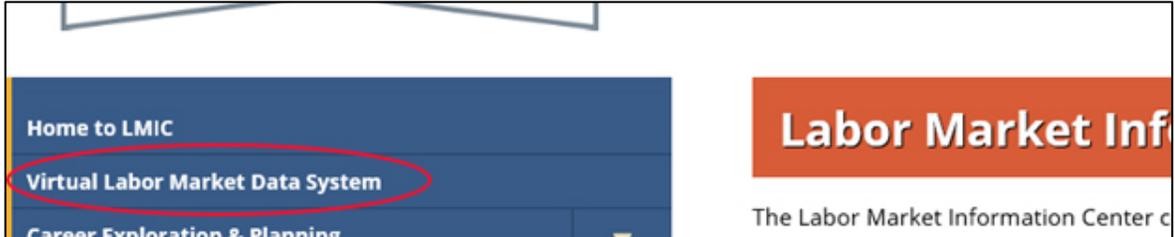
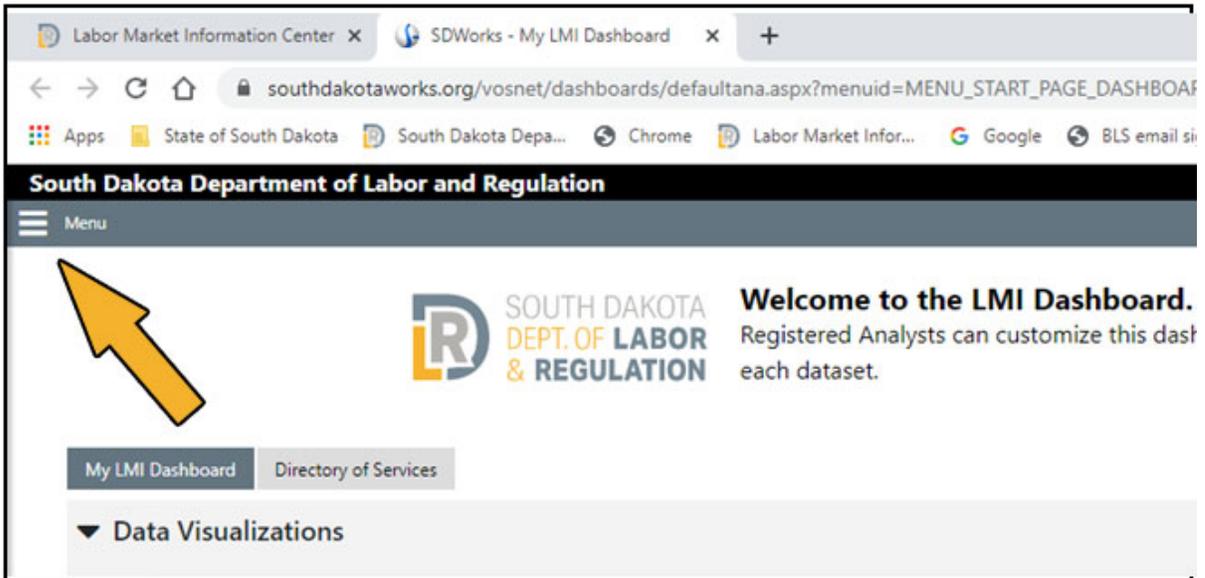


**Step by Step Instructions for Finding Labor Market Information for  
DLR WIOA – Section 10 – Form 64  
(Re-Employment Services)**

1. While on LMIC’s homepage [dlr.sd.gov/lmic](http://dlr.sd.gov/lmic), from the left-hand menu, choose “Virtual Labor Market Data System.”



