



Occupational Employment Statistics

Presented to the Cedefop Skillsnet Workshop

May 22, 2008

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U.S. Department of Labor

Bureau of Labor Statistics



Several Surveys



- Occupational Employment Statistics (OES)

Less about

- Occupational Information Network (O*Net)

Very little about

- Job Openings and Labor Turnover (JOLTS)
- Job Vacancy Survey

The OES Survey



- OES produces occupational employment and wage rate information by industry for the U.S. States and metropolitan areas and balance of States
 - **By conducting a semiannual survey of establishments stratified by area, industry and by size of employer.**
 - **Collecting from each employer data on occupational employment by wage range.**
 - **Producing and publishing estimates of occupational employment and wages with accompanying measures of reliability for each industry and for each State and sub-State geographic area.**

OES Scope



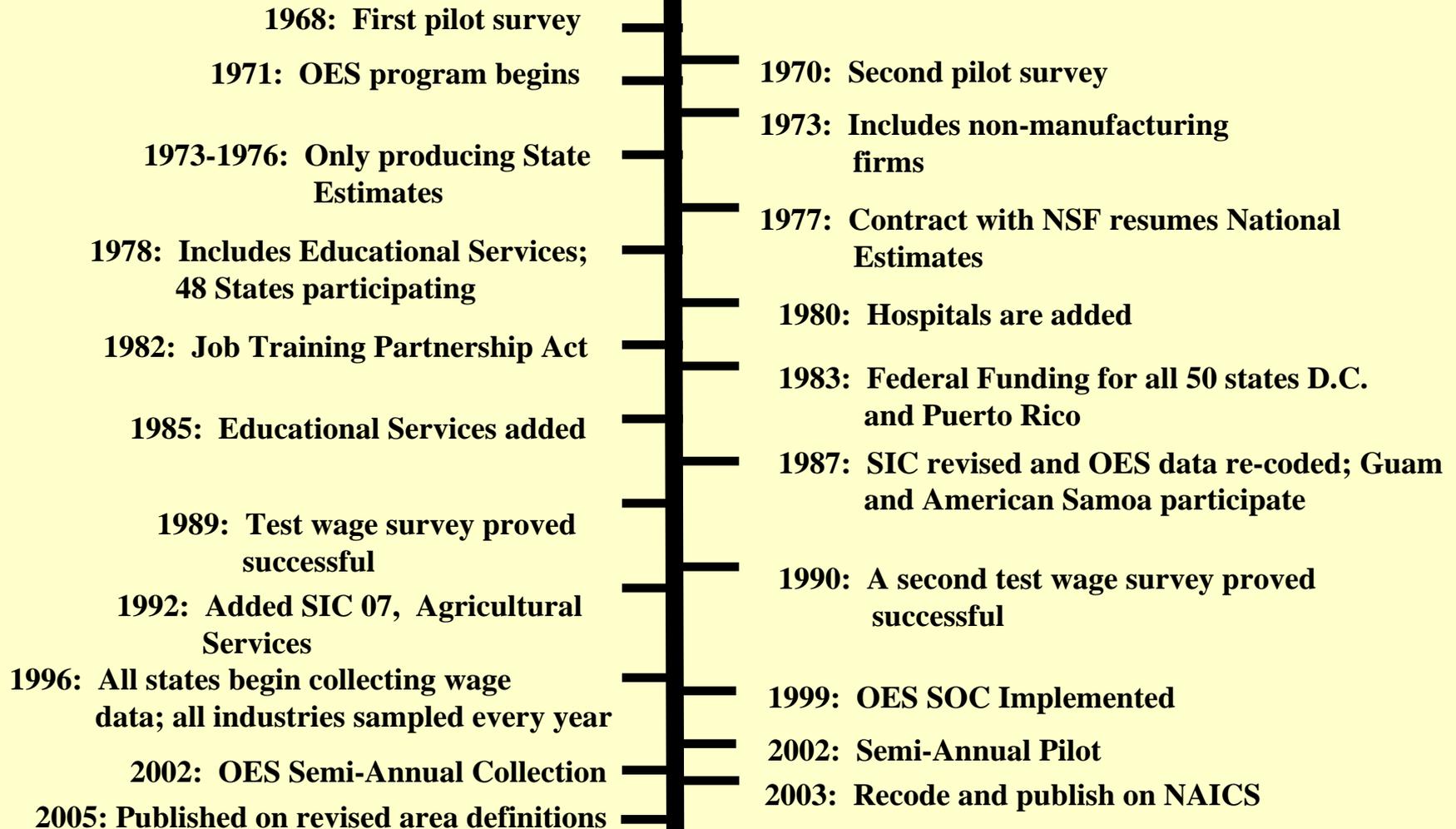
- Employment by Standard Occupation Classification (SOC) groups—801 civilian occupational groups
- Industry by North American Industry Classification System (NAICS) at the 4- and selected 5-digit NAICS level
- Non-farm establishments in public and private sector
- Straight-time wage rates (as opposed to earnings) as annual and hourly means and percentiles.

