

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY
Economic Information and Analysis Division

PY'03 ONE-STOP LMI GRANT WORK PLAN
July 1, 2003- June 30, 2004
Final Progress Report

1. Continue to populate the ALMIS Database with state data

Achievements

- ▶ Delivery of a finished database in the ALMIS 2.2 format;
- ▶ Installation and testing of the initial and customization phase of a new front-end application, Virtual Labor Market Information (VLMI)(in progress);
- ▶ Participation in Consortium meetings and projects;
- ▶ Participation in the VLMI user group meetings;
- ▶ Provision of licensed occupations files to the National Crosswalk Service Center for display in the ACINET;
- ▶ Update of all core tables required by the US Employment and Training Administration and other non-core tables as data became available;
- ▶ Development of automated integration between federal/state statistical program processing systems and the ALMIS Database;
- ▶ Provision of data extracts and data verification services according to user or system specifications;
- ▶ Communication and cooperation with the Illinois Skills Match (ISM) system/database administrator to monitor and ensure the proper interface of the WIC and ISM web sites once customization is complete; and,
- ▶ Development of labor market information analysis tools and make them available on the Department intranet site.

Planned Budget: \$200,307

Planned expenditures included project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), contractual employee, edp hardware.

Actual Expenditures: \$177,788

2. Produce and disseminate industry and occupational employment projections

Achievements

Constructed Statewide 1990-2003 NAICS-based industry employment series

Estimated ES202-based historical industry employment series
Tested outlier detection and apply adjustments
Tested seasonal pattern and apply adjustments
Finalized preliminary statewide industry series

Completed 2002-2012 Statewide Industry Projections

Finalized historical employment series
Estimated preliminary industry projections
Conducted review of industry projections
Finalized industry projections

Completed 2002-2012 Statewide Occupational Projections

Constructed industry/occupational staffing patterns for covered employment
Constructed industry/occupational staffing patterns for non-covered employment
Revised national input data
Revised occupational directory
Estimated preliminary occupational projections
Conducted review of occupational projections
Finalized occupational projections

Completed 2003-2005 Statewide Industry Projections

Finalized historical employment series
Estimated preliminary industry projections
Conducted review of industry projections
Finalized industry projections

Completed 2003-2005 Statewide Occupational Projections

Constructed industry/occupational staffing patterns for covered employment
Constructed industry/occupational staffing patterns for non-covered employment
Revised national input data
Revised occupational directory
Estimated preliminary occupational projections
Conducted review of occupational projections
Finalized occupational projections

The construct of county-level 1990-2003 NAICS-based industry employment series was not completed due to loss of staff.

Planned Budget: \$293,762

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time consultant services, edp hardware and software, in-state and out-of-state travel.

Actual Expenditures: \$173,048

Expenditures were less than planned due to loss of staff.

3. Provide occupational and career information products for public use

Achievements

Career Information System(CIS)

- ▶ Completed and delivered the updated version via the Internet on schedule.
- ▶ Compiled and integrated updated employment projections data, occupational wages, current employment, bibliography, training programs, schools, scholarships, and other related information into appropriate files.
- ▶ Incorporated enhancements such as "At A Glance" occupation summary; four new occupational files; "My Portfolio" administrative tools; and, activities for special education students.
- ▶ Number of visitor sessions=180,000.

Career Click

- ▶ Reorganized web access to accommodate 16 national career clusters as main organizational format.
- ▶ Revised data presentation to convert to Standard Occupational Classification taxonomy and dictionary.
- ▶ Added occupational videos provided by ALMIS Consortium.
- ▶ Number of visitor sessions=145,000.

Countdown

- ▶ Revised and released updated Countdown Activity Book, 4th Edition.
- ▶ Organized occupational files by Standard Occupational Classification taxonomy.
- ▶ Updated occupational descriptions, wages, and employment projections data.
- ▶ Redesigned data format to expand geographical coverage, in response to customer satisfaction survey.
- ▶ Number of visitor sessions=105,000.

Workforce Info Center Web site (WIC)

- ▶ Launched revised and enhanced system platform and incorporated necessary ALMIS database additions.
- ▶ Number of visitor sessions=125,000.

LMI Source Web site

- ▶ Updated access to all print publications including: Job Outlook in Brief (English and Spanish); Guides to Career Choices (English and Spanish); and, special report "Older Workers in Illinois."
- ▶ Redesigned Local Area Unemployment Statistics (LAUS) web page for easier customer access, in response to customer feedback.
- ▶ Added web page for access to Local Employment Dynamics (LED) data.
- ▶ Revised access to Quarterly Census of Employment and Wages, Where Workers Work, and commuting patterns data.
- ▶ Number of visitor sessions=325,000.

