

2007-2008

Progress Report

Connecting systems. Delivering solutions. Providing answers.

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**Analyst
Resource
Center**



www.workforceinfodb.org

LETTER FROM THE CHAIR

Dear Colleagues,

Over the past two years, the Analyst Resource Center (ARC) has continued to support states in their effort to provide their customers with consistent and reliable workforce and economic development information. Facilitating regional, including cross-state, analysis continues to be an area of focus. The work of the ARC is carried out through the talents of a committed and knowledgeable group of individuals that include representatives from the U.S. Department of Labor, Employment and Training Administration, National Crosswalk Service Center (NCSC), and 17 states.

In July 2007, the ARC released Version 2.4 of the Workforce Information Database (WID). This release featured a number of changes. The major change was the addition of a number of tables that were previously “non-standard” such as tables for data on business employment dynamics, the EEO Census data, job vacancy data, and the LED quarterly workforce indicators.

ARC’s third national seminar “Transforming Information for the Future” was held in October 2008, in St Louis, Missouri. The seminar provided an educational opportunity for workforce and economic development professionals as well as a forum for exchanging ideas, sharing innovative solutions, and networking. More than 60 individuals were in attendance representing over 40 different entities.

Led by the efforts of the host state agency, Iowa Workforce Development, the ARC has been involved in the process of securing a new contract to continue to provide an Employer Database to states. The work has included addressing policy, content and structure issues as well as analysis of proposals.

The National Crosswalk Service Center has also continued to play an integral role in the support of ARC’s activities such as providing data updates and maintenance of the ARC website. One particularly noteworthy accomplishment by the NCSC for the ARC was the development and implementation of a wiki site for data source content for WID Database Administrators.

We are excited to continue to have the opportunity to support the workforce information system over the course of the next year.

Sincerely,
Robert A. Cottrell, Jr.
Chair
Analyst Resource Center

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ARC AT A GLANCE

ARC PURPOSE

The ARC (Analyst Resource Center) provides a set of products and services to enhance information delivery to workforce development customers in the employment, education, and economic development sectors. These resources are a critical part of the Workforce Information System. The ARC is managed by a workgroup supported by the U.S. Department of Labor, Employment and Training Administration. The workgroup includes representatives from the U.S. Department of Labor, Employment and Training Administration, the National Crosswalk Service Center and state workforce information agencies.

HOW ARC HELPS

The ultimate goal of the ARC is meeting the information delivery needs of today's workforce and economic development customers. Through our products and services we provide the infrastructure to help state and federal agencies turn raw data into useful, localized information.

HOW HAS THE ARC HELPED DATABASE ADMINISTRATORS?

"Find answers regarding the Employer Database and news on upcoming changes to the database structure."

"Timely display of data."

"Helped find resources and served as a portal to other state websites."

"All those tables they make! All I usually have to do is download them and load them..."

"Supplying data structure information on the website and providing meetings for DBAs to work together and share information."

"Provided data and structure updates in a timely manner, adequate training and technical assistance when needed."

"The newsletters are good for providing ideas on what other states are doing."

"Provided me with lots of reading material and documentation on the WID."

"I often check the ARC [website] and the information I need is always available."

"Invaluable information working with the tables and implementing WID Version 2.4."

"You're doing a great job!"

"The ARC website is the most valuable resource for WID administrators."

"Keep up the good work."

Source: WID Administrator Survey, September 2007

ARC AT A GLANCE

WHO ARC SERVES

The ARC is dedicated to providing products and services to Federal and state staff for effective implementation, maintenance and use of the Workforce Information Database and related resources.

ARC's direct customers include:

- Workforce Information Database administrators
- Workforce development professionals
- Economic development professionals
- Education professionals
- U.S. Department of Labor, Employment and Training Administration

ARC's indirect customers include:

- Job seekers
- Professionals
- Businesses
- Educational institutions
- Students
- Policymakers

ARC PRODUCTS AND SERVICES

The ARC provides an array of products and services designed to enhance the delivery of workforce information.

