

2000

## 2000 Series of Communique Newsletters from the Maine Department of Labor, Labor Market Information Services Division

Maine Department of Labor

Maine Labor Market Information Services

Follow this and additional works at: [http://digitalmaine.com/cwri\\_docs](http://digitalmaine.com/cwri_docs)

---

### Recommended Citation

Maine Department of Labor and Maine Labor Market Information Services, "2000 Series of Communique Newsletters from the Maine Department of Labor, Labor Market Information Services Division" (2000). *Center for Workforce Research and Information Documents*. 235.

[http://digitalmaine.com/cwri\\_docs/235](http://digitalmaine.com/cwri_docs/235)

This Text is brought to you for free and open access by the Labor at Maine State Documents. It has been accepted for inclusion in Center for Workforce Research and Information Documents by an authorized administrator of Maine State Documents. For more information, please contact [statedocs@maine.gov](mailto:statedocs@maine.gov).



# COMMUNIQUE



*A Weekly Inter-Unit Sharing/Who We Are & What We Do  
Week Ending February 18, 2000*

---

**Richard Jones, Program Manager, Mass Layoff Statistics Program**, distributed the list of potential layoffs for five weeks of January. Wednesday he will run the MLS quarterly report and transmit it to USBLS. He will then load the new WinMLS Version 2 software, run the January MLS report, and transmit it to USBLS.

**Suzanne Thivierge, Economic Research Analyst, Suzanne Thivierge, Economic Research Analyst**, entered Tax-22's, re-sent industry surveys which had been returned incomplete, and made follow-up telephone calls related to the 99/3 edits and submitted the deliverable 2 days early to meet the February 18 due date. She will be reviewing the revised analyst reports for consistency, examining/coding Year 2000 industry surveys and attending the second meeting of the Newsletter Steering Committee.

**Betty Meader, Planning & Research Assistant**, entered *Multiple Worksite Report* information on to ES-202 screen. She also edited OES Surveys in preparation for keypunching and did some of the keypunching as well.

**Chris Boudreau - WIN-202 Project Leader**, wrote several queries and modified the Code Change Supplement to produce information for the U.S. Bureau of Labor Statistics on non-economic code changes made to the 1999 control file in Florida after the 1999-2 EQUI deliverable. Chris also worked on a routine that would remove quotation marks and apostrophes from an EDI file when loaded to WIN-202.

**Kent Saunders, Economic Research Analyst**, continued to process new employer accounts, many of which were blank or incomplete and required follow-up phone calls. He also entered the industry and residence codes for some of these new accounts on to WIN-202 and continued to answer phone questions from businesses on the recently mailed second request industry refiling survey.

**Dale Kilian, Current Employment Statistics (CES) Program**, completed the third closing for December and continues work on this Thursday's second closing for January. This week he will send out advance notice faxes and postcards in preparation for the February first closing. Dale updated the CES registry with residence codes on approximately sixty new Shop'n Save reporters. Dale entered February data for seasonal reporters and sent out duplicate forms to delinquent reporters. Dale is awaiting the state report containing the February State worker totals.

**Jim Raymond, Current Employment Statistics program**, entered data into the ACES system. He is working on the Seasonally Adjusted data for the Current Employment Statistics 1999 benchmark. Jim is working on the preliminary employment estimates for January 2000 and the tables for the Labor Digest and Month in Brief.

**Steve Morris, Senior Economic Research Analyst**, finished draft documentation on the 'Macro Inquiry' and 'ARCS' screens. Began work on the 'Admin' screen documentation. This will involve development of a CES test record to be used for illustrative purposes. Will meet with Brenda Evans regarding the CD label for Win-202 version releases.

**Janet White, Covered Employment & Wages Program Manager**, created the 3<sup>rd</sup> quarter EQUI for delivery to the US Bureau of Labor Statistics. She is reviewing the 4<sup>th</sup> quarter multiple worksite reports as they come in, adding new locations, closing old ones, correcting addresses, etc. She is continuing to update addresses on the 202 database as time permits. She is concentrating more of her time on the Annual Refiling Survey (ARS), looking at forms than need further review.

