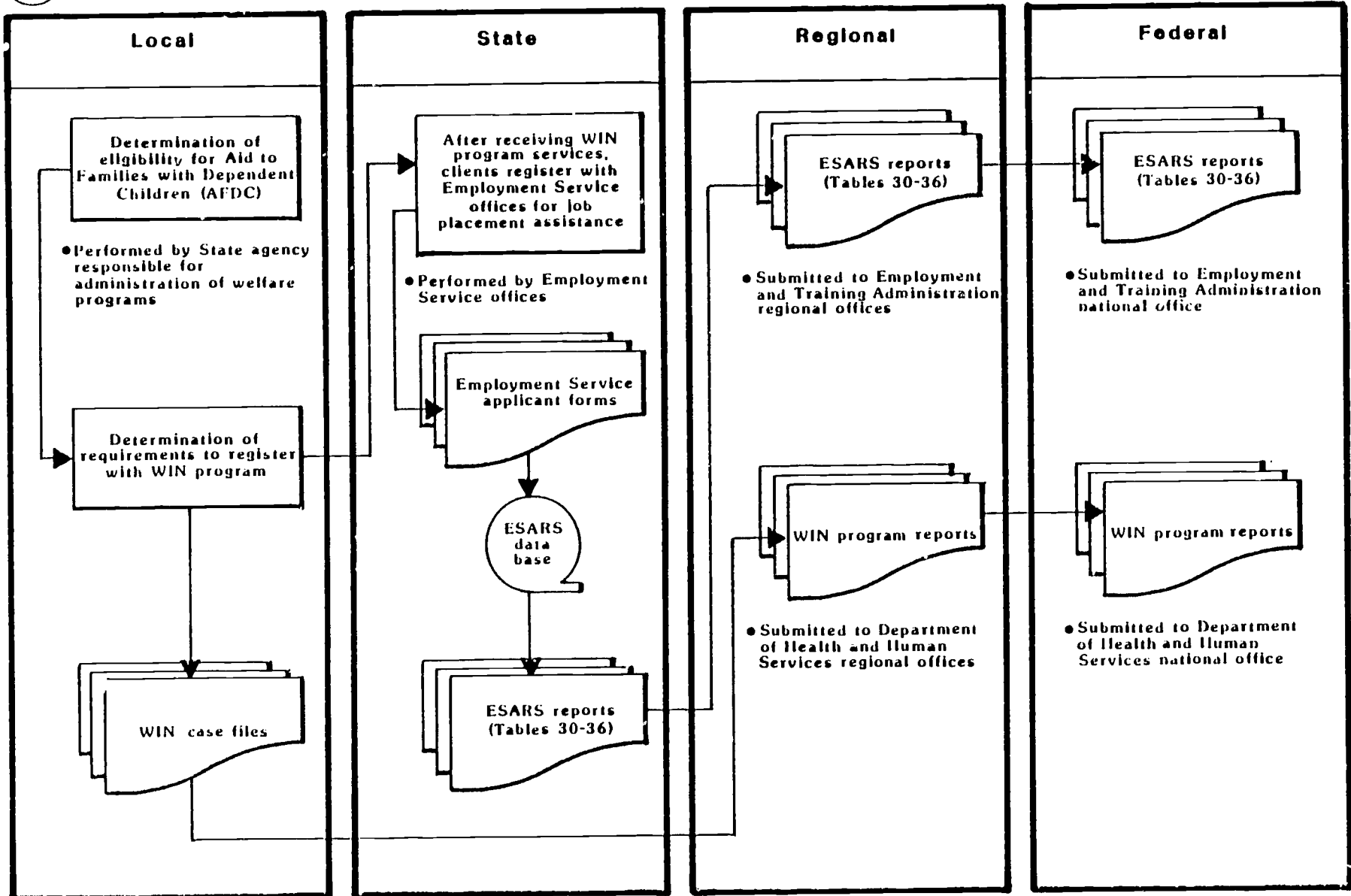


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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Work Incentive Program (WIN)



3

OCCUPATIONAL SUPPLY

CAPSULE SUMMARY

Work Incentive Program (WIN)

Occupational Supply Component:

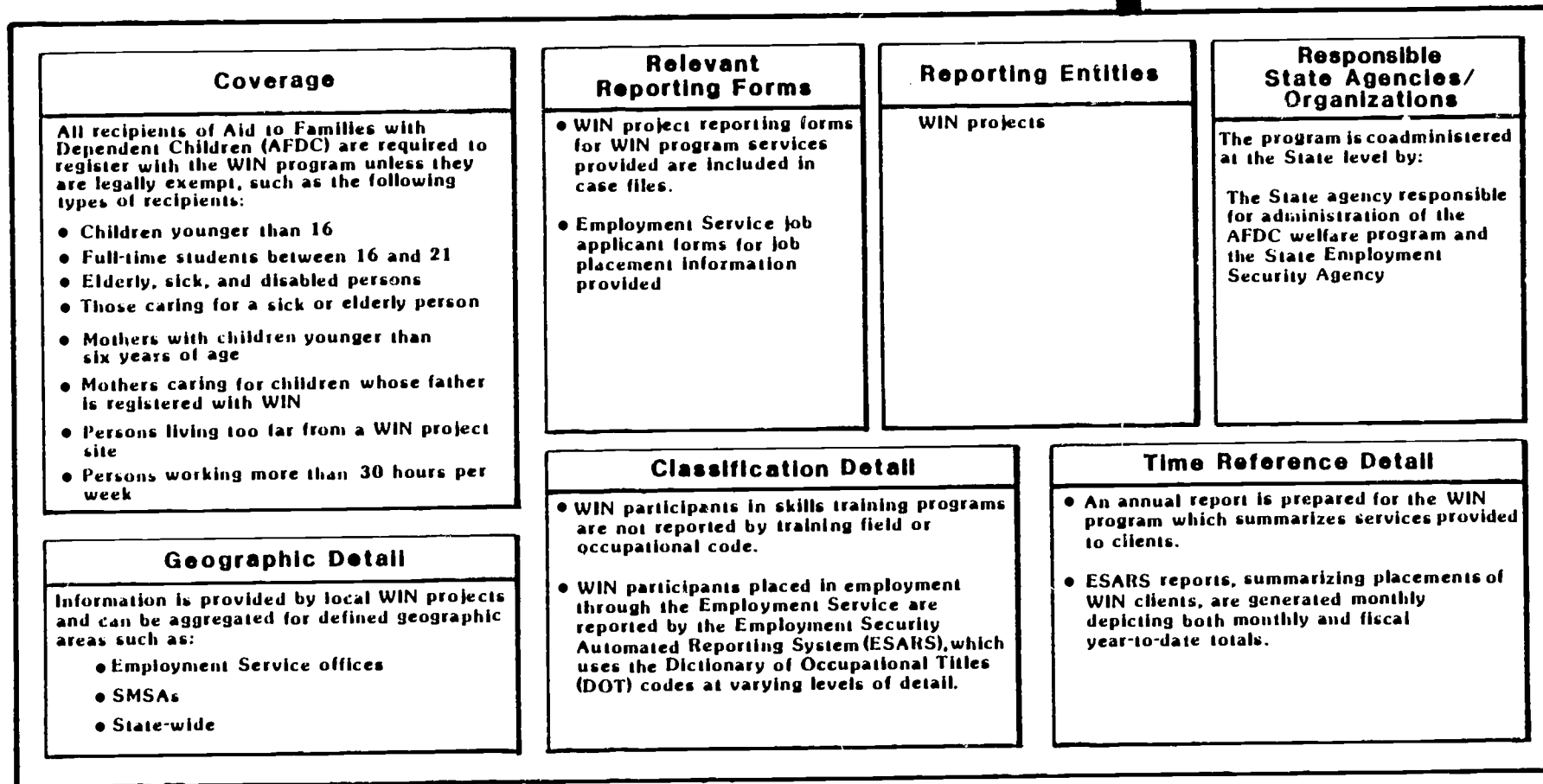
Entrants to Occupational Supply from Education/Training Programs

Responsible Federal Agencies:

U.S. Department of Health and Human Services.
U.S. Department of Labor

Reporting System:

Work Incentive Program (WIN)



JOB CORPS



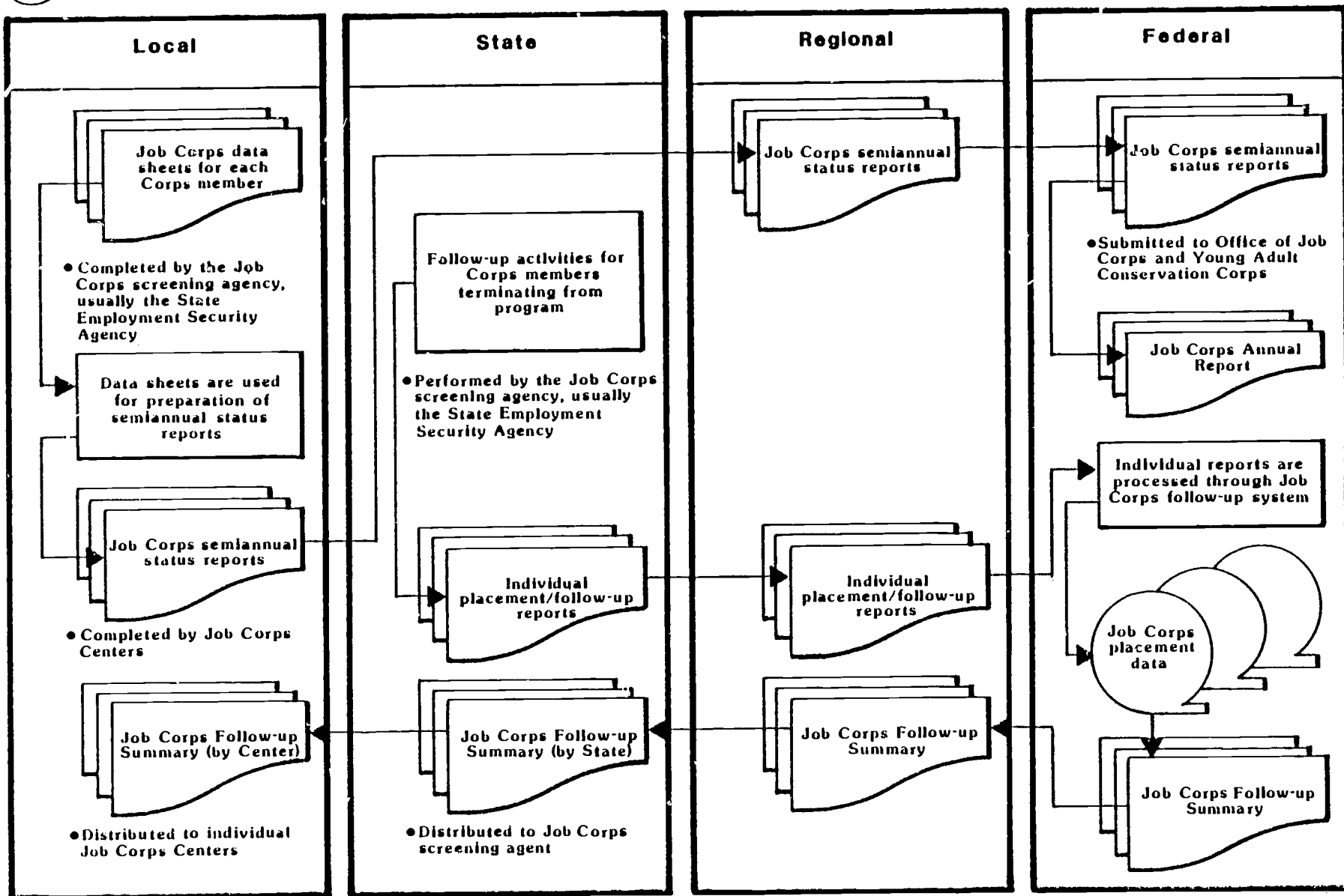
T-114

3

OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Job Corps



3

OCCUPATIONAL SUPPLY

CAPSULE SUMMARY

Job Corps

Occupational Supply Component:

Entrants to Occupational Supply from Education/Training Programs

Responsible Federal Agency:

Office of Job Corps and Young Adult Conservation Corps,
U.S. Department of Labor

Reporting System:

Job Corps

Coverage

Job Corps Centers providing vocational skills training to disadvantaged youth and young adults (16 to 22) who are out of work or school and who need additional skills to secure and hold productive jobs

Relevant Reporting Forms

- Job Corps Data Sheet
- Job Corps Vocational Status Report
- Job Corps Follow-up Report

Reporting Entities

Job Corps Centers

Responsible State Agencies/Organizations

- Job Corps Centers
- The State Employment Security Agency usually serves as the program screening agent and provides job placement assistance services.

Geographic Detail

Job Corps Centers may serve either a broad regional area or a more specific local area. Information from each individual Job Corps Center must be analyzed to determine the relevant service area.

Classification Detail

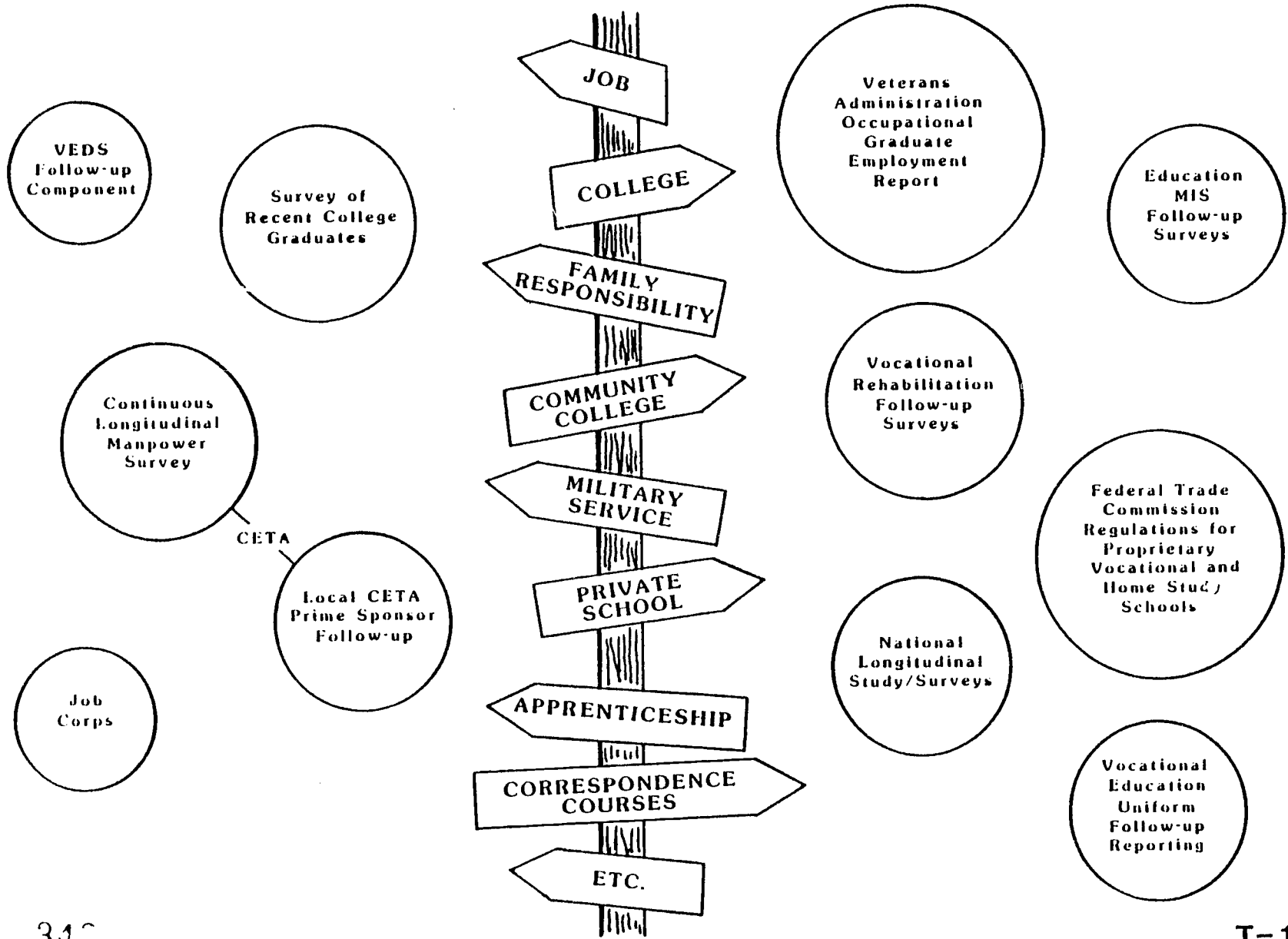
- The number of training slots that a Job Corps Center supports are reported by Job Corps cluster number and Dictionary of Occupational Titles (DOT) code at the six-digit level.
- Follow-up information regarding Corps members is reported by job title and, in some instances, by DOT code.