These products and services include:

- Design, development and maintenance of the Workforce Information Database (WID)
- Access to a comprehensive national database of employer information (Employer Database)
- Training, education and technical support to state and federal workforce information agencies
- Operation of the National Crosswalk Service Center
- Design and maintenance of the ARC technical resource website
- Identification of standardized core data elements to be populated by states under the U.S. Department of Labor, Employment and Training Administration, Workforce Information Grant



RECOGNIZING EXCELLENCE IN INFORMATION

The ARC presented its first annual *Workforce Information Database - Excellence in Information Award* giving recognition to states for outstanding achievement in using the Workforce Information Database in new and creative ways to deliver information to customers. Through this award, the ARC hopes to facilitate recognition of how the WID can be used to power many innovative products.

The award was given in each of these four categories:

- Economic Development
- Career Development
- Mapping
- Printed Publications

2008 WID Award Winners

Printed Publications Category

Nebraska - Labor Market Regional Reviews * winner
Ohio - Ohio's Health Care Employment
Iowa - Iowa's Workforce and the Economy
Florida - Career Comic Books

Career Development Category

California - California Occupational Guides * winner
Florida - Florida Research & Economic Database (FRED) Career Services Module
Iowa - Career Resource Guide

Mapping Category

Florida - Map Library * winner
Washington - Local Employment Dynamics (LED) Dashboard
Ohio - Identification of Employment Opportunities

Economic Development

Washington - Local Employment Dynamics (LED) Dashboard * winner
Alaska - Alaska Gasline Inducement Act (AGIA Plan)
Iowa - Iowa's Workforce and the Economy
Florida - Florida Research & economic Database (FRED)

To view products, please visit our website at www.workforceinfodb.org/level%2023WID_Awards_WINNERS.cfm

ARC COUNTS

More than 55

Number of online state workforce information applications that use the Workforce Information Database
WID applications in action can be found at www.workforceinfodb.org/8applications.cfm

138,710

Number of files accessed from the ARC Website during CY 2007 and CY 2008
www.workforceinfodb.org

745,243

Number of hits to the ARC website during CY 2007 and CY 2008
www.workforceinfodb.org

12

Number of ARC classroom trainings held since 1998

Over 200

Number of individuals who participated in ARC classroom trainings and workshops since 1998

3

Number of national ARC seminars held since 2003

218

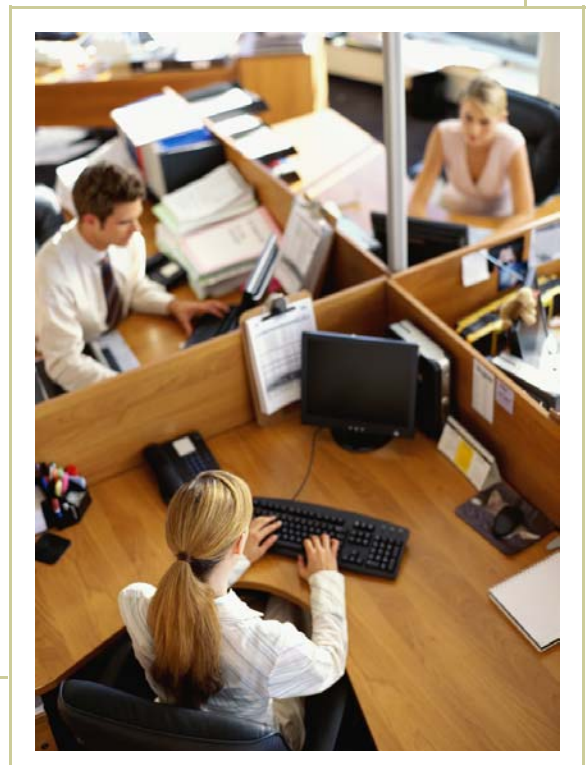
Number of individuals who participated in national ARC seminars since 2003

51

Number of **data** tables in the Workforce Information Database

187

Number of **total** tables in the Workforce Information Database



ARC OBJECTIVES

ARC OBJECTIVES 2007–2008

The ultimate goal of the ARC is meeting the information delivery needs of today's workforce and economic development customers. Through our products and services we provide the infrastructure to help state and federal agencies turn raw data into useful, localized information.