2. Within the virtual labor market data system, click on the Menu icon in the upper left corner.



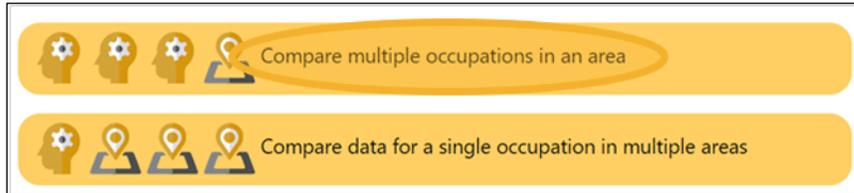
- From the next menu that appears, under the “Labor Market Profiles” section, click on the right-pointing bracket next to “Occupational Profile.”



- From the next menu, choose “Occupational Comparison.”



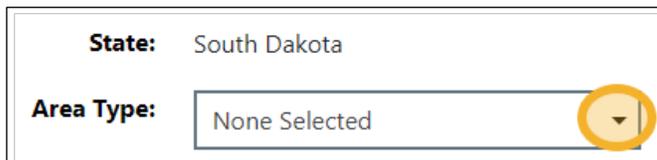
- From the next screen that appears, choose the first option, “Compare multiple occupations in an area.”



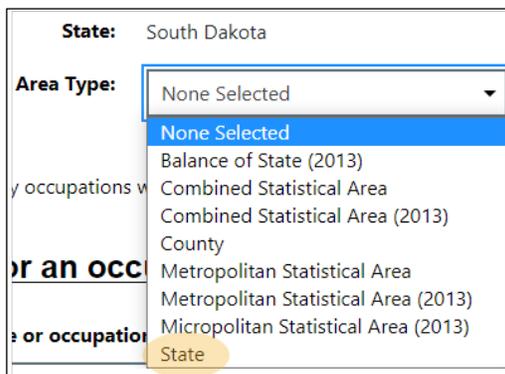
- If “South Dakota” is not already set as the Area, you will need to click on the Area that appears (it will be underlined). As shown in the screen shot example below, you would click on “Hughes County, SD” to change the area. Please note: anytime text is underlined in the virtual system, it means it is a clickable item that you can click to see other options.



- You should then see an “Area Type” drop-down box. Click on the down arrow to the right of that drop-down box to see the options for Area Type.



- From the list of Area Type options, choose the last one, “State.”



9. Now you are ready to search for the first occupation (“Career Desired #1” on Form 64). You will see several options across the top for ways to find an occupation in the virtual system: by Keyword, by Group, by Occupation Listing, etc. Use your preferred method to find the occupation. Keyword search (the default) may be the easiest to use, entering the first few letters of the occupation.

Occupations by Keyword   Occupations by Group   Occupation Listing   Occupations by Education Program   Occupations by Military Specialty   Occupations by Occupation Code   Occupations by License

Area (click to change): [South Dakota](#)

Display only occupations with a Bright Outlook    Display Green occupations only

**Search for an occupation by keyword(s)**

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

As you begin typing, you may see a list of matching occupational titles pop up. If the occupation you are searching for appears in that pop-up list, you may click it there. In the example below, the keyword search option was used, and “plumb” was entered to search for the plumber occupation. If the occupation you are searching for does not appear in the pop-up list, continue with step #9.

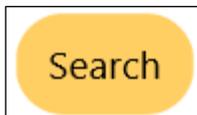
**Search for an occupation by keyword(s)**

Type a job title or occupational keywords in the box and click the

plumb

- Plumbers
- Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
- Electrical and Electronics Installers and Repairers, Transportation Equipment
- Pipe Fitters and Steamfitters
- First-Line Supervisors of Construction Trades and Extraction Workers

- Click on the gold “Search” button as needed to perform the actual search. (This step may not be necessary if you used an option other than key word for your search.)



- Whichever search method you chose to use, you will likely be presented with a list of possible matching occupational titles. Click on the occupational title you feel is the best match to what you are looking for. Using the example above (searching for “plumber”), you would click on the second option, “Plumbers.”

Here is a list of occupations that matched your keyword search. Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, related job titles, or description of each occupation.

