

STATE LMI OFFICE  
DEPARTMENT OF RESEARCH - OES  
123 MAIN ST  
STE 100  
CAPITAL CITY, ST 12345-6789



JAYNE DOUGH  
HR MANAGER  
MARVIN MONROE MEMORIAL HOSPITAL  
742 EVERGREEN TERRACE  
SPRINGFIELD, ST 12345

NAICS 622110  
GENERAL MEDICAL AND SURGICAL HOSPITALS.

November 10, 2015

Dear State Employer,

We need your help. Your establishment has been selected to participate in the Occupational Employment Statistics (OES) program, which we conduct in cooperation with the US Bureau of Labor Statistics (BLS) to meet the rising demand for occupational information.

The wage and occupation estimates we publish using your data helps to identify future training needs, ensuring you an adequate supply of trained workers for the future. Please help yourself and us by sending us the requested information.

**Please choose one of our easy response options:**

1. Complete the form on page 2 by entering each employee's occupation and wage. Please enter only one employee per line. Return the form using the enclosed postage-paid envelope, or fax to (555) 555-1234.
2. File electronically. If you have a spreadsheet or a report from your payroll or personnel system, you can email your data to **OESState@idcf.bls.gov**. Please include your IDCF number in the email. You can also visit our secure website, **<https://idcfoes.bls.gov>**, and upload a data file or enter your data online.
3. Call us at (555) 555-5555 - we would be happy to take your data over the phone.

**Questions? Need help with the survey?**

- More detailed instructions are included on page 3.
- Call us at (555) 555-5555
- Email us at **OESState@idcf.bls.gov**

Please reply within **two weeks**. Your timely response helps save taxpayer dollars by eliminating the need for costly additional mailings and phone calls. The data you provide will be used for statistical purposes only, and any company or individual-identifying information for non-government establishments will be held in strict confidence to the full extent permitted by law. Your cooperation is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "John Smith".

John Smith  
Director  
State LMI Office



## Instructions

- Verify the company name, address, and industry description on page 1.
- Report each employee by occupation title. Report an employee who works in two or more occupations in the job that requires the highest skill level. If there is no measureable difference in skill, report the employee in the occupation in which they spend the most time.
- Report part-time workers at an hourly rate. Full-time workers can be reported by their annual or hourly rate.
- Return the completed form in the enclosed postage-paid envelope, or fax to (555) 555-1234.

| Job Title        | Wage     |
|------------------|----------|
| General manager  | \$95,000 |
| Accountant       | \$60,000 |
| Accountant       | \$52,000 |
| Accounting clerk | \$16.85  |
| Janitor          | \$15.00  |

**EXAMPLE**

## How to Submit Data Electronically

Create a spreadsheet like the example above listing each employee on your payroll for the pay period including November 12, 2015, or extract a report from your payroll or personnel system. We will accept almost any file format. Do not include employee names or social security numbers. Please exclude contract workers.

Send your file to the secure email address on page 1, or go to our data collection site, <https://idcfoes.bls.gov>. You can securely upload your file or enter your data online.

### SAVE TIME!

### Send us a spreadsheet!

Many companies save time by sending us a spreadsheet or a report from their personnel or payroll system. All we need is one column with job titles and one column with wages. A column listing department is optional, but helpful.

Email the spreadsheet or other report to:  
**OESState@idcf.bls.gov**



| Department     | Job Title             | Wage     |
|----------------|-----------------------|----------|
| Warehouse      | Forklift operator     | \$11.00  |
| Warehouse      | Forklift operator     | \$11.00  |
| Warehouse      | Forklift operator     | \$12.35  |
| Warehouse      | Truck loader/unloader | \$9.00   |
| Warehouse      | Truck loader/unloader | \$9.50   |
| IT             | Programmer            | \$13.24  |
| IT             | Programmer            | \$15.00  |
| Administration | General manager       | \$65,000 |
| Administration | Logistics manager     | \$60,000 |
| Office         | Secretary             | \$9.00   |