Users and Uses of OES



- Employment and Training Administration
 - Foreign Labor Certification wage rates
 - Career and labor market information web sites
- BLS Occupational Projections
- State Occupational Projections
- Educators--planning vocational curricula
- Business firms—marketing, hiring, location decisions
- Career information for individuals and counselors

A Brief OES History



The Federal/State Relationship



- Partner with State Workforce Agencies
- Cooperative Agreement—the contract with the State Workforce Agency
- OES Policy Council—advisory group for OES
- BLS determines the methods and procedures, selects the sample, calculates estimates and publishes.
- States collect and edit most of the sample data, and publish

Staffing OES



- Program Office (20)
- Statistical Methods Staff (5)
- Office of Field Operations (2)
- Regional Offices (18)
- Division of Business Establishment Systems (9)
- State Workforce Agency staff

Proposed FY 2009 budget--\$31 million

Survey Design



- **3 year sample -- 1.2 million establishments**
 - **Frame—business establishment list from insured employment programs.**
 - **Stratified by**
 - **4- and some 5-digit NAICS**
 - **MSA and up to 4 exhaustive balance-of-state areas***
 - **PPS in non-certainty strata**
 - **Virtual certainty based on establishment employment**
- **Semiannual panels**
 - **200,000 establishments each**
- **6 panels pooled across three years**
- **Response rate--78% of establishments**

*Some states were grandfathered with more areas

More Survey design



- Weights are adjusted by benchmarking to Quarterly Census of Employment and Wages –establishment reports from our unemployment insurance program
- Multiple levels of benchmarking
 - Combinations of area, industry and size

Survey Design--Imputation



- Imputation—not weight adjustment
 - Nearest neighbor for occupational employment
 - Cells defined by state, industry, establishment size
 - Mean of cell for wage distribution
 - Cells defined by area, industry size
 - Every sample unit is coded with a response or imputed values for employment and wage distribution

Survey Design--Estimation



- Employment—benchmark adjusted weight times recorded employment
- Wage—Calculated from distribution of employment across wage intervals
 - Interval means estimated from another BLS survey—National Compensation Survey (NCS)
 - Interval means and boundaries updated with wage and salary component of ECI by Major Occupation.

Survey form



- Identify the establishment
- Instructions for completing
- Occupational titles and descriptions
- Wage grid with two scales
- “unstructured reporting” pages
- One “unstructured form” and about 100 industry specific forms.

**OCCUPATIONAL EMPLOYMENT REPORT
OF LEATHER AND ALLIED PRODUCT
MANUFACTURING (316000)**

In Cooperation with the
U.S. Department of Labor



Form Approved
O.M.B. No. 1220-0042

What this report is about: This form asks for information about the occupations and wage ranges of the employees described in Item 3 below. Please complete Items 1 through 5 on this page. Next, please provide the information requested beginning on page 1 for the employees who worked during or received pay for the pay period that included the reference date in Item 3, printed directly above your establishment name. The instructions on pages ii and iii explain how to provide the information. Please see our website at <http://www.bls.gov/OES> for more information on the OES Program, including a display of national, state and metropolitan area employment and wage estimates by occupation.

1 Which of the following options describes the status of the location(s) in Item 3 as of the reference date also printed in Item 3?

Operating: Go to item 2.

Temporarily closed during the reference period: Report data only for employees paid for work during the reference period. If no employees worked for pay, report "0" in section 4 of this page and return the form in the reply envelope provided.

Permanently out of business as of ___/___/___: Return the form to the address at the top.

Sold or merged: Enter the new name and address below, then go to item 2. ↘

New Name: _____

New Address: _____

2 Our records show that your main products or services are related to those listed below. If they are not, please list your main products or services on the lines provided and continue with the rest of the report.

3 This form asks for information about the employees described below. Our estimate of employment for these employees appears at the top right corner of the label. Please make any needed address corrections.

4 How many employees, both full and part-time, worked at this location(s) during the pay period that included the reference date printed in Item 3?

Enter the number here...

Include	Do Not include
• Full or part-time paid workers	• Contractors and temporary agency employees not on your payroll
• Workers on paid leave	• Unpaid family workers
• Workers assigned temporarily to other units	• Workers on unpaid leave
• Incorporated firms - paid owners, officers, and staff	• Unincorporated firms - proprietors, owners, and partners

Do all employees reported above work at one location?
 Yes No...Enter number of locations

5 Please tell us who to contact if we have questions about your data.

Name: _____

Title: _____

Phone: (____) _____ - _____ Ext. _____ Date: _____

E-mail address: _____

FOR OFFICE USE ONLY

Instructions for Reporting by Occupation

Report **part-time workers** in the job they perform.

Report **apprentices** in the job for which they are being trained.

Report employees in the following ways:

- Use the description of duties along with the job titles to determine where to place employees. Do not rely on job titles alone.
- Report employees in the occupations in which they are working, not necessarily in occupations for which they have been trained.
For example: An employee trained as an engineer, but working as a drafter, should be reported as a drafter.
- Report each employee only once in the occupation that requires the **highest** level of skill if the employee performs work in two or more occupations. If there is no measurable difference in skill requirements, report employees in the occupation in which they spend the **most** time.
- Professionals who directly supervise other workers in professional occupations should be classified in the same occupation as the workers they supervise. For example, an economist that supervises other economists is classified as an economist.

Instructions for Reporting Wage Information

For all employees:

- Please use the hourly and annual wage rate categories to report employees. If wages are not recorded by hour or year (bi-weekly, or monthly for example), convert them into an hourly wage rate.
- For part-time workers, please report the specific hourly wage rate, not an average.
- For tip, commission, and piece-rate workers, please estimate the earnings (base pay plus tips, commissions, or piece rates), and report the appropriate wage.
- For salaried workers who do not work a standard 2080 hours per year (40 hours per week), please report wages on an hourly basis. For workers who are paid an annual salary by contract, such as Airline Pilots, report their annual salary.
- Include and/or exclude from pay as follows:

Include as pay

- Base Rate
- Commissions
- Tips
- Deadheading Pay
- Guaranteed Pay
- Hazard Pay
- Incentive Pay
- Longevity Pay
- On-call Pay
- Piece Rate
- Portal-to-Portal Rate
- Production Bonus
- Cost-of-Living Allowance

Exclude as pay

- Attendance Bonus
- Back Pay
- Draw
- Holiday Premium Pay
- Jury Duty Pay
- Lodging Payments
- Meal Payments
- Merchandise Discounts
- Nonproduction Bonus (e.g., Holiday Bonus)
- Overtime Pay
- Perquisites
- Profit Sharing Payment
- Relocation Allowance
- Tuition Repayments
- Severance Pay
- Shift Differential
- Stock Bonuses
- Tool Allowance
- Vacation Pay
- Weekend Pay
- Uniform Allowance

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. This report is authorized by law, 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely.

