

## Attachment A – OES Work Statement Replacement Pages

Work Statement

State

CA Number

\_\_\_ LM- \_\_\_\_\_-13-75-J-\_\_

# OCCUPATIONAL EMPLOYMENT STATISTICS PROGRAM

## A. PROGRAM INFORMATION

The Occupational Employment Statistics (OES) program provides occupational employment and wage estimates for wage and salary workers annually for the 50 States, Metropolitan Statistical Areas, Balance of State areas (except where the MSAs exhaust the State), the District of Columbia, Puerto Rico, the Virgin Islands and Guam. A semi-annual sample survey of establishments is conducted to estimate cross industry occupational employment and wage distributions at the statewide and area levels, and nationally at the four-digit and selected five- and six-digit North American Industry Classification System levels. Occupational employment and wage estimates and measures of reliability for the surveyed industries are published annually.

The Bureau of Labor Statistics (BLS) funds and administers the OES program and provides conceptual, technical, and procedural guidance in data collection and estimation. State agencies are responsible for data collection and publication in cooperation with the BLS.

The OES program uses the standardized procedures described in the Occupational Employment Statistics State Operations Manual (OES Manual) as well as those contained in the work statement and BLS technical memoranda. Applicants should put an "X" or a check mark in the spaces provided on the following pages to indicate agreement to comply with stated program requirements.

BLS will provide electronic sample files to the State semi-annually. BLS will send out the November 2012 panel and November supplement by September 7, 2012, and the May 2013 panel by March 8, 2013. The sample supplements are additional units that will be used for the BLS effort to collect green jobs data as part of the Green Goods and Services Survey. A sample file for the November 2013 panel will be delivered to the States by September 6, 2013, but there are no State deliverables for that file in the FY 2013 agreement. The November 2012 panel and supplement will be selected from a second quarter 2011 frame and updated with a fourth quarter 2011 frame. The May 2013 and November 2013 panels will be selected from second quarter 2012 frame with the November panel updated with a fourth quarter 2013 frame. Collection procedures for most supplement units will be the same as the other OES units. However, there will be sample units in the NAICS agriculture sector that are outside the scope of the regular OES survey and establishment-level units in state and local government that are collected separately. In addition, units in last year's supplement may be re-surveyed in the regular OES panels this year.

BLS will contract with a printer to prepare and mail the standard mail out packages. Included in the packages will be a survey form (including the State masthead, and the name, address, employment, and industry description of the sample unit), a State specific solicitation letter, a State specific fact sheet or helpful hints sheet (one or two sided on colored paper), a State specific mail out envelope and a State return envelope. Among the key inputs to the printing process are electronic files that the State will send to BLS Washington. BLS will check the files and then forward them to the printer. BLS will also conduct an optional pre-notification mailing using the central printer.

The deliverables include interim and final master files meeting required response rates (see B.4 and B.5). Response rate requirements are at the sampled area level for the regular OES panels and statewide for the supplement panels. Under the FY 2013 agreement the response rate requirements for the final master files will be considered satisfied for each panel if the response rate for the combined May 2012 and November 2012 panels meets requirements. Please note the FY 2013 requirements for response rates detailed in Section B.5.

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The following table highlights dates for key OES files:

### FY 2013 OES FILES SUMMARY BY PANEL

<u>Panel</u>	<u>Item</u>	<u>Due Date</u>
2012-2 & 3	Interim Master File to BLS	Oct 11, 2012
2012-2 & 3	First final Master File to BLS	Dec 6, 2012
2012-2 & 3	Questions sent by BLS to State	Dec 19, 2012
2012-2 & 3	Second final Master File to BLS	Jan 4, 2013
2012-2 & 3	Supplemental Sheets to BLS	Jan 24, 2013
2012-4 & 5	Pre-notification letter and Return Address to BLS (Optional)	Sept 6, 2012
2012-4 & 5	State Workforce Agency Return Addresses to BLS	Sept 6, 2012
2012-4 & 5	Sample sent to States	Sept 7, 2012
2012-4 & 5	Refined Sample for Pre-notification Mailing to BLS (Optional)	Sept 26, 2012
2012-4 & 5	Solicitation Letters and Fact Sheets to BLS	Oct 3, 2012
2012-4 & 5	Refined Sample for Printer to BLS	Oct 31, 2012
2012-4 & 5	1st Follow Up Sample for Printer to BLS	Nov 28, 2012
2012-4 & 5	2nd Follow Up Sample for Printer to BLS	Dec 26, 2012
2012-4 & 5	3rd Follow Up (Opt) Sample for Printer to BLS	Jan 23, 2013
2012-4 & 5	Interim Master File to BLS	Apr 9, 2013
2012-4 & 5	First final Master File to BLS	June 4, 2013
2012-4 & 5	Questions sent by BLS to State	June 21, 2013
2012-4 & 5	Second final Master File to BLS	June 27, 2013
2012-4 & 5	Supplemental Sheets to BLS	July 11, 2013
2013-2	Pre-notification letter and Return Address to BLS (Optional)	Mar 7, 2013
2013-2	State Workforce Agency Return Addresses to BLS	Mar 7, 2013
2013-2	Sample sent to States	Mar 8, 2013
2013-2	Refined Sample for Pre-notification Mailing (Optional)	Mar 27, 2013
2013-2	Solicitation Letters and Fact Sheets to BLS	Mar 29, 2013
2013-2	Refined Sample for Printer to BLS	May 1, 2013
2013-2	1st Follow Up Sample for Printer to BLS	May 29, 2013
2013-2	2nd Follow Up Sample for Printer to BLS	June 26, 2013
2013-2	3rd Follow Up (Opt) Sample for Printer to BLS	July 24, 2013
2013-4	Sample sent to States	Sep 6, 2013

The BLS will provide the State with updated master files and estimates files for the May 2012 reference period within five weeks after the final corrections files for the May 2012 panel are received from States. Dates pertaining to sample files for the printer are subject to change.

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### B. DELIVERABLES

Data items that must be delivered for the BLS to operate the OES program are described in summary below. Each item must be delivered according to the schedule specified in the OES Manual, the work statement, and BLS technical memoranda.

Content	Agree To Comply (Check Box)	Due Dates	Agree To Comply (Check Box)
1. Publication of employment and wage estimates that meet the OES publication requirements outlined in the State Operations Manual and validated by the BLS. A press release, hard copy report, or Internet web site count as publication.	<input type="checkbox"/>	October1, 2013	<input type="checkbox"/>
2. Delivery to BLS Washington of:			
a. electronic State Workforce Agency return address;	<input type="checkbox"/>	2012-4 & 5 panels, Sept 13, 2012 2013-2 panel, Mar 13, 2013	<input type="checkbox"/>
b. electronic solicitation letters (initial and follow-up) and electronic fact sheet; and	<input type="checkbox"/>	2012-4 & 5 panels, Oct 3, 2012 2013-2 panel, Mar 29, 2013	<input type="checkbox"/>
c. electronic sample files (after address refinement).	<input type="checkbox"/>	2012-4 & 5 panels, Oct 31, 2012 2013-2 panel, May 1, 2013	<input type="checkbox"/>
3. For follow up solicitation, delivery to BLS Washington of electronic sample file including sample non-respondents.	<input type="checkbox"/>	As specified above	<input type="checkbox"/>
4. Interim master files containing at least a 60 percent usable response rate, including wages, in either units or employment for each area. The response rates for the regular panels are for each sampled area, and response rates for the supplement are statewide. The master file will reflect coding to the full OES occupational structure.	<input type="checkbox"/>	2012-2 & 3 panels, Oct 11, 2012 2012-4 & 5 panels, Apr 9, 2013	<input type="checkbox"/>