You may click on the matched indicator in the Related Job Titles and Occupation Description columns to view the corresponding matches. To select an occupation, click on its title.

| Score | Occupation   | Occupation Title | Related Job Titles | Occupation Description | Select                   |
|-------|--|------------------|--------------------|------------------------|--------------------------|
| 100%  | <a href="#">Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters</a> ♦ | ✓                |                    | ✓                      | <input type="checkbox"/> |
| 71%   | <a href="#">Plumbers</a> ♦   | ✓                |                    |                        | <input type="checkbox"/> |

BRIGHT OUTLOOK NATIONALLY | GREEN OCCUPATIONS  
[\[ Change search criteria \]](#)

***Please note: If you cannot find an occupation you are looking for, contact LMIC at 605.626.2314; they will be happy to help you.***

- You should then be presented with various labor market information for the occupation you selected, including most of the information to be included on Form 64.

**Before proceeding**, however, please note a quick, possible way to view the same information for the second occupation (“Career Desired #2” on Form 64) is to click on the “Compare” option appearing directly below the title of the occupation for which you are currently viewing labor market information.

**Plumbers** [Compare](#) [South Dakota](#)  
[Compare](#)

**Summary** | [Description](#) | [Jobs](#) | [Candidates](#) | [Supply and Demand](#) | [Employers](#) | [Skills](#) | [Education and Work Experience](#) | [Employment and Wages](#) | [Nature of the Work](#) | [Job Requirements](#) | [Other](#)

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[View Full Report](#)  For help click the information icon next to each section.

**Plumbers**  - Assemble, install, or repair pipes, fittings, or fixtures of heating, water, or drainage systems, according to specifications or plumbing codes.

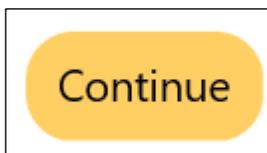
Source: This information is based on O\*NET™ data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

|   |   |   |   |   |   |                 |
|---|---|---|---|---|---|-----------------|
|  |  |  |  |  |  | \$52,545        |
| <b>Outlook Stable</b>   | <b>Demand High</b>  | <b>Supply High</b>  | <b>Supply Shortage</b>  | <b>PS</b>   | <b>2+ Years</b>   | <b>\$35,235</b> |

By clicking on the “Compare” option, you will be presented with a list of related occupations to compare. If the second occupation you are interested in (“Career Desired #2”) appear in the list, click in the small box to the left of the appropriate occupational title(s). (You may select up to five occupations on the list if you wish.) In the example below, we see a list of occupations related to Plumbers and chose “Construction Carpenters.” After the occupations of interest are selected, scroll down the page and press the gold “Continue” button.

Select related occupations or [choose other occupations to compare](#) with **Plumbers**.

- Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
- Animal Trainers
- Automotive Master Mechanics
- Boilermakers
- Commercial Divers
- Construction Carpenters
- Control and Valve Installers and Repairers, Excent Mechanical Door



If the second occupation you are interested in (“Career Desired #2”) does NOT appear in the list, click where it says, “choose other occupations to compare” in the text above the list.

