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State Employment Service

A Division of the
IOWA
EMPLOYMENT
SECURITY
COMMISSION

JOB PLACEMENT

During the 40 years since it began, Iowa's State Employment Service has found jobs for more than four million persons, averaging about 110,000 a year, 430 each working day and 53 every hour. Services are available to both employers and workers, to professional and non-professional, to rich and poor, and to the disadvantaged, handicapped, school dropout, youth and older worker. To all, services are entirely free.

JOB TRAINING

In addition to its placement function, the employment service has been the leading referral agency for manpower training programs. Consultation and aptitude testing help to assure selection of suitable training for unemployed and unskilled workers; job counseling, job search and job referral are available to both graduate trainees and on-the-job-training applicants. Training programs administered by the Iowa Employment Security Commission are: Manpower Development and Training Act (MDTA) institutional program for formal classroom training; On-the-Job Training (OJT) for training workers while they work with partial training expense reimbursement to employers; Concentrated Employment Program (CEP) for disadvantaged with employment problems; Work Incentive Program (WIN) to help Aid to Families with Dependent Children (AFDC) remove themselves from welfare rolls; Job Corps for youth who need skill training and education; and Operation Hitchhike for providing manpower and related services to rural counties (operated jointly with the Extension Service.)

SPECIAL SERVICES

For various reasons, certain groups of workers may have unusual employment problems such as those encountered by returning Vietnam veterans during the last few years. In these situations, the employment service provides special assis-

tance as soon as the problem becomes apparent. For example, all employment service offices are staffed with one or more veterans representatives who are specially trained in veteran affairs and several special statewide promotions have been held to find jobs for veterans. Minority groups, too, have received special attention from the employment service. Those considered job-ready have been placed in jobs while those lacking job skills have been enrolled in manpower training programs. Other groups who receive special consideration are handicapped, youth and older workers.

EMPLOYER SERVICES

Iowa's employers are equally as important as Iowa's workers; both are essential to a stable economy. To employers, the employment service offers current labor market information compiled daily, an early warning system to assist employers who anticipate layoffs, and a staff of specially trained employer relations representatives to help them with employment problems, to recruit workers and to explain the advantages of training workers on-the-job. In addition, many local offices work with school systems and sponsor "career days" which enable employers to hold job interviews with interested graduating students.

MORE SERVICE AT LESS COST

To maintain its consistently high job placement rate and to continue the effectiveness of its many services, Iowa's employment service utilizes the most advanced techniques and equipment, including Job Bank, Job Information Service and computerized reporting systems. Staff members are selected on the basis of merit examinations and are thoroughly trained. And the employment service operation is carried out following strict federal guidelines. Yet with all of its diversified activities and numerous responsibilities, the employment service functions within the limits of a tight and detailed budget. In short, the State Employment Service strives always for the highest degree of effectiveness at the lowest possible cost.

State Employment Service

Job

**Training
Programs**

FEDERAL JOB TRAINING PROGRAMS

Since they began about 10 years ago, federal job training programs administered through the State Employment Service have become increasingly successful. Through job training programs, workers lacking skills and experience can learn lifetime vocational skills, while others can upgrade present skills or retrain to meet the changing needs of technology. Applicants for skill training are carefully screened, counseled and tested to ensure completion of training.

Iowa's job training programs, as administered by the Iowa Employment Security Commission, have been consistently successful, ranking among the highest in the nation in effectiveness. Some programs have maintained a waiting list of persons wanting to enroll for training; nearly all programs have exceptionally high retention percentages.

A federal training program may be institutional, with the trainee receiving formal classroom training in a vocation of his choice, or the program may consist of on-the-job training, enabling the trainee to work and earn as he learns. Results of both types of training are shown here for the calendar year 1973.

MANPOWER DEVELOPMENT AND TRAINING ACT (MDTA)

These three MDTA programs provide job training for workers with varying employment problems. For institutional training, the Iowa Employment Security Commission in cooperation with Iowa Department of Public Instruction maintains the Des Moines Skill Center, a fully-equipped day school with highly qualified instructors.

1. MDTA Institutional

Enrolled in training	1,091
Completed training	867

2. MDTA On-the-Job Training (OJT)

Trainees still in training or still employed after completion of training	775
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3. MDTA Job Opportunities in the Business Sector (JOBS)

Trainees now in training or still employed after completion of training	277
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CONCENTRATED EMPLOYMENT PROGRAM (CEP)

A program designed to help disadvantaged persons become employable through on-the-job training and classroom training.

