

## **Section G: Career and Labor Market Information**



## **Georgia Department of Labor Resources**

The Georgia Department of Labor provides a range of services designed to match workers with jobs and promote an efficient labor market. Publications and resources cataloged in this directory track changes in Georgia's economic infrastructure, providing information on business conditions and employment trends. Data on jobs and workers, including labor force, employment and unemployment, industrial growth, occupational trends, and wage rates, are increasingly important to remaining competitive in the global marketplace.

Workers and employers must continually remain responsive to advances in workplace technology. The nature of work and the skills required for most occupations are changing at an unprecedented rate. Businesses demand workers with more education and new skills to compete in today's dynamic marketplace. Data on employment trends are essential to matching job skills with job openings, choosing careers, planning for educational and training programs, and making business location or expansion decisions. The growing disparity between available jobs and workers with the requisite abilities frequently results in labor shortages in some industries and occupations, while unemployment remains high among other workers. Reliable labor market information is essential to minimizing the number both of the unemployed people who need and want to work and of the businesses unable to locate workers with the necessary job skills.

Labor market information is generated by the Georgia Department of Labor's Labor Market Information Division from data collected in employer and household surveys, unemployment insurance claims data, and special research projects. Most of the data are produced in cooperation with the U.S. Department of Labor's Bureau of Labor Statistics. Labor Market Information publishes frequently requested data and provides most to the public at no cost. This directory describes the economic and demographic statistics available from the Department of Labor and lists other providers of related data. Staff contacts are listed for each publication to assist with questions regarding reported information, methodology, or additional details available from the data series.

Each publication in this directory can be viewed or printed from the Georgia Department of Labor Internet home page. An electronic version of this publication is available on-line as well. It provides electronic mail links to each staff contact, links to each publication, and links to the Web sites listed in the Other Sources section. Please contact Labor Market Information with any questions or to request printed copies of these publications at (404) 656-3177. Or use the e-mail links provided with the directory entries at [www.dol.state.us](http://www.dol.state.us).

### **Labor Market Information Publications (most applicable publications listed)**

#### **Civilian Labor Force Estimates**

Contact: Elaine Coggins

Mail to: [Elaine.Coggins@dol.state.ga.us](mailto:Elaine.Coggins@dol.state.ga.us)

*Civilian Labor Force Estimates* are published monthly and annually to provide estimates of the civilian labor force, employment, unemployment, and unemployment rate. The data are reported by

place of residence for persons 16 years and older for the nation, state, metropolitan statistical areas, counties, and cities with populations of 10,000 or more. Monthly reports list preliminary data for the current month and revised data for the previous month and the current month of the previous year. Annual averages are published in February.

### **Georgia Area Labor Profiles**

Contact: Jim Wynn

Mail to: Jim.Wynn@dol.state.ga.us

*Georgia Area Labor Profiles* are published annually to provide comprehensive information on labor market conditions in each of the state's 159 counties and its surrounding area. Each county's profile reports the population, labor force, employment, unemployment, unemployment rate, number of high school graduates, and number of applicants for jobs listed with the Georgia Department of Labor. The largest employers are listed for the central county and surrounding area. Income, average employment and wages by industry, the occupational distribution of employed residents, and commuting patterns are also included for the profiled county. The Area Labor Profiles include additional information on technical and business training programs offered at area colleges, the number of technical institute program graduates, education of the labor force, selected occupational wage rates, and contact information for the Georgia Department of Labor office in the area. Single copies are complimentary; a nominal charge is applied to requests for quantities.

### **Georgia Career Planner**

Contact: Joe Newsome

Mail to: Joe.Nesome@dol.state.ga.us

*Georgia Career Planner* is a workbook designed to aid students, those re-entering the work force, and those contemplating career changes with informed decision making. The planner covers more than 200 occupations that are projected to have at least 100 openings per year in Georgia during the next decade. A career exploration worksheet is furnished to encourage a detailed assessment of the user's areas of interest and the preparation levels demanded for a wide range of occupations. The worksheet will help develop realistic expectations for the anticipated job openings and wage rates for the occupations that match an individual's interests and educational plans. The Career Planner lists sources of additional information that will help prepare future job seekers for the increasingly competitive employment market.

### **Georgia Employment and Wages**

Contact: Amelia Butts

Mail to: Amelia.Butts@dol.state.ga.us

*Georgia Employment and Wages* is published annually to provide the annual average number of establishments, employment, and weekly wages for the calendar year. The data are compiled from reports submitted by employers subject to the Georgia Employment Security Law. Although the unemployment insurance program does not cover all employees of membership organizations, private households and agriculture, over 98 percent of the state's nonagricultural wage and salary

workers are included in the data. Employment and Wages reports information by place of work for selected industry sectors at the state, metropolitan statistical area, and county levels.