*We estimate that it will vary from 30 minutes to 6 hours to complete this report, depending on such factors as the size of the establishment. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics (1220-0042), 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20212. Please do not return your questionnaire to this address. Use the enclosed preaddressed envelope or the address provided at the top of the first page to return your completed questionnaire. You do not have to complete this questionnaire if it does not display a currently valid OMB control number.

Instructions for Completing the Report

On the following pages you will find the Occupational Employment Report. Please refer to the example below and the guidelines on page ii for instructions on how to complete the form. If you have employees whose occupations are not found in the list provided, please use the supplemental pages at the end of this report. Please write each unique occupational title on a separate line along with a short description of duties, the number of employees in each wage category, and the total employment for each occupation.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (REPORT PART-TIME WORKERS ACCORDING TO AN HOURLY RATE)													TOTAL EMPLOYMENT
	A	B	C	D	E	F	G	H	I	J	K	L	T	
	Hourly (part-time or full-time) \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over		
Annual Salary (Full-time only)	under \$15,600	\$15,600 - 19,799	\$19,800 - 24,999	\$25,000 - 31,719	\$31,720 - 40,039	\$40,040 - 50,859	\$50,860 - 64,479	\$64,480 - 81,839	\$81,840 - 103,479	\$103,480 - 131,559	\$131,560 - 168,399	\$168,400 and over		
Accountants and Auditors - Examine, analyze, and integrate accounting records for the purpose of advising or preparing statements.				1	2	3								6
13-2011														

1 For each occupation listed, read the definition to determine which occupations are found in your establishment.

2 For each occupation that is found in your establishment, write in the number of workers in this occupation, based on their wages. For example, there are six Accountants in your establishment. One is part-time, working 20 hours a week, and earns \$12,480 per year; and five are full-time: two earn \$32,000 per year, and three earn \$46,000. Calculate an hourly wage for the part-time worker by dividing the annual wage by the number of hours worked; 20 hrs x 52 weeks = 1040 hrs/yr, \$12480/1040 hrs = \$12/hr. Write "1" in column D. For the full-time workers, use their annual wage: write "2" in column E and "3" in column F.

3 Add up the total number of workers in this occupation and write the figure in the Total Employment column, making sure the total agrees with your records.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

Management Occupations

(Managers in this section generally have other managers/supervisors reporting to them.)

Chief Executives - Determine and formulate policies and provide the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1011													

General and Operations Managers - Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse in nature to be classified in any one functional area of management or administration.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1021													

Marketing Managers - Determine the demand for products and services offered by a firm and its competitors and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2021													

Sales Managers - (Customer Service Manager) Direct the distribution of a product or service to the customer by establishing sales territories, quotas, and goals. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2022													

Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES				NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)											Total Employment		
				A	B	C	D	E	F	G	H	I	J	K		L	T
				Hourly (part-time or full-time) Annual Salary (full-time only)	under \$7.50 \$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99		\$80.00 and over	
				A	B	C	D	E	F	G	H	I	J	K	L	T	
				A	B	C	D	E	F	G	H	I	J	K	L	T	
				A	B	C	D	E	F	G	H	I	J	K	L	T	
				A	B	C	D	E	F	G	H	I	J	K	L	T	
				A	B	C	D	E	F	G	H	I	J	K	L	T	
				A	B	C	D	E	F	G	H	I	J	K	L	T	
FOR OFFICE USE ONLY	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed	Subtotal Employment - this page										
							Total Employment identified on this form										

6 If returning via facsimile, enter the 9 digit Schedule Number + extra digit (found at the top of the address label on page i):