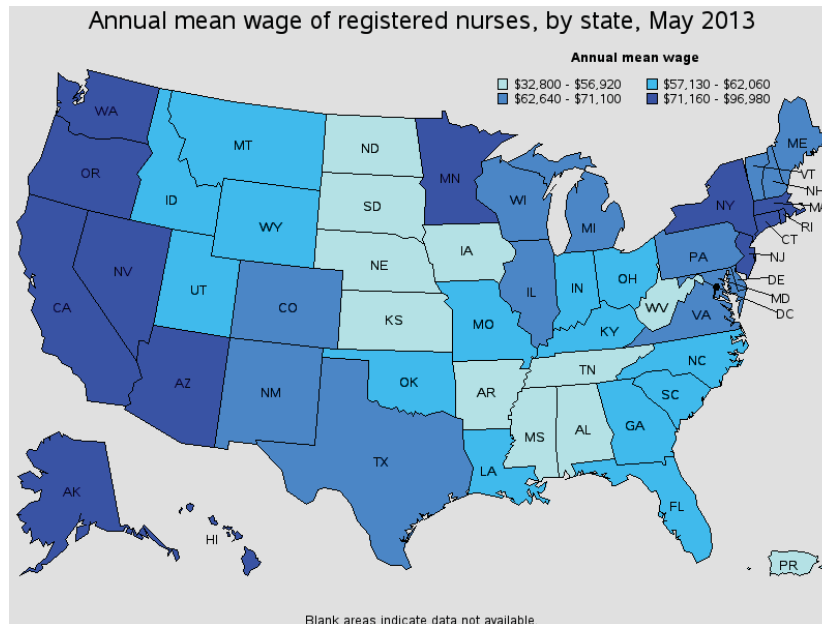
#### Statement to Respondents on the Use of Electronic Data Transmission

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The Bureau of Labor Statistics (BLS) is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession.

The Occupational Employment Statistics (OES) program is a joint venture between the State Department of Commerce and the U.S. Bureau of Labor Statistics (BLS). Approximately X,000 employers are sampled statewide across all industries every year.

Your company has been selected to represent similar establishments of the same size in State, and your participation is critical because **individual businesses are the only source of these data**. Your data will allow us to help you make informed business decisions by providing information on:

- Current wage rates by occupation
- Wage and industry trends by occupation, geographic area, and industry
- Emerging and declining occupations



## 2013 National Wage and Employment Estimates for Selected Occupations in Hospitals

| Code    | Occupation  | Estimated Employment | Median Hourly Wage | Annual Mean Wage |
|---------|---|----------------------|--------------------|------------------|
| 11-0000 | MANAGEMENT OCCUPATIONS, ALL                             | 212,920              | \$53.09            | \$110,420        |
| 11-9111 | Medical and Health Services Managers                    | 122,880              | \$51.95            | \$108,060        |
| 29-0000 | HEALTHCARE PRACTITIONERS AND TECHNICAL OCCUPATIONS, ALL | 3,082,990            | \$33.62            | \$69,940         |
| 29-1141 | Registered Nurses                                       | 1,642,420            | \$33.95            | \$70,610         |
| 29-2061 | Licensed Practical and Licensed Vocational Nurses       | 129,100              | \$20.25            | \$42,120         |
| 29-2034 | Radiologic Technologists                                | 117,590              | \$27.70            | \$57,610         |
| 29-2011 | Medical and Clinical Laboratory Technologists           | 97,050               | \$29.02            | \$60,350         |
| 29-1069 | Physicians and Surgeons, All Other                      | 95,890               | \$69.18            | \$143,890        |
| 29-1126 | Respiratory Therapists                                  | 95,890               | \$27.73            | \$57,670         |
| 31-0000 | HEALTHCARE SUPPORT OCCUPATIONS, ALL                     | 732,320              | \$14.61            | \$30,380         |
| 31-1014 | Nursing Assistants                                      | 377,830              | \$13.51            | \$28,100         |
| 31-9092 | Medical Assistants                                      | 83,020               | \$15.54            | \$32,320         |
| 43-0000 | OFFICE & ADMINISTRATIVE SUPPORT OCCUPATIONS, ALL        | 767,620              | \$17.01            | \$35,370         |
| 43-6013 | Medical Secretaries                                     | 141,500              | \$16.03            | \$33,350         |
| 43-9061 | Office Clerks, General                                  | 91,720               | \$15.29            | \$31,800         |

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. This report is authorized by law, 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely.