

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY
Economic Information and Analysis Division

ONE-STOP LMI WORK PLAN
Core Products and Services

July 1, 2002 through June 30, 2003

(1) Continue to populate the ALMIS Database with state data

- A. Verify input data for internal consistency and integrity. Synchronize occupational coding schemes in data to ensure compatibility in Workforce Info Center (WIC). Update of data, lookup, crosswalk and administrative tables in both live and test servers, modify table structures and reorganize indices, where necessary; maintain and update structure documentation.
On-going activity throughout state fiscal year.
- B. Continue review of the WIC and provide documentation for errors and other adjustments. Provide instructions to correct errors. Identify and resolve operational problems, establish database replication and backup procedures, establish space management strategies in cooperation with the designated Information Services Bureau (ISB) server administrator.
On-going activity.
- C. Establish procedures and develop programs/macros to extract data from data cartridges, text or tape files, automate the conversion of input data to ALMIS-required formats, make modifications to existing programs, where necessary.
On-going activity.
- D. Provide data extracts and data verification service according to user or system specifications. This service is provided to both internal and external customers.
On-going activity.
- E. Maintain communication and cooperation with the system/database administrator of the Illinois Skills Match (ISM) to monitor and ensure the proper interface of the WIC and ISM web sites.
On-going activity.

F. Contact various licensure agencies in the State, collect data and reformat data to ALMIS database specifications. Deliver updates of the following tables to NCSC as partial fulfillment of ETA-designated LMI core products: LICENSE, LICAUTH. and LICHIST.

On-going activity.

G. Develop parallel database in the ALMIS 2.2 format for future upgrade.

Targeted completion date of 06/30/03.

Principal Customers: State and Local Workforce Investment Boards, State departments and agencies, local economic development commissions, chambers of commerce, libraries, educational institutions, public utilities, business and labor as well as cities, counties, and other political subdivisions

Planned Budget: \$238,211. Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), contractual employee, database maintenance contract, software, and out-of-state travel and registration fee for training at LMI Institute.

(2) Produce and disseminate long-term, industry and occupational employment projections

A. Complete 2000-2010 Substate Industry Forecasts.

1. Construct historical employment data series.

Targeted completion date 11/30/02

2. Estimate preliminary industry forecasts.

Targeted completion date 01/31/03

3. Conduct review of industry forecasts.

Targeted completion date 01/31/03

4. Finalize industry forecasts.

Targeted completion date 02/28/03

B. Complete 2000-2010 Substate Occupational Forecasts.

1. Construct OES employment input data files.

Targeted completion date 02/28/03

2. Construct input data files for non-covered occupational employment.
Targeted completion date 02/28/03
3. Revise occupational employment directory.
Targeted completion date 02/28/03
4. Estimate preliminary occupational forecasts.
Targeted completion date 03/31/03
5. Conduct review of occupational forecasts.
Targeted completion date 03/31/03
6. Finalize occupational forecasts.
Targeted completion date 04/30/03

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

Planned Budget and expenditures are included with Item #3 (below).

(3) Produce and disseminate short-term, industry and occupational employment forecasts

- A. Construct Statewide NAICS-based historical industry employment series.
 1. Investigate NAICS-based micro ES202 datafile.
Targeted completion date 02/28/03
 2. Determine level of industry detail for employment estimation.
Targeted completion date 02/28/03
 3. Estimate ES202-based industry employment series.
Targeted completion date 04/30/03
 4. Compare ES202 and CES industry series and apply adjustments.
Targeted completion date 05/30/03
 5. Test outlier detection and apply adjustments.
Targeted completion date 06/30/03
 6. Test seasonal pattern and apply adjustments.
Targeted completion date 07/31/03
 7. Finalize preliminary statewide industry series.
Targeted completion date 08/29/03