7 Please use the following pages to report the employees found in your firm. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to page ii for detailed instructions on how to report by occupation and how to determine wages. If additional space is needed to report all of the workers in your establishment, please photocopy this page.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												Total Employment
	A	B	C	D	E	F	G	H	I	J	K	L	
	Hourly (part-time or full-time) under \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over	
Annual Salary (full-time only)	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over	

EXAMPLE:

<i>Secretaries - Performs administrative duties, typing, and other tasks as needed.</i>	A	B	C	D	E	F	G	H	I	J	K	L	T
			2	1									3

	A	B	C	D	E	F	G	H	I	J	K	L	T

	A	B	C	D	E	F	G	H	I	J	K	L	T

	A	B	C	D	E	F	G	H	I	J	K	L	T

	A	B	C	D	E	F	G	H	I	J	K	L	T

UUUUUU

8 If returning via facsimile, enter the 9 digit Schedule Number + extra digit (found at the top of the address label on page i):

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													Total Employment
	A	B	C	D	E	F	G	H	I	J	K	L	T	
	Hourly (part-time or full-time) Annual Salary (full-time only)	under \$7.50	\$7.50 - 9.49	\$9.50 - 11.99	\$12.00 - 15.24	\$15.25 - 19.24	\$19.25 - 24.49	\$24.50 - 30.99	\$31.00 - 39.24	\$39.25 - 49.74	\$49.75 - 63.24	\$63.25 - 79.99	\$80.00 and over	
	under \$15,600	\$15,600 - 19,759	\$19,760 - 24,959	\$24,960 - 31,719	\$31,720 - 40,039	\$40,040 - 50,959	\$50,960 - 64,479	\$64,480 - 81,639	\$81,640 - 103,479	\$103,480 - 131,559	\$131,560 - 166,399	\$166,400 and over		

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

FOR OFFICE USE ONLY	FIPS Code	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed	Total Employment	T



Modes of Collection

- Primarily mail
 - 4 mail outs for each panel at 4 week intervals
- Email
- Looking at web based options
- Telephone follow up
 - For nonresponse prompting
 - Data collection
 - Edit reconciliation

Central Printing and Mailing



- Contract out printing, addressing and mailing of OES survey forms
- Printer
 - Prints the form, completes identifying information and addresses it.
 - Prints state specific letters and fact sheets
 - Packs form, letter, fact sheet and reply envelope into a window envelope
 - Postal Service picks up from the print facility

Central Printing and Mailing



- States hold back small number of sample units for special handling
- BLS holds back for Central Office Collection and Multiple survey coordination--NCS
- Printer does 4 mailings each panel—initial and 3 follow-ups.
- States update sample files to reflect survey responses.

Central Office Collection and NCS Coordination



- With such a large sample
 - Company could have many sites surveyed
 - At each establishment or on one desk
 - Other agency surveys might sample the same site
- Each sample panel is screened for NCS matches and other central collection units.
- Field agents coordinate collection for overlapping companies.
- OES RO staff code most of the data.
- Many electronic files.
- Coordinate collection establishments from about 100 companies.

May Panel

March (beginning) - BLS sends new SPAM system to States.
March (middle) - BLS sends sample for May panel to States.

April (beginning) - States send solicitation letter, fact sheet, masthead information, and window and BRM envelope return address files to Regional Office.
April (beginning) - Regional Office sends files listed above to BLS National Office.

May (beginning) - States send BLS ASCII address and industry files for initial mailout.