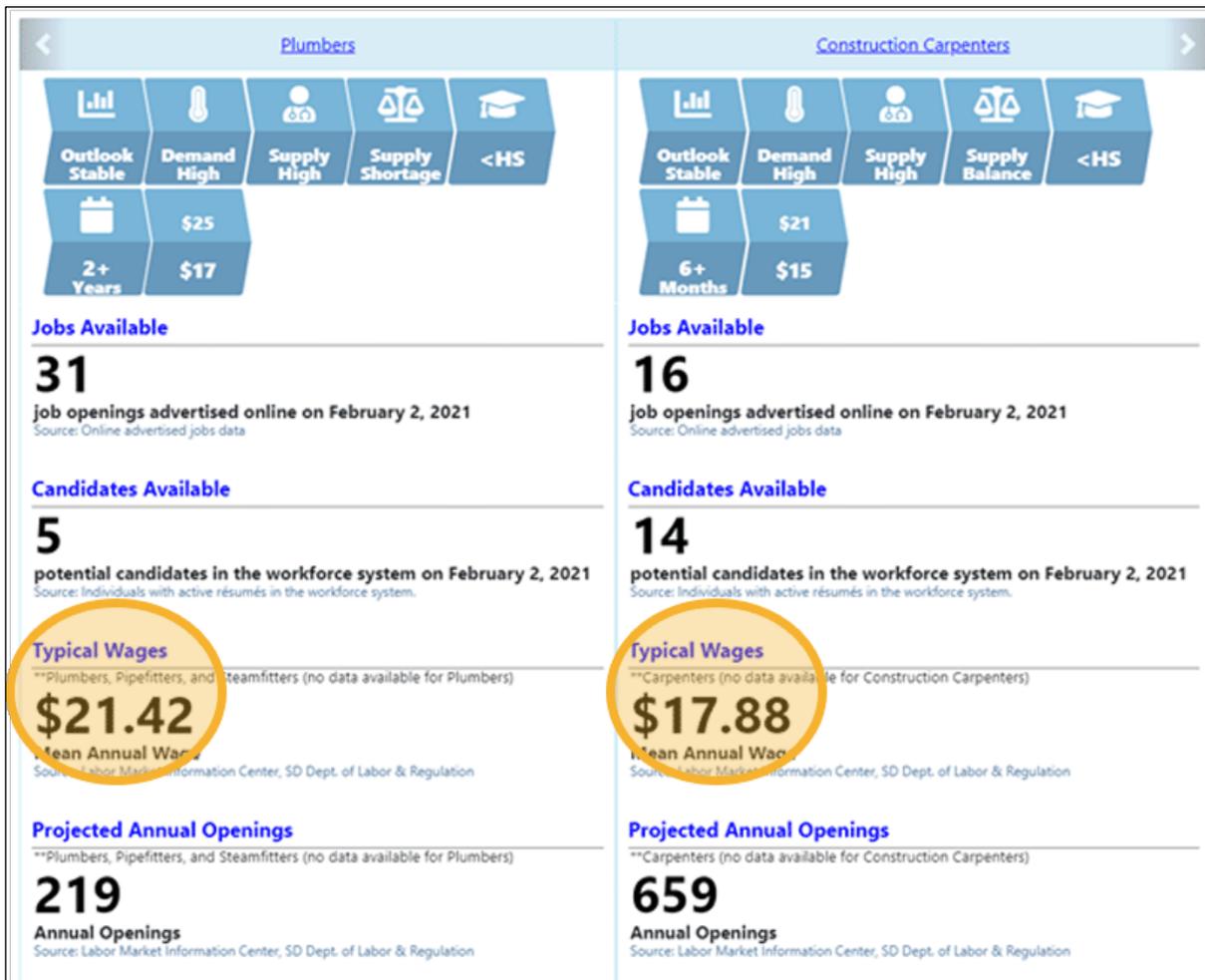
Select related occupations or choose other occupations to compare with **Plumbers.**

- Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
- Animal Trainers
- Automotive Master Mechanics
- Boilermakers
- Commercial Divers
- Construction Carpenters
- Control and Valve Installers and Repairers, Except Mechanical Door
- Drywall and Ceiling Tile Installers
- Electrical Power-Line Installers and Repairers
- Electricians
- Elevator Installers and Repairers
- First-Line Supervisors of Construction Trades and Extraction Workers
- Forest and Conservation Technicians