**David Gilbert, Economic Research Analyst**, worked on Operations Highlights, and a voluntary quits project. He also provided information to Richard, Marion and Roger. He updated the graphs for the *Month in Brief* and the *Labor Market Digest*. David worked on the January reports to Washington as well as the quarterly eta581 (Contributions report) and profiling report.

**Winnie Malia, State Unemployment Compensation Program Actuary**, completed the Dislocated Worker Benefit Annual Report to the Labor Committee. She sent Eloise Vitelli the Maine Enterprise Option claimant characteristic for the Annual Report to the Labor Committee. She met with Karen Kidder concerning the final reports that are being converted to Oracle. She and David reviewed the ES203 output, which should be available for production shortly. She is working on data files for DTI Associates and Mathematica Policy Research for federal studies. She provided voluntary quit information for Gail Thayer.

**Betty Dawson, Economic Research Analyst**, has been taking calls from employers regarding the OES survey and completing surveys over the phone. She has been editing/coding incoming surveys and contacting employers with questions regarding inconsistencies on returned surveys. She has also been making corrections on the schedules that fail the mechanical screening.

**Wendy Nelson, Occupational Employment Statistics (OES) Program Manager**, answered requests for occupational and wage information; drafted a 1998 Maine statewide wage publication; loaded the 1998-2008 MicroMatrix system to her PC and started the process of calculating occupational employment projections; and requested, received, and sent to Will Chamberlain, the 1998 National wage file for input into the Maine Employment Information Guide.

**Mike Adams, Deputy Division Director**, participated in approving funding under the Governor's Training Initiative program for a shoe manufacturer in Norway, a medical supplier in Saco, a boat warehouse in Southwest Harbor, an appliance retailer in Auburn, and a computer help service in Brunswick, attended the follow-up meeting of the Maine Jobs Council and County Commissioners, and completed the cost survey for the Mass Layoff Statistics program.

**Craig Holland**, Bangor area analyst, developed employment estimates, answered requests for information, and left on Wednesday for sunny Florida.

**Gerard Dennison**, Lewiston area analyst, answered 19 requests for labor market information, completed January LMA LAUS employment estimates, and made an LMI presentation for Ken Bridges at the Associated Grocers of Maine RETI session at the Augusta CareerCenter.

**Merrill Huhtala**, Portland area analyst, devoted most of the week to updating spreadsheets used for LAUS estimates in the Southern Maine LMAs, and entering preliminary January data. In addition he responded to 6 information requests, including southern Maine employment data by town, commuting patterns for Parsonsfield, occupational wage rates, assistance in the use of the Maine Employment Info Guide, and historical data on Maine shoe manufacturers.

Plans for the upcoming week include developing preliminary estimates for Portland MSA and LMAs in Cumberland/York counties

**Ken Bridges**, Augusta area analyst, attended a meeting of the industrial employment projections crystal ball steering committee. He set up his Year 2000 covered employment tables for employment estimating. Ken spent a morning employee benefits consultant Maureen Kibler, giving her a tour of the Career Center and reviewing Americas Career Kit and the ALMIS Employer Database. He provided coverage in the Information Center at the Augusta Career Center. Ken also answered several requests for labor market information and analysis.

**Roger Carpentter** transmitted January 2000 LAUS statewide estimates to BLS, wrote analysis of January state LAUS estimates for BLS, processed several steps of 1999 LAUS benchmarking, and responded to several LMI and CPI requests.

**Marion Coffin** produced the January LAUS employment batch file and publication tables containing updated statewide labor force estimates.

**Cindy Eick** managed to work with Brenda on the advertising flyer and CD, troubleshot an ESDATA problem, imported building permits, esdata, LAUS benchmarked data, and transfer payments, made some maps for Gerard, and worked with Will on various things.

**Will Chamberlain** installed and learned how to operate the loader for the CD printer. He added national OES data to the MEIG. He also worked on area profiles of the Maine counties.

**Glenn Mills** took care of all the nit picky details associated with providing industry projections to Wendy to run them through the Micro-Matrix. Glenn also provided info to DECD staff, the State Labor Economist, and other LMI consumers.

**Dana Evans** worked on the Digest, answered requests, reviewed materials in preparation for a revenue forecasting meeting, and worked on personnel issues.