- Continue to coordinate the maintenance and update of the WID table structures and common files
- Provide technical support to states in the installation, population and maintenance of the WID
- Provide training for state staff in the population, maintenance, and use of the WID
- Serve as the central point of contact for information on the Workforce Information Database (WID)
- Focus on providing tools to states to help them realize the full potential of the WID.
- Maintain a technical resource website (www.workforceinfodb.org)
- Continue identification of the core WID elements to be populated by states under the Workforce Information Grant
- Coordinate and collaborate with other groups and stakeholders



ARC OBJECTIVES

EMPLOYER DATABASE OBJECTIVES 2007–2008

The Employer Database is a proprietary database containing employer information including name, address, telephone number, contact persons, and industry designations for over 10 million businesses throughout the country. The Employer Database product is funded by the Employment and Training Administration and made available to state workforce information agencies for workforce development activities. The ARC is responsible for procurement and dissemination of the Employer Database to states. Objectives for 2007 and 2008 included the following:

- Continue to coordinate activities necessary for the procurement and dissemination of the Employer Database
- Monitor Employer Database contract activity in accordance with the terms and agreement of the master contract

NATIONAL CROSSWALK SERVICE CENTER OBJECTIVES 2007–2008

The center's mission is to maximize the effective and efficient use of occupational information by providing specialized occupational tools (files, reports, software) and technical assistance to users and producers of occupational information.

- Work with ARC to establish a single point of contact for technical support to assist the states in their development of the Workforce Information Database
- Provide a conduit for information and data into and out of the workforce information system
- Provide a one-stop resource for classification and crosswalk resources
- Maximize use of the Internet for communication and file sharing



ARC OBJECTIVES

CORE DELIVERABLES

The Workforce Information Database is a required "core" product as detailed in the Workforce Information Grant. Every year the Employment and Training Administration (ETA) sends out the Workforce Information Grant TEGL (Training and Employment Guidance Letter) to the States that lists the ETA "deliverables" or core products and services that are required of the states by ETA. Following are the Analyst Resource Center/Workforce Information Database related excerpts from the U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter 31-07, June 6, 2008.

"Funds shall be used to produce deliverables one through six specified in this Attachment. The deliverables include the production of industry and occupational employment projections, the population and maintenance of the Workforce Information Database (WID) and other economic and workforce information products and services required to support the state, regional and local talent development system.

Grantees are required to produce all six deliverables with PY 2008 funding. Except for deliverables one and two (WID maintenance and enhancements; and Industry and Occupational Employment Projections), which are expected to be standard and comparable across states, states are allowed flexibility in developing the remaining required deliverables. This flexibility enables states to determine the relative priority of the product or service, the content and form of the deliverable, and the level of investment that best meets the states' needs. States are required to consult with the state workforce investment boards (SWIBs), WIRED regional partnerships, local workforce investment boards (LWIBs), and other stakeholder organizations in order to receive significant stakeholder input into the development of the grant deliverables.

ETA acknowledges and supports states using funds provided by this grant to produce other information products and services such as workforce information training and occupational and career guidance to support talent development or other workforce information that is documented as a customer demand.

1. Continue to populate the Workforce Information Database (WID) with state and local data.

The WID provides states with a common structure for storing information in a single database in each state. The database is intended to serve as the cornerstone for information delivery, workforce research, and product development for information that is standard and comparable across all states. The database, once populated, brings together critical workforce information from many sources to promote better analysis and more sophisticated interpretation. Using the same version of the database in all states is important for providing interstate access to workforce information. Therefore, states are required to implement and maintain the most current version of the WID and populate all tables designated as core tables in accordance with guidelines issued by the Analyst Resource Center (ARC). Database content must be updated timely in order to be as current as the state's most recent publications and data releases. Information and technical support will be provided on the ARC website at www.workforceinfodb.org. The listing of the current core data elements, i.e., those elements that must be populated by all states, and associated tables may be found at the same Internet address. States are required to populate the database with the following licensing files: `license.dbf` and `licauth.dbf`. Licensing data must be updated every two years. States are required to submit licensing data through the National Crosswalk Service Center (NCSC) for inclusion on www.CareerInfoNet.org. The licensed occupations information is located on America's Career InfoNet (ACINet) site, and has been recoded from the Occupational Employment Statistics (OES) taxonomy to the Occupational Information Network (O*NET)/Standard Occupational Classification (SOC) taxonomy. The NCSC will assist states in recoding their files to O*NET/SOC for submittal to ACINet, if necessary. States may access information and support through the NCSC Website at www.xwalkcenter.org or by calling (515)242-5034.