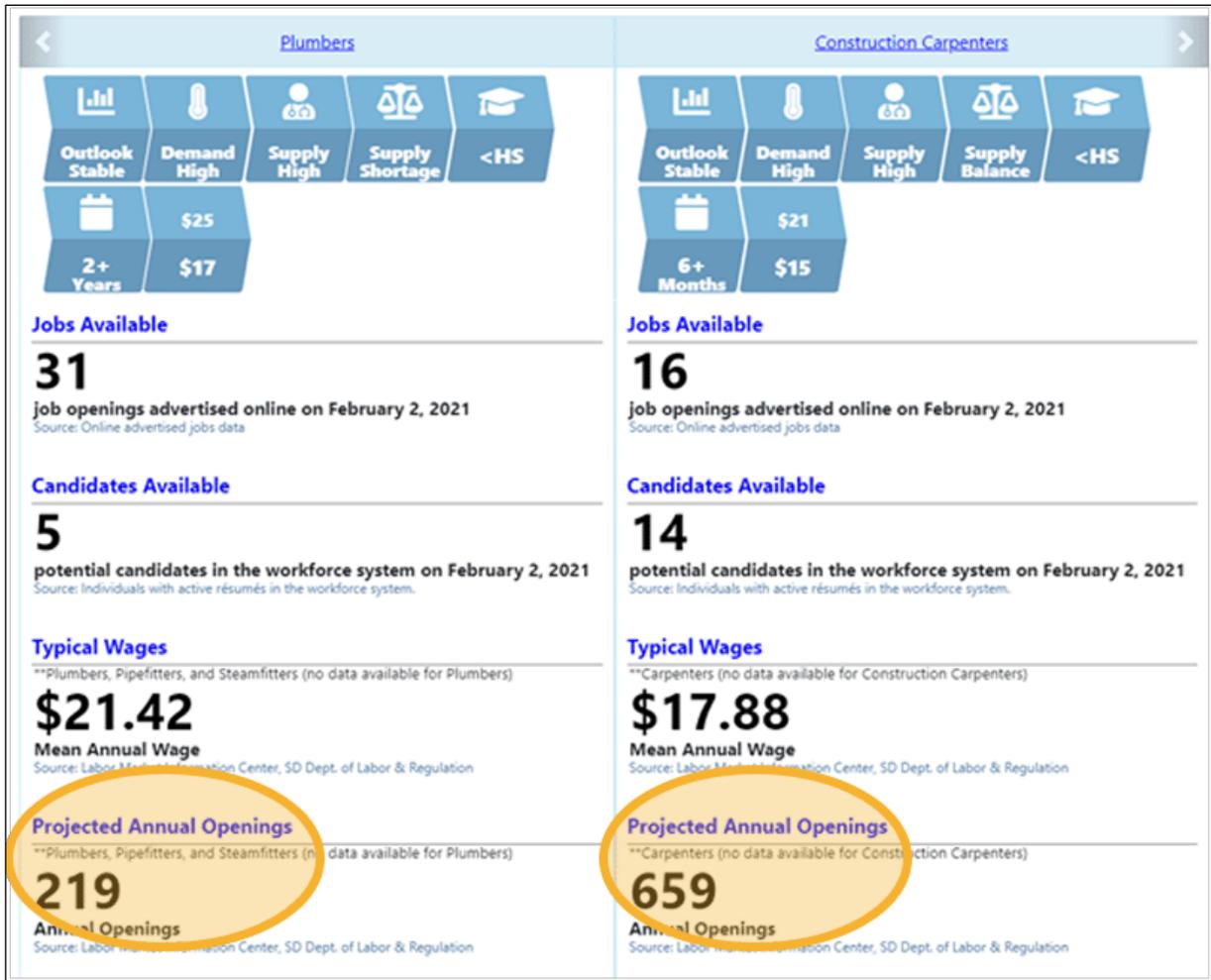
You will then again see the screen in Step 8 above, presenting several options for searching for another occupation. Choose the option you prefer, following the instructions in Steps 9 through 10 above, as needed.

13. Once you have selected the appropriate occupation(s), you should see a screen of labor market information for each of the occupations, side by side. Continuing with our example used above, we see the information for both Plumbers and Construction Carpenters. (See the screen shot on the following page.)
14. Write the title of the occupation(s) you chose in the first box under your “Career Desired #1” column and under your “Career Desired #2” column (if you were able to find both in this search). (In the examples above, you would write, “Plumbers” and “Construction Carpenters.”