### **Georgia Labor Market Trends Monthly or Annual**

Contact: David Echols

Mail to: David.Echols@dol.state.ga.us

*Georgia Labor Market Trends* is published monthly to provide estimates of nonagricultural employment by major industry sectors for the current month, previous month, and current month of the previous year. Data published by place of work include employment statistics for the state and seven metropolitan statistical areas and average hours and earnings for manufacturing production workers at the state level. Civilian labor force, employment, and unemployment estimates are reported by place of residence for the nation, state, metropolitan statistical areas, and counties. *Labor Market Trends* also contains analyses and other information on Georgia's economic conditions, such as unemployment insurance benefit claims and selected new and expanded industry announcements.

### **Georgia Occupational Trends in Brief: Projections to 2005**

Contact: Joe Newsome

Mail to: Joe.Newsome@dol.state.ga.us

*Georgia Occupational Trends in Brief: Projections to 2005* summarizes projected job growth and decline to assist in education, training, and career planning. The pamphlet charts occupations with 100 or more annual openings by four levels of preparation to indicate the most promising employment and advancement opportunities for workers with college or vocational education, apprenticeship, on-the-job training, specific work experience, and no specific training or experience. A ranking of occupations projected to experience the largest declines in employment shows the most limited job opportunities

### **Georgia Wage Survey**

Contact: Ann Williams

Mail to: Ann.Williams@dol.state.ga.us

*Georgia Wage Survey* is published to provide average entry-level and overall hourly wages for occupations in all industries except agriculture. Data are provided by occupation for all industries, Standard Industrial Classification (SIC) major industry divisions, and two-digit SIC levels. Two appendices furnish an alphabetical listing of job descriptions for the occupational titles used in the survey and a conversion table for wages paid on other than an hourly basis.

### **Licensed and Certified Occupations in Georgia**

Contact: Joe Newsome

Mail to: Joe.Newsome@dol.state.ga.us

*Licensed and Certified Occupations in Georgia* is jointly published by the Georgia Occupational Information Coordinating Committee, the Georgia Department of Labor, and the Georgia Career

Information Center at Georgia State University. The information is compiled to provide students, job seekers, counselors, and other interested persons with information about the occupations that require licensing or certification in Georgia. Occupational descriptions, licensing requirements, and a list of related job titles and codes are summarized. Contact information is provided for the licensing or certifying agency for each occupation, along with information on fees, examinations, and professional associations

### **Statistical Digest of Georgia's Economy**

Contact: Jim Wynn

Mail to: Jim.Wynn@dol.state.ga.us

*Statistical Digest of Georgia's Economy* is a monthly digest with key indicators of the state's economic condition. Measures include employment, manufacturing workweek and earnings, initial and continued unemployment claims, unemployment rate, insured unemployment rate, unfilled jobs, new incorporations, motor vehicle sales, residential construction, and state revenues. For more detailed economic indicators, see *Georgia Economic Indicators*.

### **Planning for Tomorrow: Industry and Occupational Outlook**

Contact: Joe Newsome

Mail to: Joe.Newsome@dol.state.ga.us

Industry and occupational employment projections are produced biennially to estimate future job demand in Georgia. Tables report estimated employment for the base year 1996 and for the projected year 2006 by state and economic development region. Occupational tables are available in occupational code order, alphabetically by occupational title, or ranked by annual openings, total growth, and growth rate. Total and annual average projected occupational openings are also reported for all occupations and include breakouts for openings due to growth or replacement. Industry tables are available, providing that all confidentiality criteria are met. Data will not be disclosed if there are fewer than three establishments in an industry group and/or one establishment accounts for 80 percent or more of the employment within the group. Custom reports and additional information are available for much of the data collected by the Georgia Department of Labor. Detailed data can be provided for a variety of industry levels and geographic areas, provided confidentiality criteria required by each program area are met. The most frequently requested unpublished data are described below to assist researchers in obtaining the labor market information that meets their needs.

### **Unpublished Labor Market Data (most applicable data sources listed)**

#### **Civilian Labor Force: Unpublished Data**

Contact: Elaine Coggins

Mail to: Elaine.Coggins@dol.state.ga.us

Unpublished civilian labor force data are available for local areas, including Job Training Partnership Act service delivery areas, regional development center areas, service delivery regions, and congressional districts.

### **Employment and Wages by Industry and Area**

Contact: Amelia Butts

Mail to: Amelia.Butts@dol.state.ga.us

Average employment and wages for selected industries are available quarterly by request for the state, metropolitan statistical areas, and counties.

### **Labor Force Characteristics**

Contact: Jim Wynn

Mail to: Jim.Wynn@dol.state.ga.us

Labor force characteristic data required for affirmative action plans are available at the state, metropolitan statistical area, and county levels. Civilian labor force estimates by sex and race are updated annually and include the total labor force, number employed, number unemployed, and unemployment rate. Detailed occupational reports by sex and race and other census demographics are also available.

### **Occupational Staffing Patterns**

Contact: Ann Williams

Mail to: Ann.Williams@dol.state.ga.us

Georgia occupational staffing patterns provide estimates of the distribution of employees by occupation for selected industries in the state and metropolitan statistical areas.

