



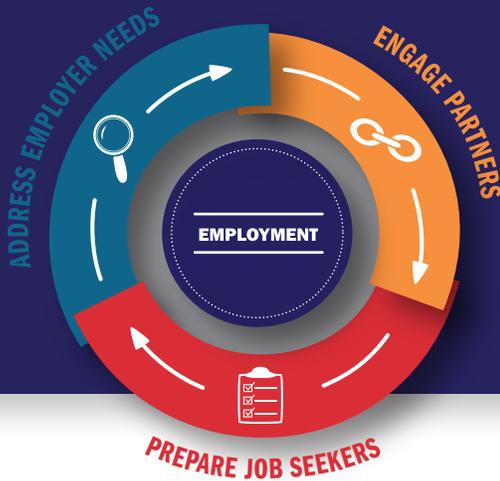
Use Labor Market Information to Target High-Growth Occupations

## The Employer-Driven Model and Toolkit

Strategies for Developing Employment Opportunities  
for Justice-Involved Individuals

### USE LABOR MARKET INFORMATION TO TARGET HIGH-GROWTH OCCUPATIONS

May 2014



Using up-to-date labor market information is critical for identifying high-growth occupations, local and regional employment trends, and specific employers and industries that provide the best employment opportunities for justice-involved individuals. It also provides data essential for designing and implementing industry-recognized job training programs that help people develop the skills employers are seeking.

The job market is constantly changing; occupations that are in demand today may offer little opportunity for employment or advancement in the years to come, and occupations that do not exist today may emerge as in-demand occupations in the near future, so labor market information must be updated constantly.

The U.S. Department of Labor provides a wealth of information that can be used to assist you in helping others identify high-growth occupations and make informed career decisions. Given the vast amount of labor market information (LMI) available, job seekers will need assistance as they navigate their way through the career exploration process. This will require employment practitioners to be familiar with LMI resources and to know how to interpret the data.



“ The U.S. Department of Labor provides a wealth of information that can be used to assist you in helping others identify high-growth occupations and make informed career decisions ”

# EMPLOYER-DRIVEN MODEL

## ADDRESS EMPLOYER NEEDS



- Target specific businesses in the community
- Develop relationships with community businesses
- Partner with business to develop training/skill building
- Market job seekers to meet employers' needs
- Recruitment
- Retention

## PREPARE JOB SEEKERS



- Assessment - Skills, Interests, Aptitude, Readiness, Assess Barriers, Reduce Risk
- Job Readiness
- Competencies
- Certifications
- Placement
- Retention



*Use Labor Market Information to Target High-Growth Occupations*

## ENGAGE PARTNERS



- Division of Workforce Development, Workforce Investment Boards
- DOL Apprenticeships
- Community-Based Organizations
- Criminal Justice Agencies
- Educational Institutions
- Employers



## KEY QUESTIONS

### Where can employment specialists obtain the Latest Labor Market Information (LMI)?

The most comprehensive source of Labor Market Information is Career One Stop, a website sponsored by the U.S. Department of Labor. The website provides detailed information on employment growth and wages by occupation and location. Additionally, the occupational profiles found on the website specify the knowledge, skills, and abilities required by specific occupations and provide links to related education and training. Another resource for regional labor market trends can be found on LMI websites for each state.

**Comprehensive Labor Market Information: Career One Stop** [www.careeronestop.org](http://www.careeronestop.org)

#### List of Labor Market Information Websites for Each State

State and local LMI specialists stay informed about local employment trends and may be aware of companies or industries that are relocating to specific localities. Local job centers may also have LMI specialists on staff. [www.bls.gov/bls/ofolist.htm](http://www.bls.gov/bls/ofolist.htm)

**List of State LMI Specialists and Contact Information** [www.lmiontheweb.org/Directory](http://www.lmiontheweb.org/Directory)

**Locate the Nearest Local Job Center at America's Service Locator** [www.servicelocator.org](http://www.servicelocator.org)

## How do practitioners determine whether someone is prohibited from entering a particular occupation?

To determine whether someone with a criminal history is eligible to work in a particular occupation, consider the nature of the job and that person's offense, how much time has elapsed since the conviction, federal and local laws, restrictions imposed by licensing or credentialing authorities, and stipulations made by the courts or probation and parole agencies. There are several web-based sources of information that you can use to make these determinations.

### State Employment Restrictions for People with Criminal Histories

The American Bar Association maintains a website that provides a detailed state-by-state analysis of the collateral consequences of criminal convictions. The site allows users to search by the consequence category of "employment" and to further narrow down each search by offense category. [www.abacollateralconsequences.org](http://www.abacollateralconsequences.org)

### Federal Occupation Restrictions for Justice-Involved Individuals

The National Hire Network provides a list of federal occupational restrictions affecting people with criminal records. [www.hire.web5design.com/content/federal-occupational-restrictions-affecting-people-criminal-records](http://www.hire.web5design.com/content/federal-occupational-restrictions-affecting-people-criminal-records)

### License Requirements for Specific Occupations

State licensing authorities provide information necessary to determine whether a person with a criminal record is prohibited from obtaining an occupational license. CareerOneStop identifies the contact information for licensing authorities in each state. [www.acinet.org/acinet/licensedoccupations/lois\\_state.asp?nodeid=16&by=occ](http://www.acinet.org/acinet/licensedoccupations/lois_state.asp?nodeid=16&by=occ)

### Certification Required for Specific Occupations

Certification authorities provide information necessary to determine whether a person with a criminal record is prohibited from obtaining certification for specific occupations. CareerOneStop identifies certification authorities to contact for information. [www.acinet.org/ACINET/certifications\\_new/default.aspx](http://www.acinet.org/ACINET/certifications_new/default.aspx)

### Use of Background Checks in Hiring Decisions

The Equal Employment Opportunity Commission guidance on the use of arrest and conviction records in employment provides current information about the use of criminal background checks in hiring. The guidance cautions against the use of blanket exclusions of everyone with criminal records and calls for targeted policies and individual follow-up before making hiring decisions. It provides useful information to people reentering the community, as well as employers, on the proper use of criminal records in the employment process. [www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm)



## EFFECTIVE PRACTICES

### Develop Working Relationships with Local Labor Market Information Specialists

Establishing a working relationship with local labor market specialists provides employment practitioners a "heads-up" when industries are relocating to local areas. Local labor market specialists can also help practitioners sift through the voluminous amount of information that is available and identify trends that may be unique to a city or state.

### Use Labor Market Information To Target Second Chance Act Training Initiatives

United States Probation, Eastern District of Missouri, used labor market information to identify high-growth occupations and target Second Chance Act training initiatives. Many people were employed as a result of their training and certifications in auto repair, transportation, healthcare, construction, and solar panel installation. [www.moep.uscourts.gov/workforce-development-program](http://www.moep.uscourts.gov/workforce-development-program)



## TIPS

### Verify Labor Market Information with Local Business Leaders

Labor market information is extremely perishable. It is best to check this information frequently with industry leaders in local communities to determine if statewide or local events are having an unexpected effect on occupational trends.

### Identify Federally Funded Projects with Hiring Guidelines for Low-Income Individuals and Minorities

When federal government funds are used for local construction projects, there may be requirements to hire persons who meet low-income or minority guidelines. Employment specialists should identify any construction projects that are being funded by the federal government in local areas and determine if they provide opportunities for persons with criminal records.

### Identify Funding for Veterans

Special funding may also be available for veterans who have a history of a criminal conviction. [www.benefits.va.gov/vow](http://www.benefits.va.gov/vow)



## RESOURCES

**The Labor Market Information Worksheet** can help employment specialists identify occupations with expected job growth. It can also help in determining whether a person with a criminal conviction is prohibited from entering a particular occupation.

[NICIC.gov/Go/OEM\\_Appendix\\_1](http://NICIC.gov/Go/OEM_Appendix_1)



**U.S. Department of Justice**  
**National Institute of Corrections**  
320 First Street, NW  
Washington, DC 20534  
[www.nicic.gov](http://www.nicic.gov)

**Robert Brown**  
Acting Director

**Jim Cosby**  
Chief, Community Services Division

**Francina Carter**  
Program Manager

#### Disclaimer:

This document was funded by cooperative agreement number 12CS08GKJ2 from the National Institute of Corrections, U.S. Department of Justice. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Justice. The National Institute of Corrections reserves the right to reproduce, publish, translate, or otherwise use and to authorize others to publish and use all or any part of the copyrighted material contained in this publication.

#### Feedback Survey Statement:

The National Institute of Corrections values your feedback. Please follow the link below to complete a user feedback survey about this publication. Your responses will be used to assist us in continuing to provide you with high-quality learning and information materials.

<http://nicic.gov/go/userfeedback>

NIC Accession Number: 028096

NIC's mission is to provide training, information, and technical assistance to the nation's jails, prisons, and community corrections facilities. More information about NIC can be found at [www.nicic.gov](http://www.nicic.gov).