Time Reference Detail

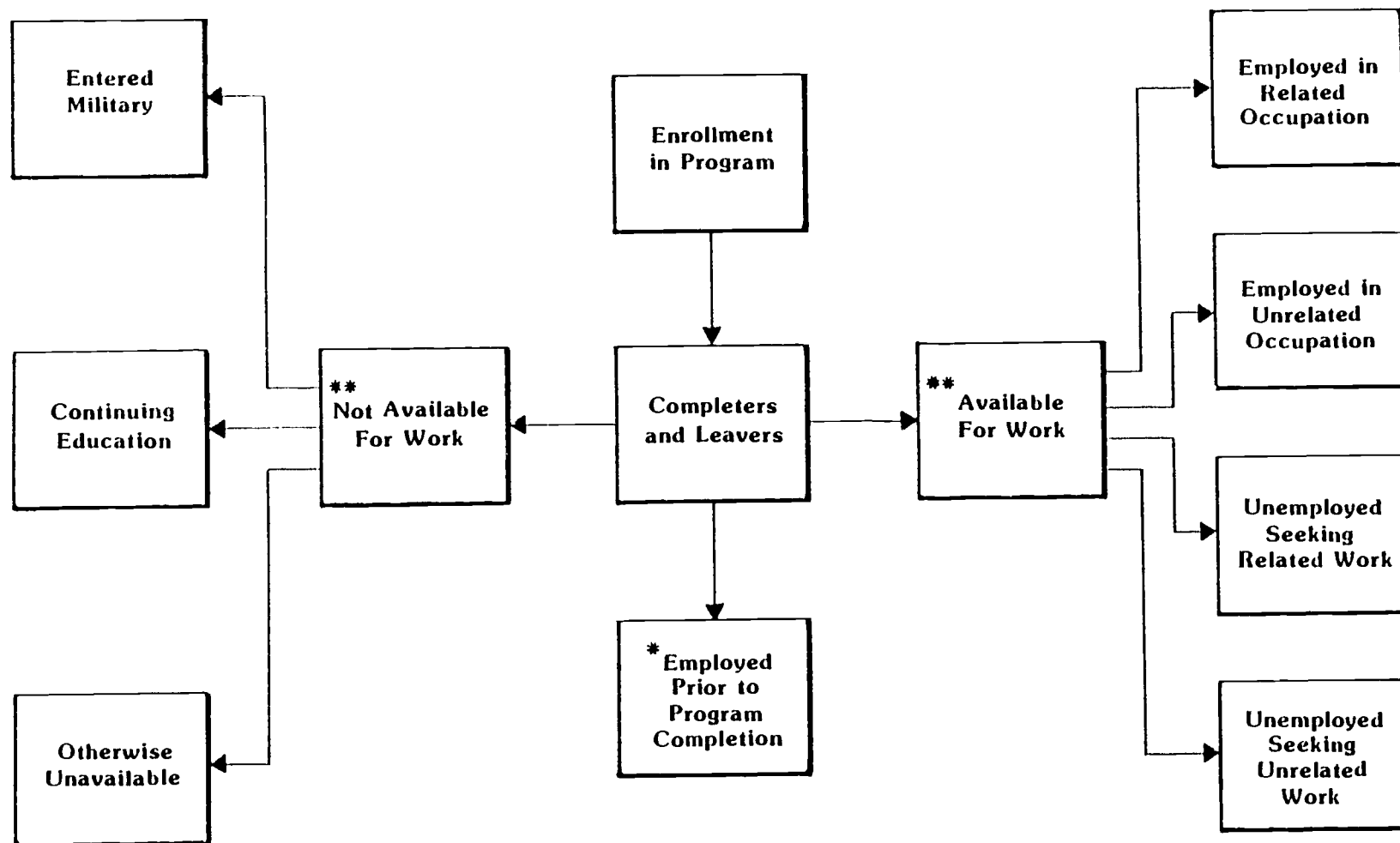
- Semiannual status reports of vocational training programs offered at each Job Corps Center are submitted to the national office in April and October.
- Follow-up placement reports are published quarterly by the national office and disseminated to regional offices and the State Job Corps screening agency.

FOLLOW-UP SURVEYS AND STUDIES

EDUCATION/TRAINING OUTCOMES



VOCATIONAL OUTCOMES DETERMINED THROUGH FOLLOW-UP INFORMATION



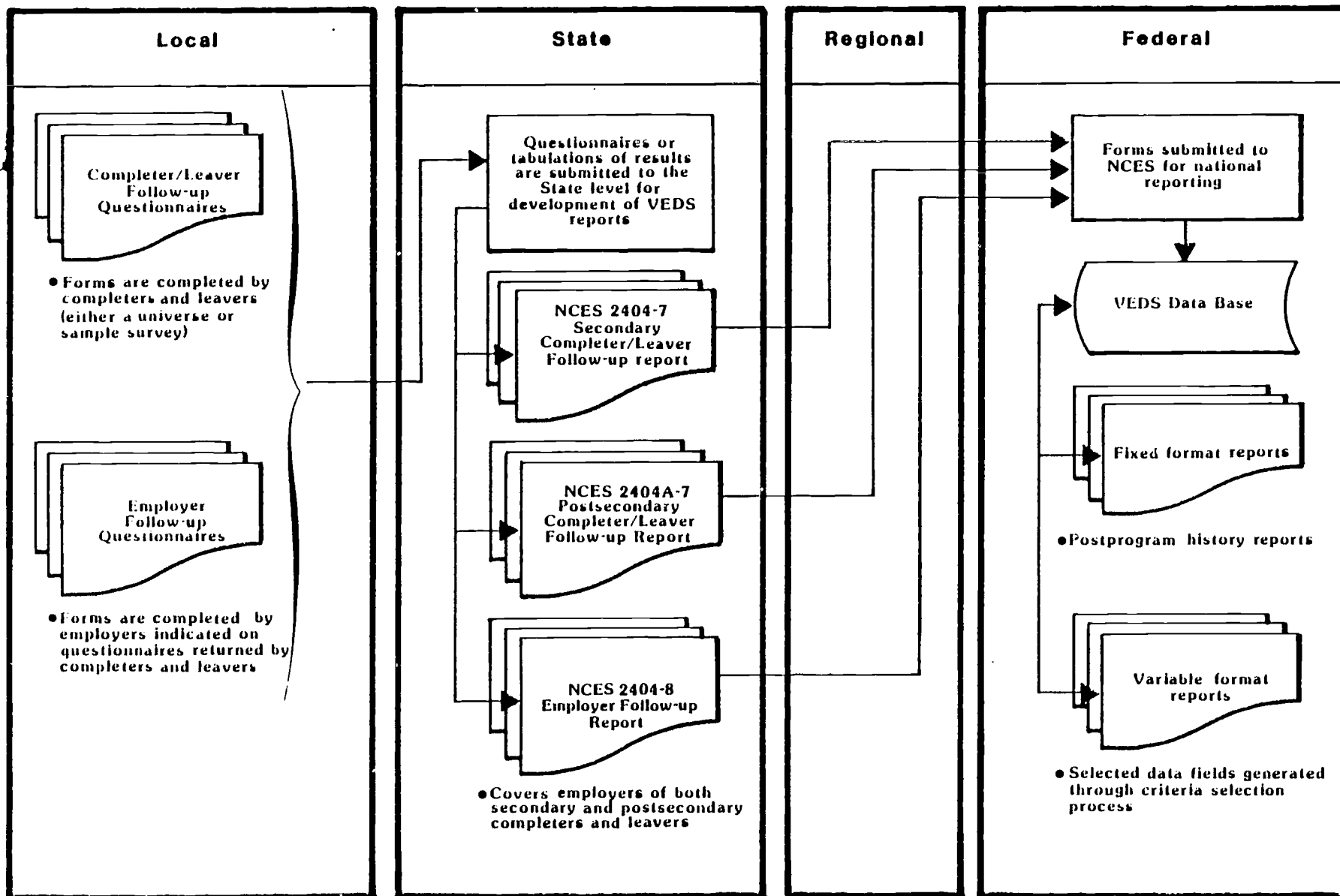
* Refers to persons who are employed while enrolled in a program and who remain in the same occupation upon completing or leaving that program.

** In specified labor market

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3 OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING Vocational Education Data System (VEDS) Follow-up Component

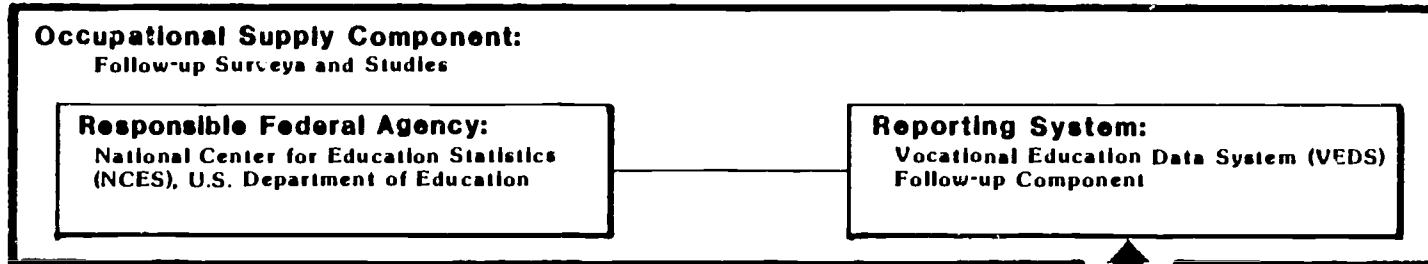


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OCCUPATIONAL SUPPLY

CAPSULE SUMMARY

Vocational Education Data System (VEDS) Follow-up Component



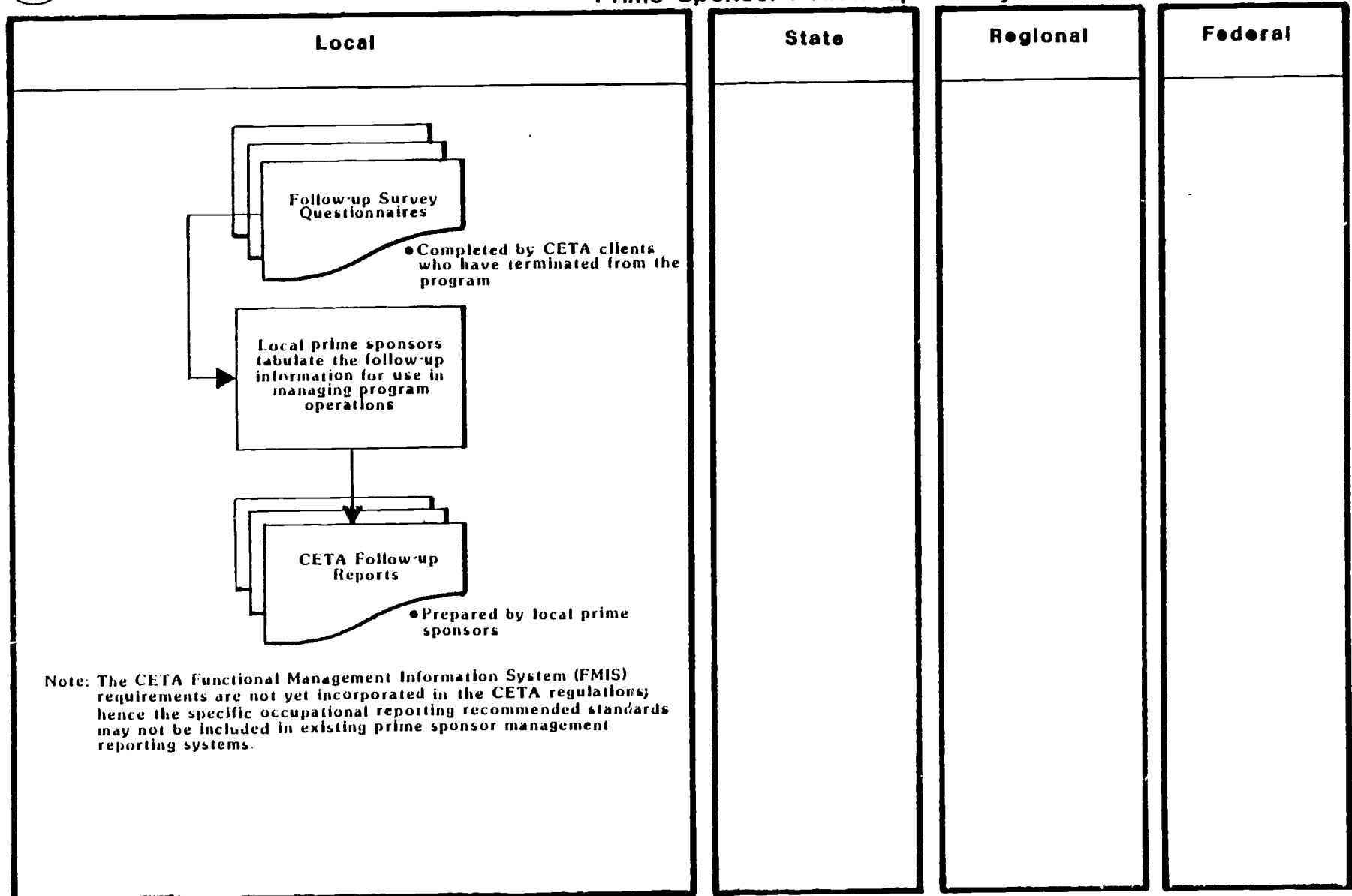
<p style="text-align: center;">Coverage</p> <p>Follow-up information is reported for secondary and postsecondary students from vocational education programs reported in a State's Annual Vocational Education Plan.</p>	<p style="text-align: center;">Relevant Reporting Forms</p> <ul style="list-style-type: none"> ● NCES 2404-7: Secondary Completer/Leaver Follow-up Report ● NCES 2404A-7: Postsecondary Completer/Leaver Follow-up Report ● NCES 2404-5: Completer/Leaver Follow-up Form ● NCES 2404-5-VA: Occupational Employment Questionnaire ● NCES 2404-8: Employer Follow-up Report ● NCES 2404-6: Employer Follow-up Form 	<p style="text-align: center;">Reporting Entities</p> <ul style="list-style-type: none"> ● Secondary and postsecondary students completing or leaving vocational education programs reported in a State's Annual Vocational Education Plan ● Local Education Agencies (LEAs) ● Postsecondary Institutions (PSIs) 	<p style="text-align: center;">Responsible State Agencies/Organizations</p> <p>The State agency responsible for the administration of vocational education such as:</p> <ul style="list-style-type: none"> ● State Department of Vocational Education ● Department of Elementary and Secondary Education ● Department of Higher Education ● State Department of Education
<p style="text-align: center;">Geographic Detail</p> <ul style="list-style-type: none"> ● Follow-up information is provided to a State agency either directly by completers and leavers or by LEAs and PSIs and can be aggregated for defined geographic areas. ● Follow-up information may be based on a sample of completers/leavers rather than the universe, thus reducing the reliability and validity of the follow-up information for local areas. 	<p style="text-align: center;">Classification Detail</p> <p>Occupations of placement for vocational education completers/leavers entering employment are reported using 26 two-digit Standard Occupational Classification (SOC) categories. These categories are reported for each of the 119 instructional programs reported to NCES.</p>	<p style="text-align: center;">Time Reference Detail</p> <p>Follow-up information is collected in April following the completion of a school year and is reported to NCES by December 1, eighteen months after the completion of that school year.</p>	

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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Local Comprehensive Employment and Training Act (CETA) Prime Sponsor Follow-up Surveys