Print Publications

- ▶ Translated and distributed Job Outlook in Brief in Spanish (Perspectiva de trabajo en breve).
- ▶ Revised and disseminated Guides to Career Choices in both English and Spanish.
- ▶ Developed parent section for "FORWARD: Your Life After High School" magazine.

Job Vacancy Survey (JVS)

- ▶ In conjunction with the Workforce Boards of Metropolitan Chicago, conducted, analyzed and distributed Job Vacancy Survey for the Manufacturing and Transportation/Warehousing/Logistics industry sectors for the following Local Workforce Areas: Lake County Workforce Investment Board; McHenry Workforce Board; Workforce Board of Kane, DeKalb and Kendall Counties; DuPage Workforce Board; Chicago Workforce Board; Workforce Board of Northern Cook County; Western and Southern Cook County Workforce Board; Workforce Board of Will County; and, Kankakee County Workforce Investment Board.

Planned Budget: \$170,897

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employee, Spanish translation service, and printing costs.

Actual Expenditures: \$126,531

Expenditures were less than planned in large part due to savings in printing costs, which were leveraged with other grant funds.

4. Provide public electronic access to the ALMIS Employer Database

Achievements

- ▶ Established a web link from the Career Information System (CIS) to the ALMIS Employer Database provided at Career InfoNet to assist Illinois job seekers with employment searches.
- ▶ Revamped Workforce Info Center (WIC) web site to improve customer access to ALMIS Employer Database.

The incorporation of updated employer database scheduled for April 2004 was delayed due to ongoing contract negotiations between ALMIS Employer Database Consortium and InfoUSA. The update is now scheduled for November 2004.

Budget: \$0

5. Provide information and support to state and local Workforce Investment Boards (WIBs) and produce other special demand information products and services

Achievements

- ▶ Provided monthly Local Area Unemployment Statistics (LAUS), Current Employment Statistics (CES) and Mass Layoff Statistics (MLS) data, in requested formats, by *Opportunity Returns* Economic Development Regions (EDRs) and Local Workforce Areas (LWAs) to the Illinois Governor's Office, to the Illinois Department of Commerce and Economic Opportunity (DCEO), to the Illinois Workforce Investment Board (IWIB), and to Local Workforce Investment Boards (LWIBs).
- ▶ Analyzed regional and local industry data and developed recommendations on target industries for each of the ten EDRs and delivered to DCEO and LWIB staff coordinating the Critical Skill Shortages Initiative (CSSI) within each EDR.
- ▶ Utilized industry staffing patterns and occupational employment distribution matrices to develop critical occupation data reports (including projections, wage, and training requirements information) for all targeted industries within each of the ten EDRs and 26 LWAs. Delivered reports to DCEO and LWIB staff.
- ▶ Provided requested technical assistance to the Illinois Workforce Investment Board, Governor's Office, and Illinois Department of Commerce and Economic Opportunity.
- ▶ Distributed promotional materials and information brochures to all Chambers of Commerce and economic development regions.
- ▶ Local Workforce Analysts provided technical assistance to LWIBs and EDR Committees and subcommittees as requested, including serving on Critical Skill Shortages Initiative (CSSI) advisory councils.

Planned Budget: \$272,065

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employees, small domain estimation project contractor, training and conference fees, and in-state and out-of-state travel.

Actual Expenditures: \$287,118

6. Improve and deploy electronic state workforce information delivery systems

Achievements

To promote available online applications and information services, distributed 200,000 bookmarks and 15,000 One Source brochures to workforce development stakeholders and the business/employer community, and participated in the following presentations and exhibits:

July 2003

Christian Business Professional Association Expo (Chicago); Maywood LO/West Cook County Council Meeting

August 2003

South Suburban Employer Group (Chicago); 2nd Annual Small Business Expo (Chicago); South Suburban Mayors and Managers Association (Cook County)

September 2003

Northern Illinois Employer Council Fall Conference (DeKalb); United Way of Greater St. Louis Conference; 17th Annual Entrepreneurial Womens Conference (Chicago); Moline Employer Association; Mt. Vernon One Stop Open House

October 2003

Carlinville Job Fair; Governor's Annual Workforce Development Conference; Chicago Public School Counselors Training; Chicago Association of Vocational Experts (CAVE); South Suburban Mayors and Managers Association

November 2003

Teachers and Hospitals Collaborating to Develop the Future Health Care Workforce Seminar (Collinsville); ETA Youth Development Conference; McHenry Chamber of Commerce; Regional Employer Council for Job Corps

December 2003

Teachers and Hospitals Collaborating to Develop the Future Health Care Workforce Seminar (Mt. Vernon)

January 2004

Rehabilitation Institute of Chicago Vocational Center; Rock Valley College Dislocated Workers staff (Rockford)

February 2004

Teachers and Hospitals Collaborating to Develop the Future Health Care Workforce Seminar (Vandalia); Two presentations on Labor Market and Career Information web sites at Networking = Results Conference (Bloomington); Chicago Jobs Corps Working Committee; Chicago Workforce Board, Manufacturing Action Team; Christian County Economic Development Corp.