Training, support material, and information updates will be provided through the ARC technical website, links to related sites, and electronic newsletters to help states realize the full potential of the WID and related resources. Onsite training requiring staff travel must be kept to a minimum. It is important that all states take advantage of the resources and training opportunities provided. States may use funds for any costs required to populate, maintain, and update the database including staff training."

ARC OBJECTIVES

CORE TABLES

The following Workforce Information Database tables have been designated as core deliverables under the U.S. Department of Labor, Employment and Training, State Workforce Information Grant. ETA specified that states are required to implement the most current version of the database.

Data Tables

CES	INDUSTRY	LICENSE ²
EMPDB	IOMATRIX ¹	OCCPRJ ¹
INCOME	LABFORCE	OESWAGE
INDPRJ ¹	LICAUTH ²	POPULATN

Crosswalk Tables

LICXOCC²
MATXNAIC
MATXSOC

Admin Tables

INDCODES³
OCCCODES³

Lookup Tables

ADDRESTY	GEOCODE	LEVELTYP	PERIODTY
ANNSLFLG	GEOG	LOCSTAT	POPSOURC
AREATYPE	GROWCODE	OCCDIR	RATETYPE
BENMARK	INCOMTYP	OCCSUB	STATTYPE
CESCODE	INCSOURC	OCCTYPES	STFIPSTB
CREDITCD	INDDIR	OWNERSHP	URLTOPIC
EMPSZFLG	INDSUB	PERIOD	
EMPSZRNG	INDTYPES	PERIODID	

¹ Database Administrator may opt to populate the IOMATRIX data table OR both the INDPRJ and OCCPRJ data tables since the IOMATRIX data table contains much the same content as the other two tables.

² Tables to be furnished to the National Crosswalk Service Center for inclusion in America's Career InfoNet. Contact the NCSC at ncsc@iowa.gov if you have questions.

³ Need to populate additional lookup tables.

ACCOMPLISHMENTS

ARC Accomplishments

During Calendar Years 2007 and 2008

SUPPORT FOR THE STATES

- Developed and released Workforce Information Database (WID) Version 2.4, July 2007.
- Conducted annual WID Database Administrator surveys to help inform ARC's planning and work activities.
- Planned and held "ARC Seminar 2008: Transforming Information for the Future" in St Louis, Missouri, October 2008.
- Released a major redesign of the ARC technical website in 2007 with ongoing maintenance and updates provided throughout 2008.
- Reviewed core data elements and provided an updated listing of core tables and guidance for states in satisfying the U.S. Department of Labor, Employment and Training Administration, Workforce Information Grant.
- Provided a technical staff person (contact information available through www.workforceinfodb.org) to serve as the central source for state technical support and guidance.
- Collaborated with other workgroups and entities to streamline the process for the incorporation of existing and additional data elements into the Workforce Information Database.
- Continued to publish electronic newsletters focusing on workforce information delivery technologies, workforce information and economic development news, and highlights of state activities and database administrators.
- Provided updated training materials and online presentations via the ARC website.
- Held four workgroup meetings to address database structure issues, Employer Database procurement process, and education/communication projects during the calendar years 2007 and 2008.
- The State of Texas became a member of the ARC workgroup in March 2008.