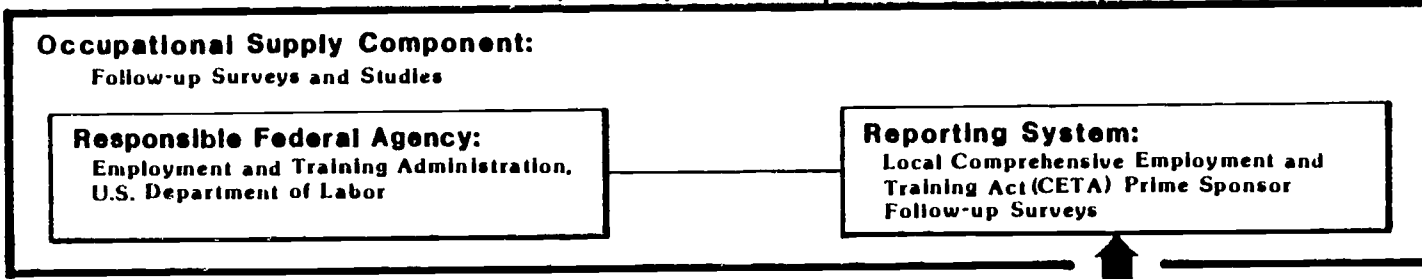


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**OCCUPATIONAL
SUPPLY**

CAPSULE SUMMARY

**Local Comprehensive Employment and Training Act
(CETA) Prime Sponsor Follow-up Surveys**



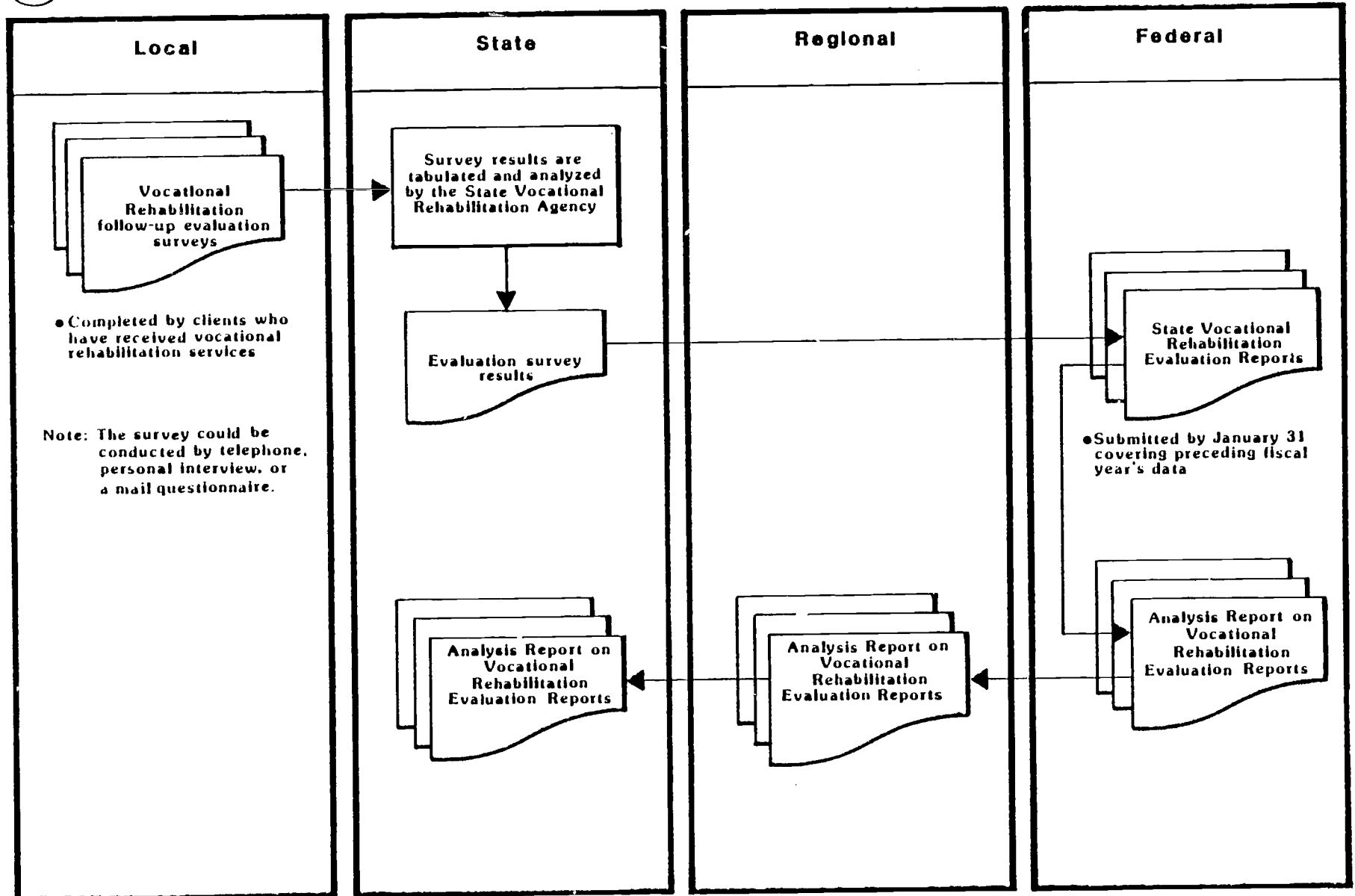
<p>Coverage</p> <p>Clients/participants receiving employment and/or skills training preparation under CETA funding are surveyed at various time intervals following program termination to determine labor force status. CETA clients are selected from economically disadvantaged, unemployed and underemployed populations.</p>	<p>Relevant Reporting Forms</p> <p>CETA prime sponsor follow-up survey forms (actual form will vary among prime sponsors)</p>	<p>Reporting Entities</p> <p>CETA clients/participants respond to follow-up surveys conducted by:</p> <ul style="list-style-type: none"> • Prime sponsors • Program agents or sub-agents 	<p>Responsible State Agencies/Organizations</p> <ul style="list-style-type: none"> • CETA prime sponsors • State Employment Security Agency • State Employment and Training Council • Governor's Planning Office
<p>Geographic Detail</p> <p>Information is reported by terminated CETA clients/participants to prime sponsors. Prime sponsors provide employment and training services for a defined geographic area, usually a municipality, city, county, or Balance-of-State area.</p>	<p>Classification Detail</p> <p>Current reporting within CETA does not require occupational detail for job placement reporting. Local prime sponsors may have such information on an individual basis.</p>	<p>Time Reference Detail</p> <p>Follow-up surveys may be conducted at varying time intervals following program terminations. Information regarding such surveys must be obtained from local prime sponsors.</p>	

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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

State Vocational Rehabilitation Follow-up Survey

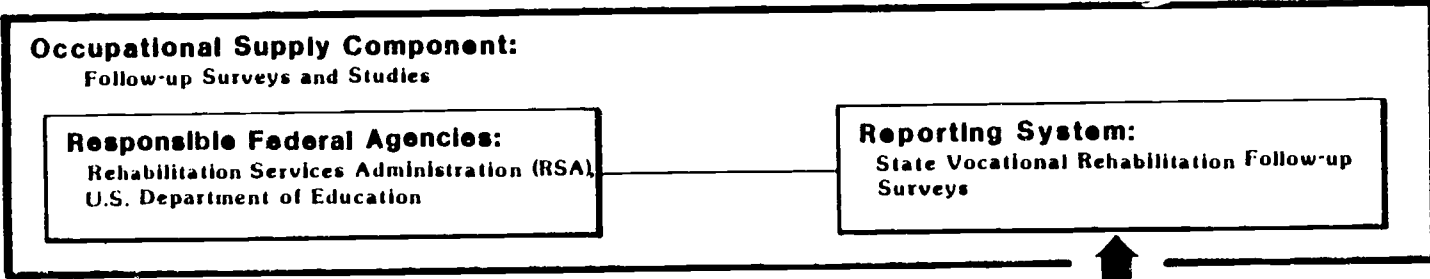


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**OCCUPATIONAL
SUPPLY**

CAPSULE SUMMARY
State Vocational Rehabilitation Follow-up Surveys



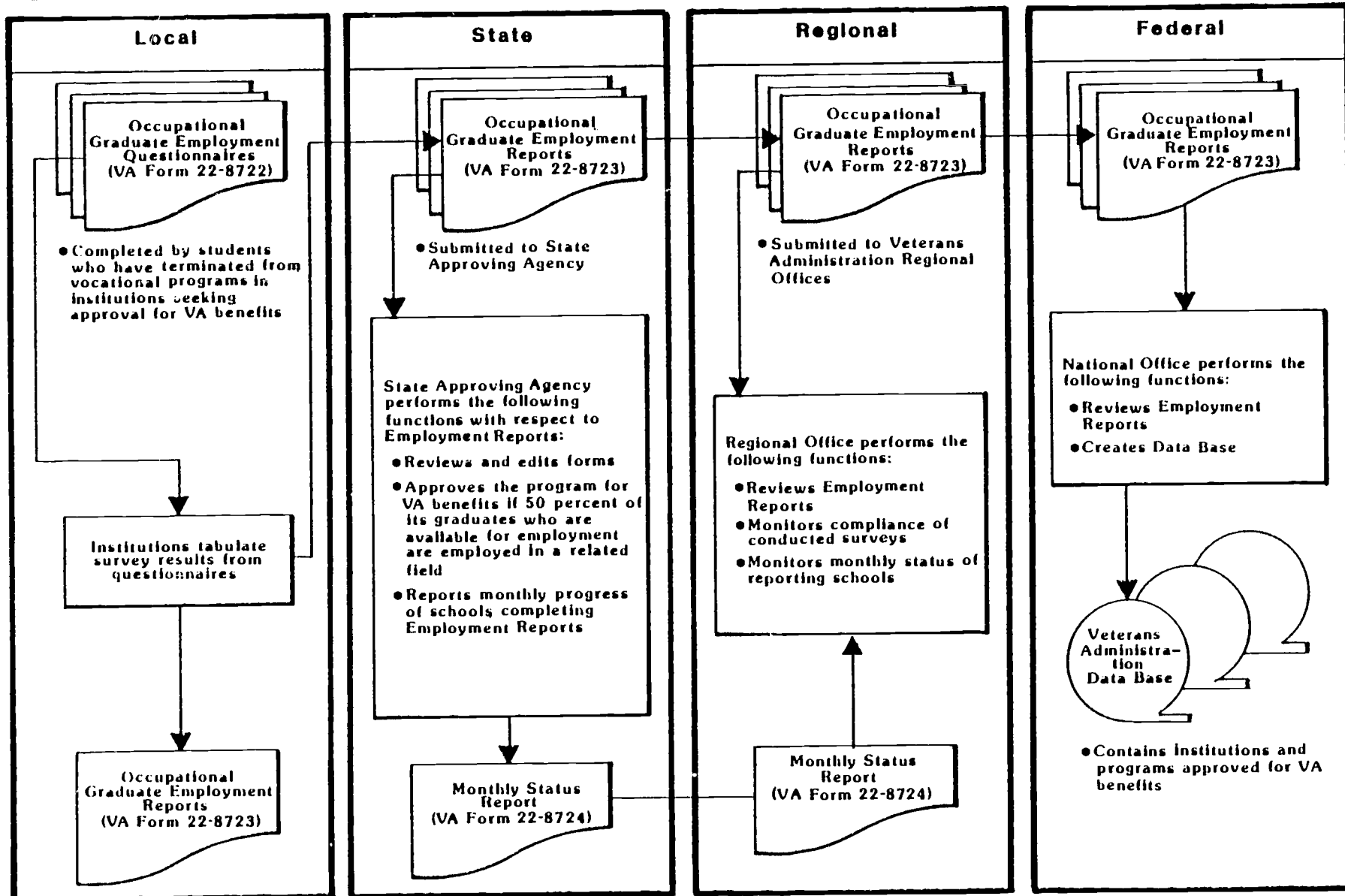
<p>Coverage</p> <p>Clients who have received Vocational Rehabilitation services are surveyed following case closure to determine if the clients retain, over time, benefits from the rehabilitation system.</p>	<p>Relevant Reporting Forms</p> <p>Survey methods and forms vary by State but RSA is currently testing a standardized follow-up instrument in six State Vocational Rehabilitation agencies.</p>	<p>Reporting Entities</p> <p>Clients who have received Vocational Rehabilitation services</p>	<p>Responsible State Agencies/Organizations</p> <p>The State Agency responsible for the administration of the vocational rehabilitation program such as:</p> <ul style="list-style-type: none"> •Department of Rehabilitation •Department of Vocational Rehabilitation •Department of Rehabilitation Services •Department of Social Services •Department of Human Resources •Department of Labor •Department of Education
<p>Geographic Detail</p> <p>Information is provided to the State Vocational Rehabilitation Agency by former vocational rehabilitation clients and can be aggregated for defined geographic areas.</p>	<p>Classification Detail</p> <p>For employed rehabilitation clients, the occupation of employment is classified using Dictionary of Occupational Titles (DOT) codes.</p>	<p>Time Reference Detail</p> <p>State Vocational Rehabilitation Agencies submit their evaluation (follow-up) reports to RSA annually. January 31 is the deadline for the preceding fiscal year's data.</p>	

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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Veterans Administration's Occupational Graduate Employment Report