Trainees placed in jobs	274
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WORK INCENTIVE PROGRAM (WIN)

This program helps Aid to Families with Dependent Children (AFDC) recipients to leave welfare and become self-sustaining, contributing citizens. Administered jointly with Department of Social Services. (This program is not included in the Comprehensive Employment and Training Act transfer to state and local jurisdiction.)

Participants enrolled	2,932
Placed in training jobs	1,788
Completed training—still working after 3 months	1,003

JOB CORPS

A program to provide education and vocational training for youth, especially school dropouts, with a change in environment. Training includes actual work experience. (While this program is included in the Comprehensive Employment and Training Act, it does not transfer to state and local jurisdiction.)

Enrolled	413
Returned to Iowa to work	545
Successful job placements	497

1973 SUCCESSFUL JOB PLACEMENTS THROUGH FEDERAL JOB TRAINING PROGRAMS

MDTA Institutional	867
MDTA-OJT	775
MDTA-JOBS	277
CEP	274
WIN	1,003
Job Corps	497
1973 Total Placements	3,693

THE PAYMENT PROCESS FOR MDTA PROGRAMS

Like all federal funds, MDTA job training allocations are subject to full audit and such audits are made frequently by both state and federal government. Consequently, exact and detailed records must be kept on each trainee. Records include entitlements such as subsistence based on individual need, mileage to and from training location, absenteeism, and incentive allowances for trainees who have been receiving welfare payments. All records and disbursements must be current at all times in anticipation of possible audits.

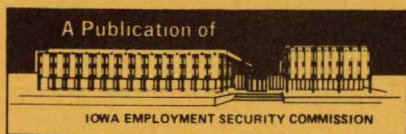
The unemployment insurance division of the Iowa Employment Security Commission under an agreement with the U.S. Department of Labor processes all subsistence payments to trainees enrolled in institutional or classroom training. (Payment for the actual cost of classroom training is disbursed by the Department of Public Instruction from federal funds appropriated for the purpose.) The job of the unemployment insurance division begins as soon as the trainee is enrolled. First, the trainee's application is reviewed to be certain he meets the eligibility requirements. Next, a cross-check is made against the current list of unemployment insurance claimants to guard against duplication of payment. (Veterans may receive Veterans Administration benefits (G.I. Bill) as well as MDTA benefits.) Finally, the trainee's subsistence payment is established, including incentive allowances if any.

For as long as the enrollee remains in institutional training, his payments are figured each week, adjusting each as necessary due to changes such as days absent, address changes and increase or decrease in size of family. When weekly payment amounts have been determined, disbursement is made by the State Comptroller who receives the federal appropriations as they are allocated. Checks are mailed by the unemployment insurance division.

Records for trainees enrolled under on-the-job training contracts are maintained by the employment service division and reimbursement to employers is made by the State Comptroller at conclusion of the contract. Again, all records and accounts must be kept current and are subject to full federal and state audit.



Iowa
a place to grow



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Radical Market Information

State Employment Service

Labor Market Information

The research and statistics department of the Iowa Employment Security Commission collects labor market data, compiles it and prepares information and statistics for distribution to employers, community and civic groups, the general public and the news media.

Among the data collected and prepared are employment, unemployment and workforce estimates, economic conditions, commuting patterns, licensing, apprenticeship and job guidelines, future manpower needs, wages, minority groups, job training and population characteristics such as median years of education by age, breakdown of labor force, occupational distribution, family income, families in public assistance, etc. Besides statewide data, a considerable amount of information is available for counties and areas.

All employment service activity is reported through the Employment Service Automated Reporting System (ESARS), a state-federal computerized system for recording job openings, placements, counseling, training referrals, job referrals and other local office activities.

Here is a partial list of Research and Statistical Publications of the Iowa Employment Security Commission available to the public at no charge.

- *Iowa Employment and Earnings*
Published monthly and mailed to employers and other interested organizations by request.
- *Work Force, Employment & Unemployment*
Published annually in book form, for state and 99 counties.
- *Manpower Needs in Iowa*
Five year projection of occupational needs.
- *MDTA New Skills for Progress*
An annual report on Manpower Development and Training Act (MDTA) programs in Iowa.
- *Commuting Patterns in Iowa*
A comprehensive statistical study of commuting patterns of Iowa's workforce.
- *Licensed Occupations in Iowa*
A report on all occupations in the state subject to licensing.
- *Career Guide Books*
Complete information on qualifications and requirements for jobs in various occupational fields. Currently available: Clerical, Food Service, Building Trades, Health. Other occupational field books in preparation include: Services and Repair, Agriculture.
- *Area Wage Surveys*
Prevailing wage standards for selected areas.
- *Area Manpower Review*
An economic study by selected area.