March 2004

City of Greenville - Business Development Network Discussion

April 2004

Mt. Vernon IETC Caseworkers/Resource Rooms; Industrial Advisory Council/Lincoln Land Education to Careers Committee; Chicago Federation of Labor Community; Illinois Association of Workforce Professionals

May 2004

Rockford Rotary Club; Southland Employer Council; Moline Employer Council; McHenry County Workforce Investment Board; Kankakee Economic Development Council

June 2004

Illinois Department of Human Services, Human Capital Development Division; Grundy County Economic Development Summit; Heartland Professional Development Symposium; Hopkins Park Village Treasurer; Workforce Board of Northern Cook County; Southeastern Economic Development Region meeting; Cook County Chairperson's Annual Job Expo; Rehabilitation Institute of Chicago Career Day

Promoted career information tools at the following conferences, exhibits and capacity-building training sessions:

July 2003

Feitshans Edison School (Springfield)

August 2003

Chicago Tribune's Teacher Resource Fair

October 2003

Regional Office of Education #2, Teacher Institute at Shawnee College (Ullin); Illinois Association of Rehabilitation Facilitators ICAN Conference Exhibit (Springfield); Illinois Library Association Annual Conference Exhibit (Springfield); Regional Career Information Training, Heartland Community College (Bloomington); Regional Career Information Training, John Wood Community College (Quincy); Regional Career Information Training, Illinois Valley Community College (Oglesby); Regional Career Information Training, William Rainey Harper Community College (Palatine); Illinois Career Resource Network Advisory Committee Meeting (Springfield); Southeastern Illinois College Vocational Education Seminar; Mt. Vernon Teachers Conference

November 2003

Presentation and Keynote Address, New Generations Conference, Lake Land Community College (Mattoon); Regional Career Information Training, Chicago Public Schools, Medill Training Center(Chicago, 3 sessions); Regional Career Information Training, Okaw Area Vocational Center (Vandalia); Illinois School Library Media Association Annual Conference Exhibit (Decatur); Regional Career Information Training, Lincoln Land Community College (Springfield); Illinois Education and Technology Conference Exhibit (Springfield); Illinois Counseling Association 55th Annual Conference Exhibit (Springfield); Career Information and Labor Market Training, Chicago Public Schools, Medill Training Center (Chicago, two sessions); Illinois Association of School Boards, Illinois Association of School Administrators, Illinois Association of School Business Officials 71st Joint Annual Conference Exhibit (Chicago); LaMoine Valley Educational System Career Fair

December 2003

Paul Robeson High School Career Day

January 2004

Chicago Urban League, Head Start; Career and Labor Market Training, Chicago Public Schools

February 2004

St. Xavier University Open House; Two presentations on Labor Market and Career Information web sites at Networking = Results Conference (Bloomington); Chicago Public Schools Global Career Development Facilitator Trainees; Mt. Vernon High School Career Day

March 2004

Starved Rock Vocational Technical Education Regional Training; Career Information Regional Training at Illinois Valley Community College(Oglesby); Illinois Coalition Educating At-Risk Youth Exhibit (Springfield); Lincoln Land Community College Exhibit for ROCTE (Springfield); Career and Labor Market Information for Chicago Public School Counselors (two sessions); IETC One Source Training (Joliet); IETC One Source Training (Mt. Vernon)

April 2004

IETC One Source Training (Elgin); IETC One Source Training (Woodstock); Illinois PTA Statewide Conference exhibit (Peoria)

May 2004

Waverly High School Career Day; IETC One Source Training (Rockford); IETC One Source Training (Lake County); Presentation for Eastern Illinois EFE (Mattoon)

June 2004

Heartland Conference (St. Louis)

Assisted partner agency staff in the analysis of occupational supply and demand to prioritize coordination action for the Critical Skill Shortages Initiative (CSSI). Discussion on an Internet-based analytical vehicle are ongoing and linked to State Workforce Investment Board committee direction.

Planned Budget: \$143,031

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employees, ALMIS database maintenance contract, edp software, training fees, and in-state travel.

Actual Expenditures: \$106,290

Expenditures were less than planned due to decreased use of contractual time and extensive leveraging of staff time charges and travel with other grants.