### **Computer Applications**

#### **Georgia Micro-Occupational Information System**

Contact: Joe Newsome

Mail to: Joe.Nesome@dol.state.ga.us

The Georgia Micro-Occupational Information System (OIS) is a stand-alone software application that operates on personal computers to help planners of educational and employment training programs analyze state and local labor market information. The OIS can produce occupational reports with descriptions, employing industries, projections, supply and demand analysis, job service activity-related occupational titles, and training providers. Industry reports include descriptions, staffing patterns, historical employment, and projections. A supply and demand analysis report is available for clusters of related occupations and training programs. Training program reports provide descriptions, complete data, supply and demand analysis, and lists of related occupations and training providers.

A provider profile report describes training programs. The OIS is produced by the Georgia Occupational Coordinating Committee.

**Georgia QuickSource!**

Contact: Camille Bielby

Mail to: Camille.Bielby@dol.state.ga.us

The *QuickSource!* labor market information bulletin board offers on-line access to many of the publications described in this directory. File Menu areas include current employment statistics, covered employment and wages, unemployment insurance statistics, local area unemployment statistics, affirmative action data, wage survey data, an Area Labor Profile for each Georgia county, and lists of the state's 10, 25, 50, and 100 largest employers. The Bulletin Menu provides highlights of employment trends, current nonagricultural employment, unemployment rates, monthly economic indicators, a list of the 25 largest employers in Georgia, unemployment insurance statistics, new industrial developments, the Labor Market Information Directory, labor surplus areas, and a list of labor market information bulletin boards offered by other states.

*QuickSource!* can be accessed with most communication packages or through Windows 95 dial-up networking program. To access dial-up networking, click on Start, choose Programs, Accessories, then scroll down to select Dial-Up Networking. The modem number is (404) 657-2508. View the *QuickSource!* Web page for more detailed instructions on connecting to the *QuickSource!* bulletin board.

**Georgia QuickStats!**

Contact: Camille Bielby

Mail to: Camille.Bielby@dol.state.ga.us

The Georgia QuickStats! information system provides user-friendly access to economic and demographic statistics with point-and-click pull-down menus and navigation buttons. An intuitive graphical user interface enables quick data retrievals, displaying presentation-quality tables, charts, and graphs for the state, metropolitan statistical areas, Job Training Partnership Act (JTPA) service delivery areas, regional development centers, economic development regions, and counties. Custom regions can be defined to generate tailored reports with data calculated for specific economic or market analyses. Summary statistics can be displayed for the nation, southeastern region, and each southeastern state. Convenient area profiles produce a comprehensive summary of economic conditions for the selected geographic area, including population, income, average weekly wage, labor force, unemployment rate, and employment by industry. In addition to demographics, data sessions report statistics on industries and occupations (employment, wages, projections), labor force, labor cost, labor supply (employment service applicants, returning military, educational program completers, commuting patterns), mass layoffs, and local information. It is distributed quarterly on compact disc by subscription for \$24 a year.

Minimum system requirements: 386 processor running Windows 3.1 and DOS 5.0, eight MB of RAM, 92 MB of hard drive space, a CD-ROM Drive, and a VGA monitor.

**Other Data Sources**  
**State of Georgia**

Georgia Department of Community Affairs  
Research and Information Division  
Office of Information Services  
60 Executive Park South, N.E.  
Suite 300  
Atlanta, Georgia 30329-2231  
(404) 679-4840  
Internet Address: <http://www.dca.state.ga.us>

Conducts a local government Wage and Salary Survey, which is published by city and county in four reports: *Public Safety*, *Public Works*, *General and Administrative*, and *Solid Waste*. A planning data book is also available for each Georgia county. Other statistical information for urban and regional planning, economic development, and grant application development is also available by request. Additionally, the Department of Community Affairs can provide contacts for each of the Regional Development Centers, which are good sources of local information.

Georgia Department of Education  
Technology/Career Education  
1752 Twin Towers East  
Atlanta, Georgia 30334  
(404) 657-8304  
Internet Address: <http://www>.

Publishes public vocational education and training data.

Georgia Department of Education  
Legislation and Special Projects  
1870 Twin Towers East  
Atlanta, Georgia 30334  
(404) 656-2477  
Internet Address: <http://www.gavocational.org>

Provides information about the state board of education, a number of educational organizations and agencies, individual school systems, and enrollments in public and private elementary and secondary schools in the state.

Georgia Department of Education  
Georgia School Report Card  
1994 Twin Towers East  
Atlanta, Georgia 30334  
(404) 657-9800  
Internet Address: <http://www.doe.k12.ga.us>

High school enrollment, graduate and dropout information data are produced at the school system level each school year and can be used to assess labor availability. Reports may be requested by ethnic code or sex.

Georgia Department of Human Resources  
Division of Rehabilitation Services  
Vocational Rehabilitation Program  
2 Peachtree Street, N.W.  
35th Floor  
Atlanta, Georgia 30303-3166  
(404) 657-3000

Provides data on number of clients by type of training given during the 12-month reporting period in the annual report. Additional data are available by request by state and county. Data bank includes four-digit *Dictionary of Occupational Titles* code classifying each client's job at the completion of training.