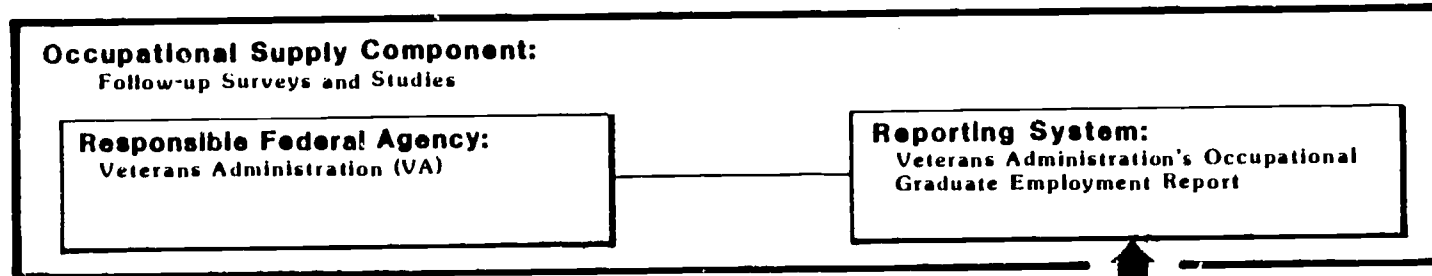


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OCCUPATIONAL SUPPLY

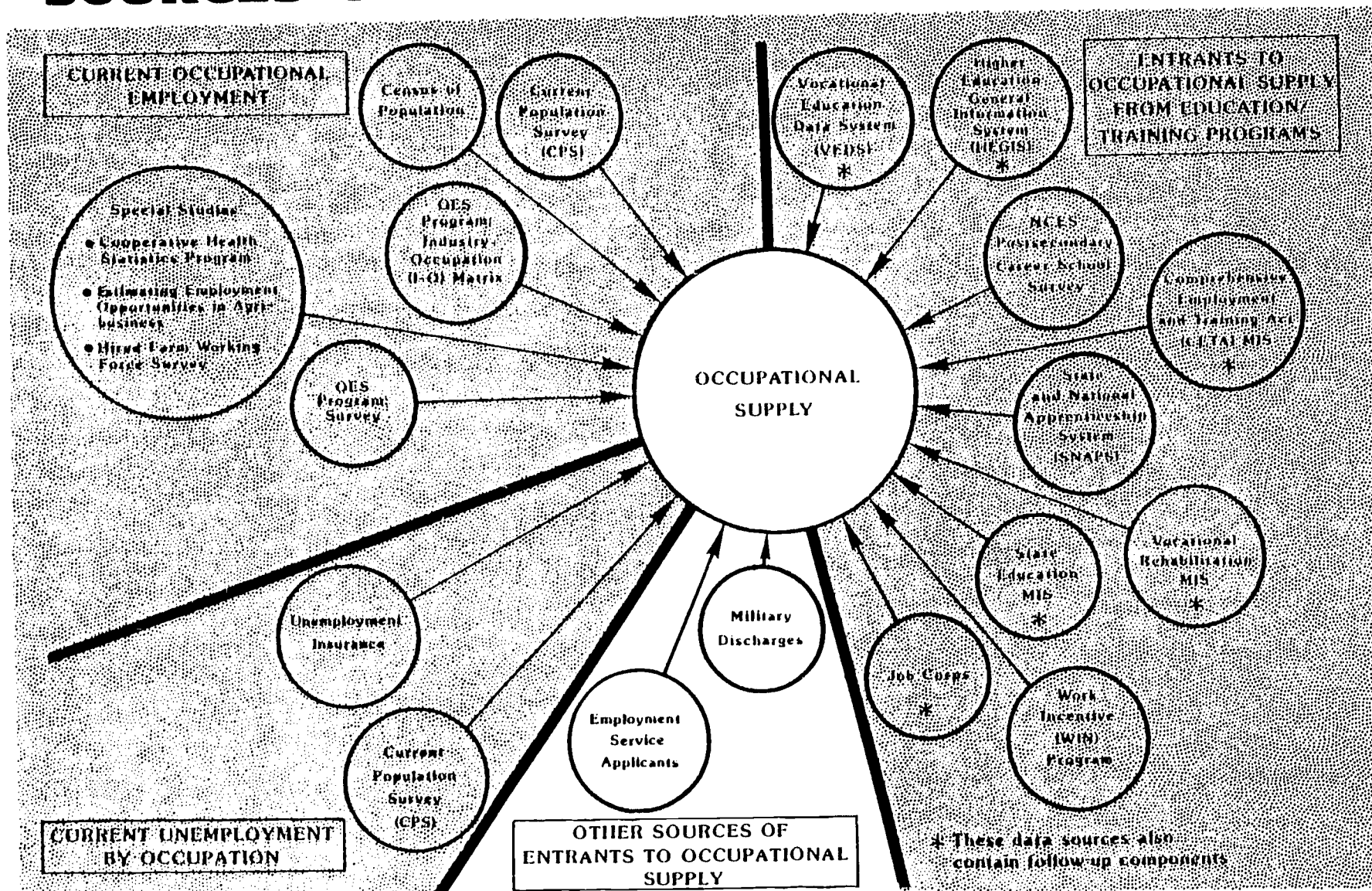
CAPSULE SUMMARY

Veterans Administration's Occupational Graduate Employment Report



<p>Coverage</p> <p>Institutions seeking approval of a vocational program for VA benefits must conduct a survey of program graduates and submit a report to the State Approving Agency (SAA). The survey of graduates covers both veterans and nonveterans.</p>	<p>Relevant Reporting Forms</p> <ul style="list-style-type: none"> • Occupational Graduate Employment Questionnaire (VA Form 22-8722) • Occupational Graduate Employment Report (Schools) (VA Form 22-8723) 	<p>Reporting Entities</p> <ul style="list-style-type: none"> • Schools seeking approval of a vocational program for VA benefits • Graduates of schools seeking approval of a vocational program for VA benefits 	<p>Responsible State Agencies/Organizations</p> <p>The SAA designated by VA is responsible for monitoring accreditation and standards of schools and approving programs meeting Federal and State standards. Usually the SAA is the State Board of Education. The VA contracts with the SAA for the monitoring and approval functions.</p>
<p>Geographic Detail</p> <p>Individual schools submit reports to the SAA for approval of a program for VA benefits. Information from the individual schools can be aggregated for defined geographic areas.</p>	<p>Classification Detail</p> <p>Vocational programs are reported using the Dictionary of Occupational Titles (DOT), Second Edition. Occupations in which graduates are employed are classified as either related or unrelated without using an existing occupational classification structure.</p>	<p>Time Reference Detail</p> <p>The approval process for vocational programs is a continuous process, as are the corresponding surveys of program graduates. VA maintains a national data base of schools and programs currently approved for VA benefits.</p>	

SOURCES OF OCCUPATIONAL SUPPLY DATA



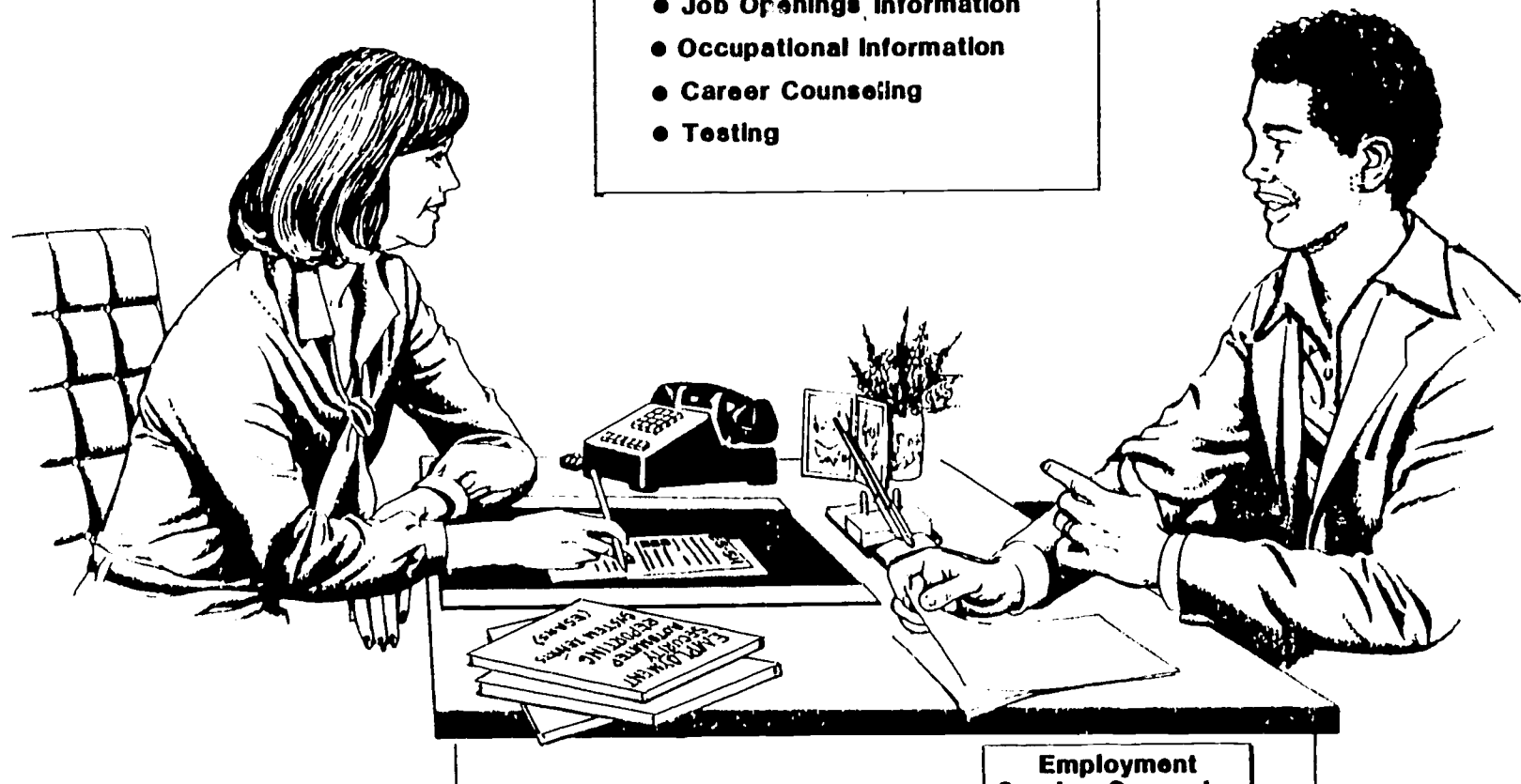
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EMPLOYMENT SERVICE APPLICANTS

Services Available

- Job Openings Information
- Occupational Information
- Career Counseling
- Testing



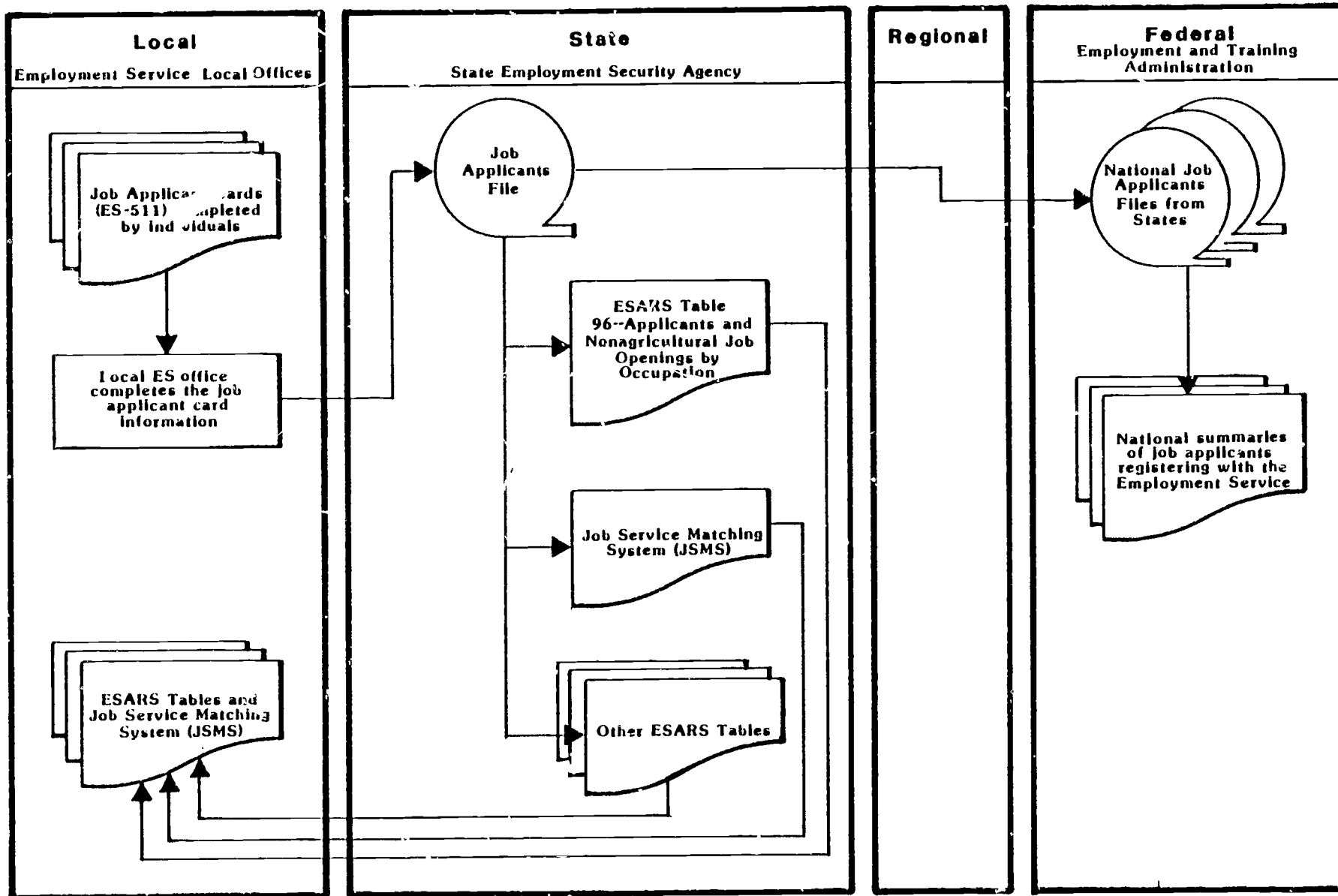
Employment
Service Counselor

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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Employment Service (ES) Applicants

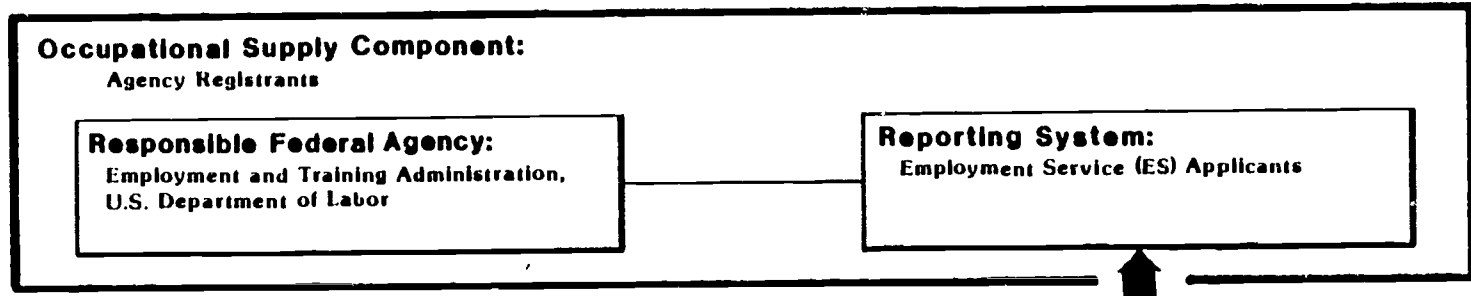


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OCCUPATIONAL SUPPLY

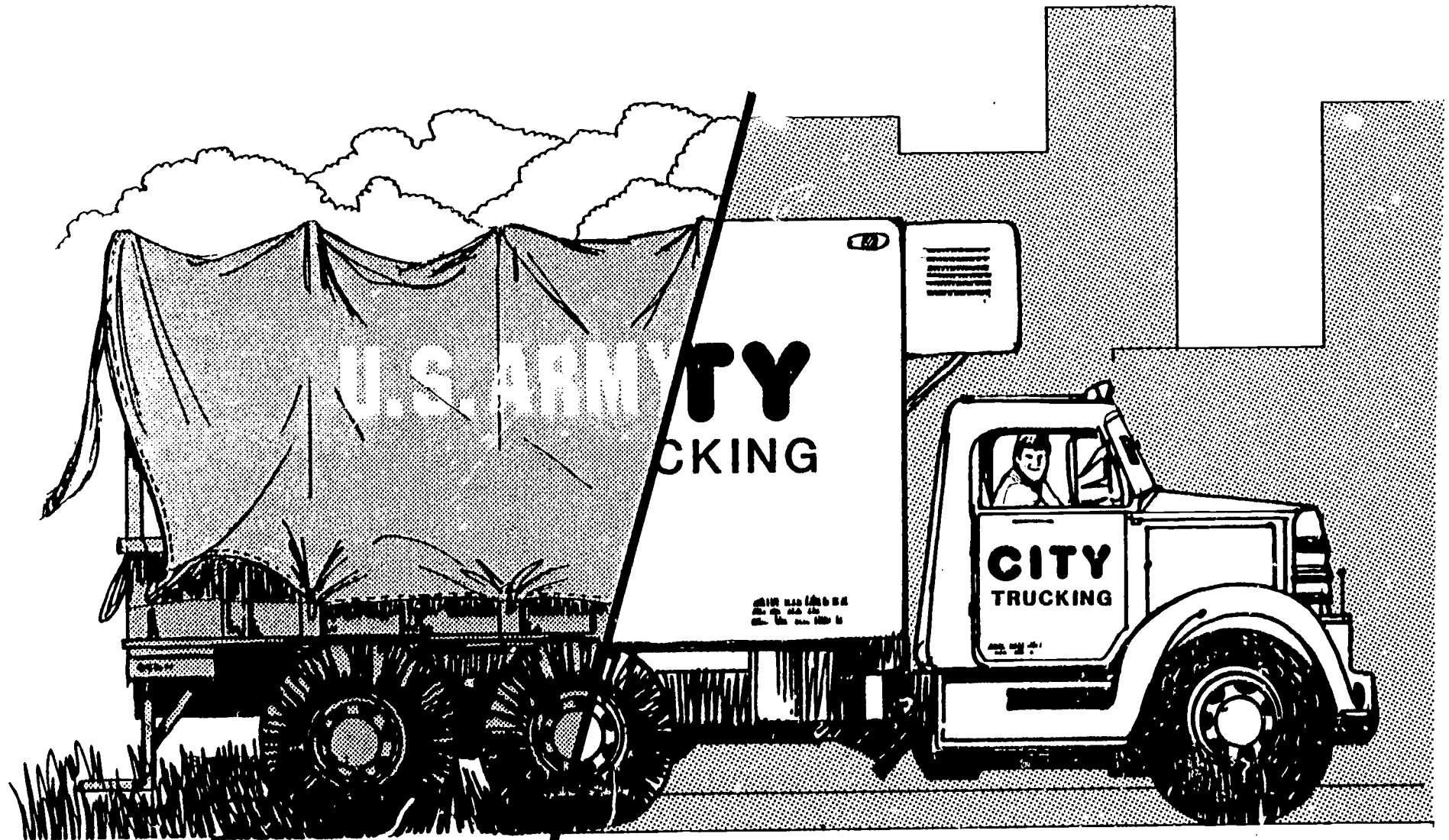
CAPSULE SUMMARY

Employment Service (ES) Applicants



<p style="text-align: center;">Coverage</p> <p>Individuals registering with the Employment Service for assistance in finding a job</p>	<p style="text-align: center;">Relevant Reporting Forms</p> <p>Employment Service Application Card (ES-511)</p>	<p style="text-align: center;">Reporting Entities</p> <p>Job Applicants registering with the Employment Service</p>	<p style="text-align: center;">Responsible State Agencies/Organizations</p> <p>State Employment Security Agency local Employment Service offices</p>
<p style="text-align: center;">Geographic Detail</p> <p>Job applicants by occupation can be summarized at the following geographic levels of detail:</p> <ul style="list-style-type: none"> ● By Employment Service local office ● By SMSA or major labor market ● State-wide ● Nation-wide 	<p style="text-align: center;">Classification Detail</p> <ul style="list-style-type: none"> ● The occupation indicated by a job applicant in registering with the Employment Service is classified using either a three-, six-, or nine-digit Dictionary of Occupational Titles (DOT) code. ● The industry in which a job applicant is seeking employment is coded using the Standard Industrial Classification (SIC) system. 	<p style="text-align: center;">Time Reference Detail</p> <p>Employment Service job applicants information is summarized monthly in ESARS reports. ESARS Table 96 presents cumulative year-to-date totals.</p>	