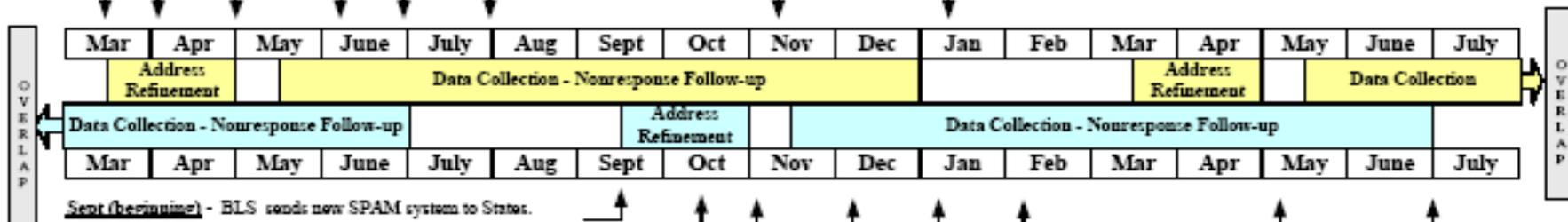
June (beginning) - States send BLS ASCII address and industry files for 1st follow-up mailout.

July (beginning) - States send BLS ASCII address and industry files for 2nd follow-up mailout.

Aug (beginning) - States send BLS ASCII address and industry files for 3rd follow-up mailout.

Nov (middle) - States send BLS Interim Master File for May panel.

Jan (middle) - States send BLS Final Master File for May panel.



Sept (beginning) - BLS sends new SPAM system to States.
Sept (middle) - BLS sends sample for Nov panel to States.
Oct (beginning) - States send solicitation letter, fact sheet, masthead information, and window and BRM envelope return address files to Regional Office.
Oct (beginning) - Regional Office sends files listed above to BLS National Office.
Nov (beginning) - States send BLS ASCII address and industry files for initial mailout.
Dec (beginning) - States send BLS ASCII address and industry files for 1st follow-up mailout.
Jan (beginning) - States send BLS ASCII address and industry files for 2nd follow-up mailout.

November Panel

Feb (beginning) - States send BLS ASCII address and industry files for 3rd follow-up mailout.

May (middle) - States send BLS Interim Master File for Nov panel.

July (middle) - States send BLS Final Master File for Nov panel.



Editing the data

- States, Regions, National Office
- SPAM (Sample Processing and Management) for sample address refinement and data entry
- Interim and final microdata file review
 - National Office edits Interim returns and refers questions to Regional Offices, ROs to states
 - National Office edits finals, etc
 - States submit a set of corrections in response to final review.

Estimates Review



- Preliminary files to States and National Office staff for quality review
 - Looking for systematic errors
- Review of the final estimates is primarily to suppress release of individual estimates

Products



- **News Release**
- **Annual Bulletin—tables, charts, analysis**
- **Web pages—HTML pages & zipped files, customized table procedure.**
- **Customer files**
 - **Internal BLS users**
 - **Employment and Training Administrations**
 - **Foreign Labor Certification**
 - **ALMIS—America’s Labor Market Information System**
 - **NSF—National Science Foundation SE&T (Scientists, Engineers and Technicians)**
 - **Other Federal Users**

News

United States
Department
of Labor



Bureau of Labor Statistics

Washington, D.C. 20212

Technical information: (202) 691-6569
<http://www.bls.gov/oes/>

USDL 08-0620

Media contact: (202) 691-5902

For release: 10:00 A.M. (EDT)
Friday, May 9, 2008

OCCUPATIONAL EMPLOYMENT AND WAGES, 2007

Retail salespersons, cashiers, general office clerks, combined food preparation and serving workers, and registered nurses were among the occupations with the highest U.S. employment in 2007, according to the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor. The highest paying occupations included physician specialists, dentist specialists, and chief executives, while dishwashers, fast food cooks, and combined food preparation and serving workers were among the lowest paying occupations. Employment and wage information for all occupations is shown in table 1.