Georgia Department of Industry, Trade and Tourism  
Marketing and Research Division  
285 Peachtree Center Avenue  
Suite 1100  
P. O. Box 1776  
Atlanta, Georgia 30301  
(404) 656-7656  
Internet Address: <http://www.georgia.org>

Offers a wide variety of information for business development in Georgia. Among the department's publications are *Georgia Manufacturing Directory*, *Georgia Manufacturing Wage Survey*, *International Facilities Directory*, and *International Trade Directory*.

Georgia Department of Labor  
Employment Services Division  
Sussex Place, Room 450  
148 International Boulevard, N.E.  
Atlanta, Georgia 30303-1751  
(404) 656-3160  
Internet Address: <http://www.dol.state.ga.us/eshtml/eshtml01.htm>

Provides information to employers and job seekers through the Local Offices of the Georgia Department of Labor. *Services Available to You at No Charge* is a brochure that describes Department of Labor services for job seekers, such as workshops on job search techniques and money management, resource materials, on-line career information, and computers and printers for use in resume and cover letter development. The brochures *Need Help With Your Job Search?* and *Looking for a Job?* include tips on appraising one's qualifications, planning a job search, identifying sources of information, and managing your time. *How to Prepare Yourself for Job Interviews* offers advice on presenting qualifications in the most positive manner to prospective employers. *Stressed Out?* is a pamphlet on coping with the stress of losing a job. It encourages job seekers to channel the strain and minimize the negative effects on an employment search. The information is designed to help identify the causes and symptoms of job-loss stress and recommends strategies targeted to establishing a positive impression in the interview. Employers can find details on the recruitment, screening, referral, and information services available from the Georgia Department of Labor in the brochure *Recruitment and Labor Market Services for Employers*.

Georgia Department of Technical and Adult Education  
1800 Century Place  
Suite 400  
Atlanta, Georgia 30345-4304  
(404) 679-1600  
Internet Address: <http://www.dtae.tec.ga.us>

Provides a wide variety of data for most public postsecondary technical and adult education programs, including student enrollments, completions, and placements as well as financial data.

Georgia Geographic Information System (GIS) Data Clearinghouse  
Center for GIS  
Georgia Institute of Technology  
Atlanta, Georgia 30332-0155  
(404) 894-6607  
Internet Address: <http://www.gis.state.ga.us>

The Georgia GIS Data Clearinghouse was established by the Information Technology Policy Council of Georgia to collect, document, format, and publish GIS information collected by multiple agencies of Georgia state government. The clearinghouse maintains a statewide GIS Internet site and spatial data catalog and provides user service and technical support for loading and importing

data. Other efforts include coordinating development of base map layers and aiding in collaborative development of data standards.

Georgia Institute of Technology  
Economic Development Institute  
223 O'Keefe Building  
Atlanta, Georgia 30332-0640  
(404) 894-8989

Technical assistance in applied research and training and the transfer of technology to businesses as well as a nationally recognized industrial extension program.

Georgia Nonpublic Postsecondary Education Commission  
2100 East Exchange Place  
Suite 203  
Tucker, Georgia 30084  
(770) 414-3300

Administers the Nonpublic Postsecondary Education Institutions Act of 1990, providing standards, procedures, and evaluation for the oversight of schools and colleges under the law. Reviews and authorizes each identified institution annually, provides consumer information and protection, handles complaints, manages school closures and resulting records, prepares required publications, and grants exemptions as applicable. Develops new or revised standards, procedures, regulations, and schedules in response to changing laws, needs, and circumstances.

Georgia Occupational Information Coordinating Committee (GOICC)  
148 International Boulevard, N.E.  
Atlanta, Georgia 30303  
(404) 656-9639

GOICC is an interagency consortium mandated by the federal government to meet the labor market needs of youth and others making career decisions.

Georgia State University  
Georgia Career Information Center  
University Plaza  
Atlanta, Georgia 30303  
(404) 651-3100

Georgia State University operates the Georgia Career Information System (GCIS), an interactive computer program that allows clients to explore career interests and aptitudes and learn where formal education and training programs are available. The system provides descriptions of occupations, and data on work settings, hiring practices, required aptitudes, current employment in Georgia, wages and salaries, and the employment outlook.

Public access is available through public high schools and Georgia Department of Labor offices, as well as the Career Information Center. The center may be able to provide other specialized occupational information as well.

Internet Address: <http://www.gcic.peachnet.edu>

Georgia State University  
Economic Forecasting Center  
College of Business Administration Room 220  
University Plaza  
Atlanta, Georgia 30303  
(404) 651-3282

Conducts research, creates forecasts of the national, regional, and local economies, and provides services to the university and business community. Publishes *Forecast of the Nation*, *Forecast of Georgia and Atlanta*, and *Southeast State Indicators* quarterly. *Consumer Price Index* and *Producer Price Index* (forecasts of U.S. Department of Labor CPI and PPI) are issued monthly.

