

Introduction

A Labor Market is defined as an area within which workers compete for jobs and employers compete for workers. Labor market information is data that describes the elements that make up a labor market. This data covers a broad range of topics such as characteristics of the labor force, employment by industry and occupation, unemployment, population, earnings, wages, hours worked, training programs, and more.

This publication provides the user with a list of current sources of labor market information. Agencies in the government sector such as the Texas Workforce Commission, the Texas Department of Economic Development, Career Development Resources, the Texas Comptroller of Public Accounts, and the Bureau of Labor Statistics produce labor market information publications. Other sources for these publications are private entities such as the Chamber of Commerce and Dun and Bradstreet.

Labor market information is used by many people to make economic and socioeconomic decisions. Businesses and employers use this data to help them in making location and expansion choices. Governments depend on this data for planning purposes, projecting State revenues and expenditures, and designing training programs. Individuals use labor market information to aid in a job search, determine what occupations are growing, and to identify current job openings. Career counselors use labor market information to assist individuals with career changes and other choices related to the world of work.

This directory offers a table of contents for quick reference. A description of each publication (or data) and how to obtain it are given in the body of the directory. A listing of where to find jobs, and a glossary of labor market terms are provided in the back.

Information provided in this directory is current at the time of the publication's release. We suggest prior to ordering, to verify prices by calling or writing the source's producer. This directory is periodically updated.

For additional information please direct inquiries, requests, or responses to the Texas Workforce Commission, Labor Market Information Department, 101 East 15th Street, Suite 103A.2, Austin, Texas 78778-0001, or call (512) 491-4922 or toll free 1-866-938-4444. With both numbers, select option #3 to speak to an analyst.

Acknowledgment

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James Barnes
Director
Labor Market Information

Abbreviations Used in this Publication:

ACCRA - American Chamber of Commerce Researchers Association
BBR - Bureau of Business Research
BEA - Bureau of Economic Analysis
BLS - Bureau of Labor Statistics
BotC - Bureau of the Census
CES - Current Employment Statistics
COG - Council of Government
CPI - Consumer Price Index
DBC - Dun and Bradstreet Corporation
DOL - Department of Labor
DOT - *Dictionary of Occupational Titles*
EBB - Economic Bulletin Board
GPC - Gulf Publishing Company
GPO - Government Printing Office
JTPA - Job Training and Partnership Act
LAUS - Local Area Unemployment Statistics
LMI - Labor Market Information
MSA - Metropolitan Statistical Area
OES - Occupational Employment Statistics
OOQ- *Occupational Outlook Quarterly*
SDA - Service Delivery Area
SIC - Standard Industrial Classification
SOC - Standard Occupational Classification
SOICC - State Occupational Information Coordinating Committee
STF - Summary Tape File
TABCC- Texas Association of Business and Chambers of Commerce
TC - Texas Comptroller
TDOC - Texas Department of Commerce
TEA - Texas Education Agency
TWC - Texas Workforce Commission
TLMR - *Texas Labor Market Review*
TNRIS - Texas Natural Resources Information System
TSDC - Texas State Data Center
UNT - University of North Texas
USGB - United States Government Bookstore
VABH - Vocational Aptitude Battery Hotline
WDS - Watson Wyatt Data Services

Symbols in the Corner of the Pages:



The product is available in narrative publication form.



The product is available on an on-line bulletin board system and/or on the Internet.



The product is available on electronic media.



The product is available as charts, figures, and tables.

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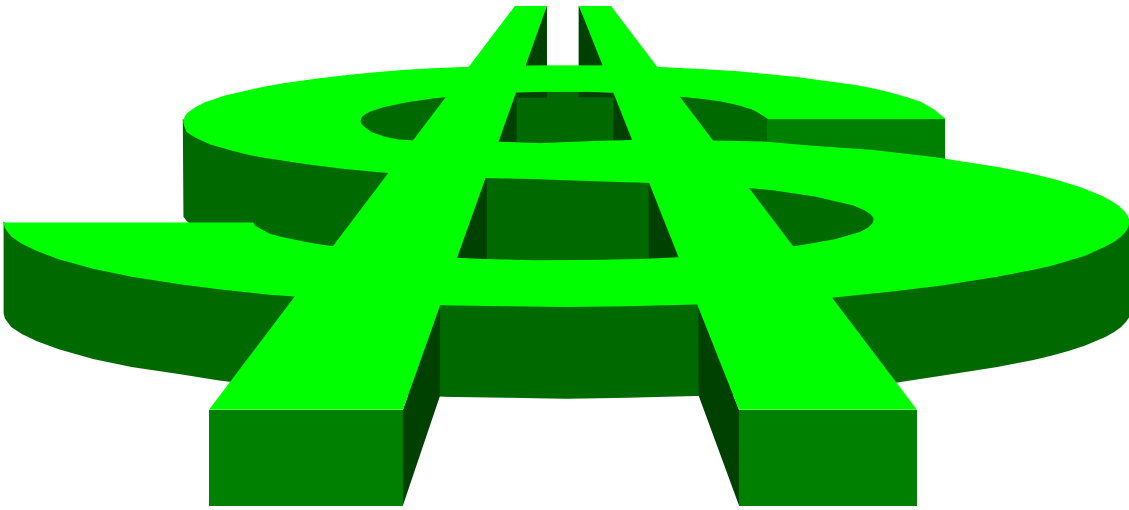
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Current Economic Situation





Current Employment Statistics Estimates of Hours and Earnings

Description:

CES estimates of hours and earnings give average hourly earnings, average weekly earnings, and average weekly hours. The figures are based on a sample survey of 25,000 establishments. The reports are available monthly.

Suggestions for Use:

Hours and earnings data can be used to identify average earnings and hours worked in various industry sectors.

Limitations:

Data do not represent universal coverage and are based on estimates. Benchmarks are done once each year starting in January.

Geographical Coverage:

The report on hours and earnings is available for Texas and the four major MSAs (Dallas, Fort Worth-Arlington, Houston, and San Antonio).

Availability:

The reports are available free of charge from the Texas Workforce Commission website, the Texas Workforce Commission Fax-on-demand system , or by contacting:

Texas Workforce Commission
Labor Market Information Department
Suite 103A.2
101 East 15th Street
Austin, TX 78778-0001
(512) 491-4922
1-866-938-4444 (Toll Free)
<http://www.twc.state.tx.us>

Fax-on-demand system (512) 491-4939 Document # 44



Employment and Earnings

Description:

This is a monthly publication produced by the BLS. There is a lag from the data collection month to the publication month.

Each issue covers employment and unemployment developments in the previous months plus statistical tables on national, state, and area employment, hours, and earnings. Data are collected through the Current Population Survey and the Current Employment Statistics Survey. The publication provides a great deal of detailed information from the recurring labor force and other labor economic surveys that are either conducted or analyzed by BLS.

Suggestions for Use:

The publication can be used by business firms, the media, other government agencies, and the general public.

Geographical Coverage:

National, state, and local data are provided. Most local data are for metropolitan areas.

Availability:

A subscription can be ordered for \$50 per year or a single copy for \$26. Prices are subject to change by the U. S. Government Printing Office.

New Orders, Superintendent of Documents
P.O. Box 371954
Pittsburgh, PA 15250-7954
(202) 512-1800



Employment and Wages Covered by Unemployment Insurance (ES-202)

Description:

ES-202 provides employment and wages by industry at two-, three-, four-digit, and major industry SIC level based on confidential employer reports.

Suggestions for Use:

Primary users of the data are research organizations, large employers, and economic planners. Data are useful for identifying growth industries, planning needed training programs, and analyzing industry and economic trends.

ES-202 data are used to benchmark the CES estimates as well.

Geographical Coverage:

ES-202 information is available for statewide, MSAs, workforce development board areas and counties. Information is available by requesting custom reports.

Limitations:

County reports are subject to substantial disclosure limitations. Data availability month lags seven months from data reference month.

Availability:

The data are available free of charge by contacting:

Texas Workforce Commission
Labor Market Information Department
Suite 103A.2
101 East 15th Street
Austin, TX 78778-0001
(512) 491-4922
1-866-938-4444 (Toll Free)



Fax-on-demand System

Description:

The fax-on-demand system combines the power of a voice-driven menu with the full capabilities of a fax machine. The system will walk you through the steps necessary to receive a fax of the data you desire. You can call up and request labor market information twenty-four hours a day, seven days a week. The system contains nearly all of the information available from the Labor Market Information Department. First time users may have one of two data catalogs faxed to them. The first catalog (*document # 1*) contains all of the monthly (current) labor market information. The data in this catalog is updated and available at 9:00 a.m. on release day. The second catalog (*document # 2*) contains all of the data in the system including historical data.

Suggestions for Use:

Documents are given a numeric code. The caller may then request by document number the data he or she would like to receive. Data available includes labor force information, nonagricultural wage and salary employment, hours and earnings information, consumer price index information, current population information, per capita income information, occupational wage information, and race and gender statistics. From time to time, additional data will be loaded into the Fax-on-demand database.

Availability:

Documents are available free of charge by contacting:

Texas Workforce Commission
Labor Market Information Department
Fax-on-demand system (512) 491-4939



LMI Recorded Voice Line

Description:

The LMI Recorded Voice Line allows you to request demographic data for use in developing Affirmative Action Plans, to listen to a recorded message containing the latest labor force and employment information, or to speak to a labor market analyst. By calling (512) 491-4922 or toll free 1-866-938-4444 and selecting option # 1, you can request Affirmative Action Data at the Statewide, MSA or County level depending on the information desired. Selecting option # 2 allows you to listen to a recorded message highlighting the latest labor market figures. This recording is updated each month on the day of the scheduled data release. Selecting option # 3 allows you to speak to one of the labor market analysts to request data or to ask questions you may have regarding the labor market.

Availability:

The phone number for the LMI Recorded Voice Line is (512) 491-4922 or 1-866-938-4444 (Toll Free).



Labor Market Information Internet Web Sites

<u>State</u>	<u>Web Address</u>
Alabama	http://www.dir.state.al.us
Alaska	http://www.state.ak.us/local/akpages/LABOR
Arizona	http://www.de.state.az.us/links/esa/index.html
Arkansas	http://www.state.ar.us/esd/
California	http://www.wedd.cahwnet.gov/
Colorado	http://cdle.state.co.us/default.asp
Connecticut	http://www.ctdol.state.ct.us/
Delaware	http://www.delawareworks.com/services.htm
District of Columbia	http://does.ci.washington.dc.us/main.shtm
Florida	http://www2.myflorida.com/awi/
Georgia	http://www.dol.state.ga.us/
Hawaii	http://www.state.hi.us/dlir/rs/loihi/
Idaho	http://www.doe.state.id.us/
Illinois	http://www.ides.state.il.us/
Indiana	http://www.state.in.us/dwd/
Iowa	http://www.state.ia.us/government/des/
Kansas	http://laborstats.hr.state.ks.us/
Kentucky	http://www.desky.org/
Louisiana	http://www.ldol.state.la.us/
Maine	http://janus.state.me.us/labor/
Maryland	http://www.dllr.state.md.us/employment/
Massachusetts	http://www.detma.org/#790
Michigan	http://www.cis.state.mi.us/ua/homepage.htm
Minnesota	http://www.mnworkforcecenter.org/
Mississippi	http://www.mesc.state.ms.us/lmi/index.html



Labor Market Information Internet Web Sites

<u>State</u>	<u>Web Address</u>
Missouri	http://www.works.state.mo.us/inf1.htm
Montana	http://rad.dli.state.mt.us/
Nebraska	http://www.dol.state.ne.us/nwd/index.cfm
Nevada	http://detr.state.nv.us/
New Hampshire	http://www.nhworks.state.nh.us/lmipage.htm
New Jersey	http://wnjpin.state.nj.us/
New Mexico	http://www.dol.state.nm.us
New York	http://www.labor.state.ny.us/html/
North Carolina	http://www.esc.state.nc.us/
North Dakota	http://www.state.nd.us/jsnd/lmi2.htm
Ohio	http://www.state.oh.us/odjfs/index.stm
Oklahoma	http://www.oesc.state.ok.us
Oregon	http://www.olmis.org/olmisj/OlmisZine
Pennsylvania	http://www.li.state.pa.us/
Rhode Island	http://www.det.state.ri.us/webdev/lmi/lmihome.html
South Carolina	http://www.sces.org/lmi/index.htm
South Dakota	http://www.state.sd.us/dol/lmic/index.htm
Tennessee	http://www.state.tn.us/labor-wfd/
Texas	http://www.twc.state.tx.us/
Utah	http://wi.dws.state.ut.us/
Vermont	http://www.det.state.vt.us/lmi/
Virginia	http://www.vec.state.va.us/lbrmkt/lmi.htm
Washington	http://www.wa.gov/esd/lmea/
West Virginia	http://www.state.wv.us/bep/
Wisconsin	http://www.dwd.state.wi.us/dwelmi/
Wyoming	http://lmi.state.wy.us/



Monthly Labor Review

Description:

The *Monthly Labor Review* is published monthly by the Bureau of Labor Statistics (BLS) of the U. S. Department of Labor. Each issue contains analytical articles, current BLS statistics, reports on industrial relations, book reviews, and other features. Some data presented are statistical series on the labor force, employment, unemployment, collective bargaining settlements, consumer prices, producer prices, international prices, productivity, international comparisons, and injury and illness statistics. The Review is a monthly issue with a two-month lag from the survey month to the publication month.