--Reported Branch Priorities--

as of 2/18/00

**Information Branch**

Programming Jobs in OIP B Next Monthly Follow-Up  
●UI Reports Feb 25  
●LAUS Feb 25  
●ES-202 Extract Changes Feb 25

Linked Longitudinal Database:  
Programming Mar 3

ES-202 B 1999/3 Deliverable **Done**

DWB Report to the Legislature **Done**

MEO Information for Report to  
the Legislature **Done**

CES <sup>2nd</sup> Qtr CRF Mar 15

**Support Staff**

Development of ALMIS  
Database Files Ongoing  
--Update Licensing Files ASAP  
--Update Educational Data to 1997/1998 ASAP

Alien Labor Certification Ongoing

Update GTI Wage Database to 1997 Ongoing

Revise MEDI Presentation for Future Use TBA

Revision/Re-Write of **Job Hunting In  
Maine** Aug 31

Develop **Highest Paying Job Brochure** TBA

Portland Job Vacancy Survey Ongoing

--Follow-up Telephone Calls Sep 3  
--Occupational Coding Sep 3  
--Data Entry Sep 10  
--Analysis of Data Sep 30

Woods Survey Assignments Sep 1

Develop Occupational Profiles for  
**Careers in Maine for College  
Graduates** Sep 24

Develop **Occupational Licensing  
Directory** Sep 24

LMIS Personals





# COMMUNIQUE

*A Weekly Inter-Unit Sharing/Who We Are & What We Do  
Week Ending February 25, 2000*

**Winnie Malia, State Unemployment Compensation Program Actuary**, is working on a data file for Mathematica Policy Research, Inc. which is doing a federal unemployment insurance exhaustee study. She is reviewing the report from the conversion to the Oracle database.

**Suzanne Thivierge, Economic Research Analyst, Suzanne Thivierge, Economic Research Analyst**, entered Tax-22's, reviewed some of the revised analyst reports for consistency, and added physical addresses to the file. She also examined and coded Annual Refiling Surveys and set up a list to record frequently encountered codes. Suzanne will be data entering 99/4 employment and wages, printing reports when they are ready, and preparing materials for the next Newsletter Steering Committee meeting on March 3.

**Richard Jones, Program Manager, Mass Layoff Statistics Program**, ran the MLS report for the fourth quarter of 1999 and transmitted it to USBLS. He then loaded new MLS software and ran the MLS monthly report for January and transmitted it to USBLS. Richard has been reviewing the WIA allocations for PY -00, which were developed by Frank Southard of BES using LMIS and ETA data.

**Jim Raymond, Current Employment Statistics program**, entered data into the ACES system. He is working on the Seasonally Adjusted data for the Current Employment Statistics 1999 benchmark. Jim completed the preliminary employment estimates for January 2000 and the tables for the Labor Digest and Month in Brief. He is working on the year-end nonfarm employment tables for 1998 and 1999.

**Kent Saunders, Economic Research Analyst**, continued to process new employer accounts, many of which were blank or incomplete and required follow-up phone calls. He also reviewed returned multi location industry refiling survey forms in preparation for scanning.

**Janet White, Covered Employment & Wages Program Manager**, is using the time since submitting the 3<sup>rd</sup> quarter deliverable to review the 4<sup>th</sup> quarter multiple worksite reports as they come in, adding new locations, closing old ones, correcting addresses, etc. She is continuing to update addresses on the 202 database as time permits. She is concentrating more of her time on the Annual Refiling Survey (ARS), looking at forms than need further review. She is preparing a Summary Management Report to US Bureau of Labor Statistics on the Annual Refiling Survey (ARS).

**Wendy Nelson, Occupational Employment Statistics (OES) Program Manager**, answered requests for occupational and wage information; distributed 10 copies of the 1998 Maine statewide wage publication to the area analysts; submitted comments to USBLS regarding the new 1999 OES survey forms; and worked on the MicroMatrix system. Producing occupational employment estimates for the year 2000 will be her main project for the next month or two.

**Betty Meader, Planning & Research Assistant**, worked on keypunching OES Surveys and also on filing them. She scanned in *Industry Verification Forms*. Betty also entered *Multiple Worksite Report* information on to ES-202 screen and arranged them in UI order for future filing.