University of Georgia  
Small Business Development Center  
Chicopee Complex  
1180 East Broad Street  
Athens, Georgia 30602-5412  
(706) 542-6762  
Internet Address: <http://www.smallbiz.suny.edu/sbdcs/sbdcga.htm>

Business consulting, business training workshops, and marketing and research services are available to assist individuals with the start-up of new businesses or the expansion of existing businesses. A broad array of services are available for business and communities through 19 field offices across the state.

State Data and Research Center  
Georgia Institute of Technology  
GCATT Building  
250 14th Street, N.W.  
Atlanta, Georgia 30318-0490  
(404) 894-9416  
Internet Address: <http://sdrCNT.pp.gatech.edu>

Serves as the state data center, providing a variety of economic and demographic data, including statistics from the Census of Population.

University of Georgia  
Cooperative Extension Service  
College of Agricultural and  
Environmental Sciences  
Athens, Georgia 30602-4356  
(706) 542-8938

Publishes the *Georgia County Guide* and the *Georgia Municipal Guide* compendiums of statistical information. The publications include selected economic and demographic data as well as statistics for urban and regional planning.

University of Georgia  
Terry College of Business Selig Center for Economic Growth  
367 Brooks Hall  
Athens, Georgia 30602-6269  
(706) 542-4085  
Internet Address: <http://www.selig.uga.edu>"[www.selig.uga.edu](http://www.selig.uga.edu)

Produces a wide variety of statistical and economic data. Publishes biennial *Georgia Statistical Abstract*, which includes tables covering population, health, education, employment, earnings, income, prices, climate, agriculture, manufacturing, transportation, utilities, banking and finance, construction, government, law enforcement, and public welfare. Also publishes *Annual Georgia Economic Outlook* and bimonthly *Georgia Business and Economic Conditions*.

### **Federal Labor Market Information**

Labor Market Information Institute  
P. O. Box 995  
Columbia, South Carolina 29202  
(800) 644-4226  
Internet Address: <http://www.lminet.org>

The LMI Institute is composed of a consortium of state institutions, which collaborate to provide training in the use of labor market information that will be made available through ALMIS. The institute also hosts the LMINet Internet site, which includes links to each state's labor market information Web page and can help researchers collect data to compare economic conditions around the nation. It includes access information for state bulletin board systems with downloadable data files and links to websites with related statistical information.

Federal Interagency Council on Statistical Policy  
Internet Address: <http://www.fedstats.gov>

The Federal Interagency Council on Statistical Policy maintains the FEDSTATS Internet site to provide easy public access to the full range of statistics and information produced by over 70 United States federal government agencies.

National Occupational Information Coordinating Committee (NOICC)  
2100 N Street, N.W. Suite 156  
Washington, D.C. 20037  
(202) 653-5665  
Internet Address: <http://www.noicc.gov>

The National Occupational Information Coordinating Committee network includes major producers and users of federal and state data on employment, education, and the labor market. Primary partners at the state level are organizations such as the Georgia Occupational Information Coordinating Committee. NOICC's Internet site offers links to each state's occupational information Web sites and to the National Crosswalk and Data Center, which is a technical resource specializing in links and relations among the various occupational, industry, and educational classification systems.

U.S. Department of Commerce  
Bureau of the Census  
101 Marietta Street, N.W.  
Suite 3200  
Atlanta, Georgia 30303-2700  
(404) 730-3833  
Internet Address: <http://www.census.gov>

Produces detailed demographic data from the 1990 Census of Population, providing a wide array of information about labor market conditions at all geographic levels, including census tracts and block groups. The Bureau of Census can provide advice and assistance in the use of census data. The bureau publishes *County Business Patterns*, which includes data on employment and payrolls, number of establishments by size class and industry for states and counties, and economic censuses for each major industry.

U.S. Department of Commerce  
Bureau of Economic Analysis (BEA)  
Mail Stop BE-55  
Washington, D.C. 20230  
(202) 606-5360  
Internet Address: <http://www.bea.doc.gov>

Produces several major statistical series, including employment by industry by place of work and the personal income and per capita income series for the nation, states, metropolitan statistical areas, and counties.

U.S. Department of Labor  
Bureau of Labor Statistics (BLS)  
Room 7T-50  
Atlanta Federal Center  
61 Forsyth Street, S.W.  
Atlanta, Georgia 30303-3104  
(404) 331-3415  
Internet Address: <http://www.bls.gov>

Publishes national and regional data on labor force employment, unemployment rates, and other labor market information, as well as area and industry wage surveys for selected Georgia cities.

The full text of the Occupational Outlook Handbook can be reviewed through the Internet to research career potential in most occupations. Most libraries, Georgia Department of Labor offices, and school guidance offices also have reference copies of the handbook available for career researchers, and copies may be purchased from the U.S. Government Book Store at (404) 347-1900. Internet Address: <http://www.bls.gov/ocohome.htm>.