MILITARY DISCHARGE



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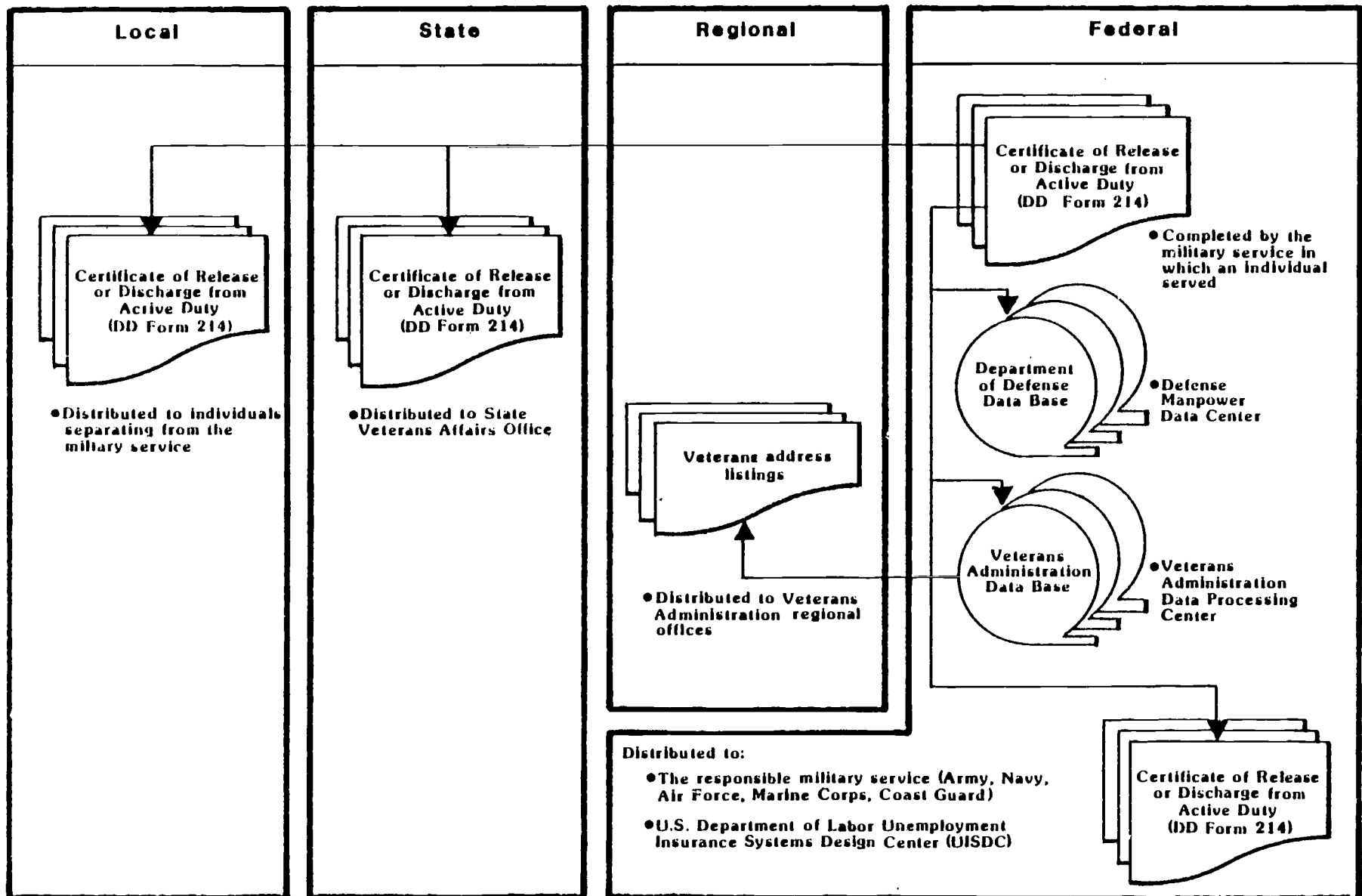
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OCCUPATIONAL SUPPLY

OVERVIEW OF INFORMATION PROCESSING

Military Discharges (DD Form 214)

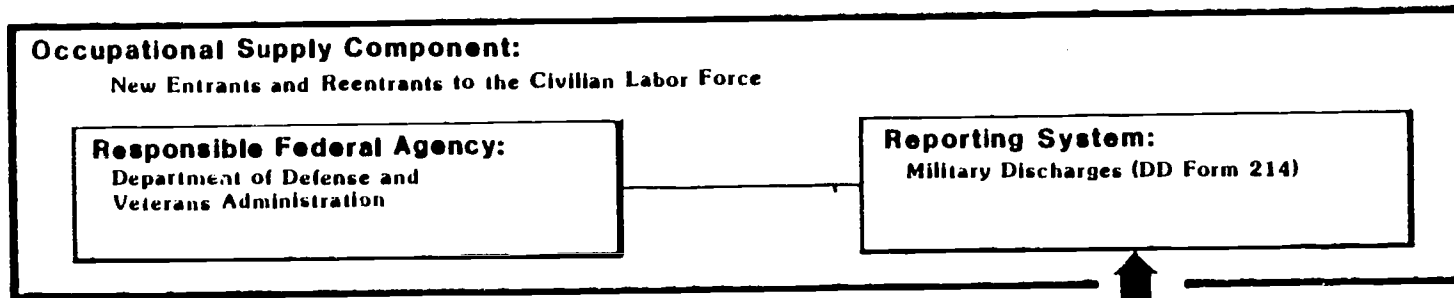


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OCCUPATIONAL SUPPLY

CAPSULE SUMMARY

Military Discharges (DD Form 214)



<p align="center">Coverage</p> <p>All individuals discharged or released from active duty from any of the five military services:</p> <ul style="list-style-type: none"> ● Army ● Navy ● Air Force ● Marine Corps ● Coast Guard 	<p align="center">Relevant Reporting Forms</p> <p>Certificate of Release or Discharge from Active Duty, DD Form 214</p>	<p align="center">Reporting Entities</p> <p>Individuals discharged or released from active duty in the military service</p>	<p align="center">Responsible State Agencies/Organizations</p> <p>State Veterans Affairs Offices</p>
<p align="center">Geographic Detail</p> <p>Each individual being discharged or released from the military services provides a home of record and mailing address with zip code. Information pertaining to military discharges can be aggregated for defined geographic areas (groupings of zip codes).</p>	<p align="center">Classification Detail</p> <p>Each DD Form 214 indicates the most recent military occupational specialty title and code for the individual being discharged or released from military service.</p>	<p align="center">Time Reference Detail</p> <p>Information on military discharges is developed continuously as individuals are separated from military service. Aggregate information on military discharges may be obtained either through a State Veterans Affairs Office or through the Defense Manpower Data Center.</p>	

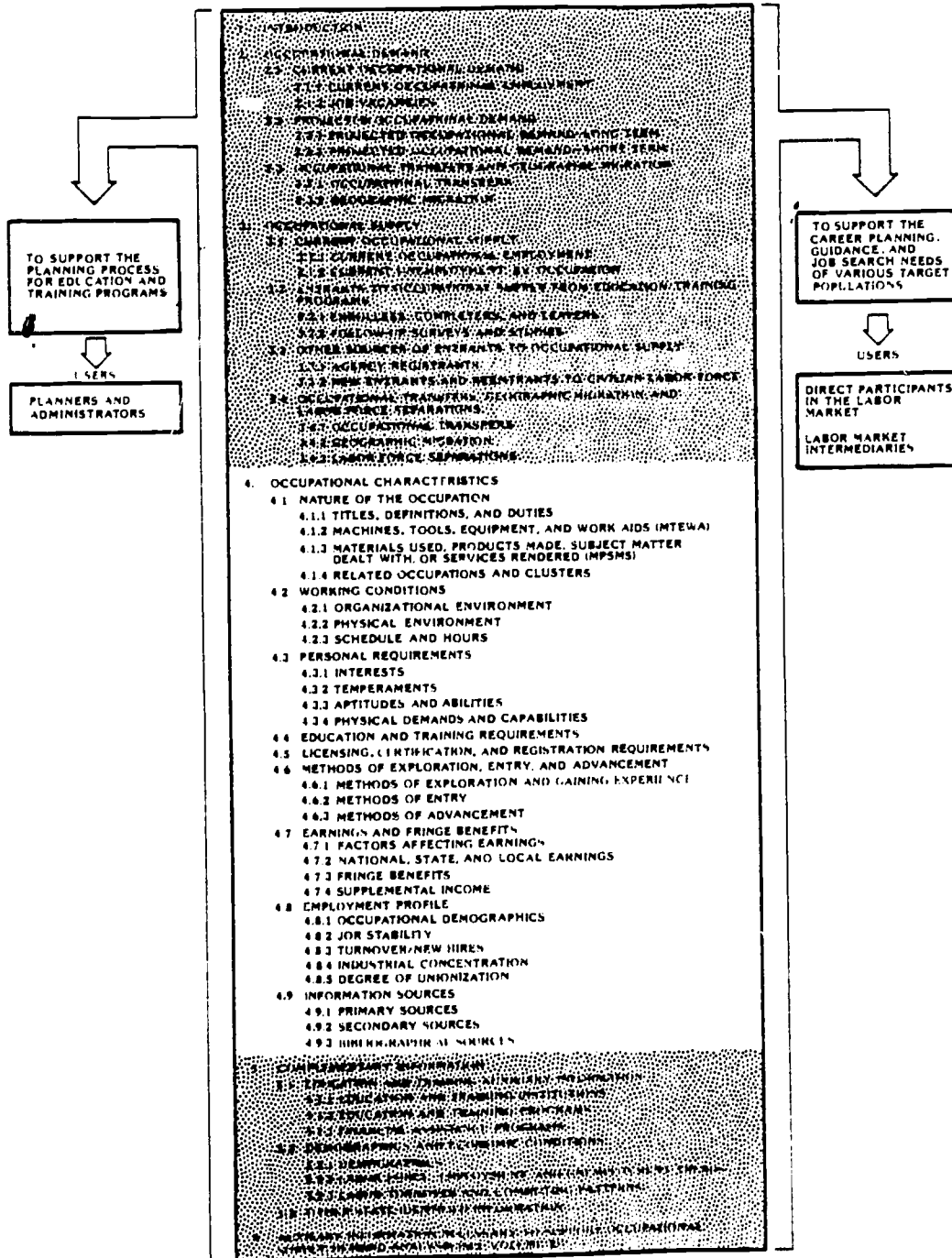
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OCCUPATIONAL
CHARACTERISTICS

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OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

OCCUPATIONAL INFORMATION BASE



OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

USE OF LABOR FORCE SEPARATIONS

4. OCCUPATIONAL CHARACTERISTICS
 - 4.1 NATURE OF THE OCCUPATION
 - 4.1.1 TITLES, DEFINITIONS, AND DUTIES
 - 4.1.2 MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS (MTEWA)
 - 4.1.3 MATERIALS USED, PRODUCTS MADE, SUBJECT MATTER DEALT WITH, OR SERVICES RENDERED (MPSMS)
 - 4.1.4 RELATED OCCUPATIONS AND CLUSTERS
 - 4.2 WORKING CONDITIONS
 - 4.2.1 ORGANIZATIONAL ENVIRONMENT
 - 4.2.2 PHYSICAL ENVIRONMENT
 - 4.2.3 SCHEDULE AND HOURS
 - 4.3 PERSONAL REQUIREMENTS
 - 4.3.1 INTERESTS
 - 4.3.2 TEMPERAMENTS
 - 4.3.3 APTITUDES AND ABILITIES
 - 4.3.4 PHYSICAL DEMANDS AND CAPABILITIES
 - 4.4 EDUCATION AND TRAINING REQUIREMENTS
 - 4.5 LICENSING, CERTIFICATION, AND REGISTRATION REQUIREMENTS
 - 4.6 METHODS OF EXPLORATION, ENTRY, AND ADVANCEMENT
 - 4.6.1 METHODS OF EXPLORATION AND GAINING EXPERIENCE
 - 4.6.2 METHODS OF ENTRY
 - 4.6.3 METHODS OF ADVANCEMENT
 - 4.7 EARNINGS AND FRINGE BENEFITS
 - 4.7.1 FACTORS AFFECTING EARNINGS
 - 4.7.2 NATIONAL, STATE, AND LOCAL EARNINGS
 - 4.7.3 FRINGE BENEFITS
 - 4.7.4 SUPPLEMENTAL INCOME
 - 4.8 EMPLOYMENT PROFILE
 - 4.8.1 OCCUPATIONAL DEMOGRAPHICS
 - 4.8.2 JOB STABILITY
 - 4.8.3 TURNOVER/NEW HIRES
 - 4.8.4 INDUSTRIAL CONCENTRATION
 - 4.8.5 DEGREE OF UNIONIZATION
 - 4.9 INFORMATION SOURCES
 - 4.9.1 PRIMARY SOURCES
 - 4.9.2 SECONDARY SOURCES
 - 4.9.3 BIBLIOGRAPHICAL SOURCES
5. COMPLEMENTARY INFORMATION
 - 5.1 EDUCATION AND TRAINING AUXILIARY INFORMATION
 - 5.1.1 INSTITUTIONS

NATURE OF OCCUPATION

- **Titles, Definitions, and Duties**
- **Machines, Tools, Equipment, and Work Aids (MTEWA)**
- **Materials Used, Products Made, Subject Matter Dealt With, or Services Rendered (MPSMS)**
- **Related Occupations and Clusters**

WORKING CONDITIONS

- **Organizational Environment**
- **Physical Environment**
- **Schedule and Hours**

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PERSONAL REQUIREMENTS

- 
- **Interests**
 - **Temperaments**
 - **Aptitudes and Abilities**
 - **Physical Demands and Capabilities**

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EDUCATION AND TRAINING REQUIREMENTS