● *Area Economic Development*

Single-page overviews for areas.

● *Annual Manpower Planning Report*

- Statistical and narrative reports for state and major areas to aid in planning for future needs.

● *Opportunities for Apprenticeship*

Complete information on apprenticeable occupations in Iowa and how to become an apprentice.

● *Labor Force Employment and Unemployment Estimates*

Published monthly in table form for the state and for areas. An aid for state and community planning. Reports for 7 major areas currently available. Other areas in process of update.

● *Hours and Earnings Estimates*

Published monthly in table form for the state and for areas.

● *Labor Turnover Estimates*

Published monthly in table form. Available for the state and for Des Moines and Cedar Rapids.

● *Area Wage Survey*

Wages by occupation for four Iowa areas—Des Moines, Davenport, Council Bluffs and Waterloo.

● *Vocational Education Annual Report*

Provides labor demand and supply by occupation. For use in planning vocational education.

● *Affirmative Action Information*

Population and work force data on women and minority groups. Aids employers in developing plans for hiring members of these groups. Available for most major areas and for selected counties. Obtainable upon request.

The research and statistics department also maintains a library of publications produced by the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor. While the limited supply prevents distribution, information from the publications is available on request. Included are:

● *Handbook of Labor Statistics*

Published annually. Contains information on labor force, employment, unemployment, hours, productivity and unit labor costs, compensation, prices and living conditions, unions and industrial relations, industrial injuries, foreign labor statistics, and general economic data.

● *Consumer Price Index (cost-of-living index)*

Published monthly. A national statistical measure of changes in prices of goods and services bought by urban wage earners and clerical workers, including families and single persons. (Also quarterly index for Cedar Rapids area only.)

● *1970 Census Data Manpower Indicators*
(Detailed Iowa census information available exclusively from the Iowa Employment Security Commission.)

Selected information based on the April 1970 census and available for 7 Standard Metropolitan Statistical Areas (SMSA) and 100 cities and towns. Each manpower profile contains information on racial and ethnic characteristics, employment and unemployment, income and poverty status, veterans, educational attainment, rank in population. Additional information is obtainable for five of the metropolitan areas.

● *Occupational Outlook Handbook*

Employment outlook, nature of work training, requirements for entry, line of advancement, location of jobs, earnings, and working conditions for 700 occupations in 30 major industries, including farming.

● *Employment and Earnings, States and Areas*

Historical state and area employment and earnings statistics in the nonfarm sector of the economy.

● *Monthly Labor Review*

Articles on employment, labor force, wages, prices, productivity, unit labor costs, collective bargaining, workers' satisfaction, social indicators, and labor developments abroad.

● *Employment and Earnings*

Current data for the United States as a whole, for individual states, and for more than 200 local areas on employment, hours, earnings and labor turnover.

● *Occupational Outlook Quarterly*

Current information on employment trends and outlook, supplementing and bringing up to date information in the *Occupational Outlook Handbook*.

● *Current Wage Developments*

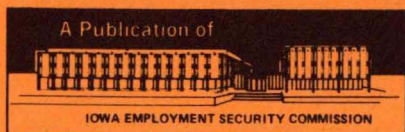
Wage and benefit changes resulting from collective bargaining settlements and management decisions; statistical summaries; and special reports on wage trends.

● *BLS Publications, 1886-71*

A complete catalog of all major BLS publications: an annotated listing of all bulletins issued since their publication began in 1886; a numerical listing of all reports from their first issuance in 1958; a list of current periodicals; and a subject index that includes all bulletins published since 1915.

● *Monthly Labor Review Index of Volumes*

Contains listings, by subject and by author, of all articles, research reports, and court decisions published in *Monthly Labor Review* from January 1961 through December 1970.



EMPLOYMENT SERVICES

State Employment Service

Services to Employers

Of utmost importance to the successful operation of the State Employment Service is the employer services department. The unit is staffed with specially trained employer relations representatives stationed throughout the state to work with employers in their immediate areas. Representatives are "on call" at all times for employers who may need assistance in solving employment problems.

Here are a few of the many services offered to Iowa employers:

Employment Regulations Counsel

Employer relations representatives are thoroughly informed and can interpret for employers all government regulations pertaining to employment, including the veteran and minority hiring requirements of government contracts. Representatives can also clarify civil rights legislation for employers and help them establish affirmative action programs.