U.S. Department of Labor  
Employment and Training Administration  
Atlanta Federal Center  
61 Forsyth Street, S.W.  
Suite 6M-12  
Atlanta, Georgia 30303  
(404) 562-2115  
Internet Address: <http://www.doleta.gov/almis>

America's Labor Market Information System (ALMIS) is an information delivery infrastructure that is streamlining and improving access to programs serving the employment and training needs of Americans. Through the efforts of consortia of states, ALMIS is developing an interactive infrastructure of national applications, including America's Job Bank, America's Talent Bank, America's Learning Exchange, One-Stop Career Centers, and the ALMIS Database.

U.S. Department of Labor  
Women's Bureau  
Atlanta Federal Center  
61 Forsyth Street, S.W.  
Suite 7T-95  
Atlanta, Georgia 30303  
(404) 562-2336  
Internet Address: <http://www.dol.gov/dol/wb>

Provides data regarding the status of women in the labor force. Produces a variety of publications on specialized subjects related to working women, including brochures on wage, age, and pregnancy discrimination, sexual harassment, and family and medical leave.

Fact sheets are available on hiring domestic household employees, earnings differences between men and women, women with disabilities, state maternity and family leave laws, child-care cost barriers, nontraditional training and employment, working mothers' earnings, and job rights guidelines.

### **Other**

Federal Reserve Bank of Atlanta  
104 Marietta Street, N.W.  
Atlanta, Georgia 30303-27113  
(404) 521-8020  
Internet Address: <http://www.frbatlanta.org>

Publishes *EconSouth*, a quarterly newsletter focused on economic topics related to the Southeast, featuring analyses conducted by the regional and Latin American sections of the Research Department of the Federal Reserve Bank.

Georgia Chamber of Commerce  
233 Peachtree Street, N.E.  
Suite 200  
Atlanta, Georgia 30303  
(404) 223-2264  
Internet Address: <http://www.gachamber.org>

Provides information and assistance to businesses in Georgia and can provide contact information for area Chambers of Commerce, which may also offer local data.

Southern Regional Education Board  
592 10th Street, N.W.  
Atlanta, Georgia 30318-5790  
(404) 875-9211  
Internet Address: <http://www.sreb.org>

Publishes significant economic indicators comparing the United States, the region, and 15 states that comprise the region. Also periodically publishes issue papers.

## **O\*NET, The Occupational Information Network**

It is common knowledge that the workplace has changed since the Dictionary of Occupational Titles (DOT) first defined it sixty years ago. O\*NET, the Occupational Information Network, captures those changes in terms that reflect the latest research in the field of job analysis. By identifying and describing the key components of modern occupations, O\*NET supplies the nation with up-dated information critical to the effective training, education, counseling, and employment of workers.

The comprehensive information in O\*NET is organized in a relational database, available on CD-ROM, diskettes, and Internet download. This first public release of O\*NET, known as O\*NET 98, is being officially produced and distributed by the Government Printing Office (GPO).

Some of the features of O\*NET 98 include:

- Data describing over 1,100 occupations that connect to the OES.
- Capability to locate occupations through skill requirements or key words.
- Electronic linkages that crosswalk O\*NET occupational titles to eight other classification systems (DOT, MOS, OPM, etc.).
- Labor market information from BLS on employment levels, occupational outlook, and wages.
- “Occupational Profiles” giving a short overview of the most important data descriptions on each occupation.

### **What Is O\*NET?**

O\*NET is sponsored by the U.S. Department of Labor’s Employment and Training Administration. Regional support has been provided by state-based Occupational Analysis Field Centers and Assessment Research and Development Program Centers. Firms competitively selected from the private sector, including Aguirre International, American Institutes for Research, and Trefoil, Inc., are helping to implement the project. The National O\*NET Consortium has been established to provide O\*NET data collection and database maintenance functions. O\*NET pilot projects and O\*NET/School-to-Work grants are working with multiple users, vendors, and others to produce O\*NET tools with broad applicability within the employment and training system.

O\*NET, along with America’s Job Bank, America’s Talent Bank, America’s Career InfoNet and America’s Learning Exchange, is part of the DOL/ETA comprehensive workforce development strategy to build and display critical information for job seekers and employers in a user-friendly manner.

O\*NET, the Occupational Information Network, is an easy-to-use database that runs on a Windows-based personal computer. It contains comprehensive information on job requirements

and worker competencies. O\*NET replaces the Dictionary of Occupational Titles and offers a more dynamic framework for exploring the world of work. With O\*NET, employers of all sizes and across all fields have a powerful means for accessing critical information that impacts their bottom-line every day.

O\*NET currently contains information developed by job analysts using the O\*NET skill-based structure. Future data will come directly from workers and employers themselves, describing the work they do, the skills they need, and the knowledge they use on the job.

Expert researchers will collect and classify this empirical information to guarantee that O\*NET data is accurate, current, consistent, and comprehensive.