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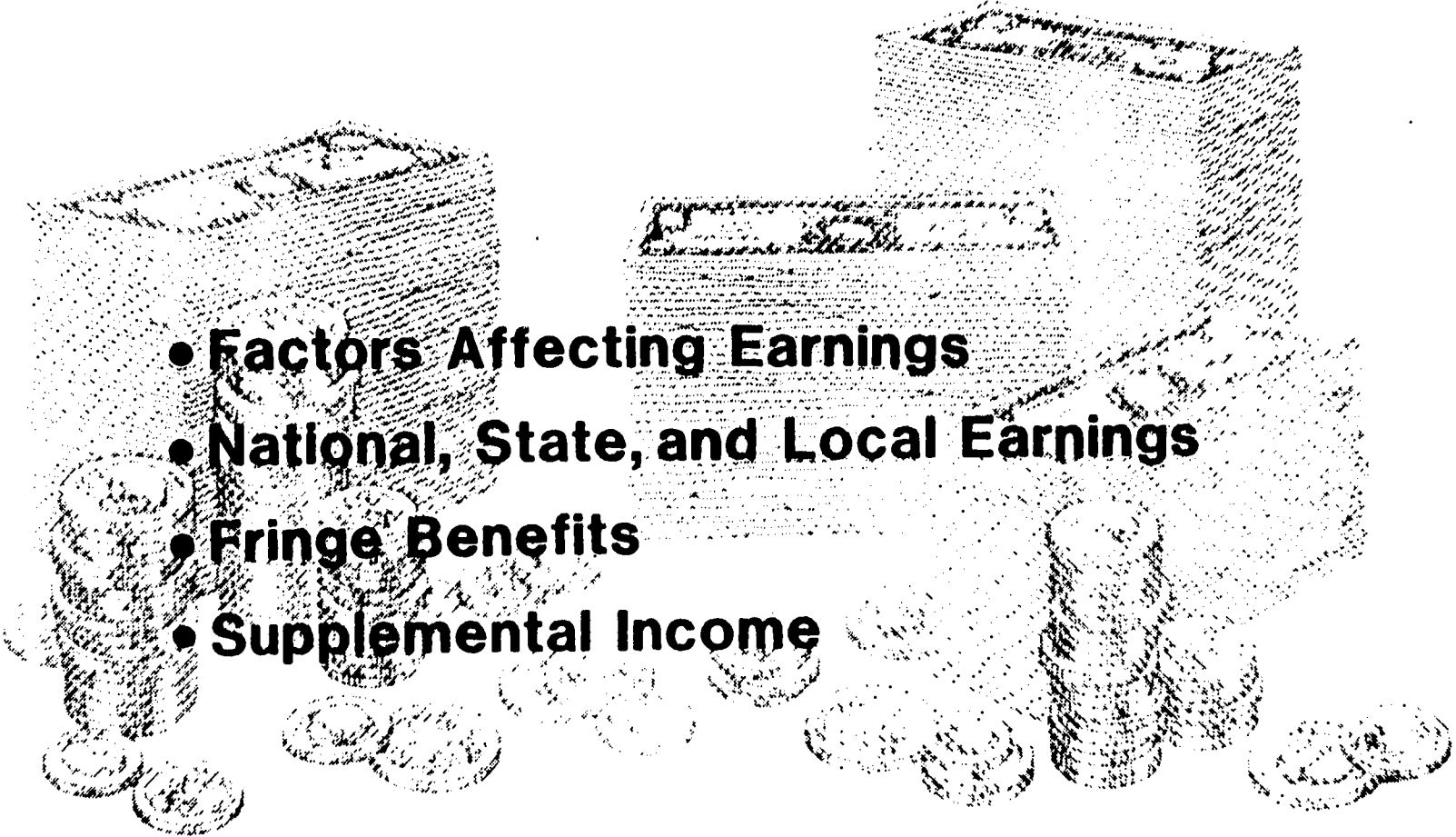
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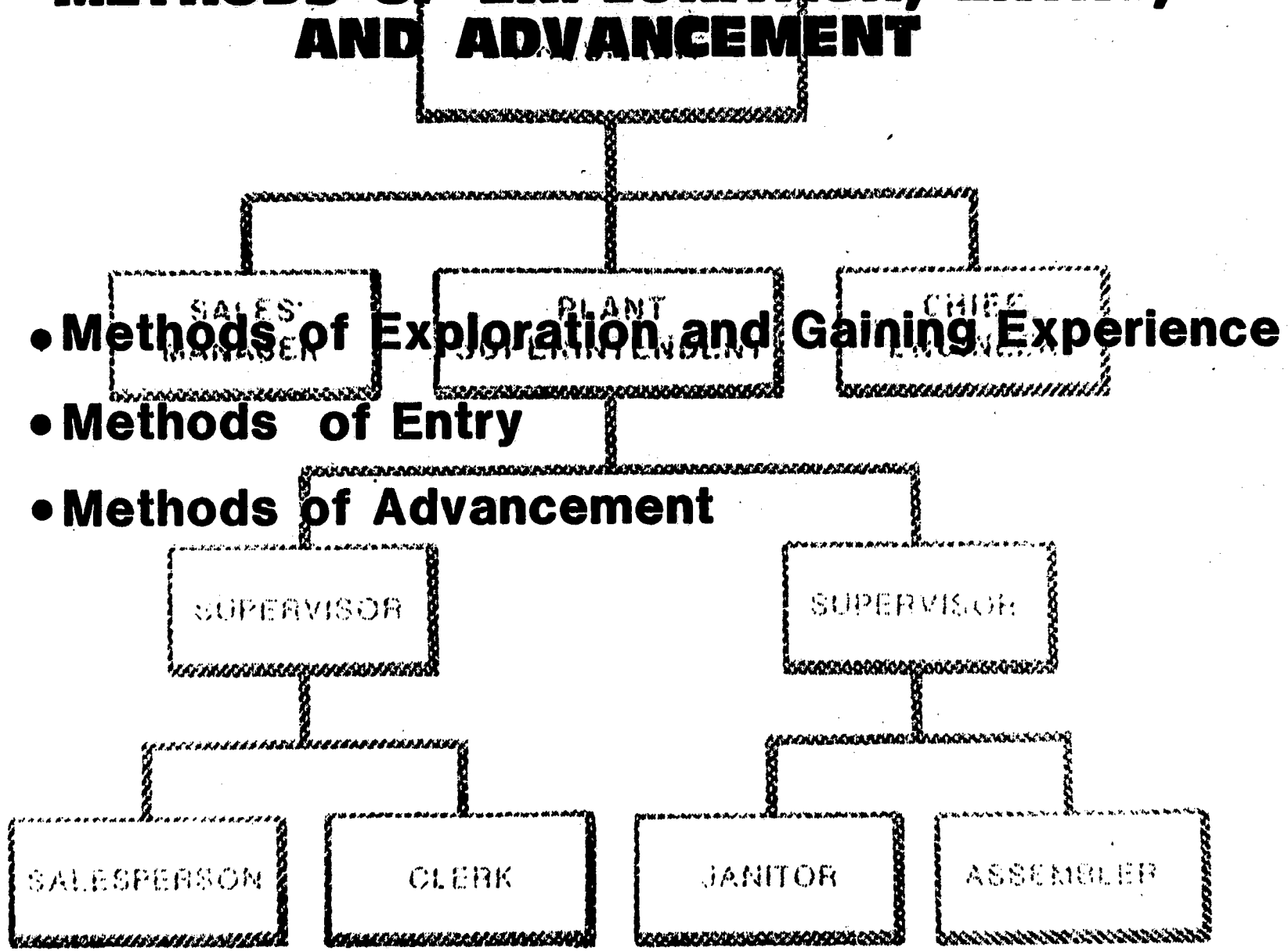
An illustration of a rolled-up document, possibly a diploma or certificate, tied with a ribbon. A smaller certificate is placed on top of the roll. The certificate has the text "Certificated by the State to be a" followed by several horizontal lines for a name and other details.

**LICENSING, CERTIFICATION,
AND REGISTRATION REQUIREMENTS**

EARNINGS AND FRINGE BENEFITS

- 
- **Factors Affecting Earnings**
 - **National, State, and Local Earnings**
 - **Fringe Benefits**
 - **Supplemental Income**

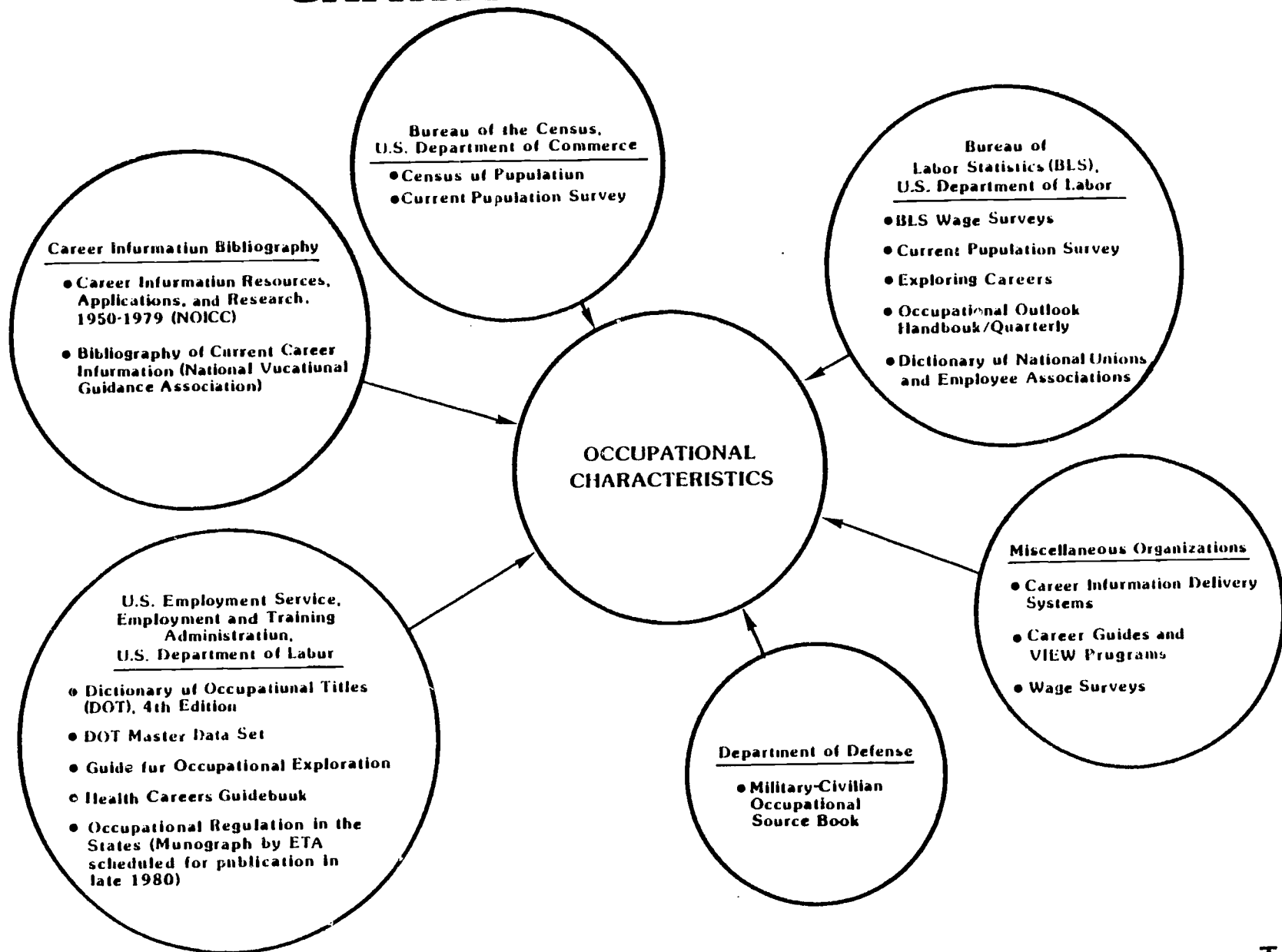
METHODS OF EXPLORATION, ENTRY, AND ADVANCEMENT



EMPLOYMENT PROFILE

- **Occupational Demographics**
- **Job Stability**
- **Turnover/New Hires**
- **Industrial Concentration**
- **Degree of Unionization**

SOURCES OF OCCUPATIONAL CHARACTERISTICS DATA



4

OCCUPATIONAL CHARACTERISTICS

Table 4.1 Sources of Occupational Characteristics Information

Page 4-5

CHARACTERISTICS (4.1 - 4.8)	Primary Sources (4.9.1)										Secondary Sources (4.9.2)				
	4.9.1.A Bureau of Labor Statistics Wage Surveys	4.9.1.B Census of Population	4.9.1.C Current Population Survey	4.9.1.D Dictionary of Occupational Titles	4.9.1.E DOT Master Data Set	4.9.1.F Directory of National Unions and Employee Associations	4.9.1.G Guide for Occupational Exploration	4.9.1.H Health Careers Guidebook	4.9.1.I Military-Civilian Occupational Source Book	4.9.1.J Occupations Regulated by States	4.9.1.K Wage Surveys	4.9.2.A Career Information Delivery Systems	4.9.2.B Exploring Careers	4.9.2.C Career Guides and VIEW Programs	4.9.2.D Occupational Outlook Handbook
4.1 Nature of the Occupation				X	X		X	X				X	X	X	X
4.1.1 Titles, Definitions, and Duties				X	X		X	X				X	X	X	X
4.1.2 Machines, Tools, Equipment, and Work Aids (MTEWA)				X	X		X	X				X	X	X	X
4.1.3 Materials Used, Products Made, Subject Matter Dealt With, or Services Rendered (MPSMS)				X	X		X	X				X	X	X	X
4.1.4 Related Occupations and Clusters				X	X		X	X				X	X	X	X
4.2 Working Conditions				X	X		X	X				X	X	X	X
4.2.1 Organizational Environment				X	X		X	X				X	X	X	X
4.2.2 Physical Environment		X	X				X	X				X	X	X	X
4.2.3 Schedule and Hours							X	X				X	X	X	X
4.3 Personal Requirements					X		X	X				X	X	X	X
4.3.1 Interests					X		X	X				X	X	X	X
4.3.2 Temperaments					X		X	X				X	X	X	X
4.3.3 Aptitudes and Abilities					X		X	X				X	X	X	X
4.3.4 Physical Demands and Capabilities					X		X	X				X	X	X	X
4.4 Education and Training Requirements					X		X	X		X		X	X	X	X
4.5 Licensing, Certification, and Registration Requirements							X	X		X		X	X	X	X
4.6 Methods of Exploration, Entry, and Advancement							X	X		X		X	X	X	X
4.6.1 Methods of Exploration and Gaining Experience							X	X		X		X	X	X	X
4.6.2 Methods of Entry							X	X		X		X	X	X	X
4.6.3 Methods of Advancement							X	X		X		X	X	X	X
4.7 Earnings and Fringe Benefits	X							X		X		X	X	X	X
4.7.1 Factors Affecting Earnings	X		X					X		X		X	X	X	X
4.7.2 National, State, and Local Earnings	X							X		X		X	X	X	X
4.7.3 Fringe Benefits	X							X		X		X	X	X	X
4.7.4 Supplemental Income	X							X		X		X	X	X	X
4.8 Employment Profile		X	X			X					X				
4.8.1 Occupational Demographics		X	X			X					X				
4.8.2 Job Stability															
4.8.3 Turnover/New Hires							X								
4.8.4 Industrial Concentration		X					X								X
4.8.5 Degree of Unionization							X								X

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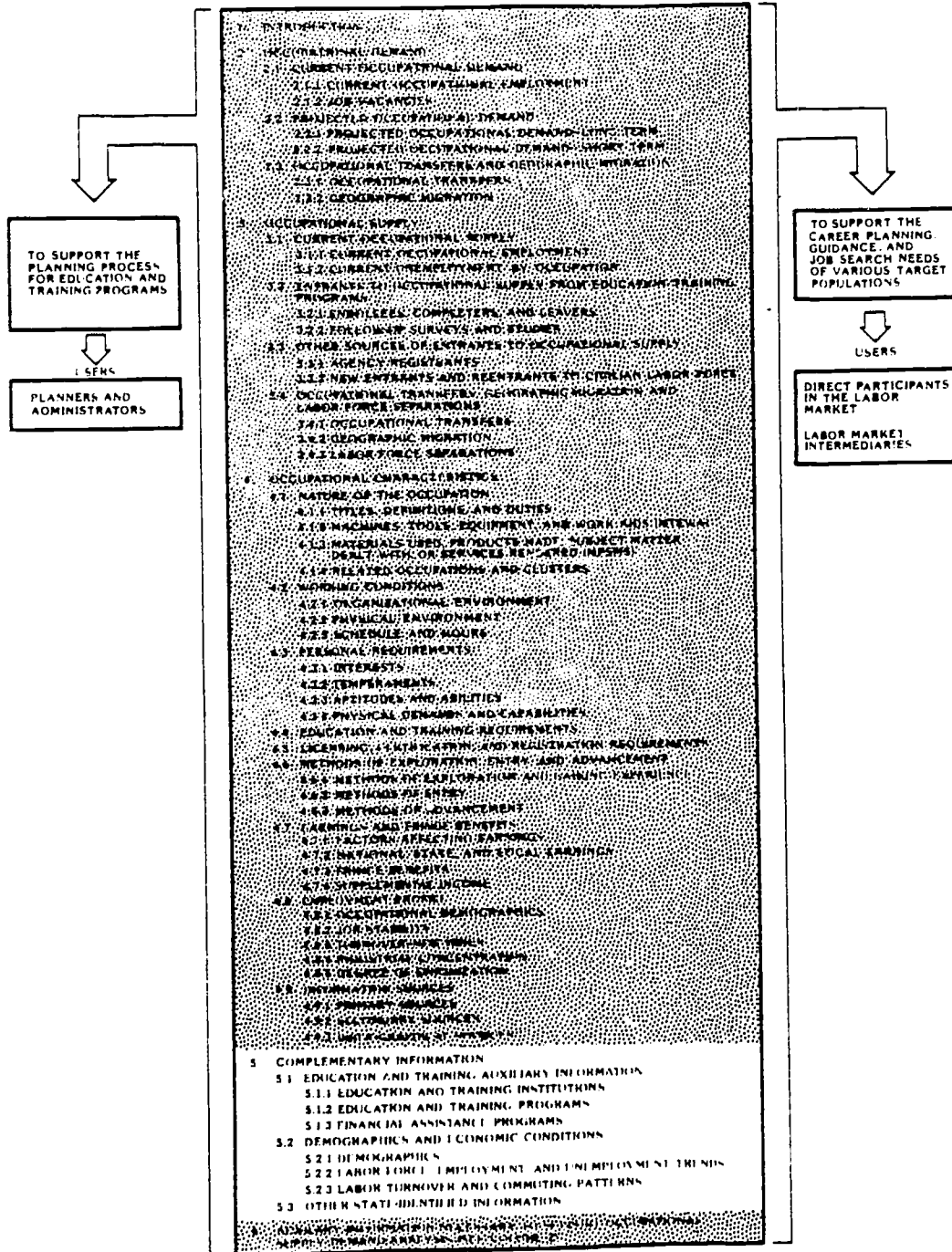
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COMPLEMENTARY
INFORMATION

OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

OCCUPATIONAL INFORMATION BASE



OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

SOURCES

4.9.3 Statistical Sources

5. COMPLEMENTARY INFORMATION

5.1 EDUCATION AND TRAINING AUXILIARY INFORMATION

5.1.1 EDUCATION AND TRAINING INSTITUTIONS

5.1.2 EDUCATION AND TRAINING PROGRAMS

5.1.3 FINANCIAL ASSISTANCE PROGRAMS

5.2 DEMOGRAPHICS AND ECONOMIC CONDITIONS

5.2.1 DEMOGRAPHICS

5.2.2 LABOR FORCE, EMPLOYMENT, AND UNEMPLOYMENT TRENDS

5.2.3 LABOR TURNOVER AND COMMUTING PATTERNS

5.3 OTHER STATE-IDENTIFIED INFORMATION

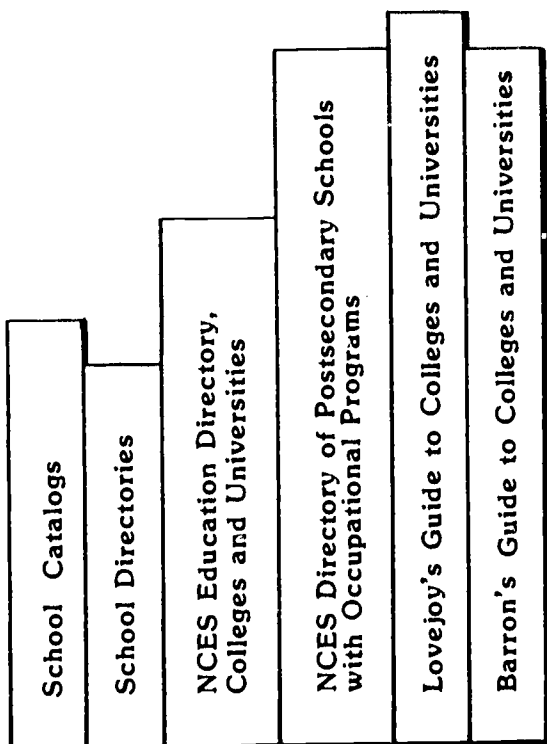
6. ADDITIONAL INFORMATION NECESSARY TO SUPPORT OCCUPATIONAL

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COMPLEMENTARY INFORMATION EDUCATION AND TRAINING INFORMATION

INFORMATION ON EDUCATION AND TRAINING INSTITUTIONS

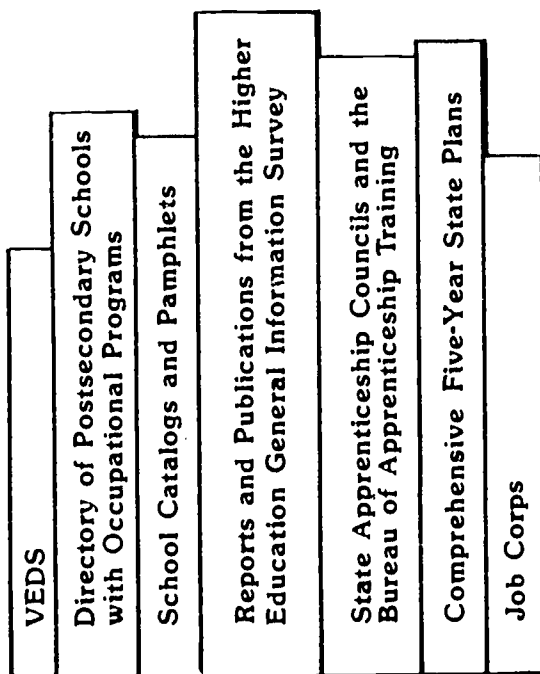
- Size
- Admissions Requirements
- Location
- Programs and Courses
- Enrollment
- Lodging
- Tuition



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INFORMATION ON EDUCATION AND TRAINING PROGRAMS

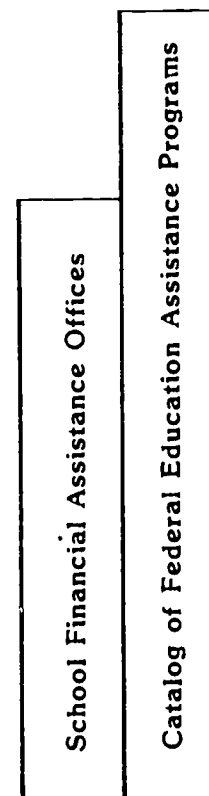
- Prerequisites
- Program and Course Duration
- Cost of Program
- Program and Course Content
- Program Objectives
- Name and Location of Education Providers



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INFORMATION ON FINANCIAL ASSISTANCE

- Scholarships
- Grants
- Educational Loans
- Work-Study Programs

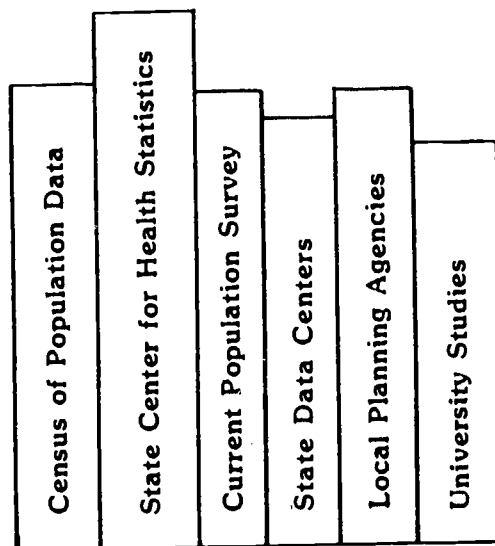


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COMPLEMENTARY INFORMATION DEMOGRAPHICS AND ECONOMIC CONDITIONS

DEMOGRAPHICS

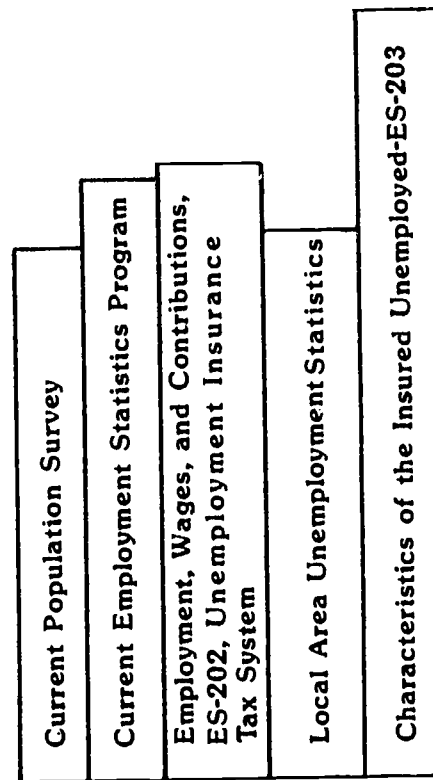
- Population Size
- Population Density
- Population Growth and Decline
- Population Distribution
- Migration
- Vital Statistics
 - Age
 - Deaths
 - Births
 - Sex



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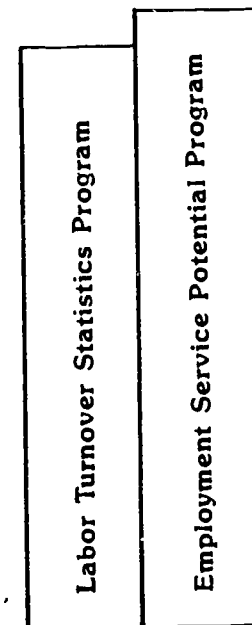
LABOR MARKET TRENDS

- Labor Force Trends
- Employment Trends
- Unemployment Trends



LABOR MARKET DYNAMICS

- Labor Turnover
- Commuting Patterns



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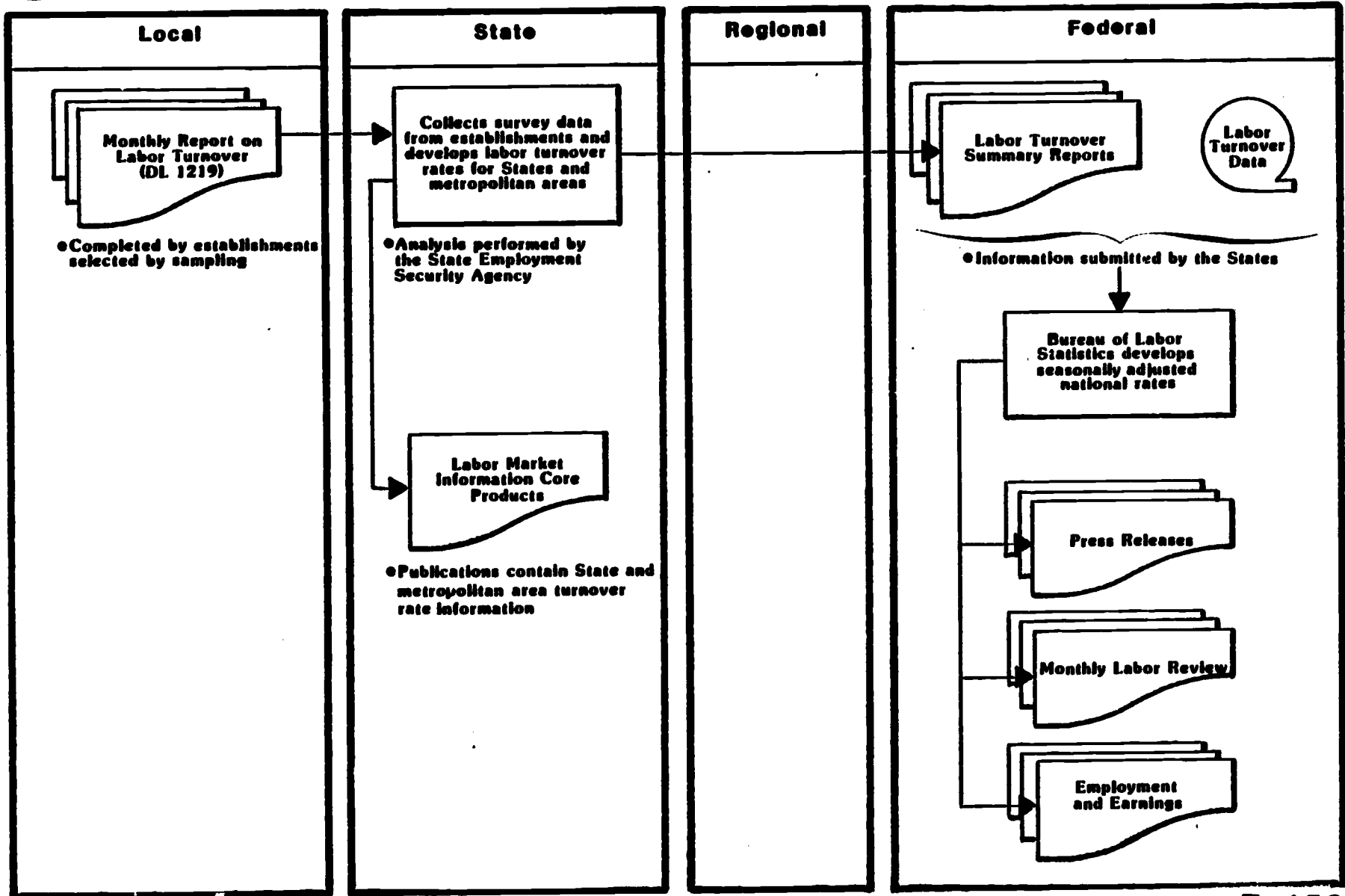
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COMPLEMENTARY INFORMATION

OVERVIEW OF INFORMATION PROCESSING

Labor Turnover Statistics Program

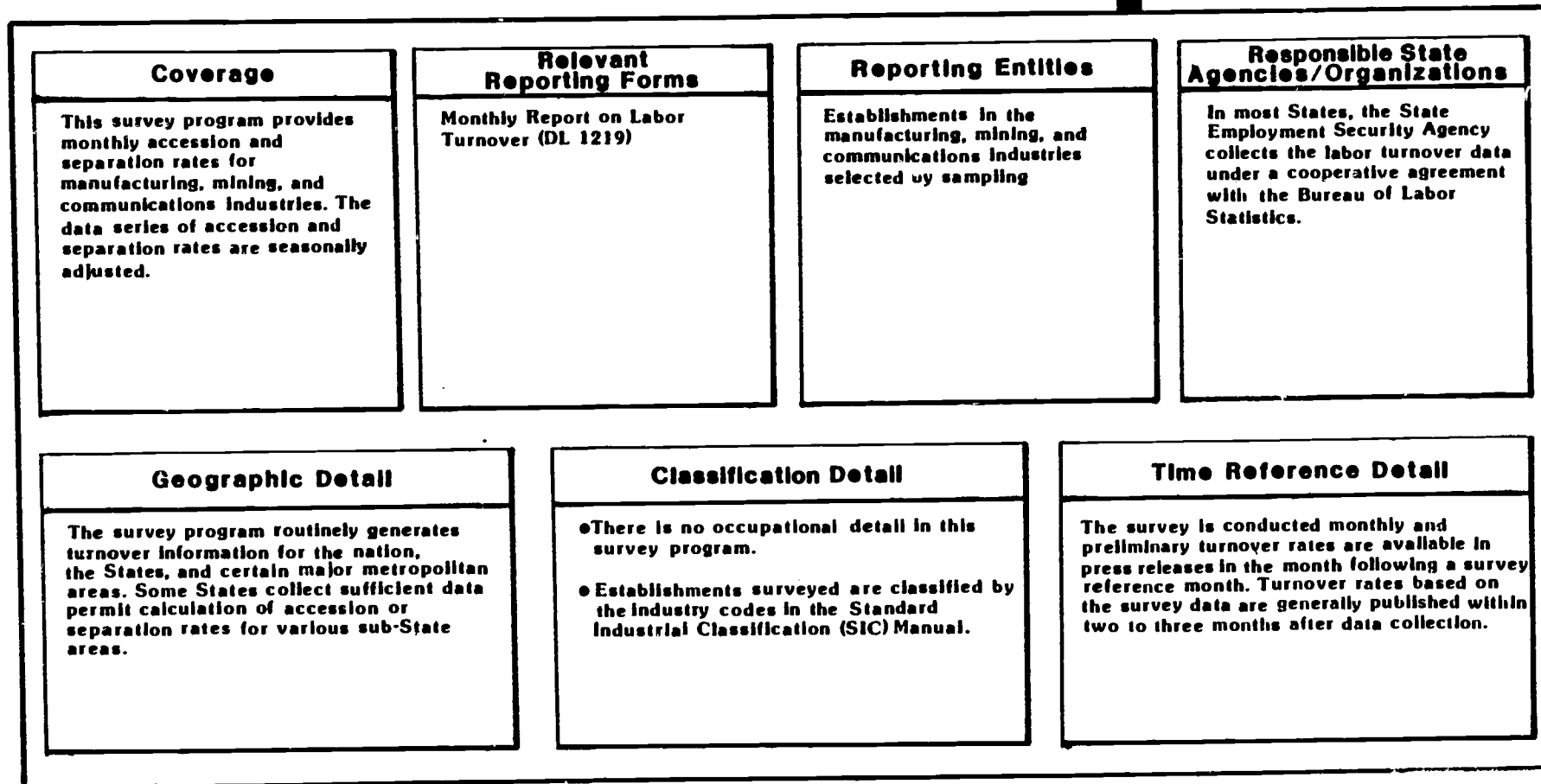
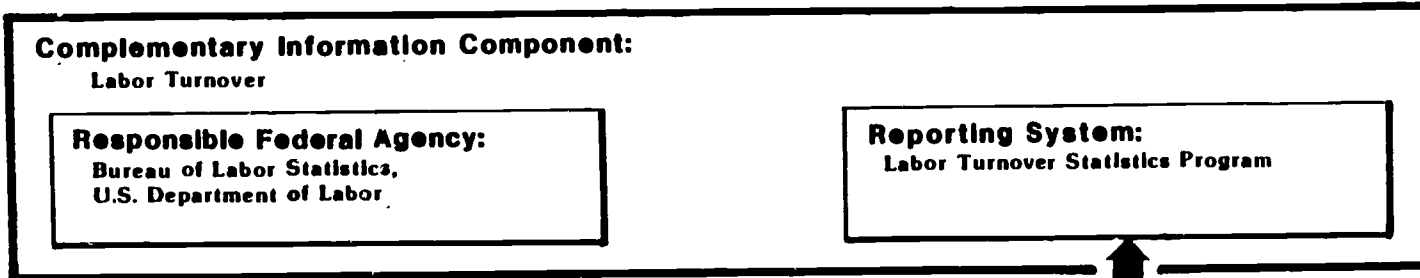