ACCOMPLISHMENTS

EMPLOYER DATABASE

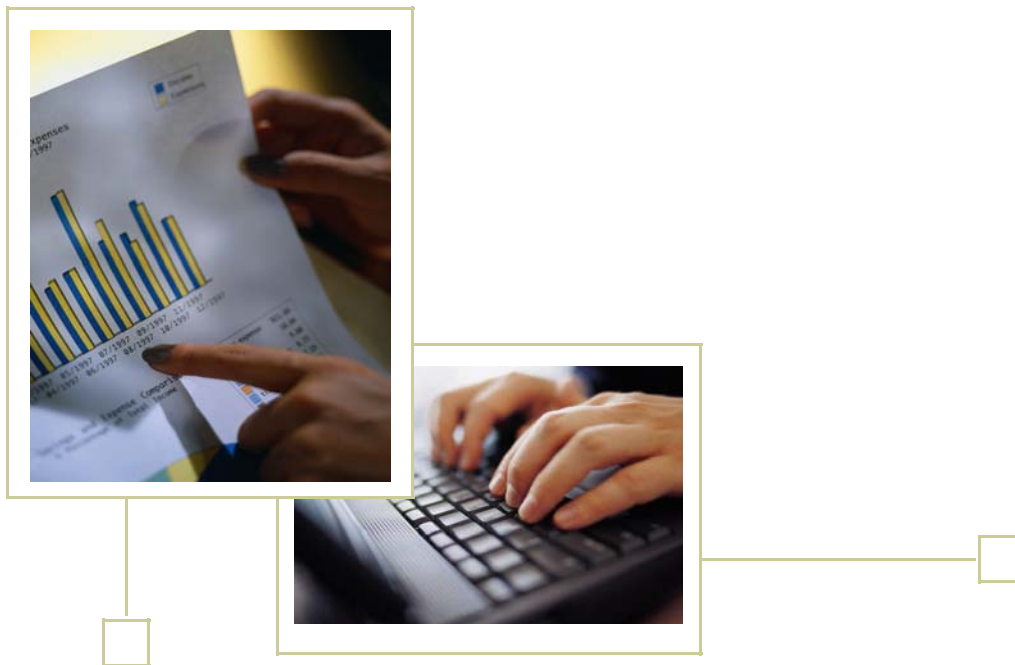
- Received last deliverable in October 2008 from previous Employer Database contract.
- Worked on new Request for Proposals (RFP) and analysis of proposals throughout 2008.
- Iowa (through Iowa Workforce Development), as host state, led the efforts to secure a new Employer Database contract.
- Continued to coordinate and monitor activity under the master contract.



ACCOMPLISHMENTS

NATIONAL CROSSWALK SERVICE CENTER

- Maintained WID Database Administrators communication list.
- Developed FoxPro 2.6 and Visual FoxPro, Access and Paradox versions of the WID.
- Developed database containing sources of content for the WID and shared with the Structure Subcommittee members for their review and input on content and delivery.
- Provided prototype population demographics file to California and Wisconsin for their review and use.
- Downloaded, formatted and provided monthly updates of national data for the CES and LABFORCE tables, monthly comprehensive CES table developed by BLS, monthly updates of national CPI table content, and national OES wage and employment estimates for May 2006. Provided state-specific OES files upon request.
- Provided national QCEW data, national occupational projections data and supporting files for 2006-1016.
- Updated prototype geography files to reflect changes in area concepts and definitions.
- Updated a variety of state-specific data files, including: BEA Income, Census Population, Census Income, and Apprenticeship program completers.

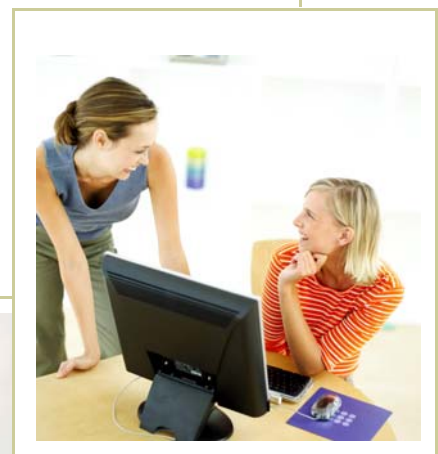


ACCOMPLISHMENTS

NATIONAL CROSSWALK SERVICE CENTER — CONTINUED

- Provided support to America's Career InfoNet, and other ETA electronic tools and other users. Specifically, licensing database update to ACINet, in cooperation with ACINet staff, developed and implemented content and format standards for state licensing agency URL information in licensing tables and provided content to the states for their information and possible use, prepared state licensing information for inclusion in ACINet, provided revised O*NET taxonomy files to the Defense Manpower Data Center with suggestions for updating O*NET occupations in their crosswalk, provided file download counts to the National O*NET Center, IPEDS school and program directory update for CareerVoyages, IPEDS school directory for ACINet, formatted and provided Department of Defense crosswalk file for use in CareerVoyages, and participated in CareerOneStop conference calls.
- Maintenance and support services for the ARC website for the ARC Communication and Education subcommittee.
- Maintained and expanded the center's collection of classification resources, including: O*NET Lay Title database update, O*NET 12.0 Database release, O*NET Tools and Technology database, and military crosswalk update.
- Continued the center's outreach by attending conferences and where appropriate, presenting information about NCSC products and services, including: Workforce Innovations in Kansas City, Labor Market Information Forum in Sacramento, CA, and Association of Computer-Based Systems for Career Information conference in Las Vegas.