Suggestions for Use:

The Review can be used by anyone interested in current economic information. The *Monthly Labor Review* is useful information for a company when deciding where to locate or an individual seeking training for a particular occupation.

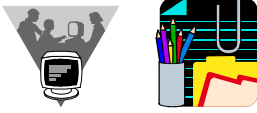
Geographical Coverage:

Almost all of the data represent the nation. There are some state data and international comparisons.

Availability:

Subscriptions to the *Monthly Labor Review* can be purchased for \$43.00 per year domestic or \$53.75 foreign. Single copies may be purchased for \$13.00 per issue domestic or \$16.25 per issue foreign. The *Monthly Labor Review-On Line* can be accessed by the following website address <http://stats.bls.gov/opub/mlr/mlrhome.htm>.

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
(202) 512-1800
Email: mlr@bls.gov



Nonagricultural Wage and Salary Employment Estimates

Description:

Nonagricultural wage and salary employment monthly estimates are broken down by industrial category. January through December data are presented along with an annual average for each year.

Suggestions for Use:

Nonagricultural Wage and Salary employment data can be used to identify employment levels within a particular industry for comparison to other industries or to other areas.

A company considering relocating may find this information helpful.

Limitations:

Data do not include universal coverage and are based on estimates. The numbers are estimates of non-farm jobs without reference to the residence of the workers. Every year there are annual revisions done on the previous two years, as well as monthly revisions.

Geographical Coverage:

The report is available for the State of Texas and twenty-seven metropolitan statistical areas.

Availability:

Nonagricultural Wage and Salary Employment Estimates can be obtained free of charge from the Texas Workforce Commission website, the Texas Workforce Commission Fax-on-demand system, or by contacting:

Texas Workforce Commission
Labor Market Information Department
Suite 103A.2
101 East 15th Street
Austin, TX 78778-0001
(512) 491-4922
1-866-938-4444 (Toll Free)
<http://www.twc.state.tx.us>
Fax-on-demand system (512) 491-4939



STAT-USA

Description:

STAT-USA contains economic and business information on the Internet. STAT-USA gathers this information from over 50 federal agencies and distributes from a central source. STAT-USA has over 300,000 reports and statistical series, including five essential databases: the National Trade Data Bank (NTDB), the National Economic, Social, and Environmental Data Bank (NESE-DB), the Economic Bulletin Board, the Global Business Opportunities Service, and Bureau of Economic Analysis.

Some data files in NTDB include export and trade related information, how-to-market guides, and demographic conditions of hundreds of countries. NESE-DB provides in-depth U.S. coverage of economic trends, education, health issues, criminal justice, and the environment. The Economic Bulletin Board is the source for economic and general business press releases, economic information files, and statistical series. The Global Business Opportunities Service provides billions of dollars in procurement opportunities from all over the world. The Bureau of Economic Analysis database gives access to BEA's news releases, to the Survey of Current Business issues, and to detailed data files from BEA's national, regional, and international economic accounts.

Suggestions for Use:

STAT-USA can be used by anyone interested in current and projected economic and business information. STAT-USA provides up-to-date general economic news and market information. STAT-USA provides data for revising economic forecast, making financial analysis, or defining market trends.

Availability:

To order contact:

STAT USA	Voice: (800) 782-8872
Room H-4885	Fax: (202) 482-2164
U.S. Department of Commerce	TDD: (202) 482-1526
Washington, DC 20230	E-mail: statmail@mail.doc.gov
Internet: http://www.stat-usa.gov	

Three months of unlimited access on STAT-USA is \$75. One full year of unlimited access on STAT-USA is \$175.



Texas Labor Market Review (TLMR)

Description:

This is a monthly Texas Workforce Commission, Labor Market Information Department publication presenting labor market data, narratives, graphs, and maps. Some of the data included are current estimates of unemployment rates and supporting numbers for Texas, Metropolitan Statistical Areas (MSAs), and counties. *TLMR* contains data on non-agricultural wage and salary employment by MSAs and statewide. With the exception of the county local area unemployment statistics, all of the tables listed above have not only the current month estimated but also the previous month and year-ago figures. MSAs are ranked by unemployment rates.

Suggestions for Use:

The *TLMR* is the first place to look for current economic statistics for local areas. The report can be used to track growth in industries and areas for economic planning and forecasting.

Limitations:

Past issues of the *Texas Labor Market Review* should not be used to obtain historical data. Benchmarks are performed annually on the data for accuracy. Contact the LMI department of TWC for those historical revisions that are not found on the web site.

Availability:

Although the Labor Market Information Department of the TWC continues to maintain a mailing list for those who must have the *TLMR* in hard copy, users are encouraged to receive the information electronically either by going to the TWC web site or by requesting to receive the information by e-mail. A fax copy is available through the fax-on-demand system described in this publication.

The report is available free of charge by contacting:

Texas Workforce Commission
Labor Market Information Department
Suite 103A.2
101 East 15th Street
Austin, TX 78778-0001
1-866-938-4444 (Toll Free)
(512) 491-4922
<http://www.texasworkforce.org>



Texas Monthly Local Area Unemployment Statistics (LAUS) Estimates Report

Description:

These monthly estimates give labor force, employment number, unemployment number, and unemployment rate for areas in Texas. January through December of each year is presented as well as annual averages.

Suggestions for Use:

The LAUS figures are some of the most frequently requested labor market data. Data is used by business firms, reporters, other government agencies, and the general public. The publication can be used to compare employment figures in one area of Texas to another area in Texas.

Limitations:

Data are based on estimates. Every new year there are annual revisions for the previous three years.

Geographical Coverage:

LAUS estimates are available for the State of Texas, Workforce Development Board Areas, Metropolitan Statistical Areas, Counties, and for 289 selected cities and towns.

Availability:

Monthly LAUS Estimates Reports can be obtained free of charge from the Texas Workforce Commission website, the Texas Workforce Commission Fax-on-demand system described in this publication, or by contacting:

Texas Workforce Commission
Labor Market Information Department
Suite 103A.2
101 East 15th Street
Austin, TX 78778-0001
1-866-938-4444 (Toll Free)
(512) 491-4922
<http://www.texasworkforce.org>



Texas Real Estate Center

Description:

The Texas Real Estate Center's mission is to conduct real estate related research based on the needs of the Texas citizenry and disseminate the results and findings. Some of the information available through the center are Building Permits, Employment, Home Sales, Housing, Population, and Rural Land information.

Suggestions for Use:

Housing data is an important element that is used to describe changes in a labor market area. Building permits along with home sales can give an indication of population shifts and movement into and out of a labor market. Activity in the commercial sector can be monitored by looking at building permits of commercial businesses. Nonresidential building permit activity is available from 1980 through 1995 but are no longer being updated.

Geographical Coverage:

Data are available for the United States, and by state, metropolitan statistical area and county.

Availability:

The Texas Real Estate Center is located on the campus of Texas A&M University and is part of the Lowry Mays College and Graduate School of Business. Information is available on the Internet at <http://recenter.tamu.edu> or by contacting:

Real Estate Center
2115 TAMU
College Station, Texas 77843-2115
(800) 244-2144
Fax: (979) 845-0460
<http://recenter.tamu.edu/>

Economic Indices and Indicators





ACCRA Cost of Living Index

Description:

The American Chamber of Commerce Researchers Association (ACCRA), a nonprofit professional organization, developed the ACCRA Cost of Living Index in order to measure the living cost differentials among urban areas. The index is published quarterly. Each area's Composite Index and six component indices (grocery items, housing, utilities, transportation, health care, and miscellaneous goods) are given. The average price reported for each item in the survey is shown as well.

The ACCRA Cost of Living Indices are available in a hard covered book as well as one-page summaries. The most recent data available are fourth quarter 1997.

Suggestions for Use:

The ACCRA Cost of Living Index is useful in comparing the cost of living differences among urban areas.

Limitations:

The ACCRA Cost of Living Index cannot be used to compare the living cost differences of an urban area on a time line.

Geographical Coverage:

Areas that are included in the index are those where chambers of commerce or similar organizations have volunteered to participate. The number of covered areas varies from quarter to quarter.

Availability:

Single copies of the report can be purchased for \$65. The ACCRA Cost of Living Index Quarterly Report is available for \$140. Requests for data should be directed to:

ACCRA
P. O. Box 407
Arlington, VA 22210
(703) 522-4980
FAX (703) 522-4985
<http://www.accra.org>



Consumer Price Index

Description:

This is a BLS produced index. The consumer price indices are done by seven major product groups. The indices are produced on a monthly and annual basis with time coverage varying by city.

The Consumer Price Index is a measure of the average change over time in the prices paid by urban consumers for a fixed market basket of consumer goods and services.

Suggestions for Use:

The CPI can be used to negotiate wages and rental agreements. An individual area index measures how much prices have changed in that particular area over a specific period.

The CPI is used as an economic indicator. It is the most widely used measure of inflation. It provides national price changes to labor, business, and other private citizens. The CPI and its components are used to adjust other economic series for price changes and to translate these series into inflation-free dollars. Some of the series adjusted by the CPI are retail sales, hourly and weekly earnings, and components of the national income and product accounts. The CPI is often used to adjust dollar values. For example, the CPI is used to adjust the Federal income tax structure.

Limitations:

The CPI is an index of price change only--not a cost-of-living index. As a result, local area CPI's cannot be used to compare living costs or prices between areas. In other words, the CPI measures changes in the cost of goods and services and must not be used to determine actual cost differences from one area to another. Also, make sure that data are from the same base year when comparing cost of goods and services.

Geographical Coverage:

U.S. city average, region, and selected cities are covered.

Availability:

The CPI is published monthly in the BLS CPI Detailed Report for \$25 from the Government Printing Office. The Consumer Price index for the United States, Dallas and Houston is available from the Texas Workforce Commission Fax-on-demand system described in this publication and the Texas Workforce Commission web site <http://www.texasworkforce.org>.

Superintendent of Documents
P. O. Box 371954
Pittsburgh, PA. 15250
(202) 512-1800
<http://stats.bls.gov>



Employment Cost Index

Description:

This is a press release produced by the Bureau of Labor Statistics (BLS). The employment cost index contains data descriptive of the latest quarter's change in total compensation, wage and salary income, and employee benefits. The press release also displays tabular historical data for the past four years. Releases are quarterly.

Suggestions for Use:

Data are helpful when comparing change per quarter of salary, benefits, and related data.