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**COMPLEMENTARY
INFORMATION**

CAPSULE SUMMARY
Labor Turnover Statistics Program



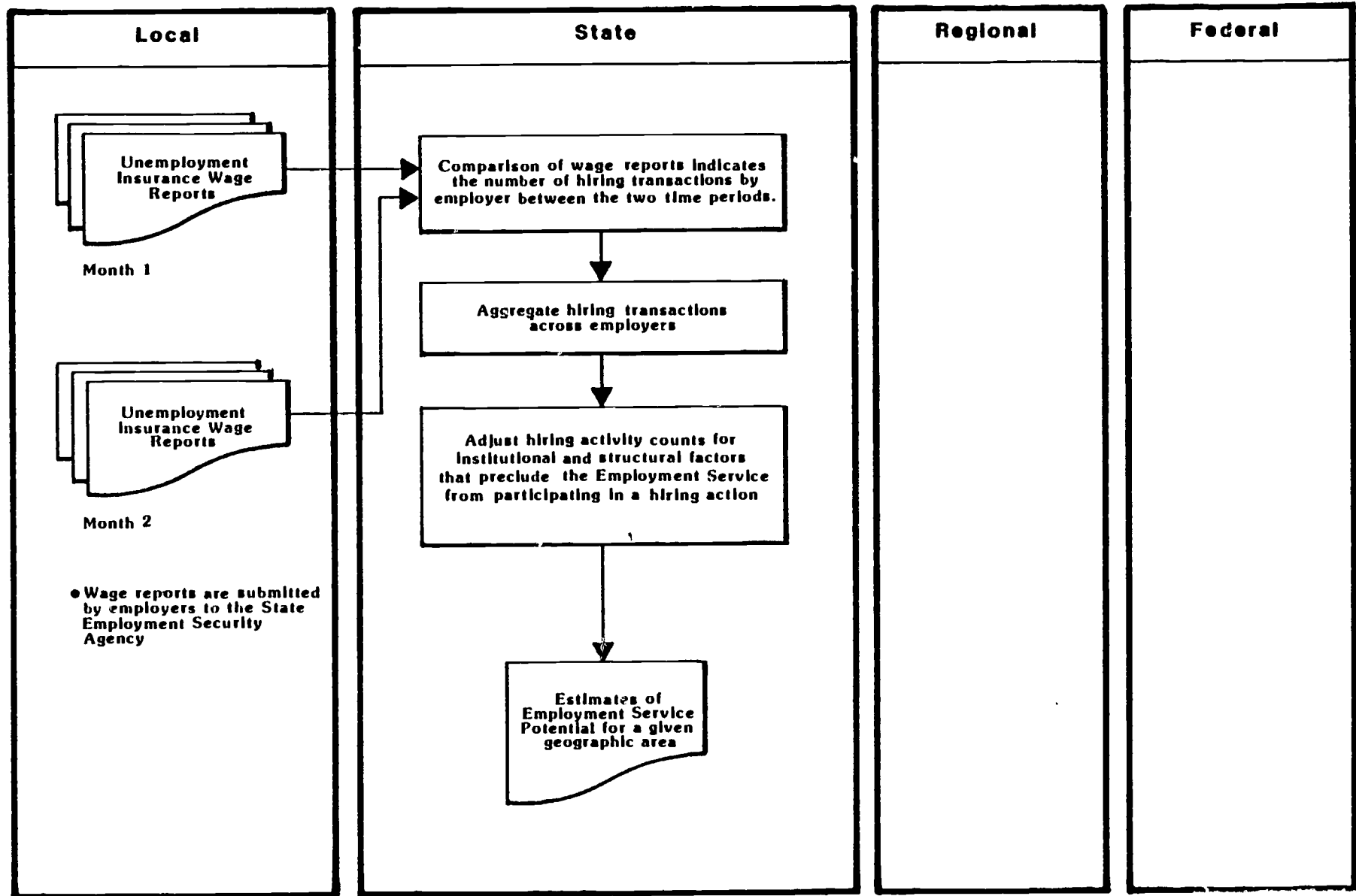
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COMPLEMENTARY INFORMATION

OVERVIEW OF INFORMATION PROCESSING

Employment Service Potential Program

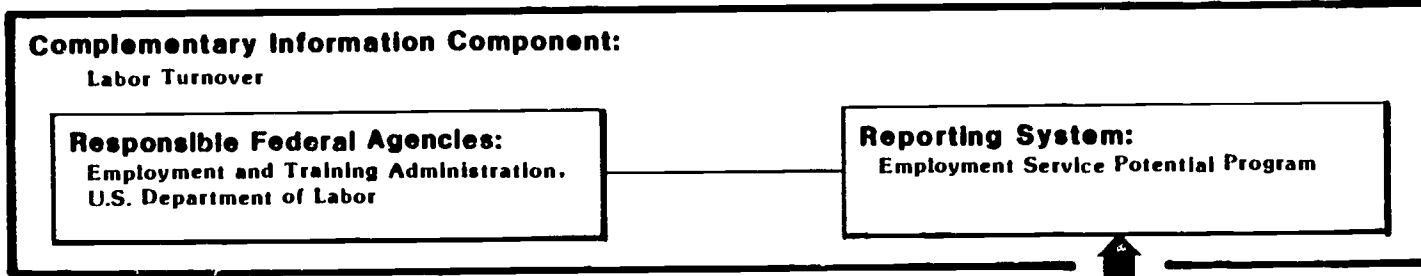


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**COMPLEMENTARY
INFORMATION**

CAPSULE SUMMARY
Employment Service Potential Program

5577AE 216/LL00

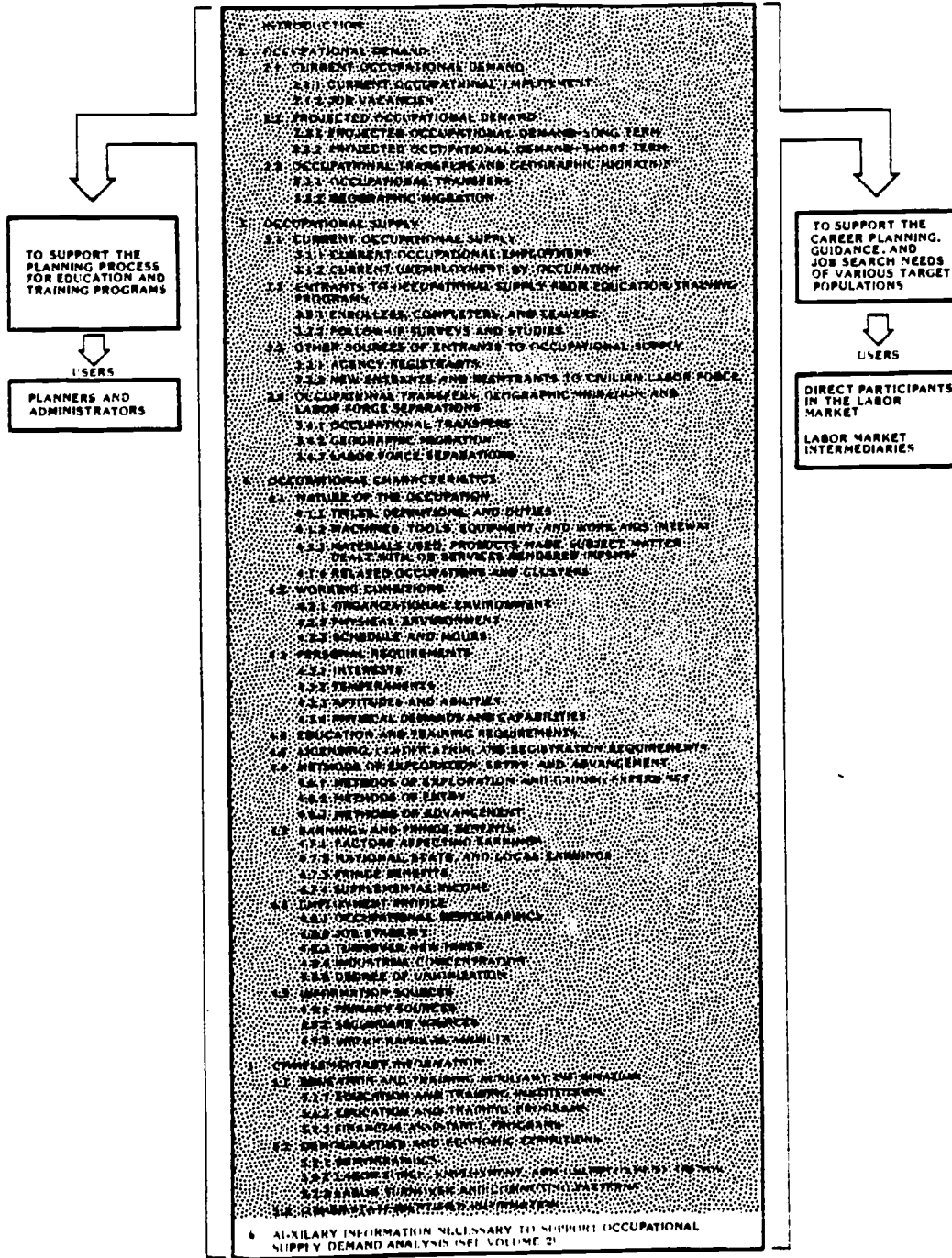


<p style="text-align: center;">Coverage</p> <p>The Employment Service Potential program provides measures of the total number of hiring actions taking place within a State in which there is a reasonable potential of participation by the Employment Service. Estimates of hiring data by industry and local geographic area are generated as part of this program. Hiring actions by employer are the basis of this information.</p>	<p style="text-align: center;">Relevant Reporting Forms</p> <p>Estimates of hiring transactions are generated through comparisons of succeeding wage reports submitted by employers as part of Unemployment Insurance tax reporting.</p>	<p style="text-align: center;">Reporting Entities</p> <p>Employers covered by the Unemployment Insurance System</p>	<p style="text-align: center;">Responsible State Agencies/Organizations</p> <p>State Employment Security Agency (SESA)</p>
<p style="text-align: center;">Geographic Detail</p> <p>Information can be generated for local Employment Service offices, counties or larger geographic areas.</p>	<p style="text-align: center;">Classification Detail</p> <ul style="list-style-type: none"> • There is no occupational detail associated with this program. • Industries are classified using Standard Industrial Classification (SIC) codes. 	<p style="text-align: center;">Time Reference Detail</p> <p>The Employment Service Potential program is based upon a comparison of wage reports which may be several months old before the information can be processed by the SESA. Information from this program is usually not published.</p>	

6 SUPPLY-DEMAND
ANALYSIS

OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

OCCUPATIONAL INFORMATION BASE



OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION

GENERAL

5.2.3 LABOR TURNOVER AND COMMUTING PATTERN

5.3 OTHER STATE-IDENTIFIED INFORMATION

6. AUXILIARY INFORMATION NECESSARY TO SUPPORT OCCUPATIONAL
SUPPLY/DEMAND ANALYSIS (SEE VOLUME 2)

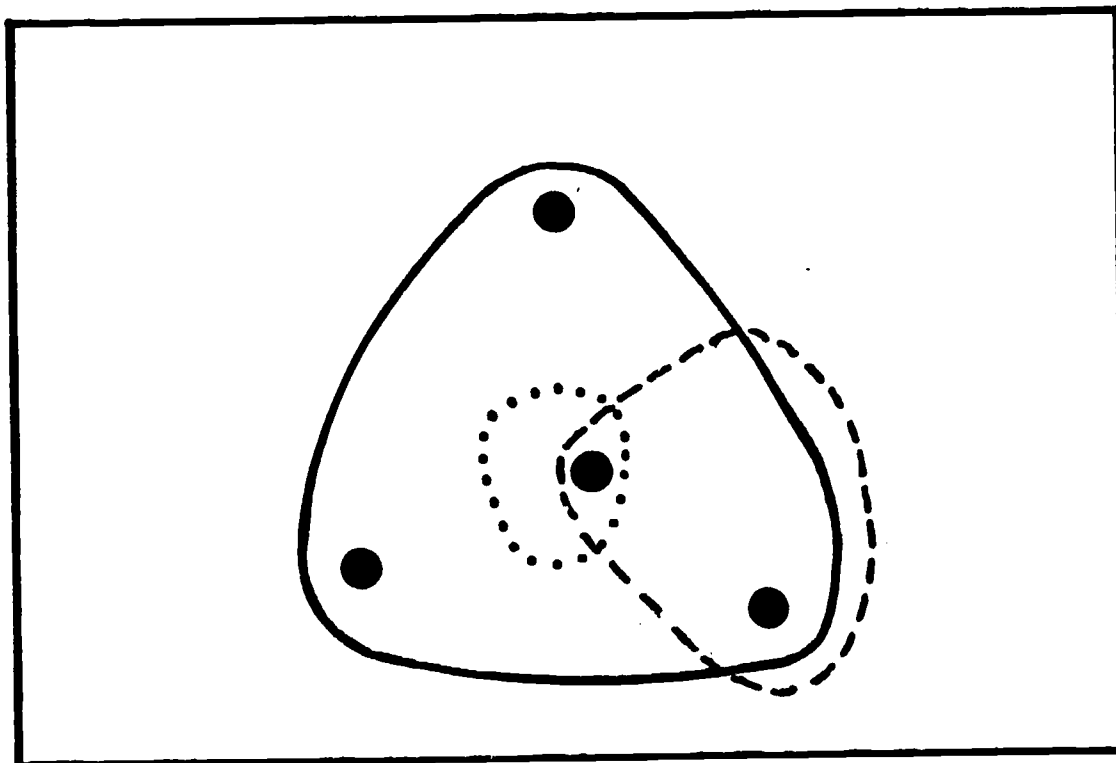
SUPPLY/DEMAND ANALYSIS

Issue: Classification

OCCUPATIONAL DEMAND		OCCUPATIONAL SUPPLY	
Data Source	Classification System	Data Source	Classification System
1. OES Program-- Employment Estimates and Projections	<ul style="list-style-type: none"> ● OES Census-based matrix classifications ● OES Survey-based matrix classifications 	1. VEDS	USOE
2. Employment Service Job Orders	<ul style="list-style-type: none"> ● DOT 	2. HEGIS	HEGIS
3. Job Vacancies	<ul style="list-style-type: none"> ● SOC, OES survey, or DOT 	3. NCES Survey	USOE
		4. CETA MIS	DOT or SOC
		5. SNAPS	DOT
		6. Vocational Rehabilitation MIS	DOT
		7. State Education MIS	Varies by State
		8. WIN	DOT
		9. Job Corps	DOT
		10. UI	DOT
		11. ESARS	DOT
		12. Veterans	MOS

SUPPLY/DEMAND ANALYSIS

Issue: Geographic Area Coverage



- SMSA/LMA
- - - CETA PRIME SPONSOR
- COMMUNITY COLLEGE DISTRICT
- LOCAL EDUCATIONAL AGENCY

SUPPLY/DEMAND ANALYSIS

Issue: Time Period Coverage

Data Source	Calendar Year	Fiscal Year	School Year
Occupational Employment Statistics (OES)	*		
CETA		*	
Vocational Education (VEDS)			*

SUPPLY/DEMAND ANALYSIS

Issue: Measurement

Problems

- **Gaps in source coverage**
- **Duplication in source coverage**
- **Relationship between available data and conceptual factors (e.g., available supply)**