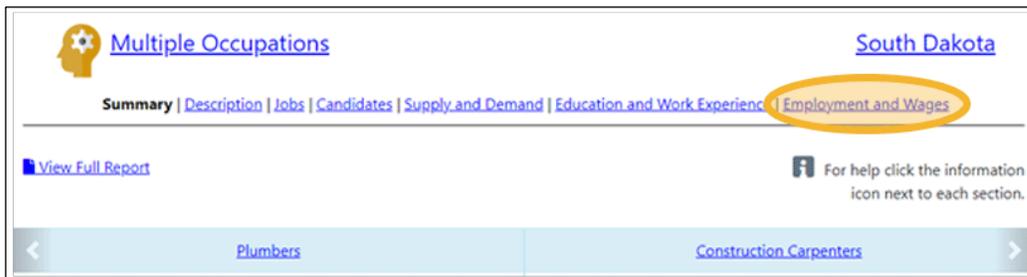
15. In the second box under each column on Form 64, “Mean (average) Wage,” see the “Typical Wages” information for each occupation (as highlighted in the graphic below).



16. For now, skip over the “Annual Average Percent Employment Change Projected” item on the form, to the next item on the form, “Projected Annual Openings.” As shown in the example on the next page, find the projected annual openings for the occupations directly below the wage data you used above in step 15. (See the screen clipping on the following page.)



17. Returning to the “Annual Average Percent Employment Change Projected” item requested on the form, see the options running across the top of the screen and click on the “Employment and Wages” option (as shown below).



18. Scroll down to the fourth table of information presented on the screen, to the table with the heading “Occupational Employment & Future Employment Outlook.” The annual average percent employment change projected as requested on the form will be the last data item listed on the table. (See the screen shot on the next page.)

### Occupational Employment & Future Employment Outlook

This section shows the long term employment projections for the occupations selected in South Dakota from 2018-2028.

Click a column title to sort.

| Data                       | Carpenters | Plumbers, Pipefitters, and Steamfitters |
|----------------------------|------------|---|
| Estimated Employment       | 5,696      | 1,684                                   |
| Projected Employment       | 6,160      | 1,896                                   |
| Total Employment Change    | 464        | 212                                     |
| Annual Avg. Percent Change | 0.79%      | 1.19%                                   |

19. For the next two data items requested on Form 64, “Current Job Openings” and Current Candidates,” scroll back up to the menu options running across the screen again. This time, click on the “Supply and Demand” option as shown below.

 [Multiple Occupations](#) [South Dakota](#)

[Summary](#) | [Description](#) | [Jobs](#) | [Candidates](#) | [Supply and Demand](#) | [Education and Work Experience](#) | [Employment and Wages](#)

[View Full Report](#)  For help click the information icon next to each section.

[Plumbers](#) [Construction Carpenters](#)

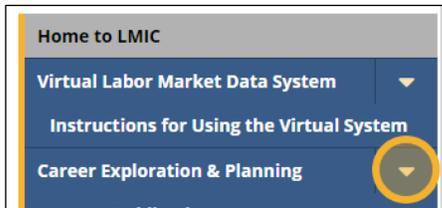
20. In the first table of results presented, “Jobs and Candidates Available,” use the number of “Job Openings” for each of the occupations to complete the “Current Job Openings” item on Form 64. Use the number of “Candidates” to complete the “Current Candidates” item.

### Jobs and Candidates Available

This section shows the number of job openings and green jobs advertised online, as well as potential candidates in the workforce system in South Dakota for the occupations selected on February 2, 2021 (Jobs De-duplication Level 2).

| Data               | Construction Carpenters | Plumbers |
|--------------------|-------------------------|----------|
| Job Openings       | 16                      | 31       |
| Green Job Count    | 0                       | 0        |
| Candidates         | 14                      | 5        |
| Candidates per Job | 0.88                    | 0.16     |

