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

4. From the next menu, choose “Occupational Comparison.”
5. From the next screen that appears, choose the first option, “Compare multiple occupations in an area.”

6. 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.

7. 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.

8. 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.

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.
10. 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.)

Search

11. 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.”

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.

12. 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.
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.
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.

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).

![Graphic showing typical wages for Plumbers and Construction Carpenters]

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.)
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.

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.
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. (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), 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.


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.

<table>
<thead>
<tr>
<th>SOC Code</th>
<th>Occupational Title</th>
<th>Average Annual Openings</th>
<th>2018 Employment</th>
<th>2028 Employment</th>
<th>Numeric Change 2018-2028</th>
<th>Percent Change 2018-2028</th>
<th>Average Annual Wage</th>
<th>Level of Education Recommended in South Dakota</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-0000</td>
<td>Total, All Occupations</td>
<td>62,664</td>
<td>491,588</td>
<td>526,251</td>
<td>34,663</td>
<td>7.1%</td>
<td>$67,472</td>
<td>Bachelor’s degree</td>
</tr>
<tr>
<td>13-2011</td>
<td>Accountants and Auditors</td>
<td>538</td>
<td>4,998</td>
<td>5,491</td>
<td>493</td>
<td>9.9%</td>
<td>$67,472</td>
<td>Some postsecondary education</td>
</tr>
<tr>
<td>49-3023</td>
<td>Automotive Service Technicians and Mechanics</td>
<td>244</td>
<td>2,321</td>
<td>2,441</td>
<td>120</td>
<td>5.2%</td>
<td>$41,238</td>
<td>Some postsecondary education</td>
</tr>
<tr>
<td>49-3031</td>
<td>Bus and Truck Mechanics and Diesel Engine Specialists</td>
<td>109</td>
<td>994</td>
<td>1,113</td>
<td>119</td>
<td>12.0%</td>
<td>$45,550</td>
<td>Some postsecondary education</td>
</tr>
<tr>
<td>13-1199</td>
<td>Business Operations Specialists, All Other</td>
<td>148</td>
<td>1,446</td>
<td>1,507</td>
<td>61</td>
<td>4.2%</td>
<td>$69,338</td>
<td>Bachelor’s degree</td>
</tr>
<tr>
<td>13-1198</td>
<td>Bus and Truck Mechanics and Diesel Engine Specialists</td>
<td>148</td>
<td>1,446</td>
<td>1,507</td>
<td>61</td>
<td>4.2%</td>
<td>$69,338</td>
<td>Bachelor’s degree</td>
</tr>
<tr>
<td>13-1021</td>
<td>Business Operations Specialists, All Other</td>
<td>148</td>
<td>1,446</td>
<td>1,507</td>
<td>61</td>
<td>4.2%</td>
<td>$69,338</td>
<td>Bachelor’s degree</td>
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<td>1,446</td>
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<td>$69,338</td>
<td>Bachelor’s degree</td>
</tr>
<tr>
<td>13-1020</td>
<td>Business Operations Specialists, All Other</td>
<td>148</td>
<td>1,446</td>
<td>1,507</td>
<td>61</td>
<td>4.2%</td>
<td>$69,338</td>
<td>Bachelor’s degree</td>
</tr>
<tr>
<td>47-203</td>
<td>Carpenters</td>
<td>659</td>
<td>5,996</td>
<td>6,160</td>
<td>464</td>
<td>8.2%</td>
<td>$37,192</td>
<td>High school diploma or equivalent</td>
</tr>
</tbody>
</table>

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