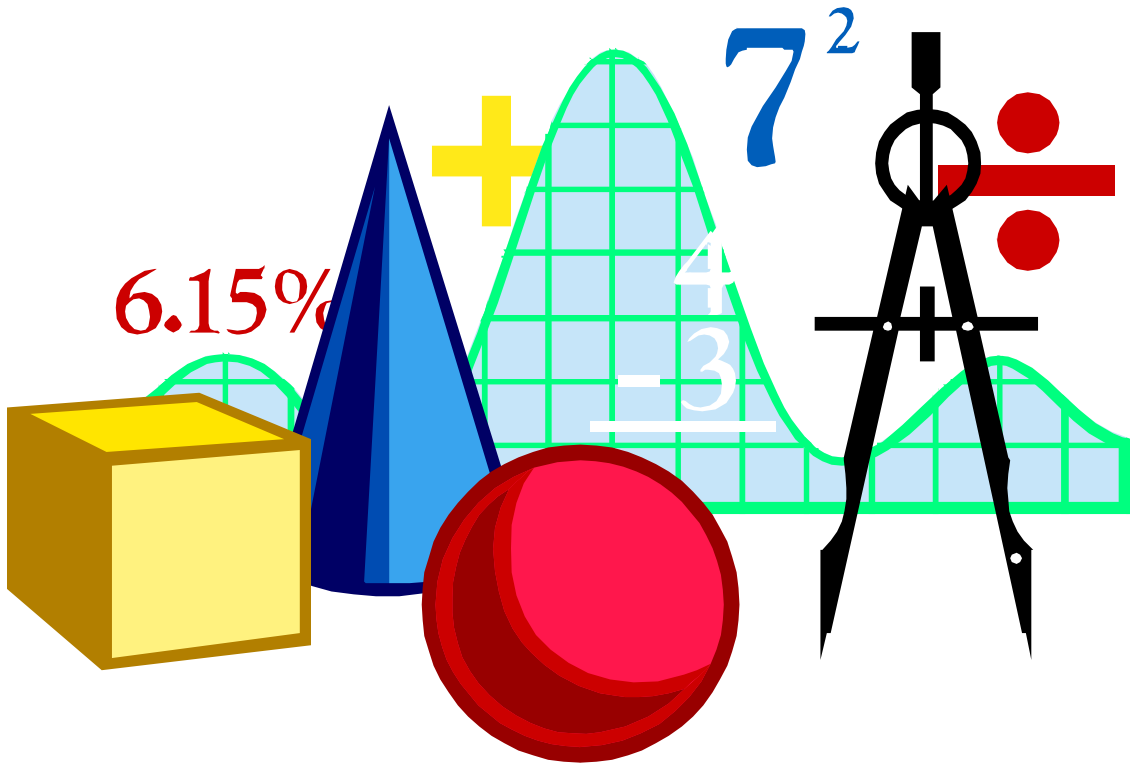
Geography:

U.S. information is available.

Availability:

The Employment Cost Index is free from the Bureau of Labor Statistics. BLS can be reached at (202) 606-7828 or on the Internet <http://stats.bls.gov/ecthome.htm>.

Economic Trends





Economic Indicators

Description:

Economic Indicators is prepared monthly for the Joint Economic Committee by the Council of Economic Advisors. *Economic Indicators* is a profile of the national economy. The publication contains charts and graphs. These charts and graphs deal with total output, employment, production and business activity, prices, money and credit, Federal finance, and international statistics.

Suggestions for Use:

Economic Indicators is a profile of the national economy designed to help financial analysts, market researchers, and economists make decisions about the state of the economy and probable future of the economy.

Limitations:

The graphs are technical and may be difficult to evaluate without an economic background.

The publication reflects nationwide trends.

Geographical Coverage:

The publication covers nation wide statistics.

Availability:

Economic Indicators is available through:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
<http://www.access.gpo.gov>

The monthly publication is available at \$3.25 per single copy or by subscription for \$37 per year and may be ordered or viewed on the Internet.



Economic Report of the President (and Annual Report of the Council of Economic Advisers)

Description:

These are narrative reports that include the President's Annual Economic Report to the Congress, which is transmitted as part of his Annual State of the Union address, and the Council's annual report on the economy as required by the Employment Act of 1946. Several chapters are devoted to analyzing the performance and condition of the U.S. economy over the previous year. Other chapters focus on distinct economic markets and trends. Statistical tables relating income, production, and employment are presented. The report provides narrative explanation on broad economic problems, health care, unemployment, and other data.

Suggestions for Use:

The report is a good source of historical macroeconomics data, which can be extracted to text on worksheet files. The report was issued in 1996.

Geographical Coverage:

The statistics are mainly national and international. Some state statistics are included.

Availability:

The report is available for \$20 in U.S. Government Bookstores:

U.S. Government Bookstore
801 Travis, STE 120
Houston, TX 77002
(713) 228-1187
Fax: (713) 228-1186

U.S. Government Bookstore
1100 Commerce Street
Dallas, TX 75242
(214) 767-0076

Government Printing Office
710 North Capitol Street
Washington, DC 20401
(202) 512-1800



Fiscal Notes

Description:

Fiscal Notes are special studies and analytical reports on current economic issues in Texas. Topics vary in each issue. Some of the topics covered in the past include work force redevelopment, government efficiency, and severe heat in Texas. The *Fiscal Notes* are issued monthly.

Suggestions for Use:

Fiscal Notes are useful for analyzing the current Texas economy. The data help a user keep up with vital current issues facing Texas.

Geographical Coverage:

Most of the reports and studies cover the state of Texas, although some are disaggregated into geographic regions within the state and others are for metropolitan areas.

Availability:

Fiscal Notes are free through the Texas Comptroller and are available on the Internet at <http://www.cpa.state.tx.us/comptrol/fnotes/fnhome.html> along with other reports on the Texas economy or contact:

Texas Comptroller
P.O. Box 13528
Capitol Station
Austin, TX 78711-3528
(512) 463-4000
<http://www.cpa.state.tx.us>



Perspectives

Description:

Perspectives is a semiannual (February and August) newsletter that analyzes and explains current economic trends at the national and statewide level. The newsletter contains economic forecasts as well. These forecasts include population growth and migration, employment by sector and total employment, unemployment, and total and per capita personal income growth.

Data is available on the Internet back to 1996.

Suggestions for Use:

The report can be used by anyone interested in current and projected Texas economic information. *Perspectives* subscribers include investment analysts, real estate investors, policy-makers, consultants, and public utility forecasters.

Limitations:

Users should keep in mind that projections of employment by major industrial sectors are based partially on subjective evaluations by Center staff. Users should consult additional data sources and forecasts before making business decisions.

Geographical Coverage:

Current economic trends are shown at both the national and state level. Economic forecasts are given for Texas, Dallas MSA, Fort Worth MSA, Houston MSA, San Antonio MSA, and Austin MSA.

Availability:

Perspectives is available on the Internet free of charge.

University of North Texas
Center for Economic Development and Research
P.O. Box 310469
Denton, TX 76203-0469
(940) 565-4049
<http://www.unt.edu/cedr>

The Center has conducted many regional economic impact studies and a detailed list can be obtained from them.



Regional Economic Information System CD-ROM

Description:

This CD-ROM contains annual data for 3,111 counties and 328 metropolitan areas back to 1969. The data include personal income by major source, per capita personal income, earnings by SIC two-digit industry, employment by SIC one-digit industry, regional economic profiles, transfer payments by major program, farm income and expenses and Bureau of Economic Analysis Regional Fact Sheets.

Additional data included on the CD-ROM are gross state product, projections to 2040 of income and employment for States and metropolitan areas, quarterly personal income by state, county-level gross commuters' income flows. Contact the Bureau of Economic Analysis for a complete list of data.

The latest diskette contains 1969 through 1998 data. The most recent data is delayed two years.

Suggestions for Use:

The package includes Regional Economic Information System software that allows the user to display, print, extract, or copy from tables on the CD. The data are useful for quickly putting together regional time series, which then can be imported into a spreadsheet to compare with other regions.

Limitations:

Data covers through 1998.

Geographical Coverage:

Data are available by county and metropolitan area.

Availability:

The Regional Economic Information System CD-ROM is available for \$35 through:

Bureau of Economic Analysis
BEA Order Desk
Department of Commerce
Washington, DC 20230
1-800-704-0415
<http://www.bea.doc.gov>



Southwest Statistical Summary

Description:

The Bureau of Labor Statistics Region Six (Dallas), U.S. Department of Labor produces the *Southwest Statistical Summary*. This summary consists of non-agricultural employment, average weekly earnings, average weekly hours, unemployment rate, and Consumer Price Index data.

The summary is produced monthly. Data are available back to 1960.

Suggestions for Use:

The summary can be used by business firms, reporters, other government agencies, and the general public. The non-agricultural wage and salary data can be used to identify the employment number in a particular industry versus the employment number in another industry. The hours and earnings data can be used to identify average earnings and hours worked in various industry sectors. The unemployment rate can be used to compare employment in one area of Texas to another area in Texas.

The CPI can be used to negotiate wages and rental agreements.

Limitations:

The data is benchmarked once per year.

Geographical Coverage:

The summary is produced for Texas and the surrounding states. National, Houston, and Dallas CMSA price data are displayed.

Availability:

The summary is free from the Dallas Regional Office of the Bureau of Labor Statistics at:

BLS: USDOL
525 Griffin Street
Room 221
Dallas, TX 75202
(214) 767-6970
<http://stats.bls.gov>



Survey of Current Business

Description:

The Bureau of Economic Analysis, U.S. Department of Commerce, produces this monthly publication. Regular features of the *Survey of Current Business* include a description of the U.S. business situation, total and per capita personal income by state and region, and reports and statistical presentations.

Suggestions for Use:

The Secretary of Commerce has determined that the publication is necessary in the transaction of the public business required by law of the Bureau of Economic Analysis.

The report can be used by anyone interested in current U.S. economic information. *Survey of Current Business* contains useful information for a company when deciding where to locate or an individual seeking employment.

Geographical Coverage:

Total and per capita personal income is shown for individual states and regions. Other data presented are nationwide.

Limitations:

Most of the data presented are nationwide.

Availability:

Survey of Current Business is available on the Internet at <http://www.bea.doc.gov/bea/pubs.htm> or through:

U.S. Government Printing Office
Superintendent of Documents
Washington, DC 20402
(202) 512-1800
<http://www.bea.doc.gov>

The subscription is available for \$48 by second-class mail or \$120 by first-class mail.
A single copy is \$11.

CD-ROM is available for \$35.



Texas a Decade of Change: Employment Projections 1998-2008

Description:

This publication contains employment estimates by industry and occupation for 1998, projected to the year 2008. Estimated annual average occupational demand is reflected for both job growth and replacement needs.

Data are available on the Texas Workforce Commission's web page (www.texasworkforce.org).

Suggestions for Use:

As we begin a new century, the demand for better-trained and educated workers increases with structural and technological changes in the Texas labor market. Sound and reliable industry and occupational employment projections are critical for planning curricula and program offerings in educational institutions; for government agency policy formulation; for business organizations in conducting market research and personnel planning; and for guiding and counseling young people facing career decisions.

Limitations:

Knowledge of particular industries, economic conditions, local conditions, and social forces need to be applied when using projection data.

Geographical Coverage:

The projections are for Texas and the twenty-eight Workforce Development Board Areas.

Availability:

The report is free of charge by visiting the Texas Workforce Commission web page or contacting:

Texas Workforce Commission
Labor Market Information Department
Suite 103A.2
101 East 15th Street
Austin, TX 78778-0001
(512) 491-4922
1-866-938-4444 (Toll Free)
<http://www.twc.state.tx.us>



Texas Economic Update

Description:

This report provides current economic and demographic statistics for the nation, the states, Texas, and Texas' metropolitan statistical areas and counties. *Texas Economic Update* contains forecasts of the outlook for the Texas economy as well.

The type of information found in this publication includes Personal Income and Per Capita Personal Income. Non-farm Employment, Labor Force statistics and Population data are also presented.

Suggestions for Use:

The report can be used by anyone interested in current and projected Texas economic information. *Texas Economic Update* is useful information for a company when deciding where to locate or an individual seeking training for a particular occupation.

Limitations:

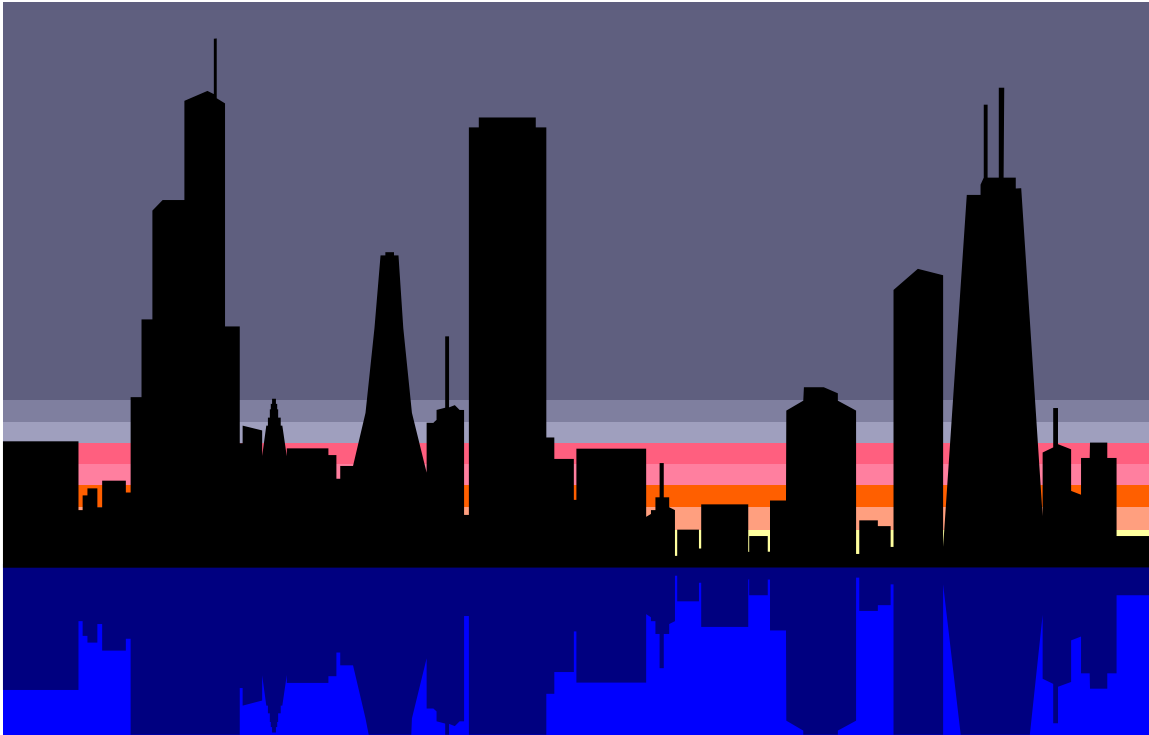
The older publications contain some obsolete data.