Visit www.xwalkcenter.org for the full NCSC annual report.



ACCOMPLISHMENTS



The third national ARC Seminar was held in St Louis, Missouri, on October 28–30, 2008. The seminar included 13 plenary sessions, 12 workshops and one post-Seminar training session on web application development using open source products. More than 60 individuals representing over 40 different entities including representatives from states, private sector, the Employment and Training Administration, the Bureau of Labor Statistics, O*NET Center, and the U.S. Census Bureau were in attendance.

For those unable to attend in person, a seminar blog site was developed to provide everyone with the latest happenings as they were occurring.

Seminar proceedings can be found at www.workforceinfodb.org/22ARC_Seminars.cfm

Seminar Objectives

- Identify ways the ARC provides a critical foundation for workforce and economic development information (e.g. Employer Database, standardization, data collection, and data comparability).
- Learn forward-thinking strategies for advancing regional workforce and economic development information.
- Identify at least three resources for developing and maintaining a competitive advantage.
- Learn four new tools that can increase the efficiency of their work and provide for more robust information delivery.
- Identify successful “real world” examples of how to use ARC’s products and services to address workforce and economic development information needs.
- Meet other attendees as a means of building a collaborative national network of partners and peers.



MOVING FORWARD

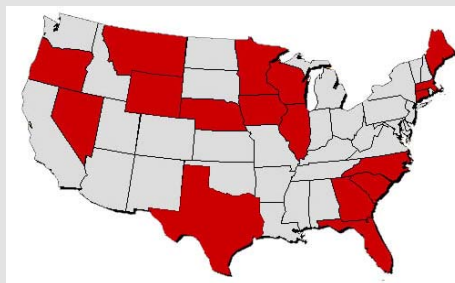
ARC GOALS

2009

- Continue to serve as the central point of contact for information on the Workforce Information Database (WID).
- Provide technical support to states in the installation, population, and maintenance of the WID with a particular focus on cross-state data sharing.
- Provide updated training (both online and classroom) for state staff in the population, maintenance, and use of the WID.
- Continue to coordinate the maintenance and update of the WID table structures and common files.
- Enhance the ARC technical resource website (www.workforceinfodb.org).
- Continue identification of the core WID elements to be populated by states under the U.S. Department of Labor, Employment and Training Administration Workforce Information Grant.
- Coordinate and collaborate with other groups and stakeholders. Continue outreach efforts.
- Continue to provide and promote use of the ARC wiki website for data source content.
- Review and update the WID structure as new data requirements evolve and new sources of data are identified. Specific attention will be given to the general form of the relational database.
- Promote use of the WID logo on web applications in order to present a consistent and recognizable identifier for customers.
- Initiate planning for a national seminar in 2010 for Workforce Information Database Administrators and other workforce and economic development professionals to provide an educational opportunity as well as serve as a forum for exchanging ideas, sharing innovative solutions, and networking.
- Continue to produce communication tools including eNewsletters and RSS feeds, as well as explore the development of other collaborative tools for DBAs.
- Continue to monitor contract activity for the Employer Database in accordance with the terms of the master agreement. Provide support to states regarding appropriate interpretation of the terms of the agreement.
- Continue to provide a one-stop source for classification and crosswalk resources.

ARC WORKGROUP MEMBERS

Connecticut Department of Labor
Florida Agency for Workforce Innovation
Georgia Department of Labor
Illinois Department of Employment Security
Iowa Workforce Development
Maine Department of Labor
Massachusetts Division of Employment and Training
Minnesota Department of Economic Security
Montana Department of Labor and Industry
National Crosswalk Service Center
Nebraska Workforce Development
Nevada Department of Employment, Rehabilitation, & Training
Employment Security Commission of North Carolina
Oregon Employment Department
South Carolina Employment Security Commission
Texas Workforce Commission
Wisconsin Department of Workforce Development
Wyoming Department of Employment
USDOL, Employment & Training Administration





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