Money-Saving Information

Employers can realize substantial savings by hiring workers enrolled in government training programs. For example, partial wage reimbursement is offered to employers who train workers under on-the-job training and employers who hire workers enrolled in the Work Incentive Program are entitled to a 20% federal income tax discount. Employer relations representatives can supply complete information about these opportunities.

Time-Saving Assistance

Busy employers can save many hours with another employer service available through the State Employment Service. Called "positive recruitment," the service consists of interviewing and screening applicants for the employer's final selection. Although both large and small employers can use the service to advantage, large employers who advertise for numbers of employees usually realize the greater time savings. Positive recruitment by employer relations representatives can be handled on the employer's premises or in the nearest employment service office.

Other Employer Services

Their full knowledge of occupations, job analysis, occupational groupings, turnover and personnel procedures qualifies employer relations representatives to help employers in writing job descriptions and application forms, easing adjustments to necessary layoffs, personnel problems and employee relations. Employer services are available to every Iowa employer and there is never a charge.



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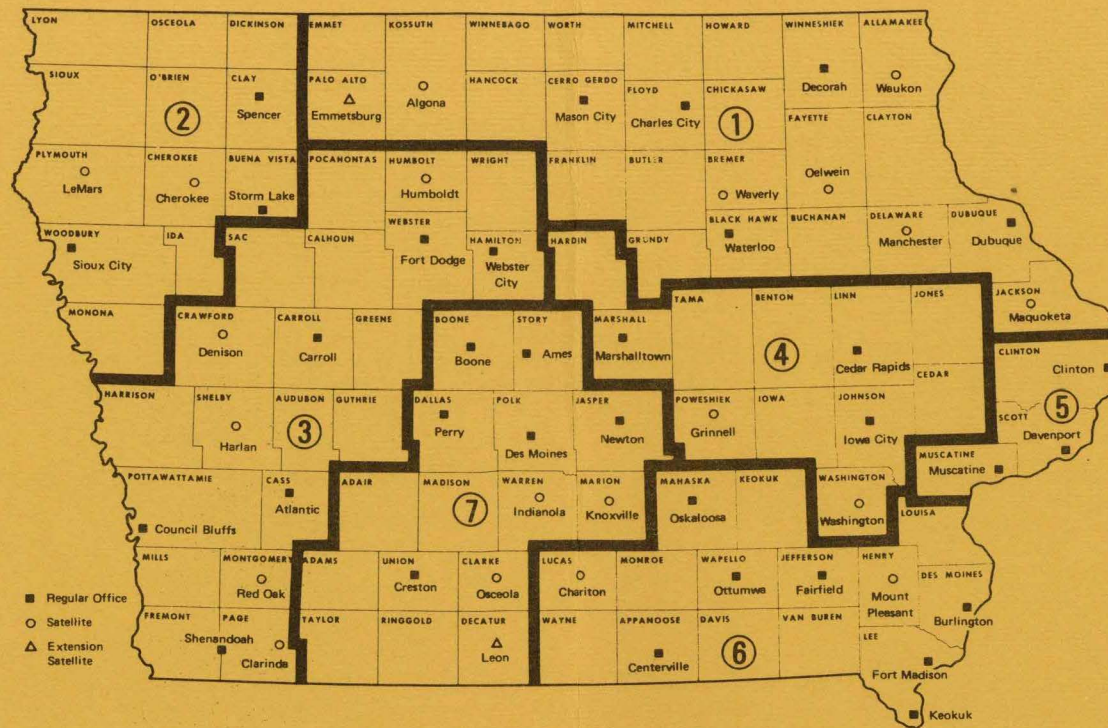
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Serving

State Employment Service

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Iowa



Employment Service for All Iowans

A statewide network of nearly 50 employment service offices serves Iowans throughout the state. The goal is to provide easily accessible service to every resident, whether urban or rural. To achieve this goal, the employment service in the past two years has expanded its operation by adding 12 satellite or one-person offices to the existing 34 major offices. An additional 5 satellite offices are scheduled to be opened before July 1, 1974. At the present time, even before expansion has been completed, *every Iowa resident is less than an hour's drive from a State Employment Service Office.*

Efficient, Effective Organization

To maintain a high degree of effectiveness and efficiency, the employment service uses an area plan with seven areas, each under the direction of an area manager. Each area manager supervises all major offices located within a designated area; major offices in turn supervise nearby satellite offices. An ad-

ministrative staff, headed by the employment service director, is responsible for planning, directing and supervising the entire statewide operation.