Availability:

The *Texas Economic Update* is posted on the Internet at <http://www.cpa.state.tx.us/ecodata/teu01/> or in publication form free by contacting the Comptroller of Public Accounts:

Texas Comptroller
P.O. Box 13528
Capitol Station
Austin, TX 78711-3528
(512) 463-4000
<http://www.cpa.state.tx.us>

Industrial Information





County Business Patterns

Description:

The Census Bureau Customer Services Data User Services Division produces *County Business Patterns*. Data presented are employment, payroll, number of establishments by one-, two-, three-, and four-digit SIC Codes, and the number of firms according to employment size ranges. The report is prepared annually. 1998 is the date of the latest report

Suggestions for Use:

The report is useful for studying the economic activity of small areas, analyzing economic changes over time, and as a benchmark for statistical series. Businesses use the data for analyzing market potential, measuring the effectiveness of sales and advertising programs and developing budgets. Also, the report is widely used by labor market analysts and planners.

Limitations:

Due to industry categories that are excluded from the database, caution must be exercised when interpreting the County Business Patterns. One of the industries that are excluded is the government sector. Beginning in 1998, data are tabulated by industry as defined in the North American Industry Classification System. Data for 1997 and earlier years are based on the Standard Industrial Classification System.

Geographical Coverage:

All detail for all counties and states are provided.

Availability:

The report is published annually by state and national summary. State reports are available from Government Printing Office:

Government Printing Office
710 North Capitol Street
Washington, DC 20401
(202) 512-1800
<http://www.census.gov>

The data are available on DVD, diskette, and CD-ROM from the Census Bureau. Their phone number is (301) 457-4100. The diskette is \$84. The DVD is \$90. The CD-ROM is \$50.



Covered Employment and Wages by Industry and County

Description:

This publication is quarterly. The report contains a statewide summary of employment and total payrolls by industry, county data on employment and total payrolls by industry, average monthly federal covered employment and total wages, and average weekly wage of workers in covered employment by county. The information is presented in tables.

Suggestions for Use:

Primary users of the data are research organizations, large employers, and economic planners. The report is useful for identifying growth industries, planning needed training programs, and analyzing industry and economic trends.

Data are from the Industrial Estimates division of the Labor Market Information Department.

Availability:

The report is available free of charge from the Texas Workforce Commission website, or by contacting:

Texas Workforce Commission
Labor Market Information Department
Suite 103A.2
101 East 15th Street
Austin, TX 78778-0001
(512) 491-4922
1-866-938-4444 (Toll Free)
<http://www.texasworkforce.org>



Dun's Regional Business Directories

Description:

Each three-volume directory contains the most prominent public and private companies in each of fifty-two regional markets. The company information includes the company name, address, telephone number, and several contact people by name and title, annual sales volume, number of employees, and parent company name. Each directory covers the top 20,000 businesses in each metropolitan area listed. Each directory provides a ranking of the top 1,000 companies by sales and employees.

The 2001 publication is available with 2000 data.

Suggestions for Use:

The directories are useful for comparing companies. Information can be helpful for planning market strategies as well. The data identifies the top 20,000 businesses in a particular area.

Limitations:

Dun's Regional Business Directories is a leased product. The user subscribes to the data and has the option of renewing the data every year. Dun and Bradstreet remains the owner.

Geographical Coverage:

The physical location of each company is available including city and state.

Each directory covers one of fifty-two metropolitan areas in the U.S. The Texas metropolitan areas available are Dallas/Fort Worth, Houston, and San Antonio.

Availability:

The directories are available for \$525 through The Dun and Bradstreet Corporation by calling (800) 526-0651. Their address is:

The Dun and Bradstreet Corp.
3 Sylvan Way
Parsippany, NJ 07054



Economic Census CD-ROM: Volume Three

Description:

The Data User Services Division of the Census Bureau Customer Services conducts the *Economic Census* every five years. The compact diskette covers statistics found in the 1997 Economic Census reports. The program covers data by three-digit SIC industry such as employment, value added, and production data. Particular industries are represented. The most recent economic census was conducted in 1997.

Suggestions for Use:

The program is widely used by labor market analysts and planners.

Geographical Coverage:

U.S. regions, states, and varying coverage for counties and places are included.

Availability:

The compact diskette is available for \$150 through the Census Bureau. Their phone number is (301) 457-4100.

U. S. Department of Commerce
Bureau of Census
P. O. Box 277943
Atlanta, Georgia 30384-7943
<http://www.census.gov>



Employment and Wages - Annual Averages

Description:

This bulletin contains data that represent the complete count of employment and wages for workers covered by unemployment insurance programs. The Office of Employment and Unemployment Statistics prepares *Employment and Wages - Annual Averages*. This bulletin contains charts and tables on employment and wages. Data include total coverage by state, private industry by state and four-digit SIC industry, percent of private sector employment by major industry division, and other data. The bulletin is produced by Bureau of Labor Statistics, U.S. Department of Labor.

Most current data are from 1999.

Suggestions for Use:

One of the uses of the *Employment and Wages - Annual Averages* is to compare one state's employment and wages to another state's employment and wages.

Geographical Coverage:

Data are statewide.

Availability:

The bulletin is available for \$48 at the U.S. Government Printing Office:

Government Printing Office
710 North Capitol Street
Washington, DC 20401
(202) 512-1800
<http://bookstore.gpo.gov/>



Employment, Hours, and Earnings, States and Areas

Description:

Bureau of Labor Statistics produces *Employment, Hours, and Earnings, States and Areas* with monthly and annual average data on employment, hours, and earnings in States and metropolitan areas for selected industries. The industrial data include SIC codes. Data are obtained from the Current Employment Statistics survey. Data consist of total number of employees, average weekly hours, and average hourly earnings per major industry. Data are for 2001.

Suggestions for Use:

Data are useful for analyzing trends in a particular industry and/or a particular area. Trends that could be analyzed are employment, hours worked, and earnings.

Limitations:

Data exclude members of the Armed Forces, self-employed, agricultural workers, and unpaid family workers.

Geographical Coverage:

The bulletin covers States and metropolitan areas for selected industries.

Availability:

The monthly bulletin is available for \$50 for a one-year subscription at the U.S. Government Printing Office:

Government Printing Office
710 North Capitol Street
Washington, DC 20401
(202) 512-1800
<http://bookstore.gpo.gov/>



Highlights of Texas Exports

Description:

Highlights of Texas Exports provides data on Texas exports by value, industry, and country of destination. The report includes statistical analyses of Texas export growth, major trade blocs, and market strengths. Key comparisons of Texas to the U.S. and other states are available in this publication as well. The latest report was published in June of 2000.

Suggestions for Use:

Businesses and economic researchers can use the publication for conducting research on the role of international commerce in Texas.

Availability:

Highlights of Texas Exports is available for \$25 through:

Texas Department of Economic Development
Research and Information Group
P.O. Box 12728
Austin, TX 78711
(512) 936-0100
<http://www.tded.state.tx.us>



North American Industry Classification System (NAICS) Manual

Description:

The new North American Industry Classification System represents the first major revision of the industrial classification structure used in the United States since the 1930s. Over the years, the economy of the United States has shifted from an Agricultural based economy, to a manufacturing economy, and now to a services based economy. NAICS is the first industrial classification system in the United States to use a unified economic concept to define industries. The production function or supply based definition of industries classifies establishments using similar raw material inputs, capital equipment, and labor in the same industry. This approach creates homogeneous groupings that are well suited for economic analysis.

The NAICS Manual is the reference guide used to accurately apply and understand this classification coding system.

Suggestions for Use:

While the economic classification system is designed with statistical uses in mind, NAICS will be used for many purposes. Tax rates, unemployment insurance rates, environmental regulations, even zoning regulations have used industry classifications as the basis for evaluating economic activities.

Limitations:

Conversion to NAICS will break many time series that are based on the SIC. This will create hurdles for data users and data collectors,

Availability:

Office of Management and Budget will publish the NAICS United States manual. For ordering information, please contact:

National Technical Information Service
5285 Port Royal Road
Springfield, VA. 22161
(703) 605-6000
800 553-6847



Ready Reference Guide

Description:

This guide is a compilation of the referrals most often given by the Research and Information Group of the Texas Department of Commerce in response to requests for information. *Ready Reference Guide* contains a subject index, which organizes over 500 entries by broad category, alphabetical keyword listing by topic, and an agencies and organizations index. The agencies and organizations index includes phone numbers for about 140 agencies and organizations. The guide was published in January of 1999.

Suggestions for Use:

The guide is useful in answering common Texas business questions.

Availability:

The guide is available for \$25 through:

Texas Department of Economic Development
Research and Information Group
P.O. Box 12728
Austin, TX 78711
(512) 936-0100
<http://www.tded.state.tx.us>



Sales and Use Tax Analysis Report

Description:

This report includes State sales, franchise tax, and use tax receipts received from Texas businesses. Data are shown according to two-digit SIC industry. The *Sales and Use Tax Analysis Report* is issued quarterly.

Suggestions for Use:

Sales tax information can be used to track a key economic indicator for an area.

Geographical Coverage:

The report is available for all counties.

Availability:

The report is free from the office of the Texas Comptroller of Public Accounts:

Texas Comptroller of Public Accounts
P.O. Box 13528
Austin, TX 78711-3528
(512) 463-4000
<http://www.cpa.state.tx.us>



Standard Industrial Classification (SIC) Manual - 1987

Description:

The SIC, a Bureau of Labor Statistics publication, is a nationally standardized system for identifying and coding business establishments according to their industrial activity. An "establishment" is an economic unit where business is conducted or where services or industrial operations are performed. The *SIC Manual* is the reference guide used to accurately apply and/or understand the classification coding system.

The manual's format breaks out industries into ten broad divisions such as manufacturing and retail trade. Within those broad groupings are somewhat more specific two-, three-, and four-digit codes that identify specific industries. Brief narratives describe the kinds of establishments contained in each classification category. The *SIC Manual* facilitates the collection, analysis, and publication of information about business establishments.

Suggestions for Use:

Because the SIC is a standardized system used throughout the U.S., it promotes uniformity in the publications of private and governmental agencies. LMI personnel use the manual to assign SIC codes to employers.

The manual can help one to more fully understand the composite industries summarized in the *Labor Market Review* and other publications. However, because of the difficulty of splitting government employment into various SIC codes, most agencies' reports do not use the manual's public administration division.

Limitations:

It is difficult to split government employment into various SIC codes. The North American Industry Classification System will soon replace the SIC system.

Availability:

The *SIC Manual* may be purchased for \$33.00 from:

Bureau of Labor Statistics
U.S. Department of Labor
2 Massachusetts Ave., NE, Room 2860
Washington, DC 20212
(202) 606-7828

Superintendent of Documents
U.S. Govt Printing Document
Washington, DC 20402
(202)-512-1800

U.S. Government Bookstore
801 Travis, Ste 120
Houston, TX 77017
(713) 228-1187

U. S. Government Bookstore
1100 Commerce Street
Dallas, TX 75242
(214) 767-0076



Texas Business Review

Description:

This review is published six times per year. The review is a newsletter that concentrates on current issues related to the Texas economy, projections for some industries, and employment data for metropolitan areas.