**Chris Boudreau - WIN-202 Project Leader**, has been working with Steve Francoeur and the Florida ES-202 staff on debugging a problem with the new site ownership change screen. Chris communicated to the U.S. Bureau of Labor Statistics the procedures that WIN-202 uses to print addresses on refiling and MWR forms in response to a problem with Utah's EXPO-202 Annual Refiling Survey mail-out. Chris has also been reviewing the wage edit (92/127) in preparation for a meeting on ES-202 training next week with the U.S. B.L.S. in Washington DC.

**Dale Kilian, Current Employment Statistics (CES) Program**, completed the second closing for January and continues work on this Friday's first closing for February. This week he will send out nonresponse prompt (NRP) faxes, make calls to delinquent reporters, and continue contacting reporters who are regularly called each month. Dale will also continue work on the second quarter 1999 cross-reference file which is due March 15. Dale verified and accepted the new shipment of CES postcards and, after this month, Dale will only use the new business reply envelopes, which have our PO Box 259 number. He also did 5 o'clock duty.

**Betty Dawson, Economic Research Analyst**, has been contacting employers with questions regarding inconsistencies on returned surveys. She has been editing/coding incoming surveys. She has been making corrections on the schedules that fail the mechanical screening. She also has completed some surveys over the phone. Later this week, Betty will run the labels in preparation for December's 3<sup>rd</sup> request mailing to go out next week.

**David Gilbert, Economic Research Analyst**, worked on *Operations Highlights*, the monthly and quarterly reports to Washington, and provided graphs to Brenda Evans for the *Month in Brief* and the *Labor Market Digest*. David is editing the Characteristics of the Unemployed printout.

**Steve Morris, Senior Economic Research Analyst**, finished draft documentation on the 'Admin' screen. Met with Brenda Evans and she is starting work on the CD label for Win-202 version releases with a new software product. He is making preparations to print a 2nd mailing of Florida ARS forms next week. Will be sitting in on a session to set up a new server with Steve Francoeur and Mark Gilbert.

**Mike Adams, Deputy Division Director**, participated in a training session for CareerCenter staff and partners on the Governor's Training Initiative program, provided employment and related information for a possible expansion in the mid-coastal area, and answered a request for labor market information by gender for a major employer.

**Craig Holland**, Bangor area analyst, was on vacation in sunny Florida.

**Gerard Dennison**, Lewiston area analyst, provided Lucien Gosselin, President of the Lewiston-Auburn Economic Growth Council, with labor force, employment, and unemployment estimates for labor market areas (LMAs) in west/central/southern Maine and Portsmouth-Rochester Primary Statistical Metropolitan Statistical Area (PMSA); commuting maps providing labor force and unemployment estimates within 30- and 60- mile driving times of Lewiston-Auburn and Portland; maps providing 1990 Census commuting patterns for Lewiston-Auburn and Portland; and analysis of this data related to the location of the proposed U.S. Postal Distribution Center.

**Merrill Huhtala**, Portland area analyst, responded to 5 requests for occupational wage data. He answered some questions from Eric Ortmann, of the Greater Portland Council of Governments, regarding content and omissions from ES-202 data. He provided instructions in the use of the LMIS Internet site, and directions to the Employer Info Guide section of the site to two 'call-in' customers. Merrill also assisted a jobseeker in finding potential employers through the ALMIS Employer Database. In addition he discussed several prevailing wage issues with Bob Kelley, and investigated some LAUS reporting issues brought to his attention by Roger Carpentter.

**Ken Bridges**, Augusta area analyst, was on vacation.

**Roger Carpentter** transmitted benchmarked 1999 LAUS substate estimates and worked on January 2000 estimates.

**Marion Coffin** worked on January 2000 LAUS employment batch files and labor force tables for publications.

**Cindy Eick** made commuting maps - 28 total to be precise. In addition, she answered help calls from people in 4 states, and continued getting MEIG ready to send out.

