



**Puerto Rico Department of Labor and Human Resources
Research and Statistics Division
PY08 Workforce Information Grant Annual Performance Report
July 1, 2008- June 30, 2009 Deliverables:
(Dated 9/30/09)**

1. CONTINUE TO POPULATE THE WORKFORCE INFORMATION DATABASE (FORMERLY ALMIS) WITH STATE AND LOCAL DATA.

The database is required from all states and has been in use for years. It is a standardized, electronic national repository for labor market data with a prescribed format.

- Update to version 2.4 of the Workforce Information Database is currently in process. The new version has been installed.
- Core tables in version 2.4 were defined, and DTRH-IT is currently working to complete the correspondent migration of the old tables to new ones.
- Puerto Rico was able to produce the OES files required for the upload of occupational data to WID. The occupational files for years 2006 thru 2008 were uploaded to the database. The files for years 2002 thru 2005, were produced in order to display the historical series, upload to the database is pending.
- All others BLS programs files had been uploaded to WID, these include the estimates from: QCEW, CES, and LAUS.
- We expect completion of the above activities in the next few weeks. This will depend on current priorities and availability of resources of DTRH-IT personnel.
- As a result of conversations with the National Crosswalk Service Center (NCSC), Puerto Rico was added to the list of links for specific files for the Workforce Information Database. Therefore, Puerto Rico will be included in the list of State-Specific files available for downloads.
- NCSC provided the population files and IPEDS data which populate the schools, programs and progcomp tables in WID.
- We have renewed the process for request non-BLS data files. Previous efforts were conducted; however, DTRH was no able to collect all the data required by the former ALMIS system. Letters requesting collaboration will be send by next week to the providers of the information required.
- The ability to display all detail levels of data elements in the database will be greatly improved by the acquisition of new hardware equipment (already requested) for the WID system. Some equipment currently in

use does not meet the requirements to efficiently process the tables with expanded data elements.

ACTION PLAN:

- Assure the use of the latest version and tables updates of WID database.
- Although the main point of contact for the NCSC is the state ALMIS Database Administrator, DTRH-IT, we agreed with the Manager of NCSC, that the contact information of the Assistant Secretary of Planning Affairs will be added to the distribution list of Workforce Information Database Managers. This, to get the information about news of interest about the Center's products and their production and uses, and changes in table structures and the services NCSC provide to help states deal with the WID database issues, including datelines for files transmissions.
- Implement controls and procedures for the continue update core datasets as more recent data becomes available.
- Maintain close relationship and conversations with NCSC to gain the necessary knowledge of the "best practices" using the tool and leverage on the products, services, support and training provided.

2) PRODUCE AND DISSEMINATE INDUSTRY AND OCCUPATIONAL EMPLOYMENT PROJECTIONS.

LMI occupational projections are used to help identify in demand occupations and anticipated areas of demand. These projections also help in making better decisions to assist the Government of Puerto Rico and local areas in their strategic use of workforce investment funds, looking at long term transformational industry occupations and opportunities for entrepreneurial investments.

- Puerto Rico has not been able to produce and disseminate the long term industry and occupational projections for 2006-2016 as requested by TEGl 29-06 and TEGl 31-07.
- Currently, our primary effort is to complete and disseminate the long-term projections (2006-2016) and short-term projections (2008-2010) for Puerto Rico.
- After discussion with representatives of key stakeholders, we will incorporate the projection estimates into the Workforce Information Database, and make them available to One Stop partners and our users via the web site.
- During September of 2008, two (2) LMI Staff members received orientation training on OES and projections in Boston, MA, as recommended by ETA staff. However the training was not comprehensive enough to develop the long and short-term projections.
- Because of lack of expert knowledge and experience we requested

technical assistance to the BLS, ETA and other states.

- BLS – Region 1 provided assistance on the QCEW historical file.
- Since April, we have been working with Mike Sylvester, from Utah on the data files required to be uploaded to Micro Matrix. Currently he is assisting Puerto Rico with the short-term projections process.
- Puerto Rico is currently working on the 2008-2010 short-term projections. We have prepared the data for QCEW in excel and for OES in EDS. Pre-projections are already in place and also for industry projection phase. Once completed, export to Micro-Matrix will produce final short-term projections by occupations. Currently Puerto Rico has only one staff member working with projections.
- Finally, for the long-term projections, Puerto Rico is receiving technical assistance from Rebecca Rust and her group at Florida-LMI. We provided Florida all the files and projection variables needed and had some discussion on population characteristics job growth by industry sectors. In our last meeting we agreed that the first estimates shall be ready by the end of September. Rebecca Rust will come to Puerto Rico for an assessment and recommendations of our operation.

ACTION PLAN:

- Further training and staff development is required to fulfill the occupational projections deliverables.
- Puerto Rico will be requiring technical assistance and expertise to implement the process to assure the production of projection estimates as required. The specific technical assistance includes:
 - Basic training of QCEW and OES survey, process and procedures, methodology, interpretation and uses of estimates and more important, the particular characteristics of Puerto Rico. We will coordinate with the BLS Boston Regional Office.
 - The LMI Director and her projection staff needs to receive a formal training on Projection Suite, EDS and Micro-Matrix. An important fact to point out is that the new LMI Director of Puerto Rico, Elda Iveslisse Parés past experience is at the Puerto Rico Planning Board in the Economic Projections Division. This fact adds a new dimension for the Puerto Rico LMI shop, which is helping to achieve our goal, deliver the 2006-2016 projections and start working with 2008-2018.
- A total of two staff positions were requested, one programmer and an economist. These positions have not been able to be filled due the hiring freeze established at the beginning of the year. We are currently waiting for the governor's authorization to hire these positions.