Recent topics include compensation strategies and businesses responding to crime.

Suggestions for Use:

Labor market analysts and planners as well as Texas businesses can use the report. Reviewing the report is a good way to receive current information on the Texas economy. The report is a Texas economic and demographic resource.

Geographical Coverage:

The review contains statewide and MSA data.

Availability:

The review is available free of charge through the Bureau of Business Research at the University of Texas at Austin by calling (512) 471-1616. BBR's address is:

Bureau of Business Research
Graduate School of Business
University of Texas
P.O. Box 7459
Austin, TX 78713-7459



Texas Directory of Multinational Companies

Description:

This publication is divided into two sections. The first section contains contact information for 424 Texas companies with operations in other countries. Information includes the name of the company, products that the company produces, and the country listings of overseas operations. The second section provides contact information for 1,948 foreign companies with operations in Texas. Information includes the country and location of the parent company. The directory is 371 pages. *Texas Directory of Multinational Companies* was published in November of 1997.

Suggestions for Use:

Businesses and economic researchers can use the publication for conducting research on the role of international commerce in Texas.

Availability:

The *Texas Directory of Multinational Companies* is available for \$25 through:

Texas Department of Economic Development
Research and Information Group
P.O. Box 12728
Austin, TX 78711
(512) 936-0100
<http://www.tded.state.tx.us>



Wright Review: Texas Business Report

Description:

The *Wright Review: Texas Business Report* is a monthly newsletter on business activity in Texas including manufacturing, wholesale/distribution, manufacturing related businesses, developers/contractors, transportation services. The publication also gives current information on layoffs, bankruptcies, and closings.

Suggestions for Use:

Provides up to date changes in Texas companies. Information is gathered from newspapers, trade magazines, business journals, and company press releases. Every effort is made to verify the accuracy of the information included in each issue.

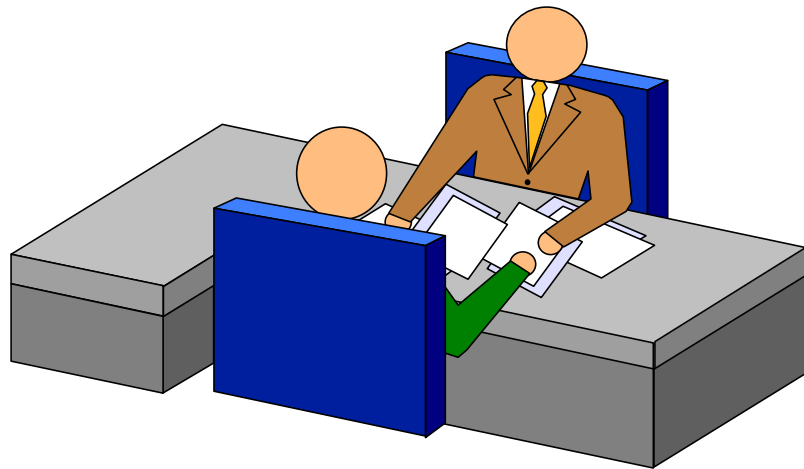
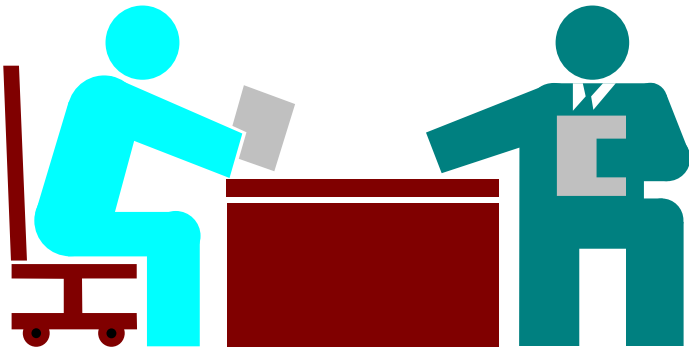
Availability:

The newsletter is available through:

Wright Review: Texas business Report
314 Canyon Wren
Buda, Texas 78610
(512) 295-3159
www.texasbusinessreport.com

A subscription to *Wright Review: Texas Business Report* is \$90 per year.

Job Search





America's Job Bank

Description:

America's Job Bank is a partnership between the state-operated public Employment Service and the US Department of Labor. The purpose of this partnership is to provide labor exchange service to employers and job seekers. The computerized network allows job seekers the opportunity to search the largest pool of active job openings available anywhere. For employers, it provides national exposure for job openings and an easily accessible pool of applicants.

Suggestions for Use:

Texas employers must register through the Texas Workforce Commission to take advantage of the America's Job Bank network. Employers will be able to post job listings, update job listings or search for applicant resumes. Job seekers will be able to conduct a search for possible job openings. Most of the jobs listed on America's Job Bank are full time openings and the majority are in the private sector. The job openings come from all over the country and represent all types of work, from professional and technical to blue collar, from management to clerical and sales.

Limitations:

You must have access to a computer that is Internet connected.

Geographical Coverage:

The America's Job Bank system provides services nationwide and is linked to 1800 state employment service offices throughout the United States.

Availability:

There is no charge to either employers who list their job vacancies or to jobseekers that utilize America's Job Bank to locate employment. Services are available from America's Job Bank website (**www.ajb.dni.us**).



America's Talent Bank

Description:

America's Talent Bank is a nationwide electronic resume system that is available to both employers and job seekers. Job seekers can create and submit a resume to the system, however, you must register through the Texas Workforce Commission to gain access to this service level. Employers may search the system for qualified applicants to fill their job openings.

Suggestions for Use:

The electronic resume builder allows job seekers to fill in the blanks to create their resume. Currently, the system will not accept free form resumes or resumes created elsewhere. Prior to submitting your resume, you will have the ability to review and make changes. Once submitted, it can be modified at any time. Resumes remain active for a period of sixty days. Employers will find the resumes listed on America's Talent Bank represent candidates with a wide range of skills and experience in all types of employment fields.

Limitations:

You must have access to a computer that is Internet connected.

Geographical Coverage:

The America's Talent Bank system provides services nationwide to employers and job seekers alike.

Availability:

There is no charge to use this electronic resume system. Services are available from America's Job Bank website (www.ajb.dni.us).



Career Guide to Industries

Description:

This BLS publication provides information on the nature of an industry, employment, working conditions, occupations in the industry, training and advancement, earnings and benefits, and employment outlook. Over forty industries, which accounted for almost three-quarters of all wage and salary jobs, are covered. Each industry described in the guide is identified by a Standard Industrial Classification (SIC). These codes help prevent confusion and clarify what is meant by an "industry" by clearly defining the specific industry or industries being discussed.

The 2000-2001 edition is available.

Suggestions for Use:

The *Career Guide to Industries* is a companion to the *Occupational Outlook Handbook*.

The guide addresses the needs of individuals who are investigating career prospects from an industry perspective. Each industry has a different mix of occupations and opportunities for workers of various educational and training backgrounds. The *Career Guide to Industries* provides potential members of the workforce information about the industries, and the job opportunities associated with each, in order to choose a career and search for a job.

Limitations:

The information in this publication, like the *Occupational Outlook Handbook*, reflects nationwide trends. Since the outlook and earnings information vary from one area to another, users should try to localize the information. *Projections of Employment* is an example of a report which can be used for this purpose.

Availability:

The *Career Guide to Industries* may be purchased for \$21 through:

Bureau of Labor Statistics
Publications Sales Center
P.O. Box 2145
Chicago, IL 60690
(202) 606-7828

The information is available on the Internet www.bls.gov/cghome.htm free of charge.



Career Success

Description:

Career Success is a guide to career opportunities in Texas published in newspaper form. Topics that are presented have to do with finding a job, obtaining appropriate skills to enter the labor market, choosing a career, joining the military, and other data. *Career Success* contains summary occupational information such as description, outlook, and earnings for over 250 occupations.

The guide is written in a user-friendly format. It is produced every two years. The most recent guide is the 1995-1996 version.

Suggestions for Use:

Individuals preparing and searching for a career in Texas will find the articles helpful and informative. The guide can inform career counselors of future career choices for their clients.

Availability:

The guide is produced and obtained through Texas Career Development Resources:

Texas CDR
9001 I.H. 35 North
Suite 103B
Austin, TX 78753
(512) 837-7484
(800) 822-PLAN
<http://www.cdr.state.tx.us>

Career Success is \$0.35 per copy with a required minimum order of 100.



Directory of Licensed Occupations and Apprenticeship Programs in Texas

Description:

This directory provides current information on minimum requirements for professions and occupations that are licensed, registered, or certified by the State of Texas. The directory includes a contact listing of licensing bodies as well as information relating to career outlook, working conditions, and any entry restrictions associated with the positions. An appendix includes an overview of apprenticeship in Texas and contacts for regional apprenticeship offices.

The publication is updated periodically, generally in the year following each Texas legislative session.

Suggestions for Use:

The report can be used by counselors and workshop leaders to help individuals choose fields of work and occupations and give the minimum qualifications for those fields.

The report can also help individuals gain an overview of what requirements are needed for particular professions.

Geography:

The publication covers the state of Texas.

Availability:

Directory of Licensed Occupations and Apprenticeship Programs in Texas is available from Texas Career Development Resources. Their address and phone number is:

Texas CDR
9001 I.H. 35 North
Suite 103B
Austin, TX 78753
(512) 837-7484
(800) 822-PLAN
<http://www.cdr.state.tx.us>

The publication is \$8.



Job Hunter's Guide

Description:

This guide provides job search information. The guide includes contacts, job-hunting strategies, personal assessment techniques, interviewing techniques, and other useful information. There are eight parts to the guide: how to use the guide; the focus is on you; the world of work; applications, resumes, and letters; interviewing for the job; where to find job openings; you got the job; and special needs of special job hunters.

The appendices include lists of helpful contacts, lists of other publications, and a sample job application. There is a glossary as well.

Texas Job Hunter's Guide is updated irregularly. The most recent copy is dated 1998.

Suggestions for Use:

Counselors and job hunters can use the guide to assist them in understanding Texas labor markets. The guide can lead a user through an informed job search.

Geographical Coverage:

Information is available for the state of Texas.

Availability:

Texas Job Hunter's Guide is available from Texas Career Development Resources. Their address and phone number is:

Texas CDR
9001 I.H. 35 North
Suite 103B
Austin, TX 78753
(512) 837-7484
(800) 822-PLAN
<http://www.cdr.state.tx.us>

The guide costs \$10.



Military Careers

Description:

The U.S. Department of Defense, U.S. Military Entrance Processing Command, produces this guide. The *Military Careers* is a single reference source for diverse employment and training opportunities in the Army, Navy, Air Force, Marine Corps, and Coast Guard. The first section, military occupations, contains descriptions of about 200 officer and enlisted occupations. The first section presents an overview of the typical job duties in a military occupation. The second section, military career paths, describes the typical duties and assignments a person might expect when advancing along the path of a long-term military career. The second section presents a comprehensive description of work performed at various stages of a military career.

Suggestions for Use:

The guide shows individuals interested in a career with the military the different career options available.

Geographical Coverage:

The guide has worldwide coverage.

Availability:

To receive a guide free of charge, call the Armed Services Vocational Aptitude Battery Hotline at (800) 323-0513 or visit their web site at <http://militarycareers.com> to view the guide on the Internet.



The Career Guide: Dun's Employment Opportunities Directory

Description:

This guide is a source that identifies companies with employment opportunities in a particular industry and location. Profiles of over 5,000 U.S. companies are available. The profiles contain specific skills needed, an overview of the company, company benefits, contact names, contact phone numbers, and other data. *The Career Guide* offers a list of personnel consultants to help find unadvertised employment opportunities. The guide also includes practical tips on effective resume writing and interviewing.

The 2000 publication is available with 1999 data.

Suggestions for Use:

Individuals searching for a career can compare potential employment opportunities with the guide.

Geographical Coverage:

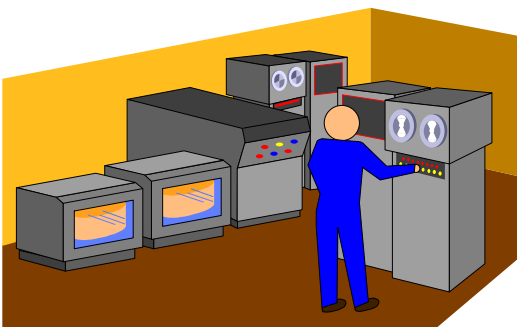
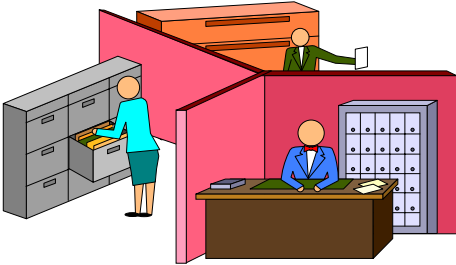
The guide gives city and state locations for the company profiles.