- B. Construct County-level NAICS-based historical industry employment series.
 - 1. Investigate NAICS-based micro ES202 datafile.
Targeted completion date 02/28/03
 - 2. Determine level of industry detail for employment estimation.
Targeted completion date 02/28/03
 - 3. Estimate ES202-based industry employment series.
Targeted completion date 10/31/03
 - 4. Establish additivity between ES202 detail industry series and CES Supersectors and apply adjustments.
Targeted completion date 11/28/03
 - 5. Test outlier detection and apply adjustments.
Targeted completion date 12/31/03
 - 6. Test seasonal pattern and apply adjustments.
Targeted completion date 01/30/04
 - 7. Finalize preliminary statewide industry series.
Targeted completion date 02/27/04
 - 8. Establish additivity of the preliminary county-level to the preliminary state-level industry series and apply adjustments.
Targeted completion date 03/31/04
 - 9. Finalize revised county-level and state-level industry series and apply adjustments.
Targeted completion date 03/31/04

(4) Develop occupational analysis products

- A. Continue to enhance, update and refine Web sites (Workforce Info Center, LMISOURCE, Horizons Career Information System, Countdown, and Career Click) to improve the delivery of occupational and career information and analysis tools to all stakeholders in the Illinois Workforce Development System.
On-going activity.
- B. Both on-line and in printed format, in both English and Spanish, deliver products and publications that enable customers to make informed career and occupational decisions through providing analysis of employment trends, educational and training requirements, short- and long-term employment projections, wages, and labor market conditions with a focus on major employing industries in the State.
(Guides to Career Choices, Guias para Elegir Carreras, Posters, Job Outlook in

Brief, and Perspectiva de Trabajo en Breve.)

Targeted completion date of 6/30/03.

- C. With partner State agencies and appropriate committees of the State Workforce Investment Board, develop and deliver an Internet-based presentation vehicle for occupational supply-demand information and analysis.

Targeted completion date 06/30/03.

Principal Customers: State and Local Workforce Investment Boards, Employers, State departments and agencies, local economic development commissions, chambers of commerce, libraries, educational institutions, public utilities, labor organizations and associations

Planned Budget: \$201,969. Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employees, supplies, and printing costs.

(5) Provide an employer name and address list that can be accessed by the public

The Illinois Department of Employment Security's Workforce Development Bureau/Job Training Division handles this deliverable through a contract with InfoUSA.

(6) Provide information and support to Workforce Investment Boards and produce other State information products and services

- A. Provide technical assistance and analytical support to the Illinois Workforce Investment Board and its Committees.
On-going activity.
- B. Through coordinated marketing efforts, increase awareness of the types of information available via workforce information Web sites as well as how to interpret that information in order to enhance the role of Local Workforce Investment Boards and One-Stops as local brokers/distributors of information and analysis.

On-going activity.

- C. Compile and disseminate products and services organized by Local Workforce Investment Act Areas to aggressively expand available labor market information for Local Workforce Investment Boards and all partners as determined by the State Workforce Investment Board.

On-going activity.

- D. Local workforce economists assist the Local Workforce Investment Boards in identifying their needs and providing localized technical assistance to meet those needs.

On-going activity.

- E. Produce publications and brochures including *Guides to Career Choices* and accompanying posters and *Job Outlook in Brief* in both English and Spanish and distribute to the One-Stop partners.

Targeted completion date of 12/31/02 for the Job Outlook in Brief and targeted completion date of 6/30/03 for the Guides.

- F. Disseminate state and local (by Workforce Investment Area, Metropolitan Statistical Area, and county) information, utilizing both print format and the Internet, through publications and files including: Employment Projections 2010, Annual Wage Statistics, and Where Workers Work.

Targeted completion date of 03/31/03.

Principal Customers: Clients and customers of the One-Stop Centers, students and their parents/guardians, Local Workforce Investment Boards, educational institutions, private sector organizations, and community-based organizations, human resource managers

Planned Budget: \$323,943. Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employees, contractual services, small domain estimation project, and both in-state and out-of-state travel.