These data are from the Occupational Employment Statistics (OES) program, which provides employment and wage estimates for wage and salary workers in 22 major occupational groups and 801



U.S. Department of Labor Bureau of Labor Statistics



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Occupations

- [Occupational Outlook Handbook](#) • [Occupational Outlook Quarterly](#) • [Employment](#) • [Wages by Area and Occupation](#) • [Injuries, Illnesses, and Fatalities](#) • [Employment Projections](#) • [Standard Occupational Classification \(SOC\)](#)

Demographics

- [Demographic Characteristics of the Labor Force](#) • [Geographic Profile of Employment and](#)

Latest Numbers

- CPI:** +0.4% in Feb 2005
- Unemployment Rate:** 5.2% in Mar 2005
- Payroll Employment:** +110,000(p) in Mar 2005
- Average Hourly Earnings:** +\$0.04(p) in Mar 2005
- PPI:** +0.4%(p) in Feb 2005
- ECI:** +0.7% in 4th Qtr of 2004
- Productivity:** +2.1% in 4th Qtr of 2004
- U.S. Import Price Index:** +1.8% in Mar 2005

 > p- preliminary
 > Click on the icon for 10-years of historical data.
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Business Costs

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People are asking...

1. How can I compare industry

Strengths



- Huge sample allows tremendous geographic, industrial and occupational detail on both employment and wages—more than any U.S. Occupational survey.
- Percentile wages are available in addition to means.
- Detailed building blocks allow reasonable comparisons with data from a multitude of sources.

Concerns



- Employment collected across 12 wage intervals as opposed to individual wages.
- 3-year sample design and wage updating diminish value for time-series analysis.
- Constant changes in classification diminish value for time-series—Industry, Occupation, MSA
- Time in collection

O*NET—Information on Skills*



Occupational Information Network—O*NET

- **Product of U.S. Department of Labor, Employment & Training Administration**
- **Collects and disseminates information on occupational requirements and incumbent worker characteristics.**
- **Primarily an establishment/employee survey**
- **Two stage approaches—**
 - **Establishment then employee**
 - **Association—then employee**
- **Occupational Expert**

*Notes for this presentation have at times been taken directly from materials on onetcenter.org.

Worker-oriented

Worker Characteristics

Abilities
Occupational Interests
Work Values
Work Styles

Worker Requirements

Skills • Knowledge
Education

Experience Requirements

Experience and Training
Skills • Entry Requirement
Licensing

Cross Occupation

o*net[®]

Occupation Specific

Occupational Requirements

Generalized Work Activities
Detailed Work Activities
Organizational Context
Work Context

Workforce Characteristics

Labor Market Information
Occupational Outlook

Occupation-Specific Information

Tasks
Tools and Technology

Job-oriented

Methodology Highlights



- Dunn and Bradstreet files for the frame.
- Strata by Census Region, business size and industry division.
- Survey conducted in occupational waves.
- Over 150,000 establishments samples between June 2001 and September 2007.
- About 200,000 employees sampled.
- 75% establishment and 64% employee response rates.

Methodology highlights



- Survey firm contacts the establishment and sets up a “point of contact”
- Point of contact identifies employees.
- Survey materials are provided to the employee.
- Workers may complete the questionnaire and return it via mail, or they may choose to complete the questionnaire online at the project Web site.

O*NET Questionnaires



- **Four domain questionnaires are used to collect data from sampled workers**
 - **Skills,**
 - **Knowledge (including Work Styles and Education and Training)**
 - **Generalized Work Activities**
 - **Work Context**
- **Each sampled worker is randomly assigned one of the four questionnaires.**
- **Workers are also asked to provide basic demographic information and to complete a brief task inventory for their specific occupation.**

O*Net Users



The most common types are links to various O*NET Web sites from:

- Libraries and career centers based in higher education
- Higher education institutions' schools of business, labor and industrial relation, psychology, education, and counseling
- Government agencies (primarily state labor-related agencies, some federal and local)
- Public libraries (especially those offering career and job search assistance programs)
- Career counselors, coaches, and recruiters • career exploration or job search assistance (both private and public sector);
- Public school systems, educational associations, and secondary schools
- Human resources management
- Lawyers specializing in immigration law;
- Vocational rehabilitation/occupational medicine and health; and
- International sites

O*NET Users



- Business customers, job seekers, educators, and students.
- The military, dislocated workers, youth, educators and trainers, labor market specialists, career counselors, software developers, business forecasters, human resource professionals in business, and a host of other users.