7. Support state workforce information training activities

Achievements

- ▶ Developed and delivered training on the use of workforce information - Census, industry and occupational employment projections, occupational wages, industry staffing patterns, and occupational supply data - in the analysis of regional economic target industries and critical occupations for the Governor's Critical Skill Shortages Initiative (CSSI) to Local Workforce Board directors and staff.
- ▶ Trained Local Workforce Analysts to assist Local Workforce Investment Boards in the utilization and analysis of available workforce data and Local Employment Dynamics (LED) data.
- ▶ Developed and delivered training, in conjunction with the Illinois Department of Commerce and Economic Opportunity and the Illinois Community College Board, to the Local Workforce Boards on the required analytical components of the CSSI, especially on the supply and demand for critical occupations.

Planned Budget: \$394,743

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employee, edp hardware, software, training and conference fees, printing, in-state/out-of-state travel.

Actual Expenditures: \$278,823

Expenditures were less than planned due to printing, hardware, and software coming in under budget, as well as leveraging of cost of staff time with other grants.

8. Customer Satisfaction

Achievements

Among all three principal customer groups - employers, individuals, and the workforce development system - approximately two-thirds of respondents were "familiar with" or had "used" workforce and career information Web sites, but the remaining one-third had "never heard of it." However, within the business community (employers) the portion of customers that indicated knowledge of our Web sites was dominated by those "familiar with" but not having "used" them.

Overall, utilization of One Source Workforce and Career Information Web sites increased during PY 2003 to 950,000 unique monthly visitors and 43 million annual hits. Attribute ratings for Accuracy, Relevancy, Accessibility, Understandability, Geographical Area, Comparability, and Completeness from surveys and questionnaires were generally high, but did solicit several comments that when expounded during subsequent customer focus groups and partner agency interviews provided significant input for product/service improvement process.

Partner agencies in the workforce development system asked that:

- ▶ Additional tools and references addressing accessibility issues be added for persons with physical challenges.
- ▶ More information on gender equity issues be incorporated.
- ▶ Training opportunities be expanded.

Specific observations from focus groups, directed interviews, and on-line "contact us" responses concerning premier publications:

1. Guide to Career Choices/Guia para elegir carreras:
 - ▶ It would be helpful if the Guides matched (or followed) the six career clusters or 16 national career clusters that are used in career guidance.
 - ▶ Access: Materials are distributed by the head of the local vocational district or regional superintendent which works well. Downloading from a website is not preferred.
 - ▶ The long- and short-term outlook is not needed. The number of annual openings may be more appropriate here.
 - ▶ The general appearance of the materials was criticized. There should be color-coding by occupational cluster. With the same picture and type on the front of each brochure, it's hard to tell which is which.
2. Job Outlook in Brief (JOIB)/Perspectiva de trabajo en breve (PTBI):
 - ▶ The style of the publication does not appeal to young people. More color and visual appeal is needed.
 - ▶ The "annual openings" column is more meaningful than the long-term information.
 - ▶ The wage information is very important for both teens and for parents.

- ▶ The back panel with Web references is very helpful. This should be expanded.
- ▶ Many thought the JOIB should be distributed to PARENTS. Parents could then encourage their children to stay in school.

Based upon this feedback, PY 2004 Plan activities will:

- ▶ Develop and implement a business community outreach initiative to expand awareness and utilization of workforce information Web sites and resources by business and economic development associations, regional and local chambers of commerce, parent-teacher groups, and similar civic organizations.
- ▶ More aggressively raise awareness of all career information products, especially the Career Information System (CIS) and Countdown Web sites.
- ▶ Create and make available on-line e-learning application for Illinois' workforce and career information training modules (similar to Workforce ATM's LMI@Work) accessible to all partner agencies and stakeholders.
- ▶ Fully redesign and update the Job Outlook in Brief (English and Spanish language) and re-measure customer approval.
- ▶ Reorganize, redesign and update the Guides to Career Choices (English and Spanish) and reassess customer satisfaction.
- ▶ Alter plan for new parents' publication to shorten to brochure format and re-consult (field test) with sample audience prior to production and distribution.
- ▶ Expand and promote career information on nontraditional careers and accessibility issues.
- ▶ Develop and provide a recommended teaching approach for teachers and counselors to use when working with middle/junior high school and high school students.

Planned Budget: \$136,458

Planned expenditures include project staff salary and benefits, support staff salary and benefits, allocated costs (rent, utilities, supplies), part-time contractual employee, contractual services, and in-state travel.

Actual Expenditures: \$68,124

Expenditures were less than planned due to contractual services coming in under budget as well as staff time costs being leveraged with other grants.