(7) Improve and deploy electronic state workforce information delivery systems

- A. Continue to enhance and refine the quartet of Web sites accessible through the One Source and Career Resources Portal Page [www.ILWorkinfo.com] (Illinois Workforce Info Center, LMI Source, Horizons Career Information System, Countdown, and Career Click) to improve the delivery of labor market and career information and analysis tools to all stakeholders in the Illinois Workforce Development System.
On-going activity.
- B. Increase awareness of labor market, occupational, and career information availability via on-line applications, through presentations, orientations, exhibits, other capacity building exercises, and marketing efforts for all partner staff and stakeholders, especially job seekers and employers, in the Illinois Workforce Development System.
On-going activity.
- C. Develop an on-line presentation of occupational supply-demand information and analysis in partnership with state agencies, education and workforce preparation.
Targeted completion date 06/30/03.

Principal Customers: Job seekers, Employers, customers of the One-Stop Centers, students, business associations, labor organizations, local economic development commissions, chambers of commerce, educational institutions, State agencies, and community-based organizations

Planned Budget: \$121,541. Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employees, registration fees for server and software training, and supplies.

(8) Support state workforce information training activities

- A. Local workforce economists assist the Local Workforce Investment Boards through training and localized technical assistance to better analyze labor market conditions and improve local workforce training outcomes.
On-going activity.
- B. Provide training on the uses of labor market information products and on-line delivery vehicles (especially Illinois Workforce Info Center) to economists and to

all partner staff in the Illinois Employment and Training Centers network (One-Stops).

On-going activity.

- C. Increase awareness of workforce information availability and uses, especially via on-line applications, through marketing and promotional activities, presentations, orientations, exhibits, and other capacity building exercises for all partner staff in the Illinois Workforce Development System.

On-going activity.

- D. PY'02 Customer Satisfaction Activities. The role of the LMI Division's Core Marketing Team will be expanded to include oversight of customer satisfaction measurement and continuous improvement. Members include both those who create/design the workforce information products and systems and those who produce/analyze the data used in these products. In addition, key staff from within the Agency that share job responsibilities for customer contact and service to the public are also members, e.g., staff from the Public Information Office and Deputy Director's Office.

Targeted date for expansion of Team's role: March 31, 2003.

For each of our three principal customer groups - employers, individuals, and the workforce development system - the Team, in consultation with the Division Manager and the Assistant Division Manager, will develop a listing of all primary products and services; develop methodologies and appropriate mechanisms to solicit satisfaction information for primary products and services; and, establish implementation plans to collect and analyze customer satisfaction.

Targeted date for completion of listings, development of methodologies, and establishment of plans: June 30, 2003.

PY'03 Customer Satisfaction Activities. Activities planned for PY '03 include: collection, compilation and analysis of customer satisfaction information; development of recommendations and implementation strategies regarding product and service improvement; implementation of recommendations and strategies (including some which may be forwarded to BLS or ETA regarding data collection requirements); and, monitoring of improvement and reporting of results.

Targeted dates to be established.

Principal Customers: Local Workforce Investment Boards, State agencies, staff (counselors, trainers, planners) and customers (UI claimants, dislocated and under-employed workers) of the One-Stop Centers, students and their parents, education and training institutions, human resource managers

Planned Budget: \$192,059. Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employee, edp hardware and software, fees for training sessions and conferences, in-state and out-of-state travel, meeting room/facilitator costs for focus groups, and promotional materials.

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY
Economic Information and Analysis Division

ONE-STOP LMI WORK PLAN
ESTIMATED EXPENDITURES
July 1, 2002 through June 30, 2003

PY'01 One-Stop LMI Grant Carry-in	\$146,435
PY'02 One-Stop LMI Grant	\$1,252,163
Total Available	\$1,398,598
Break out of estimated expenditures:	
(1) ALMIS Database Structure	\$238,211
(2) and (3) Long- and Short-Term Projections	\$320,876
(4) Occupational Analysis Products	\$202,469
(5) Employer Name and Address	\$0
(6) Information and support to LWIBs	\$323,943
(7) Workforce Info Delivery Systems	\$121,541
(8) Training Activities	\$191,558
Total	\$1,398,598