Service to Fit Individual Needs

All employment service offices, whether major or satellite, offer a full range of services to both employers and applicants. For example, Job Bank and Job Information Service are available to the rural job seeker who applies at a satellite office just as they are available to the city job seeker who visits one of the larger offices. And the rural employer's job order is processed and listed on Job Bank just as quickly as the city employer's.

Utility and Purpose

Although functioning as separate units to better serve their communities, State Employment Service offices are basically one unified entity with one specific purpose—to provide jobs for Iowa's workers and workers for Iowa's jobs.



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State Employment Service

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Job Bank

Job Information Service

Job Bank is a revolutionary computerized system for listing all job openings placed with State Employment Services offices and with several participating government agencies. Each day, as they're received, these job orders are categorized, coded and sent by tele-facsimile to the Job Bank Central Control in the Des Moines IESC Administrative Office. Next, the existing Job Bank listings are updated, the new orders added and the complete list is computerized and microfilmed. Once the processing is finished, the microfilmed job listings are sent by courier to every employment service office in Iowa, arriving by 8 a.m. the morning after the job order is received. Each employment service interviewer in each office receives a list of available jobs in the immediate area and a separate list of jobs available elsewhere in the state.

Job Bank serves both applicant and employer. For applicants it means faster service, faster job referrals and faster placement. It also means that every job opening in the applicant's occupational group, complete with the employer's qualification requirements, can be shown to the applicant. And of course, Job Bank's daily update almost eliminates the possibility of an applicant being referred to a job that's already been filled.

For the employer, Job Bank also has many advantages:

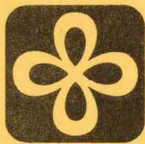
1. Job Bank saves time since one call to any employment service office or a participating Job Bank agency is all that's necessary to assure a job order listing on the statewide Job Bank.
2. Job Bank decreases duplication of referrals by several government agencies.
3. Job Bank eliminates the continuing flow of job seekers who apply long after the job has been filled.
4. Job Bank gives employers more qualified applicants from which to choose.
5. Job Bank makes it easy to hire numbers of workers in cases of either temporary or permanent production increases.

Job Information Service is a system which allows job applicants to review the Job Bank listings and select the jobs they believe they're qualified to fill. While Job Information Service is available in every employment service office throughout the state, most of the major offices provide a separate area designated as a Job Information Center. Every Job Information Service is equipped with Job Bank viewers for applicants to examine the job listings.

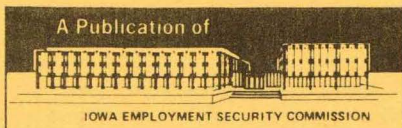
An important feature of each Job Information Service is a library containing complete information about employment opportunities in the state and the nation. Other helpful information available includes tips on getting and holding jobs, area day care centers and bus schedules, opportunities for job training, job guides with duties and required qualifications for various occupations, and manpower projections for the future, an indicator of occupational needs for the next five years.

To use the Job Information Service, an applicant must first register with the receptionist. The applicant is then directed to the center where he receives instructions on operating the Job Bank viewer. As the applicant studies the job listings, he notes those for which he believes he can qualify. After making his final selections, the applicant confers with a Job Information Service interviewer who discusses his selections and checks his qualifications against the employer's requirements. When all points have been checked, the applicant is referred to his job choice. However, should there be no jobs for which the applicant can qualify, or if the applicant's job search does not result in placement, he may return to the Job Information Service as often as he wishes to look over the job listings. He is required to register only the first time.

Job Information Service is a time saver for the employer, the applicant and the interviewer. The employer benefits because his job order is printed exactly as it is placed, lessening the chance of misunderstanding, and all applicants are prescreened to make certain the employer's requirements are met. Applicants benefit by being able to select their own jobs and in addition, studying the Job Bank listings often helps them recall experience and training which can be added to their work histories. And for the interviewer, Job Information Service cuts down on the time spent in preliminary fact-finding and allows more time for specific placement effort on behalf of the applicant and for work with employers.



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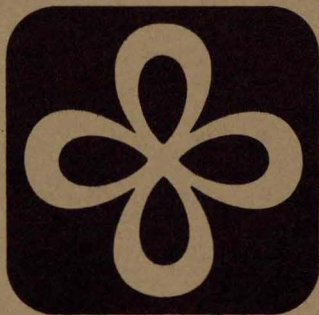


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