

July 14, 2010

NOTE TO THE REVIEWER OMB No. 1220-0168
OF: General Inquiries to State Agency Contacts

FROM: Bill Mockovak
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Office of Survey Methods Research
Bureau of Labor Statistics

SUBJECT: Submission of Materials for a Survey of MLS State
Analysts

Please accept the enclosed materials for approval under the OMB clearance package 1220-0168, "General Inquiries to State Agency Contacts."

We are submitting a brief description of the research, and the materials to be used in the research.

We estimate 27.5 total burden hours for this project. If there are any questions regarding this project, please contact Bill Mockovak, 202-691-7414

Attachments

Draft survey questions (attached as separate pdf file)

I. Introduction

Since 1984, the Mass Layoff Statistics (MLS) program has been collecting reports on mass layoff actions that result in workers being separated from their jobs. Although this voluntary survey is managed by the Bureau of Labor Statistics (BLS), data collection is decentralized across the U.S. with interviews conducted by individuals, called State Analysts, who work in state labor offices. Calls to employers are triggered when at least 50 initial claims for unemployment insurance (UI) are filed against an establishment during a 5-week period. A mass layoff becomes an *extended* mass layoff when 50 or more workers are separated from their jobs for at least 31 days.

As noted, State Analysts are responsible for calling employers and collecting the data as part of a joint federal-state effort. Although not without advantages, this arrangement also poses special challenges because BLS managers are responsible for monitoring and coordinating data collection in 52 separate locations. To help manage the program, it is important to occasionally obtain general information about the adequacy of survey procedures and financial systems. The purpose of the proposed survey is to obtain feedback about the distribution and conduct of work conducted for this program.

II. Respondents

Respondents to this survey are State Analysts who work in state labor offices. They will not be paid for completing the survey.

III. Research Design

This is a census of State Analysts. The survey will be conducted using a Web data-collection tool (Survey Monkey).

IV. Burden Hours

The average completion time is expected to be 30 minutes. We expect 55 analysts to respond, so there are 27.5 burden hours.

V. Data Confidentiality

We will not be collecting any PII Information. Rather, the information is operational and administrative in nature.

II. Attachments

- A: Draft survey questions, attached as separate pdf file
- B: Draft e-mail invitation

Attachment A - See separate pdf file

Attachment B – Draft e-mail invitation

As Bertolt Brecht once said, “Because things are the way they are, things will not stay the way they are.”

We know your job as a State Analyst faces constant challenges, so we hope you will be willing to spend a few minutes giving us feedback about your job and current procedures to help improve future planning, training, and workshops for the annual training conference.

This survey is completely voluntary, and you are free to skip a question if you choose. Depending on the number of comments you have, we estimate it will take between 15-30 minutes to complete.

You can access the survey by clicking the link below:

<http://www.xxxxxxxxxxxxxxxxxxxx>

If you have problems accessing the survey, please contact Bill Mockovak (202-691-7414), Mockovak_W@BLS.gov.

Thank you for your participation!