TRAINING AND EMPLOYMENT NOTICE	NO. 19-10
	DATE December 10, 2010

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
COMPREHENSIVE ONE-STOP OFFICE MANAGERS
AFFILIATE ONE-STOP MANAGERS
DOL ETA REGIONAL ADMINISTRATORS
STATE LABOR MARKET INFORMATION DIRECTORS
STATE VETERANS AFFAIRS AGENCY DIRECTORS
WIB - STATE CHAIRS
WIB - LOCAL CHAIRS
WIB - STATE EXECUTIVE DIRECTORS
WIB LOCAL EXECUTIVE DIRECTORS

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: *Guide to State and Local Workforce Data: For Analysis and Informed Decision Making*

1. Purpose. To distribute an electronic version of a new *Guide to State and Local Workforce Data: For Analysis and Informed Decision Making* (hereafter referred to as the "*Guide*"), which makes it easy for a wide variety of users to understand what state and local labor market information/workforce information (LMI/WI) is available on various topics and to locate specific data tables quickly.

2. Reference. Wagner-Peyser Act (29 U.S.C. 49), 49f(a)(3)(D), 49f(d), and 49*l*-2; Workforce Investment Act (WIA) (Pub. L. 105 – 202, 29 U.S.C. 2801, et seq.) Sections 111 (d) and 309.

3. Background. Members of the workforce investment system, economic development system, and the general public have consistently informed the U.S. Department of Labor's (DOL) Employment and Training Administration (ETA) that they desire and need: 1) more state and local LMI/WI data; 2) help in locating information that already exists; and 3) assistance to understand and properly use LMI/WI data.

Feedback from the workforce investment system also indicates a desire that DOL do a better job of integrating DOL's data products and those of other government departments, especially those from the Census Bureau. Members of the workforce investment system have indicated that the quality of government programs and assistance suffers when decisions are not based on the best existing information and data. State and local officials have also indicated that many local workforce investment system staff are not sufficiently familiar with LMI/WI data to fully use it, and are more comfortable with anecdotal impressions based on their previous experience.

This *Guide* is a follow-up and companion to ETA's [Catalogue of Workforce Information Sources](#) (or www.careeronestop.org/Red/Catalogue.doc), available on ETA's Career One-Stop Web site. This publication includes data sources from DOL, the U.S. Department of Commerce, and many other public and non-profit sector sources. The *Catalogue* includes sources of national, state, and local data, but does not always indicate which sources provide state and local data. The *Catalogue* was first issued in 2004 and has since been updated annually.

4. Guide to State and Local Workforce Data: For Analysis and Informed Decision Making.

The *Guide* is much more specific than similar guides, and in all cases possible the listing includes links to specific data tables. ETA believes that this will save the user considerable time and effort in locating needed data. The descriptions are intended to be short enough to be quickly read, but detailed enough to enable users to determine whether the source will meet their goals without further research. With rare exceptions, sources that only provide national data are excluded and for these, the *Catalogue of Workforce Information Sources* remains an essential resource.

The *Guide* incorporates LMI/WI data from various sources, including DOL's Employment and Training Administration and Bureau of Labor Statistics; the U.S. Department of Commerce's Census Bureau and Bureau of Economic Analysis; the U.S. Department of Education's National Center for Education Statistics; the U.S. Department of Health and Human Services' National Center for Health Statistics; the U.S. Department of Agriculture; the U.S. Department of Justice; the U.S. Department of the Interior's Bureau of Indian Affairs; the U.S. Social Security Administration; the U.S. National Science Foundation; and several private sector sources. The sources included are of very high quality, and virtually all are free.

A. Targeted audiences, organization, and presentation

The *Guide* is posted in three places:
1. The [State and Local Resources](#) (or http://www.doleta.gov/regions/stateresources/Pages/eta_default.cfm?CFID=59866565&CFTOKEN=44342508) page on the DOL/ETA "Regions and States" Web site;
2. The Workforce Information Innovator's Network [(WIN-WIN) Community of Practice](#) (or https://winwin.workforce3one.org/); and
3. In the [Applying for ETA Competitive Grants: A Web-Based Toolkit for Prospective Applicants](#) (or https://www.workforce3one.org/ws/www/pages/grants_toolkit.aspx?pparams=) document entitled *Grant Applications 101: A Plain English Guide to ETA Competitive Grants* (click on the "View Guide Now" button).

ETA believes that this *Guide* will be useful for:
- State and local Workforce Investment Act and other employment and training program staff;
- DOL grant applicants and recipients;
- Educators, trainers and career counselors;
- Economic development and strategic planners;
- Community and faith-based organizations;
- Employers;

- Labor unions;
- DOL national and regional office staff; and
- Researchers, students, and the general public.