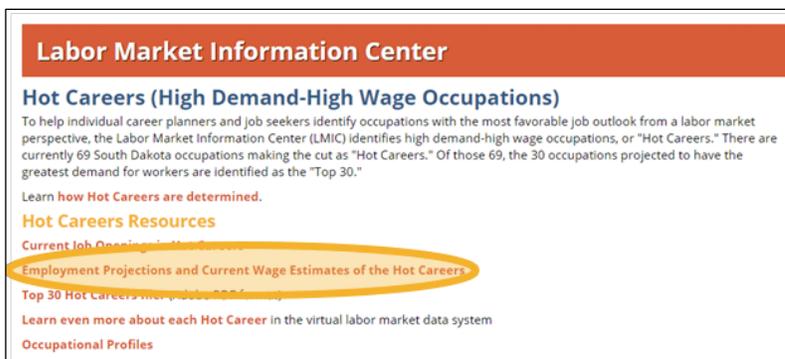
21. To complete the same information we've found to this point for "Career Desired #2," as needed, repeat steps 8 through 19.
22. For the "SD Hot Career (yes or no)" item on Form 64, return to the LMIC homepage [dlr.sd.gov/lmic](http://dlr.sd.gov/lmic). (Unless you closed that window, it should still be open in your browser.)
23. This time, from the left-hand menu of the LMIC homepage ([dlr.sd.gov/lmic](http://dlr.sd.gov/lmic)), click on the down-pointing arrow next to the third item down, Career Exploration & Planning."



24. From the additional options that appear, choose "Hot Careers," the second option from the bottom.



25. From the Hot Careers page ([https://dlr.sd.gov/lmic/menu\\_hot\\_careers.aspx](https://dlr.sd.gov/lmic/menu_hot_careers.aspx)), choose "Employment Projections and Current Wage Estimates of the Hot Careers."



26. The table of employment projections and wage data you will see has each of the Hot Careers listed in alphabetical order. Check the titles of occupations you chose as "Career Desired #1" and "Career

Desired #2” on Form 64. If the occupation appears in this table, it is a Hot Career, and you may indicate “Yes” on Form 64. If it does not appear in the table, you may indicate “No” on Form 64. As you’ll see in the example below, the occupation of “Carpenters” is a Hot Career.

| Hot Careers Data   |  |                         |                 |                 |                          |                          |                     |  |
|--|--|-------------------------|-----------------|-----------------|--------------------------|--------------------------|---------------------|--|
| South Dakota Hot Careers<br>High Demand, High Wage Occupations |  |                         |                 |                 |                          |                          |                     |  |
| SOC Codes  | Occupational Title   | Average Annual Openings | 2018 Employment | 2028 Employment | Numeric Change 2018-2028 | Percent Change 2018-2028 | Average Annual Wage | Level of Education Recommended in South Dakota |
| 00-0000  | Total, All Occupations   | 62,664                  | 491,588         | 526,251         | 34,663                   | 7.1%                     | \$42,916            |  |
| 13-2011  | Accountants and Auditors                      | 538                     | 4,998           | 5,491           | 493                      | 9.9%                     | \$67,472            | Bachelor's degree                              |
| 49-3023  | Automotive Service Technicians and Mechanics  | 244                     | 2,321           | 2,441           | 120                      | 5.2%                     | \$41,238            | Some postsecondary education                   |
| 49-3031  | Bus and Truck Mechanics and Diesel Engine Specialists  | 109                     | 994             | 1,113           | 119                      | 12.0%                    | \$45,590            | Some postsecondary education                   |
| 13-1199<br>13-1198   | Business Operations Specialists, All Other   | 148                     | 1,446           | 1,507           | 61                       | 4.2%                     | \$69,398            | Some postsecondary education                   |
| 13-1021<br>13-1022<br>13-1023<br>13-1020                       | Buyers and Purchasing Agents   | 142                     | 1,358           | 1,363           | 5                        | 0.4%                     | \$61,908            | Bachelor's degree                              |
| 47-2031  | Carpenters                                  | 659                     | 5,696           | 6,160           | 464                      | 8.2%                     | \$37,192            | High school diploma or equivalent              |

***If you have questions or need assistance with these instructions, please contact the Labor Market Information Center at 605.626.2314.***