**Will Chamberlain** worked with the new CD printer, assisted in making commuting maps, and worked on updating MEIG.

**Glenn Mills** spent most of the week on economic development projects. One for a Portland area manufacturer evaluating eight potential locations throughout the state for expansion. Another for Stinson Canning. Glenn also engaged in some projections-related activities.

**Dana Evans** worked on the Digest, answered requests, and attended a revenue forecasting meeting.

**Bob Kelley, Operations Manager**- "Was busier than a one-armed paper hanger."

### Information Branch Priorities As of February 25, 2000

<i>Project</i>	<i>Target</i>
Programming Jobs in OIP - Next Monthly Follow-up	
• UI Reports	Mar 10
• LAUS	Mar 10
• ES-202 Extract Changes	Mar 10
Linked Longitudinal Database: Programming	Mar 3
CES 2 <sup>nd</sup> Qtr CRF	Mar 15



**Support Staff Priorities  
As of February 25, 2000**

<b><i>Project</i></b>	<b><i>Target</i></b>
Development of ALMIS	
<ul style="list-style-type: none"><li>• Database Files</li><li>• Update Licensing Files</li><li>• Update Educational Data to 1997/1998</li></ul>	Ongoing ASAP ASAP
Alien Labor Certification	Ongoing
Update GTI Wage Database to 1998	Mar 15
Revision/Re-write of <b><i>Job Hunting in Maine</i></b> (Draft Completed)	<b><i>Done</i></b>
<b><i>Highest Paying Job Brochure</i></b>	<b><i>Done</i></b>
Portland Job Vacancy Survey (2 <sup>nd</sup> Round)	Ongoing
<ul style="list-style-type: none"><li>• Follow-up Telephone Calls</li><li>• Occupational Coding</li><li>• Review/Verify Data</li><li>• Analysis of Data</li></ul>	<b><i>Done</i></b> Mar 15 Mar 15 Apr 28
Develop Occupational Profiles for <b><i>Careers in Maine for College Graduates</i></b>	Apr 28
Develop <b><i>Occupational Licensing Directory</i></b> (Draft Completed)	<b><i>Done</i></b>



# COMMUNIQUE

A Weekly Inter-Unit Sharing/Who We Are & What We Do  
Week Ending March 17, 2000

**Chris Boudreau, WIN-202 Project Leader**, attended meetings with the U.S. Bureau of Labor Statistics on an ES-202 Training Class for WIN-202 users, and Configuration Management for systems developers.

**Suzanne Thivierge, Economic Research Analyst**, completed inquiries and sent the 99/3 EQUI update to USBLS, fulfilled a request for employment and wage data in the Sanford LMA and entered 99/4 state data. She entered physical location addresses from both Ruth Cox at Maine Municipal Association and the refiling surveys, entered Tax-22's, and did a Microsoft Access query to find employers with missing physical location addresses in Kennebec County. Suzanne will be coding refiling forms, adding addresses, and reviewing analyst reports.

**Wendy Nelson, Occupational Employment Statistics (OES) Program Manager**, answered requests for occupational and wage information; worked on the MicroMatrix system and found there are still some bugs in the programs; followed up on the County Staffing Patterns report for 1999, and submitted an out-of-state travel request.

**Betty Meader, Planning & Research Assistant**, worked on editing, keypunching, and filing OES Surveys. She also scanned in *Industry Verification Forms*, entered new information on to the TinyTerm Tax and ES-202 screens, entered NAICS codes on to 202, and put *Industry Verification Forms* into UI order for future filing.

**Kent Saunders, Economic Research Analyst**, continued to process new employer accounts, reviewed returned multi location industry surveys, and prepared the 99/4 Federal employment and wage reports for data entry and followed up with missing information. He also attempted to make arrangements for someone to speak on Time Management at our next Division Quarterly Meeting scheduled for April 3.

**Janet White, Covered Employment & Wages Program Manager**, is continuing to review the 4<sup>th</sup> quarter multiple worksite reports as they come in, adding new locations, closing old ones, correcting addresses, etc. She is continuing to update addresses on the 202 database as time permits. She is concentrating more of her time on the Annual Refiling Survey (ARS), looking at forms than need further review. She ran the updated EQUI for US Bureau of Labor Statistics. She is setting up potential new multiple worksite employers.