The *Guide* is organized by the following topic areas, for user convenience.
- General sources
- Job vacancy data and employment projections
- Unemployment and employment
- Employment and compensation
- Employment only
- Compensation only
- Benefits
- Inflation and consumer expenditures
- Educational attainment, achievement, credentials and skills
- Labor-management (including union data)
- Poverty and low income
- Productivity
- Safety and health
- Industry-specific sources
- Occupation and other worker-specific sources (including the elderly and youth, people with disabilities, green careers, entrepreneurs, Native Americans, race and ethnicity, veterans, women, etc.)
- Economic (miscellaneous)
- Population data

The text shown in blue are Internet hyperlinks that will take the user directly to the source of information described. The material is presented in a six-column table, categorized as follows.

1. *State and local area data source.* These links take the user directly to the principal source, in many cases specific tables with state and local data.
2. *States covered.*
3. *Localities covered.* Columns 2 (states) and 3 (localities) summarize the geographical level of detail available from the data source. If the number of localities is limited, this means that only the largest localities are included.
4. *Frequently Asked Questions (FAQs), contact info, technical details, etc.* These links will show the user the actual questions in the survey or data instrument, additional technical information, contact information should you have further questions, and similar reference links.
5. *Other selected publications and features.* This category highlights some important additional publications and features, especially customized searchable databases if available.
6. *Notes.* The last category provides background information about the data source, including a brief explanation of what is available, how long after data collection the information is released, and when the data series began.

Also attached to this Training and Employment Notice is a set of *Bookmarks for State and Local Workforce Data*, which identifies the most important Internet links. To assist you in downloading these Bookmarks to your own computer, we have also included instructions for

creating Internet browser bookmarks (which explains how to instantly access these data sources with various types of Internet browsers — Internet Explorer, Mozilla Firefox, etc.).

B. Sources of data and criteria for inclusion

Data sources that publish data that are free to the public, and available at least at the state level on a regular basis, are included. Thus one-time surveys are excluded, as are sources whose sample sizes preclude state estimates (such as various longitudinal surveys). To keep this *Guide* manageable it only includes sources of employment-related data, with a few exceptions. Data that measure inflation (such as the Consumer Price Index) are included, because it is desirable to evaluate wages and earnings in light of inflation to obtain a realistic perspective. The Department of Commerce's Bureau of Economic Analysis state and local data also are included because their statistics on personal income primarily reflect earned income. In addition, because geographical area eligibility for many employment and training programs is contingent upon population data, links to selected population data sources are included as well.

Many organizations post government LMI/WI data on their Web sites. The *Guide* provides links to the original source of the data, except in cases where another provider has presented the data — or combined the data with other information — in a way that enhances the value to a potential user.

C. Future improvements

To improve the *Guide*, ETA intends to pursue further research in this area, and incorporate user suggestions and feedback.

Three potential areas for addition are: 1) private sector sources that are of high quality and free to the public; 2) administrative data from employment and training and other programs; and 3) information about acquisition of microdata for those who wish to more intensively use the data sources.

5. Action Requested. DOL requests that recipients publicize this *Guide* to their staff, organizational membership, affiliated entities, individuals, and all other interested parties. DOL welcomes feedback regarding the organization, presentation, content and any other aspect of the *Guide*. In particular, DOL welcomes suggestions for additional sources that are consistent with the criteria for inclusion described in section 4B above.

6. Inquiries. For questions, comments or suggestions, contact 1) the appropriate ETA Regional Office; 2) Frank Gallo at Gallo.Frank@DOL.gov; or 3) the win-win.network@dol.gov.

7. Attachments. The ".pdf" versions are attached to this TEN. Links are provided for all versions. For two documents, we have included multiple versions. The ".doc" versions (Microsoft Word) are included to make it easier for you to modify the documents to meet your specific needs. In the case of the *Bookmarks for State and Local Workforce Data*, we have included an ".xml" version to enable you to easily add these bookmarks to your Internet browser. If you need help, consult the *Using Bookmarks: An Instruction Guide* below.

- *Guide to State and Local Workforce Data: For Analysis and Informed Decision Making* (.doc version) http://wdr.doleta.gov/directives/attach/workforcedata_guide.doc
- *Guide to State and Local Workforce Data: For Analysis and Informed Decision Making* (.pdf version) http://wdr.doleta.gov/directives/attach/workforcedata_guide.pdf

- *Bookmarks for State and Local Workforce Data* (.doc version) http://wdr.doleta.gov/directives/attach/workforcedata_bookmarks.doc
- *Bookmarks for State and Local Workforce Data* (.xml version) http://wdr.doleta.gov/directives/attach/workforcedata_bookmarks.xml
- *Bookmarks for State and Local Workforce Data* (.pdf version) http://wdr.doleta.gov/directives/attach/workforcedata_bookmarks.pdf

- *Using Bookmarks: An Instruction Guide* (.pdf version) http://wdr.doleta.gov/directives/attach/bookmarks_instructions.pdf