3) PUBLISH AN ANNUAL ECONOMIC ANALYSIS REPORT FOR THE GOVERNOR AND THE SWIB.

ETA requires LMI to publish an annual state economic analysis report to inform workforce development policy and investment determinations by the governor, the SWIB, LWIBs, and workforce development partners.

Historically PR-LMI had provided the workforce information data. The analytical activities, crucial to the development of this report, were conducted by external contractors.

- PR-LMI will provide the annual economic analysis report to the Governor and the president of the WIB. The report will present the most current economic and demographic information for the Island, a labor force analysis, including a general profile of the industrial composition and OES (Occupational Employment Statistics) data.

4) POST PRODUCTS, INFORMATION AND REPORTS ON THE INTERNET.

Maintain the labor market information on-line application. Continue to expand portal pages targeted toward customer groups for relevant information.

Products include workforce publications, surveys and delivery systems, all published on the Puerto Rico LMI website, *net-empleopr.org*. In addition, many of these products are also disseminated electronically or in hard copy format.

a) Regular Posted Publications:

- Labor Market Information Newsletter (Quarterly)
- Labor Force Bulletin (Quarterly)
- Tendencies and Perspectives (Quarterly)
- Industrial Composition by Municipalities (Quarterly)
- Unemployment by Municipality (Monthly)
- Significant Lay-offs (Quarterly)
- Jobs and Salaries by Municipalities and Industry
- Employment and Unemployment in Puerto Rico (Monthly and Annually)
- Women's participation in the Labor Force (Annually)
- Consumer Price Index in Puerto Rico (Monthly)
- Employment Statistics by Occupations
- Non-agricultural Wage Employment in Puerto Rico (Monthly)
- Occupational Injuries and Illnesses Survey (Annually)
- Census of Fatal Occupational Injuries (Annually)
- Occupational Skills Survey (Annually)
- Monthly Statistical Unemployment Insurance Report (Monthly)

Action plan:

- We have been in conversation with Geographic Solutions for developing, maintaining, improving, and hosting the PR-LMI internet web site using the Virtual LMI.
- This initiative will be presented to the Secretary for his approval and funding considerations.

5) PARTNER AND CONSULT ON A CONTINUING BASIS WITH WORKFORCE INVESTMENT BOARDS.

Accomplishments:

- Through the planned use of customer satisfaction (CS) data, obtained from our CS survey process, targeted customer surveys. The Division continues to be positioned to respond to customer insights and expected outcomes that will result in more customer-focused and demand driven products and information services.
- Coordination with the Puerto Rico Higher Education Council to develop a Memorandum of Understanding for conducting several labor market exchange efforts with the Occupational Skills Survey.
- Several meetings with academic labor research professionals to share and analyze labor market information for future publications.
- Develop partnerships with government agencies, private institutions, and non profit organization to develop the green market occupational profile in Puerto Rico.

6) CONDUCT SPECIAL STUDIES AND ECONOMIC ANALYSES.

The Puerto Rico Bureau of Labor Statistics together with the Auxiliary Secretary of Planning coordinated the development of several research studies to evaluate labor issues affecting the Puerto Rico's workforce. Among these:

- Wage Gap among Men and Women performing Similar Tasks in Puerto Rico – October 2008
- Advance Services Sector and Labor Force in Puerto Rico – October 2008
- Measurement of the Productivity Level at Work by the Use of the Internet in the Economy of Puerto Rico – October 2008
- Participation Rate in Puerto Rico and Corrective Measures – August 2008
- Regional Competitiveness in Puerto Rico – July, 2008.

Other action Items:

- Monitor the implementation of the **Local Employment Dynamics (LED)** tool: agreement with the U.S. Census Bureau was signed. In the past months we have been working with the Census Bureau to provide the required data to LED. On 8/6/09 Puerto Rico successfully transferred one UI Wage file labeled that was successfully decrypted. On September, DTRH-IT transmitted the historical files, but some technical issues are still unresolved. PR-LMI is pending the file transfers and validation of the data from the US Census. When completed, Puerto Rico will be using one of the electronic labor market tools currently used in the states, making information more easily and available to end users.
- **Job Vacancy Survey:** Since 2006, the Puerto Rico Bureau of Labor Statistics (PRBLS) is conducting a survey to identify what occupations and skills are in greatest demand among Puerto Rico employers. The objective of this survey is to identify the necessary skills job seekers must have, or currently in demand, in order to reach competitive levels of productivity. The survey results provide the private companies, governmental agencies and educational institutions with a body of knowledge that will help them design public policy related to education, and training for Puerto Rico. This will assure that training meets employer requirements. The survey uses the methods developed and designed by the University of Puerto Rico. We will request guidance and assistance to the BLS or to the Workforce Information Council to review the methodology and process currently used in our survey to determine compliance and cost-effectiveness relative to the job vacancy survey used by states.
- Establish an LMI advisory committee;
- Provide training to local boards and front line staff through LMI academies on LMI data available and their potential uses with the workforce system. After the implementation of the databases, systems and tools, we will coordinate a state training activity through the Labor Market Information Institute.
- Provide training to local boards and front line staff on the use of this and other labor market information for the provision of services to job seekers, employers, communities and economic development agencies.
- The recommendations provided by Mr. John Dorrer in the Path to Transformation report provided by Maher & Maher, in year 2008 are part of our working plan. We will consider the best business practices through an active participation in discussions – conferences – webinars ETA and BLS guidance and other LMI Directors.

We recognize that the employment, occupational, and other data we collect and develop shall be transform into useful information, commonly referred to as Labor Market Information (LMI), which is essential for career decision-

making and for establishing workforce-training opportunities and economic development strategies.