**Dale Kilian, Current Employment Statistics (CES) Program**, completed work for the January third closing. He is continuing work on the second closing for February and is beginning work on the first closing for March. Dale looked up information using the WIN202 system for Dan Page of the Atlanta Data Collection Center. He also worked with the monthly State Report printout and with the CES seasonal reporters.

**Betty Dawson, Economic Research Analyst**, has been editing and coding the incoming Occupational Employment Survey forms in preparation of data entry and making corrections on the schedules that fail the mechanical screening. She has been receiving calls from employers to complete some surveys over the phone and contacting employers to clear up inconsistencies on returned surveys. This week Betty submitted an out-of-state travel request for the National OES conference that she will attend in April.

**Jim Raymond, Current Employment Statistics program**, entered data into the ACES system. He completed the preliminary employment estimates and the employment tables for the Labor Digest and Month in Brief for

February 2000. Jim is working on the year-end non-farm employment tables for 1998 and 1999. He sent the final 1998 and revised 1999 non-farm employment tables to Galen Rose at the State Planning Office.

**Steve Morris, Senior Economic Research Analyst**, continued revisions with the CD label for Win-202 version releases. Florida ARS forms (2nd mailing) shipped on 3/10. Reviewing a Configuration Management checklist for a WIN-202 meeting later this week. Met with Ron about securing a server for a training class to be held in South Carolina the week of April 10.

**David Gilbert, Economic Research Analyst, David Gilbert, Economic Research Analyst**, worked on the Claims and Payment report to Washington and Operations Highlights. David provided information to Marion Coffin on February 2000 claims data and to Roger Carpenter as well.

**Winnie Malia, State Unemployment Compensation Program Actuary**, completed the additional solvency projections for Gail Thayer. She attended the hearing and work session for LD 2588 - An Act to Establish a Method of Determining Employer Contributions to the Unemployment Compensation Trust Fund. She completed the Actual & Projected Workload and Appeals reports. She met with Karen Kidder concerning the EAM17 report for minor modification. She also met with Bob Morlock concerning other converted programs. She has been reviewing the memos concerning the Wage Record Interchange System.

**Richard Jones, Program Manager, Mass Layoff Statistics Program**, completed Technical Services Monograph MLS-3 which analyzes MLS activity for 1998 and 1999. He also completed an article on fourth quarter MLS activity for potential inclusion in *Labor Market Digest*.

**Mike Adams, Deputy Division Director**, reviewed plans for the March 23<sup>rd</sup> CareerCenter LMI training, rescheduled the LMI Advisory Workgroup meeting, drafted employee evaluations (annual, and a mid-year), followed up on the America's Learning Exchange project, participated in approving funding under the Governor's Training Initiative program for a bottling operation in Hollis, a card manufacturer in Springvale, and a fluids equipment manufacturer in Bridgton, and acted in the Director's stead.

**Craig Holland, Bangor area analyst**, attended the Pulp and Paper Industry Expo in Augusta where he went to a number of seminars/workshops on different facets of the paper industry. Craig answered six requests for information.

**Gerard Dennison, Lewiston area analyst**, prepared for the March 23<sup>rd</sup> Lewiston CareerCenter presentation to statewide Regional CareerCenter Employer Advisory Reps (REAPS) and Local Office Employer Reps (LEAPS). Gerard answered six requests for labor market information including an LMI economic development request from Auburn Community Development Director Roland Miller on behalf of a large Virginia-based concrete manufacturer. Company officials in Virginia have expressed interest in purchasing and expanding production of an Auburn-based business in order to expand their market area to the Northeast.

**Merrill Huhtala, Portland area analyst**, devoted most of the week to writing narrative for the Portland Job Vacancy survey, based on estimates, tables, and files developed by David Welch. He also provided LMI services to several members of the Portland Unemployed Professionals Group, and drafted written responses to other information requests. Merrill also provided materials to Bob Kelley to assist in filling the open SERA position. His plans for this week are to continue work on the job vacancy survey and develop a set of county profiles for Rick Meade (TRC).

**Ken Bridges, Augusta area analyst**, provided labor market information materials to the SAPPI Outplacement Center in Skowhegan, provided coverage in the Information Center at the Augusta Career Center, and answered

several requests for labor market information and analysis. Ken will be part of A RETI team for Avian Farm workers on Monday, March 20.