### **Who Uses O\*NET?**

- Human Resource personnel
- Workforce researchers
- Efficiency experts
- Business forecasters
- Displaced workers
- Industry analysts
- Organizational consultants
- Students exploring career options
- Training facilitators
- Software developers
- Career counselors
- Managers
- People changing jobs
- Program directors
- Rehabilitation counselors
- People seeking new jobs, better jobs, or first jobs

O\*NET can be used to:

- Align educational and job training curricula with current workplace needs.
- Create occupational clusters based on skills, knowledge, and job tasks.
- Develop resumes, job orders, and descriptions of personnel positions.
- Open new approaches to career counseling.
- Fine-tune assessments to fully evaluate skills and requirements.
- Explore career options that capitalize on prior experience.

- Create skills-match profiles.

Selected O\*NET 98 products are available on the Internet for download, free of charge.

#### Hardware Requirements:

- O\*NET 98 Viewer — A 486DX or Pentium-level PC, with 16 MB RAM and 20 MB of free hard-disk space for installation; can be run from a CD-ROM (in all versions of Windows except NT), requiring only 3 MB of hard-disk space.
- O\*NET 98 Database — Files may be installed independently of the Viewer; requires 12 MB to 53 MB of free hard-disk space, depending on options selected. Installation of the Database files is NOT needed in order to use the Viewer.

#### Software Requirements:

- O\*NET 98 Viewer — Windows 3.1, Win 3.11, Windows for Workgroups, Windows 95, Windows 98, or Windows NT.
- O\*NET 98 Database files — Available in dBASE IV, Paradox 5.0, and Access 2.0 MDB formats. Any popular database program may be used to access the Database files.

### **Products Available**

O\*NET 98 Viewer, version 1.0 (available in CD-ROM package, on diskettes, and by Internet download).

- A software application developed to help users access the information in the O\*NET 98 Database. The main features allow users to search for information organized within the O\*NET Content Model, which contains 483 descriptors covering skills, knowledge, abilities, generalized work activities, interests, work values, and occupation-specific tasks. To simplify the search and use of the information, the Viewer has features that allow users to specify what they need and how they want the information displayed. The Viewer also offers print capabilities to produce the information in report form.
- O\*NET 98 Viewer User's Guide (available in CD-ROM package, in printed version, and by Internet download).
- A handbook that accompanies the Viewer, explaining its functions and usage.
- O\*NET 98 Database (available in CD-ROM package, on diskettes, and by Internet download).
- A fully automated, relational database linking 23 individual tables that fall into four categories:

- Data tables that contain the statistics associated with variables in the database.
- Descriptive tables that explain the O\*NET Content Model (the organizing framework of O\*NET); the Data Dictionary, containing the definition, description, and location of each variable; and the different scale types.
- Occupation-related tables that display information on occupation-specific tasks and descriptions.
- Crosswalk files that link O\*NET Codes and Titles to eight other occupation classification systems.
- O\*NET 98 Data Dictionary (available in CD-ROM package, in printed version, and by Internet download).

**O\*NET 98 product prices:**

O*NET 98 CD-ROM.....	\$ 26
O*NET 98 Viewer on diskette with O*NET 98 Viewer User's Guide in print....	\$ 49
O*NET 98 Viewer User's Guide in print.....	\$ 9
O*NET 98 Database on diskette with O*NET 98 Data Dictionary in print.....	\$186
O*NET 98 Data Dictionary in print.....	\$166

For more information, direct inquiries to:

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World Wide Web URL: <http://www.doleta.gov/programs/onet/>

## **The Georgia Career Information System (GCIS)**

The Georgia Career Information Center operates the Georgia Career Information System (GCIS), a microcomputer-based library of occupational and educational information and a primary component in the career decision-making process.

### **1. What is the Georgia Career Information System?**

- A computer-based library of occupational and educational information that is currently available in three platforms: GCIS for INTERNET, GCIS for Windows, and GCIS for MACINTOSH.
- An innovative counseling tool that saves time and provides the most recent information about occupations, employment, education, and training.
- A highly motivational method of matching a persons' interests and abilities with appropriate occupations.
- A resource for a person of any age who is seeking a career, changing careers, or needing to explore new career areas.
- A central source of current, relevant, and comprehensive career information.

### **2. What information does GCIS provide?**

- Accurate, clear descriptions of Georgia and United States occupations that include work settings, hiring practices, wages, and outlook and that illustrate the aptitudes of those successful in a given occupation. There are also Internet links to America's Job Bank, which lists specific career opportunities nationwide.
- How to prepare for these occupations, including general information, tips, and suggestions for program of study and training.
- Programs of study descriptions that include specific course work and a listing of the schools that offer the programs.
- Georgia school data, including general information, programs, admission information, cost and financial aid, housing, and services. On-line links to schools' Internet websites are also available.
- National school information on more than 2,000 four-year and over 1,500 two-year professional, public, and private schools. On-line links to national school's Internet websites are also available.
- Descriptions of military occupations and a military work file