Availability:

The Career Guide is available for \$590 through The Dun and Bradstreet Corporation by calling (800) 526-0651. Their address is:

The Dun and Bradstreet Corp.
3 Sylvan Way
Parsippany, NJ 07054

Occupational Information





America's Career InfoNet

Description:

America's Career InfoNet is an Internet site that contains occupational information. The site is designed to assist you in occupational exploration and increase your understanding of the job market.

Suggestions for Use:

Four selections are available to aid in your career planning. Occupational search presents information about employment outlook, earnings, and training for a specific occupation. Geographic profile gives information about demographics and cost of living for a state. The resources option provides access to a career resource library where you can explore your career interests and assess your skills. The trends option helps you find answers to some commonly asked questions about employment outlook and earnings.

Limitations:

You must have access to a computer that is Internet connected.

Geographical Coverage:

America's Career InfoNet presents both national and state level information.

Availability:

There is no charge to use this career exploration system. Services are available from America's Career InfoNet website (www.acinet.org).



Dictionary of Occupational Titles (DOT)

Description:

The *DOT* is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include the major task elements of the job, task variables, alternate job titles, industry designations, and related occupations. The publication provides a standardized vocabulary of definitions about the world of work, as well as familiarization with jobs, the task elements of jobs, and alternate job titles. The *DOT* is published by the Bureau of Labor Statistics.

Suggestions for Use:

The *DOT* was originally developed for use by the U.S. Employment Service in matching qualified job applicants with suitable jobs. Since then, the publication's use has expanded to various users for employment counseling, occupational and career guidance, and labor market information services.

Because the *DOT* contains three complete indices of the coded titles, it is relatively simple to locate an occupation if the user knows the occupational title, the DOT code, or the industry in which the job occurs. The *DOT* is a complex volume with many uses. To become familiar with the publication's contents, the user should consult the Introduction and the Appendix.

Limitations:

Job definitions in the *DOT* are composites of many jobs and cannot be expected to agree exactly in content with an individual position in a specific firm. In addition, employers sometimes combine jobs based on plant size or employee skills; thus, a worker's job may be covered by two or more DOT definitions. Several occupational coding systems are now being used which will make information comparisons more difficult.

Availability: *The DOT may be purchased for \$50 from:*

Bureau of Labor Statistics
U.S. Department of Labor
2 Massachusetts Ave., NE, Room 2860
Washington, DC 20212
(202) 606-7828

Superintendent of Documents
U.S. Govt Printing Office
Washington, DC 20402

U.S. Government Bookstore
801 Travis, Ste 120
Houston, TX 77017
(713) 228-1187

U. S. Government Bookstore
1100 Commerce Street
Dallas, TX 75242
(214) 767-0076

U.S. Government Bookstore
710 North Capitol Street
Washington, DC 20401
(202) 512-1800



Occupational Compensation Survey

Description:

The Bureau of Labor Statistics Region Six (Dallas), U.S. Department of Labor produces the *Occupational Compensation Survey*. This survey consists of occupational earnings, in the form of straight-time weekly or hourly earnings, for workers in occupations common to a variety of manufacturing and non-manufacturing industries.

Suggestions for Use:

Data can be helpful to individuals searching for a job. The survey is useful in comparing a particular occupation in one area to another area.

Limitations:

Only specific jobs in specific areas are covered.

Geographical Coverage:

The survey is produced annually for the Dallas, Fort Worth, and Houston MSAs. The area wage survey is produced for other select areas in Texas.

Availability:

A one-year subscription to the survey is \$99. Approximately seventy reports are issued in a year. The area wage survey is for sale at the Government Printing Office in Dallas and Houston:

U.S. Government Bookstore
801 Travis, Ste 120
Houston, TX 77017
(713) 228-1187
<http://bookstore.gpo.gov>

U.S. Government Bookstore
1100 Commerce Street
Dallas, TX 75242
(214) 767-0076

Call BLS Regional Office in Dallas at (214) 767-6970 for single copies.



Occupational Outlook Handbook

Description:

This publication provides comprehensive career information on about 250 occupations. Occupational descriptions include the nature of the work, training and other qualifications, employment outlook, earnings and working conditions and sources of additional information. One introductory chapter contains information for using and interpreting data in the handbook. Another section provides suggestions on how or where to obtain additional information about particular occupations. The handbook is issued and revised every two years.

Suggestions for Use:

The handbook is one of the best sources of information for those who are trying to make a career choice. Information for related occupations are clustered together. BLS projections of employment are used to assess what kind of job opportunities future entrants to each occupation should encounter.

Limitations:

Information in the publication reflects nationwide trends. The outlook and earnings information is most likely to vary from one area to another.

Availability:

The *Occupational Outlook Handbook* is available in hard and paper cover, as a set of collected reprints, and on CD-ROM priced at \$23. The hard cover price is \$51 while the paper cover costs \$49. An Internet version is viewable at <http://stats.bls.gov/ocohome.htm>.

The Handbook may be purchased from the Superintendent of Documents, the Bureau of Labor Statistics, or the U.S. Government Bookstores:

Bureau of Labor Statistics
U.S. Department of Labor
2 Massachusetts Ave., NE, Room 2860
Washington, DC 20212
(202) 606-7828

Superintendent of Documents
U.S. Govt Printing Document
Washington, DC 20402

U.S. Government Bookstore
801 Travis, Ste 120
Houston, TX 77017
(713) 228-1187

U. S. Government Bookstore
1100 Commerce Street
Dallas, TX 75242
(214) 767-0076



Occupational Outlook Quarterly

Description:

The *Occupational Outlook Quarterly (OOQ)* contains articles on new occupations or recent developments in established occupations, training opportunities, salary trends, career counseling programs, and results of new studies from the Bureau of Labor Statistics. The periodical lists various types of counseling aids and career publications that are readily available and often supplies revised information to supplement the *Occupation Outlook Handbook*.

Examples of some past topics covered include the following: Careers in psychotherapy; world trade jobs; the contingent work force; job outlook for college graduates; training opportunities; salary trends; information on getting jobs; employment projections; and the latest studies from the Bureau of Labor Statistics.

Suggestions for Use:

The periodical is especially helpful to young people, employment and training planners, and counselors. The *OOQ* enables them to keep up with current occupational and employment developments, especially between editions of the *Occupational Outlook Handbook*. Often the *OOQ* features articles on developing fields, or on little known aspects of particular occupations so that readers can learn about fields where limited competition and good opportunities might exist.

Limitations:

Before making career decisions based on material in the *OOQ*, users should try to obtain more localized information by consulting publications such as *Projections of Employment*.

Geographical Coverage:

The articles in the *OOQ* describe conditions found nationwide.

Availability:

The magazine is published quarterly by the U.S. Department of Labor, Bureau of Labor Statistics:

Bureau of Labor Statistics
U.S. Department of Labor
2 Massachusetts Ave., NE, Room 2860
Washington, DC 20212
(202) 606-7828
<http://www.stats.bls.gov>

Reprints are available. Subscriptions are \$9.50 per year.



Occupational Projections and Training Data

Description:

Occupational Projections and Training Data, produced by the Bureau of Labor Statistics, provides the detailed employment projections and other data used in preparing the *Occupational Outlook Handbook*. Rankings of occupations are included to simplify occupational comparisons. Occupational data include statistics on employment, projected employment change and growth rates, job openings, and sources of training.

Occupational Projections and Training Data also contains the most recent data available on the numbers of education and training awards and degrees by detailed field of study. The data range from programs with curriculums of less than one year to doctoral and first professional degrees. The 2000 edition contains 1999 data.

Suggestions for Use:

Occupational Projections and Training Data is a statistical and research supplement to the *Occupational Outlook Handbook*.

Geographical Coverage:

Information in *Occupational Projections and Training Data* reflects nationwide trends.

Availability:

Occupational Projections and Training Data may be purchased for \$7.50 from the Superintendent of Documents, the Bureau of Labor Statistics, or the U.S. Government Bookstores:

Bureau of Labor Statistics
U.S. Department of Labor
2 Massachusetts Ave., NE, Room 2860
Washington, DC 20212
(202) 512-1800

Superintendent of Documents
U.S. Govt Printing Document
Washington, DC 20402

U.S. Government Bookstore
801 Travis, Ste 120
Houston, TX 77002
(713) 228-1187

U. S. Government Bookstore
1100 Commerce Street
Dallas, TX 75242
(214) 767-0076
<http://bookstore.gpo.gov>



Standard Occupational Classification (SOC) Manual

Description:

The *SOC Manual* provides a coding system for identifying and classifying occupations, and cross-referencing and aggregating occupational data. The SOC is structured on a four-level system: division, major group, minor group, and unit group.

Each occupation includes a listing of titles from the *Dictionary Of Occupational Titles (DOT)* descriptive of the grouping.

Suggestions for Use:

The *SOC Manual* can be used for planning occupational education and training programs, placement services, worker-mobility and skills-transferability studies, and general occupational research. A person with experience in a particular field can identify closely related occupations for possible expansion of his/her job search or of job development attempts by staff.

The manual is also a good reference for determining the specific occupations included in the Census occupational categories that are often used for affirmative action or other purposes. The numerical list of titles at the front of the manual is particularly helpful in conjunction with census materials.

Availability:

For a copy of the publication by phone or on the Internet:

U.S. Department of Commerce
National Technical Information Services (NTIS)
800-553-6847
<http://www.ntis.gov/products/index.html>



TABCC's Compensation Report

Description:

TABCC (Texas Association of Business and Chambers of Commerce) supplies wage and salary information on over 460 occupations. Each job listing includes the job title, job description, and the total number of employees and companies who submitted information, minimum and maximum salary range, the middle range of pay, the weighted average, and the overall salary average. Actual wages as well as projected wages for the following year are given. There is a section on benefit trends as well.

Most recent data available are 2000 data.

Suggestions for Use:

Information can be helpful to individuals searching for a job. It provides salaries for particular occupations. Career counselors can use the data to assist their students. Data can be used to identify average wages by occupation for a particular region of the state.

Limitations:

About 300 companies that represent about 100,000 Texas employees supplied wage and salary information.

Geographical Coverage:

Wage information is given for six Texas regions: Dallas area, Fort Worth area, Central Texas, Houston/Gulf Coast area, North/East Texas, and West Texas.

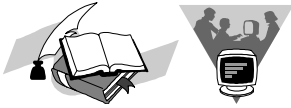
Availability:

To obtain a copy contact:

Texas Association of Business and Chambers of Commerce
P.O. Box 2989
Austin, TX 78768-2989
(512) 477-6721

<http://www.tabcc.org>

The report is \$270 for participants. The report is \$570 for non-participants.



Texas Occupational Employment Statistics – Wage Survey

Description:

The OES wage survey is a cooperative effort between State Agencies and the U. S. Department of Labor. Employers provide the OES program with detailed wage data by occupation. Summing all wages reported in an occupation and dividing by the number of workers reported derives the mean (average) wage. Detailed estimates of mean, median, entry-level, and experienced-level wages will be available in the future as more data are collected.

Suggestions for Use:

Data are used by employers in determining whether they are paying competitive wages within the State and within their Metropolitan Statistical Area. Also, when deciding whether to expand operations in a certain geographic area, employers will know what wages are necessary to attract skilled workers. Individuals as well as business can compare wages between various Metropolitan Statistical areas in the state.

Limitations:

The number of occupations in sub-state areas is limited in scope.

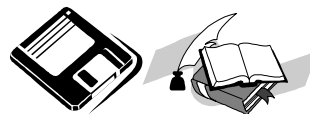
Geographical Coverage:

The data are for the State of Texas and 27 Metropolitan Statistical Areas. Occupational wage data is also available by Workforce Development Board Area.