Related Collection Efforts



- **Job Openings and Labor Turnover (JOLTS)**
 - Demand-side indicators of labor shortages at the national level
 - Total Employment, Job Openings, Hires, Quits, Layoffs & Discharges, and Other Separations.
 - CATI Collection
 - Monthly release of data in either news release or tables format
 - Industry and region but not occupation
- **Job Vacancy Surveys**
 - Conducted by some States
 - Standardized procedures
 - Request by vacancies by occupations

2002 Job Vacancy Survey: Occupations in Demand

DIRECTIONS

- Please direct this survey to the manager or human resources professional responsible for hiring and recruitment at this location of your business.
- Please respond before <month> <day>. Your cooperation will allow us to complete this survey in a timely manner.
- Surveys can be returned by mail, fax, or Internet. Return your survey by fax at (999) 999-9999. Submit it via the Internet at www.<yourorganization>.org/lmi/jobvacancy.
- No data identifying individual firms, directly or indirectly, will be published or released.
- Summary results will be available on the Internet in <Month and year> at www.<yourorganization>
- If you have any questions about the survey, please call: Mary Smith at (999) 999-9999 or John Jones at (999) 999-9999 or visit our website at www.<yourorganization>.org/lmi/jobvacancy.
- Callers outside the metro area can phone toll-free, (877) 999-9999.
- Answer Part A below, and then turn the form over to complete Part B.

(pre-printed establishment
identification label here)

Part A – About Your Business

This form asks for information about the business, institution or organization listed in the upper right hand corner of this form.

<p>1: Total number of employees:</p> <p>_____</p> <p>If you have multiple locations, please fill out the survey for the entity listed in the upper right hand corner of this form.</p>	<p>2: Who is responding to this survey?</p> <p>Your name _____</p> <p>Title _____</p> <p>Phone Number _____</p>	<p>3: Do you have vacancies at this location?</p> <p><input type="checkbox"/> Yes Turn over survey and complete Part B </p> <p><input type="checkbox"/> No Mail or fax survey back to the contact listed above.</p> <p>It is important for you to return the survey even if you have no vacancies. You may also notify us by phone at (999) 999-9999 if you have no vacancies.</p>
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Comments:

If you would like a copy of the survey results mailed to you, please check this box.

survey ID number

Part B- CURRENT Job Vacancies At This Location

survey ID number

A		B	C	D	E				F	G		H	I						
Job Titles for Vacancies		Number of current job openings	Fill in the <input type="checkbox"/> if position is seasonal or temporary (testing for a fixed duration)	How long have you been trying to fill this vacancy? <small>(if multiple openings, report for the exact one)</small>	What education level is usually required? <small>(Choose one)</small>				Fill in the <input type="checkbox"/> if a license or certification is required	What experience is usually req'd? <small>(Choose one)</small>	What is the expected hourly, monthly or annual compensation?	What benefits are offered? <small>(Choose all that apply)</small>							
					Less than 30 days	30 - 59 days	60 or more days	Constantly recruiting/always hiring				No education requirement	High school or GED	Advanced degree	Associate's degree	Bachelor's degree	Some work experience	No experience required	Experience related to position
Full-time	(Example) <i>Junior Accountant</i>	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45,000/yr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	(Example) <i>Trainer</i>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$3500-4000/mo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
Part-time	(Example) <i>Mail clerk</i>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$6 - 8/hr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					

Not enough space? Call for another copy (999)-999-9999 or make a photocopy of this page. Thank you for your participation.



Questions?

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