- Financial aid information includes federal and state programs, application requirements, a list of publications on applying for aid, and comprehensive coverage of over 1,000 grant and scholarship awards.
- Industry data describing 46 Georgia industries, including size, outlook, work setting, benefits, training, and hiring practices.
- Job search information on job applications, practice interviews, how to prepare a resume, sample resumes, how to keep a job and get promoted, and Internet websites for career job searches.
- Self-employment information about owning your own business, the rewards and costs, options, characteristics of an entrepreneur, making a business succeed, and where to go for assistance.
- Keep That Job information about good work habits, teamwork, attitude, and respect.
- The Career Studio provides career exploration based on Georgia's school-to-career clusters.
- Practical learning activities provide over 400 projects, worksheets, and activities designed to infuse career information and career development concepts.
- Occupational videos that are linked to approximately 90 occupations within GCIS, depicting typical job duties, work settings, and other characteristics for the selected occupation.
- A searchable GLOSSARY which provides descriptions of commonly used educational and occupational terms and concepts.
- LINK matches results of vocational tests with appropriate GCIS Occupations.
- SCHOOL SORT searches national school data for specific characteristics: programs of study, degrees, region of the country, school setting, school size, school type, admission requirements, and tuition and fees.
- FINANCIAL AID SORT is a national aid search questionnaire that matches education plans, abilities, and personal characteristics to a list of scholarships or grants, loans, service-payable loans, internships, travel awards, research grants, and teaching fellowships.
- OCCUPATION SORT is the interactive, self-assessment questionnaire that matches a person's interests and abilities with appropriate occupations.
- SKILLS identifies occupations that match self-assessed skills.

### **3. What are the services and supporting materials?**

- Complete training in how to use and implement GCIS effectively. Training is tailored to meet the specific needs of the site.
- On-going consultation, technical assistance, and help with program development, follow-up, and evaluation.
- Promotional materials.
- Periodic newsletters with additional career and outlook information.
- Practical Learning Activities designed to infuse career information and career development concepts into twelve curriculum subject areas as well as adult learning workshops. These activities provide a link between classroom subjects and career education.
- Quarterly regional training workshops offered at the Georgia Department of Education's Educational Technology Centers.

### **4. How is GCIS being used?**

GCIS is designed to assist users with different needs at various stages of their career development, and it can be used in a variety of settings.

- In middle and secondary schools to serve as a resource in career counseling; to assist in selecting vocational programs, research colleges, and postsecondary institutes; and to find sources of financial aid.
- At colleges and universities to help determine majors, to identify transfer programs, and to help prepare for the job search.
- With adults as a resource for career changers and new job seekers, to help plan for continuing education, and to assist with resume writing and preparation for job interviews.

## **5. What is SKILLS?**

SKILLS is an inventory designed for students and career changers. It helps an individual analyze personal skills, relate them to occupations, and compare preferred skills to those used in specific occupations. SKILLS is used in conjunction with GCIS materials and is offered to GCIS users.

## **6. What are the GCIS minimum system requirements?**

### GCIS for WINDOWS

- 386-class processor minimum, 486 or Pentium recommended
- 30 megabytes of hard-disk space
- RAM: 4 megabytes, expandable to 8 megabytes
- Windows 3.1, 95, 98, Windows NT 3.51 or 4.0
- VGA interface and color monitor minimum, SVGA recommended

### GCIS for MACINTOSH

- 68040-class processor, Power Mac recommended
- 25 megabytes of hard-disk space
- System 7.0.1 or better
- Color monitor
- Mouse, keyboard, and printer

### GCIS INTERNET Connection

- Provide Georgia Career Information Center your computer's IP address.
- Netscape Navigator 3.0 or Microsoft Internet Explorer 3.0.
- Mouse, keyboard, and printer.
- Address: <http://www.gcic.peachnet.edu>

**The Georgia Career Information Center**

**Georgia State University**

**University Plaza**

**Atlanta, GA 30303-3083**

**404-651-3100**

**Fax: 404-651-3112**

**Website: [www.gic.peachnet.edu](http://www.gic.peachnet.edu)**

## **Jobs for Georgia Graduates**

The Georgia Department of Labor, working in cooperation with local education and the business community, implemented a program called Jobs for Georgia Graduates (JGG). The JGG program assists “at-risk” high school students in making a positive transition from high school graduation to continued employment in the world of work. The Jobs for Georgia Graduates program provides an aggressive, comprehensive approach that has lasting benefits for the student participants, the schools, and the employers. This program is a state affiliate of the national model, Jobs for America’s Graduates, Inc. (JAG).

Currently, the Jobs for Georgia Graduates program operates in 17 high schools throughout the state and has a proven record of success in the delivery of services to program participants.

The JGG program continues to offer a range of services to its “at-risk” youth through staff designated as Job Specialists located in 17 participating high schools. Job Specialists are directly responsible for the implementation of services in the following areas:

- Employability skills instruction/counseling of (30) JAG-developed competencies.
- JGG Career Association activities building leadership skills, career preparation, and civic and social awareness.
- Employer Marketing, job development, and job placement assistance.
- Twelve months of intensive student and employer follow-up services after graduation.
- Extended follow-up services for graduates in college, graduates unemployed, and nongraduates.

If you would like further information about this program, please contact David Gordon, Department of Labor, Jobs for Georgia Graduates, (404) 656-5567.