Availability:

The reports are available free of charge from the Texas Workforce Commission website, the Texas Workforce Commission Fax-on-demand system described in this publication, or by contacting:

Texas Workforce Commission
Labor Market Information Department
Suite 103A.2
101 East 15th Street
Austin, TX 78778-0001
(512) 491-4922
1-866-938-4444 (Toll Free)
<http://www.twc.state.tx.us>



Watson Wyatt Data Services Occupational Reports

Description:

The eight Watson Wyatt Data Services occupational reports are: *Hospital and Health Care Report*, *Middle Management Report*, *Office Personnel Report*, *Professional and Scientific Personnel*, *Sales and Marketing Personnel Report*, *Supervisory Management Report*, *Technician and Skilled Trades Personnel*, and *Top Management Report*. These reports contain an overview of survey participants, a guide to using the data, and compensation data by geographic areas. The compensation data for occupations includes the number of organizations, number in the position, average salary, average number of employees supervised. Contact Wyatt's Data Service for a complete list of data.

Suggestions for Use:

The reports are useful in determining area wage information for particular occupations. Researchers and job searchers will find the reports helpful.

Limitations:

The data are taken from a sample survey and are not based on universal coverage.

Geographical Coverage:

Data are given for the U.S. and geographic areas. The South Central Region includes Texas, Arizona, Colorado, Louisiana, and Oklahoma.

Availability:

The occupational reports are obtained through:

Wyatt's Data Services
218 Route 17 North
Rochelle Park, NJ 07662
(201) 843-1177
www.watsonwyatt.com

The price of *Top Management Report*, *Middle Management Report*, *Professional and Scientific Personnel Report*, and *Hospital and Health Care Report* is \$870 each. The price of *Supervisory Management Report*, *Technician and Skilled Trades Personnel Report*, *Sales and Marketing Personnel Report*, and *Office Personnel Report* is \$670 each. Printed reports and spreadsheet disks are available.

Population Characteristics





1990 Census Reports

- 1990 CPH-3, *Population and Housing Characteristics for Census Tracts and Block Numbering Areas*. A report is published for each metropolitan area (MA) and/or the non-metropolitan balance of each state. The reports show data for most of the population and housing subjects.
- 1990 CPH-4, *Population and Housing Characteristics for Congressional Districts of the 103rd Congress*. There is a report for each state that provides data for states, congressional districts, counties, and other areas.
- 1990 CPH-5, *Summary Social, Economic, and Housing Characteristics*. These reports are issued for the U.S. and individual states give data and housing data are given for states and local governmental units.
- 1990 CP-2, *Social and Economic Characteristics*. These reports are issued for the U.S. and states. Concentration is given to the population subjects collected on a sample basis in 1990. Data are shown for states and counties.
- 1990 CP-2-1A & B, *Social and Economic Characteristics for Metropolitan Areas*.
- 1990 CP-2-1C, *Social and Economic Characteristics for Urbanized Areas*.
- 1990 CP-3, *Population Subject Reports*. These reports cover population subjects and subgroups. The reports include income, migration, and the older population. Geographic areas include the U.S., regions, divisions, some states, MA's, and counties.
- 1990 CH-2, *Detailed Housing Characteristics*. These reports are issued for the U.S. and each state. The reports concentrate on the housing subjects collected on a sample basis in 1990. Data are shown for states and counties.
- 1990 CH-2-1A, *Detailed Housing Characteristics for American Indian and Alaska Native Areas*.
- 1990 CH-2-1B, *Detailed Housing Characteristics for Metropolitan Areas*.
- 1990 CH-2-1C, *Detailed Housing Characteristics for Urbanized Areas*.
- 1990 CH-3, *Housing Subject Reports*. These cover 1990 census data such as structural characteristics and space utilization.

Suggestions for Use:

The data is a resource tool that shows historical population trends and can be used to compare populations at a sub-state level.

Limitations:

The 1990 census data is over ten years old. The 2000 census data is being processed and released as information is completed. This link will show a release schedule for the 2000 census products <http://www.census.gov/population/www/censusdata/c2kproducts.html>.

Availability:

To order call the Customer Services, Data User Services Division, Bureau of the Census at (301) 457-4100. Data available on CD-ROM, prices vary.



Affirmative Action Data

Description:

The affirmative action data contain much of the information needed by employers to make their affirmative action plans in order to comply with laws and regulations dealing with equal employment opportunity. The affirmative action packets contain a front sheet, which is updated twice a year, and some census tables, which are updated every decade. The statewide and MSA packets contain an active file table, which is updated quarterly.

Suggestions for Use:

Affirmative action packets are needed by employers to create their affirmative action plans. Data are helpful in evaluating employment of women and minorities. It is also used by employers bidding for federal contracts to comply with the Office of Federal Contract Compliance, Department of Labor Regulations.

Limitations:

The population estimates are developed by the Texas State Data Center at Texas A&M using the most recent census data as a base. The Labor Force breakout by sex and race is calculated by using census ratios. Census based ratios may be up to ten years old.

Geographical Coverage:

Data are available statewide and for each of the MSAs and counties in Texas.

Availability:

The reports are available free of charge from the Texas Workforce Commission website, the Texas Workforce Commission Fax-on-demand system, or by contacting:

Texas Workforce Commission
Labor Market Information Department
Suite 103A.2
101 East 15th Street
Austin, TX 78778-0001
(512) 491-4922
1-866-938-4444 (Toll Free)
<http://www.twc.state.tx.us>
Fax-on-demand system (512) 491-4939



Census Data Provided by TNRIS

Description:

Census data provided by the Texas Natural Resources Information System are available for a variety of topics. Some of the available maps are census bureau tract maps, census bureau block maps, and custom maps. The population and housing data cover age, sex, race, marital status, education, labor force status, income, occupation, persons per room, amount of rent, and number of rooms in a unit.

Data are available from the most current Census.

Suggestions for Use:

The data is a resource tool that shows historical population trends and can be used to compare populations at a sub-state level.

Limitations:

Census data can be up to ten years old.

Geographical Coverage:

Data are available for the U.S., and by state, county, census county division, city, census tract/block numbering area, and zip code.

Availability:

Census data are obtained through TNRIS at:

TNRIS Systems Control
P.O. Box 13231
Austin, TX 78711-3231
(512) 463-8337
www.tnr.is.state.tx.us

Contact TNRIS for pricing information, as payment is required at the time services are rendered.



County and City Data Book

Description:

This book contains data for states and metropolitan areas including central city welfare population, selected retail and wholesale trade industries, labor force, and education. Data are available for 1980 to 1994, prepared every five years.

Suggestions for Use:

The data is a resource tool that shows historical population trends and can be used to compare populations at a state and sub-state level. This is a good source for household income and poverty status by city.

Limitations:

Census data can be up to ten years old.

Geographical Coverage:

County and City Data Book covers all states, all counties, and some cities.

Availability:

County and City Data Book is available from the Census Bureau. Their phone number is (301) 457-4100. The publication costs \$60 and is also available in U.S. Government Bookstores:

U.S. Government Bookstore
801 Travis, Ste 120
Houston, TX 77002
(713) 228-1187

U. S. Government Bookstore
1100 Commerce Street
Dallas, TX 75242
(214) 767-0076

Superintendent of Documents
U.S. Government Bookstore
710 North Capitol Street
Washington, DC 20401
(202) 512-1800
www.access.gpo.gov

The *County and City Data Book* is available on CD as well. The publication's tables are quickly accessible with easy-to-use "Go" software included on the diskette. The CD contains more data for towns and places than shown in the book. To order the CD for a charge of \$150 call the Customer Services Census Bureau at (301) 457-4100.



County Statistics File 4

Description:

Each CD-ROM contains over 2,000 data items from the Bureau of the Census and other Federal agencies. Data cover education, health, personal income, money income, social insurance recipients, poverty, vital statistics, and journey to work. Data relate to the most recent demographic and economic census and annual estimates programs of the Federal government and several private information resources.

Data are from 1960 to 1990.

Suggestions for Use:

The data is a resource tool that shows historical population trends and can be used to compare populations at a sub-state level.

Geographical Coverage:

All counties are covered.

Availability:

The files are available only on CD-ROM from the Census Bureau for \$175.

U. S. Department of Commerce
Bureau of Census
P. O. Box 277943
Atlanta, Georgia 30384-7943
(301) 457-4100
<http://www.census.gov>



Reference Materials Related to Census Bureau data

Census '90 Basics - This booklet is a general overview of the census activity and detailed information on census content, products, and geographical areas.

Census ABC's - Applications in Business and Community - This booklet highlights key information about the 1990 census and illustrates a variety of ways the data can be used.

Suggestions for Use:

The materials include data items of the greatest interest to labor market planners. The data is a resource tool that shows historical population trends and can be used to compare populations at a sub-state level.

Limitations:

These publications will be discontinued when the 2000 Census becomes available.

Availability:

To order call the Customer Services, Data User Services Division, Bureau of the Census at (301) 457-2422 or (301) 457-2547. There is no charge for the booklets.



State and Metropolitan Area Data Book

Description:

This data book contains 2000 items for states and hundreds of metropolitan area items. Some of the sample items include detailed data on metropolitan area and central city welfare population, selected retail and wholesale trade industries, labor force, and education. Data relate to the most recent demographic and economic census and annual estimates programs.

The data cover from 1970 to 1998.

Suggestions for Use:

The data book includes data items of the greatest interest to labor market planners. The data is a resource tool that shows historical population trends and can be used to compare populations at a state and sub-state level.

Limitations:

Census data can be up to ten years old.

Geographical Coverage:

All states MSAs and MSA central cities are represented.

Availability:

The book is available for \$31 in U.S. Government Bookstores:

U.S. Government Bookstore
801 Travis, Ste 120
Houston, TX 77017
(713) 228-1187

U.S. Government Bookstore
1100 Commerce Street
Dallas, TX 75242
(214) 767-0076

U.S. Government Bookstore
710 North Capitol Street
Washington, DC 20401
(202) 512-1800

The CD-ROM is available for \$50 from the Census Bureau. Their phone number is (301) 457-4100. The data are available in full or part through CENDATA. For information on CENDATA, call the Data User Service Division, Bureau of the Census at (301) 457-1214.



Texas State Data Center Data File Catalog

Description:

The Texas State Data Center disseminates population and housing data generated from the Census. This includes actual census data as well as estimates and projections. Other data files include annual housing surveys, building permits, consolidated federal funds reports, county statistics files, equal employment opportunity files, and other data. The Texas State Data Center has some economic and government data as well.

Data is available from 1986 to 1998.

Suggestions for Use:

The data is a resource tool that shows historical population trends and can be used to compare populations at a sub-state level.

Limitations:

Census data can be up to ten years old.

Availability:

In order to receive a copy of the *Texas State Data Center Data File Catalog* contact:

Texas State Data Center
Department of Rural Sociology
Special Services Building
Texas A&M University
College Station, TX 77843-2125
(979) 845-5115
<http://txsdc.tamu.edu>



Texas/Mexico Borderlands Data and Information

Description:

Texas/Mexico Borderland Data and Information contains maps, aerial photography, satellite imagery, meteorological data, census data, and GIS digital files. The Texas/Mexico Borderlands Data and Information Center is a part of the Texas Natural Resources Information System.

Suggestions for Use:

Planners, researchers, and others with responsibilities along the Texas/Mexico borderlands can obtain timely and accurate data to carry out their plans. The maps are helpful for conducting geological surveys along the border as well.

Geographical Coverage:

Data can be received for the Texas/Mexico border. Cities included in this area are El Paso, Ojinaga, Presidio, Eagle Pass, Piedras Negras, Del Rio, Laredo, Nuevo Laredo, McAllen, Brownsville, and Matamoros.

Availability:

Maps are available for \$4.00 each. Texas/Mexico Borderlands Data and Information is obtained through:

Borderlands Information Center
P.O. Box 13231
Austin, TX 78711-3231
(512) 463-8399
E-mail: bic@bic.state.tx.us
<http://www.bic.state.tx.us>



Sourcebook America: Zip Code and County Demographic Sourcebooks

Description:

This source book includes demographic variables for all zip codes and counties. Some of the demographic information included are population, per capita income, number of households, age data, race data, and number of families. Purchase Potential data for 20 product categories for all zip codes and counties is included in the source book as well. Some product categories are investments, loans, home improvement, lottery tickets, travel, and credit cards.

The most recent data available are the 2000 updates and the 2005 projections.

Suggestions for Use:

The source book includes data items of the greatest interest to labor market planners. The source book can be helpful to salesmen as well. Private sector market researchers most commonly use the source book.

