Annual Performance Report

Workforce Information Grant for Program Year 2015

(July 2015 – June 2016)

September 2016

The New Mexico Department of Workforce Solutions (DWS), Economic Research and Analysis Bureau (ER&A) met the workforce information objectives and grant deliverables for the Program Year 2015 for the Workforce Information Grant (29 CFR 97.40(b)(1). This report summarizes all grantee activities and lists all the core deliverables and activities, as directed by Training Employment Guidance Letter (TEGL) 39–14 dated June 22, 2015.

i.   Workforce Information Database (WIDb)
New Mexico continues to maintain the most current version of the WIDb, version 2.6, and populates all core tables in accordance with the Analyst Resource Center (ARC) guidelines and in a timely manner, as required by the PY 2015 grant.

New Mexico's LMI database and delivery system, called LASER (Labor Analysis, Statistics, and Economic Research) is maintained by Geographic Solutions. LASER gets about 9,000 visits and 70,000 hits per month. The WIDb is an integrated part of the Virtual One-Stop System (VOS), referred to as the New Mexico Workforce Connection, which is used by job seekers, employers, school counselors, researchers, and state and local Workforce Development Boards.

Workforce Information Database tables we populate
Business Employment Dynamics
Census labor force estimates
Current Employment Statistics
Commuting patterns
Consumer Price Index
Educational institutions and programs
Employers
Income
Industry employment projections
Industry employment and wages
Licensing and certification tables (license.dbf and licauth.dbf): sent to National
Crosswalk Service Center (NCSC) on November 5, 2015
Local Area Unemployment Statistics
Military crosswalk
Occupational employment, wages, and projections
Occupation supply tables (DOD)
Property values

Tax revenue

We also update non-standard tables including the O*Net database, career clusters, pathways, WorkKeys, and science, technology, engineering, and math (STEM) occupations.

ii.   Industry and occupational employment projections

Statewide short-term industry and occupational projections were produced using the methodology, software tools, and guidelines developed by the Projections Workgroup and the Projections Managing Partnership. Statewide short-term occupational employment projections for 2015–2017 were completed and submitted in February 2016.

Statewide long-term industry and occupational projections for the 2014-2024 time period were completed in June 2016. Sub-state long-term industry and occupational projections for the 2014–2024 time period will be completed in the first quarter of program year 2016. At that time we will produce publications and posters illustrating these projected figures.

Long-term industry projections are available at
https://www.jobs.state.nm.us/vosnet/analyzer/results.aspx?session=indproj

Long-term occupation projections are available at
https://www.jobs.state.nm.us/vosnet/analyzer/results.aspx?session=occproj

This year we divided the task of preparing the projections. Nathan Friedman, an economist working in our QCEW section and familiar with the industry makeup of the state, prepared the industry projections. Bob Richards, an analyst working primarily on OES and familiar with staffing patterns, prepared the occupational projections. Projections were reviewed between each iteration.

ER&A sent Nathan Friedman to the Projections Managing Partnership Summit 2016 in Minneapolis, Minnesota. Bob Richards is on the step-ahead projection committee and has helped promote its use in producing long-term projections.

iii.   Annual economic analysis and other reports

New Mexico produced a large number of publications during Program Year 2015 that met the TEGL definition of either a required product or encouraged product.

2016 State of the Workforce Report. This publication was published in March 2016 and meets the TEGL's definition of the required product of a statewide annual economic analysis report. It includes analyses of New Mexico's population; labor force participation and demographics; unemployment, income, wages, and poverty; educational attainment; and projected industry and employment growth. The online version of this report and can be found at:
http://www.dws.state.nm.us/Portals/0/DM/LMI/NM_2016_State_of_the_Workforce_Report_033016.pdf

Regional Review. This publication includes analysis of important labor force, industry, and occupational trends in the state and substate areas.

- Summer 2016: Minority Workers and Business Owners in the Southwestern Workforce
http://www.dws.state.nm.us/Portals/0/DM/LMI/Regional_Review_Summer_2016.pdf

- Summer 2015: Mining and Extraction Activity in New Mexico
http://www.dws.state.nm.us/Portals/0/DM/LMI/Regional_Review_Summer_2015.pdf

Veterans Profile. This annual publication analyzes the employment situation of New Mexico's veterans. It is used by policy makers, employers, and workforce investment systems to provide targeted job assistance. It is one of our most popular publications.
http://www.dws.state.nm.us/Portals/0/DM/LMI/2015_Veterans_Profile.pdf

New Mexico Annual Social and Economic Indicators: Statistical Abstract for Data Users. This publication has over 90 pages of useful data for policy makers, grant writers, and employers. This publication can be found at:
http://www.dws.state.nm.us/Portals/0/DM/LMI/ASEI_2015.pdf

Labor Market Review (LMR). This is our most popular publication. Every month we include LMI reports and studies that meet the TEGL definition of special studies and economic reports.

- July 2015: A Job Flow Analysis of Workers and Employed Residents in the City of Rio Rancho
http://www.dws.state.nm.us/Portals/0/DM/LMI/A_Job_Flow_Analysis_of_Workers_and_Employed_Res_in_RR.pdf

- July 2015: Business Employment Dynamics, Fourth Quarter 2014
http://www.dws.state.nm.us/Portals/0/DM/LMI/BED_Fourth_Quarter_2014.pdf

- August 2015: A Work Area Profile of the City of Rio Rancho Industry Sector, Earnings, and Worker Age Characteristics
http://www.dws.state.nm.us/Portals/0/DM/LMI/A_Work_Area_Profile_of_the_City_of_Rio_Rancho.pdf

- August 2015: The U.S. Census Bureau's New Product: National Quarterly Workforce Indicators (NQWI)
http://www.dws.state.nm.us/Portals/0/DM/LMI/The_US_Census_Bureau_New_Product.pdf

- September 2015: New Mexico Labor Force Participation: Examining the Factors Underlying Recent Trends

http://www.dws.state.nm.us/Portals/0/DM/LMI/NM_Labor_Force_Participation_Examining_Factors_Underlying_Recnet_Trends.pdf

- September 2015: New Mexico Exports: Origination and Jobs Supported
  http://www.dws.state.nm.us/Portals/0/DM/LMI/New_Mexico_Exports_Origination_and_Jobs_Supported.pdf

- October 2015: Business Employment Dynamics, First Quarter 2015
  http://www.dws.state.nm.us/Portals/0/DM/LMI/BED_First_Quarter_15.pdf

- October 2015: Multiple Job Holdings in the U.S.
  http://www.dws.state.nm.us/Portals/0/DM/LMI/Multiple_Job_Holdings_in_the_US.pdf

- November 2015: Lea County's Labor Market Weakens Amid Oil Patch Downturn
  http://www.dws.state.nm.us/Portals/0/DM/JobSeeker/Lea_County_Labor_Market_Weakens.pdf

- November 2015: 2014 Workplace Injuries, Illnesses, and Fatalities
  http://www.dws.state.nm.us/Portals/0/DM/LMI/2014_Workplace_Injuries_Illnesses_Fatalities.pdf

- December 2015: Detailed Characteristics for New Mexico's 2014 Unemployed Population
  http://www.dws.state.nm.us/Portals/0/DM/LMI/Detailed_Characteristics_for_NMs_2014_Unemployed_Population.pdf

- December 2015: Bachelor's Degrees by Major: Data on Field of Degree for New Mexico
  http://www.dws.state.nm.us/Portals/0/DM/LMI/Bachelors_Degrees_by_Major_for_NM.pdf

- January 2016: LASER Version 16 Upgrade
  http://www.dws.state.nm.us/Portals/0/DM/LMI/LASER_Version_16_Upgrade.pdf

- February 2016: Business Employment Dynamics, Second Quarter 2015
  http://www.dws.state.nm.us/Portals/0/DM/LMI/Business_Employment_Dynamics_Second_Quarter_2015.pdf

- March 2016: New Mexico's Labor Underutilization Rates Edged Mostly Lower in 2015
  http://www.dws.state.nm.us/Portals/0/DM/LMI/NM_Labor_Underutilization_Rates_Edged_Mostly_Lower_in_2015.pdf

- March 2016: Minority-Owned Businesses in New Mexico

http://www.dws.state.nm.us/Portals/0/DM/LMI/Minority-Owned_Businesses_in_NM.pdf

- April 2016: Business Employment Dynamics, Third Quarter 2015
  http://www.dws.state.nm.us/Portals/0/DM/LMI/BED_Third_Quarter_2015.pdf

- April 2016: Going Local: Unemployment Rates for New Mexico Municipalities
  http://www.dws.state.nm.us/Portals/0/DM/LMI/Going_Local_Unemployment_Rates_for_NM_Municipalities.pdf

- May 2016: Government Employment in New Mexico
  http://www.dws.state.nm.us/Portals/0/DM/LMI/Government_Employment_in_NM.pdf

- June 2016: Introducing the NEW Career Solutions
  http://www.dws.state.nm.us/Portals/0/DM/LMI/Introducing_the_NEW_Career_Solutions.pdf

iv.   Customer consultations

ER&A receives a large number of questions and feedback via the bureau's email address (NMDWS.EconomicResearch@state.nm.us) and phone. We also are in constant contact with the Governor's office staff, department leadership, and state legislators to ensure that our products meet the needs of our clients. We also communicate with Workforce Development Boards, economic development boards, and other city and state agencies to develop comprehensive and customized LMI that are designed specifically for New Mexico employers and job seekers.

ER&A staff make presentations of workforce information to schools, professional organizations, and business and community organizations. Customers are given the opportunity to comment on the information we present and suggest improvements. Most of these suggested improvements are implemented. Some of the customers we have consulted include:

AmeriCorps
Central Area Workforce Development Board
City of Albuquerque
City of Las Cruces
City of Rio Rancho
City of Santa Fe
Economic Employment Information Center of New Mexico
Greater Albuquerque Chamber of Commerce
Mid Region Council of Governments
Modrall Sperling Law Firm
National Career Development Association

New Mexico Association of Commerce and Industry
New Mexico Career Development Association
New Mexico Consortium of Career Educators & Employers
New Mexico Department of Finance and Administration
New Mexico Department of Health
New Mexico Division of Vocational Rehabilitation
New Mexico Economic Development Department
New Mexico GRADS program
New Mexico Higher Education Department
New Mexico Human Services Department
New Mexico Legal Aid
New Mexico Legislative Finance Council
New Mexico Mission Graduate
New Mexico SHRM
New Mexico Taxation and Revenue Department
New Mexico Workforce Connection Centers
Rio Communities
Santa Fe Economic Development
South Central Council of Government
The Navajo Nation
UNM/Bureau of Business and Economic Research

v.   **Activities undertaken to meet customer needs, including any training provided**

In Program Year 2015, we started conducting a series of training webinars to all of our New Mexico Workforce Connection Center Staff to help them understand how to use LMI. The webinars assist field office staff in becoming more familiar with LMI and how it could be used to help individuals and employers make informed employment decisions.

During the training webinars, customer scenarios were presented and ER&A walked field office staff through the specific steps to find LMI in the area, occupation, industry, and education profiles. We also presented on how to use LASER to help staff get the data they need in a timely manner. Webinars have been taped and are available on our internal website to help future employees and those that were not able to attend the live webinar. This webinar series will continue into program year 2016.

- January 2016 Topic: Introducing ER&A and LMI Part 1: What Does ER&A Do and How Is It Useful for Workforce Connection Offices?

- April 2016: Introducing ER&A and LMI Part 2: Using LMI Online Products and getting to know LASER

In Program Year 2015 ER&A was tasked to come up with the methodology of how to identify in-demand occupations. We met with local office staff, Workforce Board Members, and state WIOA staff to get their feedback on how they identify in-demand

occupations and what "in-demand" really means to them. With their feedback we were able to come up with a list of in-demand occupations, and a clear and easy explanation as to why they were on this list.

ER&A has also partnered with a number of local government agencies and economic development departments to provide them with LMI data and analysis. The list of these organizations can be found in the Customer Consultations section. Data provided to these agencies have been used to promote company expansion and relocation and to help shape long range planning and policy that positively impacts the New Mexico economy. It has also been used to determine the effectiveness of training and educational programs on students' employment and wages.

vi.   New tools and resources
Our newest resource is the website Career Solutions (www.NMCareerSolutions.com). Although it has the same name as our previous website geared to students, this website is so different that it is considered a new tool and resource.

Career Solutions is a powerful online career exploration and planning website for New Mexico's youth and high school and higher education students. The website provides access to a comprehensive set of interactive tools that assist users in exploring careers, planning their future, and getting the help they need to reach for and achieve their career goals. Today, more than ever, it is important that New Mexico's students and youth have powerful resources to help make informed decisions on their career paths. Career Solutions seeks to engage students in the career planning process and provide additional resources for the state's career educators as they work with youth each and every day.

Career Solutions has four sections—Build Your Path, Career Exploration, The Job Search, and Education and Training—and numerous interactive tools.

Build Your Path
Learn what it takes to explore careers and what different career paths might look like. Build Your Path summarizes the different sections of the website in a way that shows how to navigate through the career planning process.

Career Exploration
Career Exploration is the jumping-off-point for exploring careers. It includes multiple tools developed to assess interests, explore career options, and plan next steps.
> **Key Tools**
> Career Exploration Worksheet (start thinking about careers and the world of work)
> Assessments (asses job skills, interests, and values)
> Exploration Tool (explore occupations)
> Comparison Tool (compare occupations side by side)

The Job Search
The Job Search gives easy access to tips, tools, and information on the job search process and how to get hired.

Key Tools
Try Your Hand at Interviewing (practice answering common interview questions)
Resume and Letter Builder (get assistance in creating a resume and cover letter)

Education and Training
Learn what to expect when preparing and applying for colleges and training programs and how to budget for and finance education. This section also assists the student in deciding whether continuing education beyond high school is right for him/her.

Key Tools
Quick College Finder (find New Mexico schools by education program and location)
Countdown to College Checklist (track progress in preparing for and applying to postsecondary schools and programs)

Students and youth can create a Career Solutions account that will allow them to:
* Access all tools available through the site,
* Save their favorite occupations in an "Occupation Library," and
* Save the results and inputs of the website's interactive tools in their "Career Solutions Toolbox."

Users' information is held strictly confidential and secured; it is not used for solicitation or other purposes.

Career Solutions can be accessed at www.NMCareerSolutions.com.

A new publication titled *Looking for Work and Landing the Job: Eight Steps to Follow and Tips for Every Stage of the Job Search* was published in September 2015. It is an easy to read, step by step instruction manual on how to search and apply for jobs. It also includes a pocket resume and tips on how to interview well. It is located at: http://www.dws.state.nm.us/Portals/0/DM/JobSeeker/Looking_for_Work.pdf

vii.   Efforts to create and support partnerships and collaborations
ER&A supports the New Mexico Job Training Incentive Program (JTIP) by attending monthly meetings, providing technical assistance, and voting in the absence of the DWS voting member. JTIP funds classroom and on-the-job training for newly-created jobs in expanding or relocating businesses for up to six months. ER&A serves in a technical capacity by providing information on wage levels and occupational forecasts to those companies requesting funds. ER&A has also analyzed the outcomes and long-term impacts of receipt of JTIP funds and found that most were still employed with the same employer. Nearly all had an increase in their average quarterly wage.

ER&A provides data to state and local Workforce Development Boards and develops LMI and publications that are designed specifically to suit their needs. We work closely with the New Mexico Workforce Connection Centers, our statewide network of local field offices that provide comprehensive services to job seekers and business customers. We provide the centers with information about which jobs are in demand and how to

conduct a job search in their area. The webinar series we have presented to the local field offices (mentioned in section 5, above) have also strengthened the partnership between us.

ER&A is an affiliate to the New Mexico State Data Center/Business and Industry Data Center (SBD/BIDC). As a partner to the state data center, we assist in the dissemination of census data throughout the state and are often referred questions and data requests from researchers and business leaders where their data needs overlap with labor market information. We also participate in SBD/BIDC affiliates workshops and data users conferences each November, using the opportunity to host breakout sessions on LMI topics. This program year, we presented on our LASER website and publications. The audience included researchers, business leaders, grant writers, and others in the data-using community.

In addition to the partnerships and collaborations highlighted in the previous sections, we partnered with other organizations that will lead to an opportunity to leverage LMI-WI funding. Since March 2015 we have been providing projection data to the New Mexico Skill Up Network Pathway Acceleration in Technology and Healthcare (SUNPATH). SUNPATH is composed of a consortium of 11 community colleges that received a grant to support occupations in healthcare and healthcare computer occupations.

viii. Activities to leverage WLMI funding
In PY 2015, we leveraged our already existing products to target the needs of the Workforce Innovation and Opportunity Act (WIOA), and the Employment Services Division.

ER&A assisted in writing New Mexico's WIOA Combined State Plan. Most of the information we provided for the Economic and Workforce Analysis Section of the state plan came from publications that were funded through the WIG. The Economic and Workforce Analysis section from New Mexico's WIOA Combined State Plan can be found here: http://www.dws.state.nm.us/Portals/0/DM/Partners/APPENDIX_II-Economic_and_Workforce_Analysis.pdf

We have also leveraged our already existing products to target the needs of the Employment Services Division. The webinars we started conducting in PY 2015 to all of our New Mexico Workforce Connection Center Staff focuses on our LMI products and how staff can use them to help individuals and employers make informed employment decisions.

ix. Recommendations to ETA for changes and improvements to WIGS requirements.
1. Shorten *Language for Grant Product Attribution and Intellectual Property Rights* so it fits onto our publications without adding another page
2. Conduct more trainings and write a manual on how to use the PMP software.