**Roger Carpentter** processed 1997 benchmarked LAUS estimates and February 2000 estimates, and wrote a draft unemployment rate news release.

**Marion Coffin** worked on the 1998-1999 Civilian Labor Force tables, and provided the February LAUS employment batch file.

**Cindy Eick** used Freeway to create drive time maps from the Auburn Airport for Gerard, trained Will on commuting maps, corrected a BEA income problem in MEIG, imported the Feb LAUS data and the 98 LAUS benchmark data, updated the MEIG article originally written for the BIS Newsletter, updated the list of data elements in MEIG, met with Mike on ALX issues, and began a series of commuting maps for Glenn. On the GIS class front, seven nominations for the basic class and six for the advanced have been received so far.

**Will Chamberlain** continued work on the ALX project. He made commuting maps for Windham. He updated per capita personal income for the ALMIS database. He began work on monthly 30- mile radius LAUS maps for Maine and Co.

**Glenn Mills** worked on sub-state long-term industry employment projections. Glenn plans to pass those along to Wendy by the end of March at which time he will turn his attention to long-term publications and developing short-term projections. Glenn also interacted with DECD staff on a couple of site location proposals they are working on.

**Dana Evans** worked on the Digest, answered several requests, analyzed February labor force estimates, looked over the menus for the quarterly meeting to be held at Maple Hill Farm, and attended to many other details. The February unemployment rate should be released later this week. Much time will be spent this week conducting interviews for a Senior ERA position.

**Bob Kelley, Operations Manager**, prepared for Senior Economic Research Analyst interviews, worked on the FY 2001 LMIS Budget and answered Alien Labor Certification prevailing wage requests.

**David Welch, Economic Research Analyst**, continued working with Merrill Huhtala to summarize the June, 1999 Job Openings Survey conducted for the Portland MSA. He and Merrill plan to have a completed draft by the end of the week. Upon completion of that summary, David will continue coding the replies from 248 employers in the Portland MSA reporting job openings on December 10, 1999

**Terry Hilton, Planning & Research Assistant**, worked on creating the *Maine Occupational Profiles for College Graduates*, and also worked on updating the *Maine Directory of Occupational Licensing*. She also processed publication orders that require fees, followed-up on purchase orders and assisted Shirley and Cheryl with telephone backup duties.

**Information Branch Priorities  
As of March 17, 2000**

<i><b>Project</b></i>	<i><b>Target</b></i>
Programming Jobs in OIP - Next Monthly Follow-up	
• UI Reports	Mar 24
• LAUS	Mar 24
• ES-202 Extract Changes	Mar 24
Linked Longitudinal Database: Programming	Mar 24
CES 2 <sup>nd</sup> Qtr CRF	<b>Done</b>
1999 Statistical Handbook – Phase I Plan	Mar 31
Reformat State Government Employees to OES Codes	Apr 28
1999 County Staffing Patterns	Apr 28
Configuration Management Plan to USBLS	Apr 28
Occupational Employment Projections to 2008	Apr 28
ARCS 3 <sup>rd</sup> Mailing	Mar 31
NAX 2 <sup>nd</sup> Mailing	Mar 31

**Support Staff Priorities  
As of March 17, 2000**

<i><b>Project</b></i>	<i><b>Target</b></i>
Development of ALMIS	
• Database Files	Ongoing
• Update Licensing Files	ASAP
• Update Educational Data to 1997/1998	ASAP
Alien Labor Certification	Ongoing
Update GTI Wage Database to 1998	Apr 15
Revision/Re-write of <b><i>Job Hunting in Maine</i></b> (Draft Completed)	<b>Done</b>

Portland Job Vacancy Survey (2<sup>nd</sup> Round)

Ongoing

- Follow-up Telephone Calls
- Occupational Coding
- Review/Verify Data
- Analysis of Data

**Done**

Mar 15

Mar 15

Apr 28

Develop Occupational Profiles for ***Careers in Maine for  
College Graduates***

Apr 28

Develop ***Occupational Licensing Directory***  
(Draft Completed)

**Done**