Geographical Coverage:

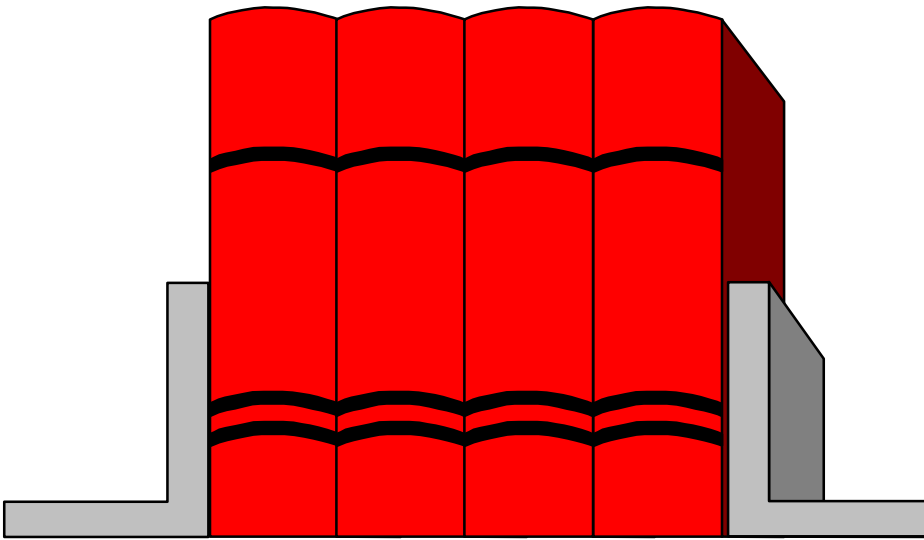
All zip code areas are represented.

Availability:

You can purchase the 2000 edition of the ZIP Code Demographic Sourcebook for \$495 or the County Demographic Sourcebook for \$395. They offer both books on CD-ROM as Sourcebook America for \$995.

CACI, Incorporated
1100 North Glebe Road
2nd Floor
Arlington, VA 22201
(800) 292-2224
FAX- (703) 243-6272
www.demographics.caci.com

Reference Guides





Economics on the Internet

ECONOMIC RESOURCE SERVERS

<http://econwpa.wustl.edu/EconFAQ/EconFAQ.html>

Resources for Economists on the Internet

This is an excellent starting point for finding economic data. It lists many resources on the internet of interest to economists.

JOB LOCATOR SERVICE AND STATE LMI

<http://www.twc.state.tx.us>

Texas Workforce Commission

This site contains employment-related data such as government job listings, current labor market statistics, and how to apply for a job.

PRIVATE JOB SERVICE

<http://www.careerpath.com>

Careerpath

Eight daily newspapers jointly started Careerpath, which carries 40,000 to 50,000 help-wanted ads.

<http://www.monster.com>.

This On-line Career Center contains a job listings and a resume database, links to over 800 colleges, and employer information.

WORLD AND NON-U.S. DATA

<http://www.worldbank.org/>

World Bank

World Bank offers a large amount of material on their operations such as Environmental Data Sheets, World Bank Publications, and Country Economic and Sector Work reports.

<http://www.statcan.ca/>

Statistics Canada

Statistics Canada provides data from their daily report, lists of offices, their classification system, and more.

<http://cansim.epas.utoronto.ca:5680/pwt/pwt.html>

Penn World Tables at the EPAS Computing Facility at University of Toronto

This organization shows how the web can make it easy to retrieve economic data across the internet. For a fee, the organization makes the Canadian CANSIM database available.

OTHER U.S. DATA

<http://www.fedworld.gov>

FedWorld

FedWorld is an entry way to many U.S. Federal Government internet sites and Bulletin Board Systems. FedWorld contains more than 10,000 files with data on business, health and safety, and the environment.

<http://www.census.gov>

U.S. Census Bureau

This site offers Census Bureau data, press releases, Statistical Abstract of the United States, and more.

SOCRATES

Description:

SOCRATES is a software program designed to assist local Texas planners in performing regional labor market analysis. SOCRATES is useful for local workforce board planning under the Workforce Investment Act (WIA) to generate lists of Targeted Industries and Targeted Occupations. It is also excellent for researching regional Texas labor markets and identifying occupational training possibilities or to justify new program submission and approval. The analytical tools and regional narrative reports within SOCRATES follow the planning guidelines issued for targeted industries and occupations and approved by the Texas Workforce Commission

Suggestions for Use:

The model is useful for gaining population and industry knowledge of particular areas in Texas. Program planners and analysts use it primarily. Menu driven, the user does not need in depth knowledge of labor markets to obtain data outputs.

The program is used by local Workforce Development Board planners to identify key industries and regional targeted occupations to drive local planning decisions.

Limitations:

The program uses information that is the most current available for planning, which may be up to one year old.

Geographical Coverage:

The reports can be obtained for MSAs, Workforce Board areas, and counties.

Availability:

SOCRATES is available on the Internet at the following web address <http://socrates.cdr.state.tx.us/>. For additional information or questions please contact:

Texas CDR
9001 I.H. 35 North
Suite 103B
Austin, TX 78753
(512) 837-7484
(800) 822-PLAN
<http://www.cdr.state.tx.us>



Statistical Abstract of the United States

Description:

Topics covered in statistical abstract include population, vital statistics, education, labor force, employment, earnings, prices, business enterprises, and major industry information. There are about thirty categories of data and over 1500 charts and tables. *Statistical Abstract of the United States* is the standard summary of statistics on the social, political, and economic organization of the U.S. *Statistical Abstract of the United States* presents extensive selections of statistics from reports and records of government and private agencies.

Selected years up to 2000, with emphasis on recent years are presented in the data.

Suggestions for Use:

Statistical Abstract of the United States can be useful to anyone - researchers, students, lawyers, and businesses. The CD is designed to serve as a convenient volume for statistical reference and as a guide to other statistical publications and sources.

Geographical Coverage:

Emphasis is given to national data, with several tables relating to regions and individual states and a smaller number for MSAs and counties.

Availability:

To order the data on CD-ROM for \$50, call the Customer Services Census Bureau at (301) 457-4100 or on the Internet www.census.gov.

Data are also available in paperback copy publication form for \$39. The publications are prepared annually. The publications are available through:

Government Printing Office
710 North Capitol Street
Washington, DC 20401
(202) 512-1800
<http://www.access.gop.gov>

The Texas Almanac

Description:

The Texas Almanac contains a large amount of Texas data including detailed county profiles. Topics covered include Texas history, environment, recreation, population, county data, transportation, media, crime, politics, industry, education, and culture. The county information consists of location, brief history, population, income, jobless rate, gross sales, and other data.

The most recent edition is the 2000-2001 edition. *The Texas Almanac* is produced on a bi-annual basis. The first almanac was produced in 1857.

Suggestions for Use:

The Texas Almanac is useful for gaining general knowledge of particular areas in Texas. Virtually anyone with an interest in Texas can benefit from the book.

Limitations:

A lag time exists in updated information in the publication. Users should pay attention to the dates that the data covers.

Geographical Coverage:

The Texas Almanac contains statewide, county, and city data.

Availability:

The publication is distributed by:

Texas A&M University Press
College Station, TX 77843-4354

The almanac can be obtained by calling Texas A&M University Press at (800) 826-8911 as well. The hardback price is \$19.95. The paperback price is \$12.95.



USA Counties 1998 CD

Description:

USA Counties 1998 presents over 5,000 data items on a variety of demographic, economic, and governmental subjects on CD-ROM. The files include county data published in the last three editions of *State and Metropolitan Area Data Book* and *County and City Data Book* as well as many data items not previously published. Data files cover age, agriculture, education, business, crime, government, labor force, housing, poverty, population, and other data.

Data cover 1983 to 1998.

Suggestions for Use:

Information can be used by area labor market planners. Emphasis is placed on extending time series.

Availability:

To order the compact diskette for \$150 call the Customer Services Census Bureau at (301) 457-4100.

U. S. Department of Commerce
Bureau of Census
P.O. Box 277943
Atlanta, Georgia 30384-7943
<http://www.census.gov>



Bureau of Economic Analysis Catalog of Products

Description:

This catalog lists the most recent and frequently requested Bureau of Economic Analysis (BEA) products. The catalog helps users find and obtain BEA products. The catalog describes products related to BEA's four program areas: national economics, regional economics, international economics, and other tools for economic analysis.

Suggestions for Use:

The *BEA Catalog of Products* is useful for discovering what products BEA produces. The catalog tells the user how to obtain the data. Examples of some of the products are personal income estimates, news releases, per capita personal income, population, and estimates of disposable income.

Limitations:

The catalog is a source guide. It describes products but does not give specific figures found in the products.

Geographical Coverage:

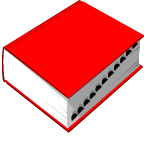
The *BEA Catalog of Products* gives sources that cover international, national, and regional areas.

Availability:

The catalog and BEA products are available, free of charge on the Internet or through:

Bureau of Economic Analysis
Public Information Office
Department of Commerce
Washington, DC 20230
(202) 606-5360
<http://www.bea.doc.gov>

Glossary of Terms:



average weekly earnings - average total money earnings during a survey week of production workers plus non-supervisory workers not in production, including overtime, paid vacation, and sick leave. Data collected primarily for manufacturing workers.

average weekly wage (in covered employment) - average total money earnings of all workers in employment covered by unemployment compensation.

benchmark - a point of reference from which measurement can be made. Information from a “better” source or period which is used to adjust data in another source or period.

Bureau of Economic Analysis - a branch of U.S. Department of Commerce which engages in economic analysis, utilizing for this purpose primarily the national economic accounting data which it originates. The official source of the gross national product, national income, and U.S. balance of international payments.

Bureau of Labor Statistics - the U.S. government’s principal data-gathering agency in the field of labor economics, particularly with respect to collection and analysis of data on employment and labor requirements, labor force, hours of work, and wages. Most of the data BLS collects are supplied voluntarily by workers, businesses, and government agencies.

Bureau of the Census - a bureau of the Social and Economic Statistics Administration of the U.S. Department of Commerce. It conducts censuses of population and housing every ten years and of agriculture, business, governments, manufacturers, mineral industries, and transportation at the five-year intervals. It also conducts the Current Population Survey for the BLS.

census - a count (as opposed to a sample) of a specified population or some other characteristic in a given area (housing, industry, etc.); and the statistical information derived from it.

civilian labor force - that portion of the population age sixteen and older which is employed or actively seeking employment.

covered employment - employment by an employer who falls under the coverage of the state’s unemployment insurance program. In Texas, a business is covered if it employs one or more workers in twenty weeks in a calendar year or pays \$1500 or more wages in a quarter.

Current Population Survey - monthly household survey of sample households of the non-institutional population of the U.S. The survey provides monthly statistics on employment, unemployment, demographic data, and more that are analyzed and published by BLS.

household - all persons who occupy a housing unit.

industry - describes a type of economic activity engaged in by a firm or group of firms as used in the compilation of economic statistics.

industry-occupation matrix - a tabulation of employment data cross-classified by industry and occupation, arranged in a grid divided into rows and columns. It provides a model representing the occupational employment staffing pattern of each industry for one point in time.

job bank - a computerized system which provides rapid dissemination of job orders throughout a network of employment service local offices.

labor market information - data on a broad range of topics such as labor force, employment by industry and occupation, unemployment, population, earnings, wages, hours worked, training programs, and more.

metropolitan statistical area - the general concept of a MSA is one of a large population nucleus (a county or group of counties with a total population of at least 75,000 and a central city or urbanized area of at least 50,000) together with adjacent communities which have a high degree of social and economic integration with that nucleus.

nonagricultural wage & salary employment - estimates by industry of the number of nonfarm salaried jobs currently filled, by place of work. BLS collects data through a voluntary employer sampling program, the CES Program.

occupation - refers to the unique set of tasks, skills, and abilities associated with a worker performing a certain job.

occupational employment statistics - BLS/State cooperative program which produces occupational staffing patterns by industry.

per capita income - total personal income divided by total population. Estimates are prepared by the Bureau of Economic Analysis.

sample - a subset of a population selected for the purpose of making generalized statements about the whole.

service delivery area - an area designated for the delivery of job training services under the JTPA of 1982. These areas may be single cities or counties or combinations of cities or counties.

SIC Code - a standard industrial classification structure in which all establishments throughout the Nation are assigned a four-digit code according to their primary economic activity.

total employment - estimated number of persons in an area who were working for pay or profit during a period, or who had a job from which they were temporarily absent, or who worked fifteen hours or more as unpaid family workers.

unemployment - the number of persons in an area who were not employed but were available, actively seeking work, and able to work. This includes workers awaiting recall from layoffs or ready to begin a job within thirty days.

unemployment rate - calculated by dividing the number of jobless persons in an area by the area's total civilian labor force, expressed as a percentage.